

**MINUTES**  
**LEWIS COUNTY PLANNING BOARD**  
**June 20, 2019**

- (1) **Call to Order:** Chairman Petersen called the regular meeting of the Lewis County Planning Board to order at 2:30 PM in Room 327 on the 3<sup>rd</sup> floor at the Lewis County Court House, Lowville, New York. Roll call was requested by Mr. Petersen.
- (2) **Roll Call:** Board Members Present: Tim Petersen, Michael Kaido, Patricia O'Brien, William Burke, Warren Shaw and Jerry King. Staff Present: Casandra Buell, Senior Planner and Frank Pace, Director of Planning.
- (3) **Reading and Approval of Minutes:** The May 16, 2019 meeting minutes were received and there were no modifications made by the Board members present. Mr. Kaido motioned to approve the minutes; Mr. Burke 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:

**VILLAGE OF LOWVILLE BOARD OF TRUSTEES**

Proposed zoning text amendment to the Village of Lowville Zoning Law that would define community events and prohibit rooftop signs.

*Village of Lowville – Applicant*

The General Municipal Referral Form was submitted by Joseph Russell, Village Attorney, on behalf of the Village of Lowville.

**Village of Lowville Zoning Law Additions**

Proposed Definitions:

Rooftop Signs would be defined as *any sign erected, mounted or placed on the roof of a building, or mounted or placed on any face of a building in a manner such that any portion of the sign extends vertically above the eaves.*

The preceding definition clearly defines the Village's classification of rooftop signs.

Community Events would be defined as *any planned gathering on public property consisting of 50 or more people, or any-sized event which blocks or reserves access to public property or a right of way. Examples include but are not limited to pre-planned marches; demonstrations; parades; and weddings.*

The preceding definition clearly defines the Village's classification of community events and will properly guide users when deciphering Article VII, Section 725 & Article XII, Section 1315.

Proposed Regulation:

Article VII, Section 720 would ban rooftop signs within the Village of Lowville unless non-conforming rooftops signs are destroyed or damaged beyond repair. In this instance, rooftop signs that existed prior to the effective date of the proposed local law can be replaced in the same location with a sign of the same dimensions.

It should be noted that there is a grammatical error in Section 3E – “rooftop signs” is currently written as “rooftop sings.” This should be updated prior to filing with NYS DOS.

***Recommendation: Approve with the following conditions***

1. There is a grammatical error in Section 3E – “rooftop signs” is currently written as “rooftop sings.” This should be updated prior to filing with NYS DOS.

After a very brief discussion regarding the regulations in place for community events, Mr. Petersen made a motion to approve with the condition that the grammatical error was corrected prior to being sent to DOS. The motion was seconded by Mr. Burke and was carried unanimously.

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

**VILLAGE OF COPENHAGEN VILLAGE BOARD**

Proposed Village of Copenhagen Site Plan Review Law to replace current zoning and land use laws within the village.

*Village of Copenhagen– Applicant*

Article 8, Section 810 notes that *“This law shall replace and supersede the Village of Copenhagen Site Plan Review Law, Local Law No. 3 of 1985.”* It should be noted that the local law that we have on file is Local Law No.1 of 1985. Prior to filing, it should be confirmed which Local Law is to be replaced.

The proposed site plan review law does not define a designated zone; however, it is implied that the zone is village-wide. Article 1 should include a section that defines the entire jurisdiction of the Village of