(1) **Call to Order:** Ms. Buell called the regular meeting of the Lewis County Planning Board to order at 2:33 PM in Room 327 on the 3rd floor at the Lewis County Court House, Lowville, New York. Roll call was requested by Ms. Buell.

(2) **Roll Call:** Board Members Present: Michael Kaido, Patricia O’Brien, William Burke, Warren Shaw and Jerry King. Staff Present: Casandra Buell, Senior Planner. Public Present: Nick Altmire, Linking Lewis County.

(3) **Reading and Approval of Minutes:** The draft July 18, 2019 meeting minutes were received. Mr. Burke motioned to approve the minutes; Ms. O’Brien seconded the motion, which carried unanimously.

(4) **Correspondence and Communication:** None

(5) **Report of Officers:** None

(6) **Report of Special Committees:**

239-M Review

Ms. Buell read the following review to the board:

**TOWN/VILLAGE OF LOWVILLE PLANNING BOARD**

Site Plan Review for the proposed relocation and expansion of exterior banking access at the existing Northern Federal Credit Union facility located at 5801 Number Four Road (County Route 26) in the Town of Lowville.

Tax Map Parcel: #213.00-01-39.140.

*PHZ Architects, PLLC – Applicant*

The applicant provided the following Project Documentation: 1) Demolition & Erosion Control Site Plan; 2) Proposed Stacking Exhibit; 3) Rear Elevation Illustration; 4) SEQR Short Environmental Assessment Form; 5) EAF Mapper Summary Report; and 6) Zoning Map.

- **Compatibility with Adjacent Uses:**
  The zoning for this area is identified as I-3 (Industrial Commerce). Currently the property identified is commercial and is consistent with the surrounding uses. Thus, the proposed use is consistent with the character of the commercial setting.

- **Traffic Generation and Effect:**
  The roadway is identified as County Route 26/Number Four Road. The proposed project is a relocation and expansion of ATM and ITM services in the rear of the building. No changes to the existing entrance are proposed by the applicant and, as noted on page 2 of the submitted SEAF, the proposed action will not result in a substantial increase in traffic above present levels.
- **Protection of Community Character:**
  According to the submitted SEAF, the proposed action is consistent with the predominant character of the existing building or natural landscape. Based on review of the current zoning criteria for the Town of Lowville, the proposed project expansion is compliant with the criteria under Article IV, Subsections 250-17 (Schedule C) and 250-19.

- **Signage:**
  On site, there will be a traffic control sign located at the rear entrance to the western parking lot. As noted on the submitted Site Details (Sheet L-501), the 30”x30” STOP sign is planned to stand 7’ above finish grade and will conform to the N.Y.S. Manual of Uniform Traffic Control Devices. The proposed project is compliant with Article VII.

- **Drainage:**
  Based on the information supplied by the applicant, the proposed use should not create any adverse environmental concerns for the area and it appears that all current drainage systems will be used.

- **Erosion:**
  According to the application, there will be 0.09 acres disturbed for the proposed project; therefore, no DEC permits should be needed. Silt fencing will be used during the demolition phase and will be removed following construction.

- **Parking:**
  The proposed project will remove roughly 16 existing parking spaces. According to the submitted Zoning/Planning data, the required parking (1 space/100 square feet) for this use is 29 and the proposed project will include 38. Additionally, the required 20’ aisle is included in the proposed improvements. The proposed project is compliant with Article VIII, Subsection 250-56.

- **Community Facilities:**
  The proposed project will adjust the asphalt parking lot to accommodate (3) new ATM drive-thru kiosks and the existing building canopy/ATMs will be removed. Current utilities will continue to be utilized.

- **Lighting:**
  The proposed project expansion includes lighting improvements; exterior lighting will be replaced with 20’ “Vue Series” outdoor lighting posts. The proposed project’s lighting improvements are compliant with Article XI, Subsection 250-83.

- **Landscaping and Screening:**
  The proposed project expansion includes landscaping improvements. Bordering the asphalt drive expansion toward the rear of the property, there will be 30 Hillspire Juniper trees planted. These coniferous trees are expected to grow to a height of 6-7 feet. The proposed project is compliant with Article XI, Subsection 250-86.

**Recommendation: Approve with the following condition**

1. Compliance with all Local, State and Federal regulatory requirements for this type of facility and the products stored.
With no presented questions or concerns, Mr. Shaw made a motion to recommend an approval with the above listed condition. The motion was seconded by Mr. Kaido and carried unanimously.

Ms. Buell then read the final review to the board.

**VILLAGE OF COPENHAGEN VILLAGE BOARD**

Site Plan Review for the proposed construction of a Dollar General retail store to be located on NYS Route 12 in the Village of Copenhagen.

Tax map parcel #’s 123.11-02-01.100 and 123.11-02-03.110

*GYMO – Applicant*

The applicant provided the following Project Documentation: 1) Site Plans; 2) Agricultural Data Statement; and 3) SEQR Short Environmental Assessment Form.

- **Compatibility With Adjacent Uses:**
  The Village of Copenhagen Site Plan Review Law provides regulation for land use activity within the Village of Copenhagen (single zone). The proposed project will span two residential parcels along State Route 12 that are surrounded by agricultural and commercial uses. While a majority of the immediate adjacent uses are residential, some established commercial uses within walking distance include a hair salon, small lodging facility, tree farm and gas station. The proposed project will be compatible with the adjacent uses.

- **Traffic Generation and Effect:**
  The roadway is identified as State Route 12/Main Street. According to the NYS Traffic Data Viewer, this corridor can experience daily traffic volumes between 1,501 and 4,000 vehicles. On page 2 of the submitted SEAF, the applicant suggests that the proposed action will not result in a substantial increase in traffic above present levels; however, when looking at heavier commercial uses within a mile of the proposed project site, traffic volumes increase to 4,001-10,000 vehicles per day. While general NYS DOT standards during construction have been referenced on the submitted application, to avoid unforeseen traffic egress/ingress issues, the applicant should be required to obtain a NYSDOT Commercial Driveway/Access Permit prior to construction.

Furthermore, the proposed project consolidates the two existing driveways into one egress/ingress. According to the submitted Site and Landscape Plan, there is an existing 20’ water easement that spans onto both properties. Since access to the eastern property will be eliminated, a copy of the existing water easement should be sent to the Lewis County Planning Board to keep with this project file.

- **Protection of Community Character:**
  Based on review of the current zoning criteria for the Village of Copenhagen, the proposed project is in compliance with the criteria under Article II, Section 210. Furthermore, according to New York State Division for Historic Preservation, the proposed project will not affect historic properties.

  Additionally, the applicant provided a completed SEQR Appendix B, Short Environmental Assessment Form for review and identified that the proposed action is consistent with the predominant character of the existing built or natural landscape. On August 7, 2019 the
Village of Copenhagen Village Board, as the Lead Agency, acknowledged the proposed action will not result in any significant environmental impacts.

- **Signage:**
The proposed project includes the installation of several signs. As noted on the submitted General Notes and Information Sheet attached to the Site Plan, all outside signs are to be constructed in accordance with all details defined by NYSDOT and Federal regulations. During construction, a temporary 8’x4’ “Coming Soon” sign will be installed. A 10’x7’ Dollar General sign (22’ in total height) will be set in concrete west of the ingress/egress and a 26’x3’9” sign will be affixed to the face of the building, above the sliding doors. Additional parking signs will be installed throughout the parking lot.

- **Drainage:**
Based on the information supplied by the applicant, the proposed use should not create any adverse environmental concerns for the area and on Page 3 of the submitted SEAF, the applicant advised that the stormwater discharge will be directed towards existing storm water culverts at the rear of the property. The proposed project appears to comply with Article IV, Section 460.

- **Erosion:**
According to the application, there will be 0.98 acres disturbed for the proposed project; therefore, no DEC permits should be needed. The proposed project complies with Article IV, Section 470.

- **Parking:**
The proposed project includes 30 9’x20’ parking spaces; 2 of which are identified via posted signs and paint as Handicapped Parking. Plans also include pre-cast concrete parking stops for the parking areas facing NYS Route 12. The proposed project is compliant with Article IV, Section 430.

- **Community Facilities:**
According to page 2 of the submitted SEAF, the proposed action will connect to an existing water supply and will connect to existing wastewater utilities. The proposed project includes a 20’ water easement. According to the submitted Sheet C001, the Village of Copenhagen DPW must be present to assist with flushing the mains, witnessing of pressure testing, and performing disinfection. All watermain work will be coordinated with the Village of Copenhagen and Village requirements will supersede all other plans and specification.

- **Lighting:**
The proposed project will include at least (1) pole mounted light, (4) wall pack lights, and (4) wall mounted lights. The proposed lighting installments appear to comply with Article IV, Section 450.

- **Landscaping and Screening:**
The applicant proposes the removal several existing apple, cedar, and spruce trees throughout the project site to clear the appropriate area needed for the parking lot; however, there will be deciduous and coniferous trees planted around the parking lot. According to Article IV, Section 440, “along a property line facing a residential property, a 20-foot-wide buffer area of evergreen planting shall be provided to effectively buffer and screen the
use from noise and view.” Additionally, “where appropriate, a wall, fence, or earthen
berm of location, height, and design approved by the Village Board, may be substituted for
the required planting.” There does not appear to be any plans to include this required
buffer in the proposed project. To comply with Article IV, Section 440, the applicant
should submit a Site Plan with the defined landscape buffer or the Village Board may, when
reasonable, waive any requirements if such requirements are found not to be requisite in the
interests of the public health, safety or general welfare or inappropriate to a particular use.

Recommendation: Approve with the following conditions
1. Compliance with all Local, State and Federal regulatory requirements for this type of
facility and the products stored.
2. The applicant should be required to obtain a NYSDOT Commercial Driveway/Access
Permit prior to construction.
3. Since access to the eastern property will be eliminated, a copy of the existing water
easement should be sent to the Lewis County Planning Board to keep with this project file.
4. To comply with Article IV, Section 440, the applicant should submit a Site Plan with the
defined landscape buffer or the Village Board may, when reasonable, waive any
requirements if such requirements are found not to be requisite in the interests of the public
health, safety or general welfare or inappropriate to a particular use.

Mr. Altmire requested to ask a question regarding the role of the Town of Denmark in this
review. Ms. Buell explained that, while this lot is boarding the Town of Denmark/Village of
Copenhagen line, the Village of Copenhagen has home rule and is within their jurisdiction. Mr.
Shaw made the motion to approve with the above recommendations, seconded by Mr. Kaido,
and was carried unanimously.

(7) Report of County Planner:
Ms. Buell read the following response from a municipality regarding a previously
submitted/reviewed project:
  o Site Plan Review/Special Use Permit – Boulevard Properties – Town/Village of Lowville Planning Board –
    Approved w/conditions
  o Site Plan Review Law – Village of Copenhagen – Approved w/conditions

(8) Unfinished Business: None

(9) New Business: Ms. Buell notified the Board of an upcoming Land Use Workshop to be held
on Tuesday, September 17th from 4:00 PM to 8:45 PM at the Lewis County Jefferson
Community College Education Center. Topics include Moratorium and Zoning Board of
Appeals. She reminded the board of the annual 4-hour training requirement and that, by
attending this workshop, this would fulfill that obligation. For those who cannot make this
training, there are online courses that are available.

(10) Adjournment: There being no other business, a motion to adjourn the meeting was made by
Mr. Burke, seconded by Mr. Kaido, which carried unanimously. Ms. Buell adjourned the
meeting at 2:55 PM.

Respectfully submitted,

Casandra Buell
Senior Planner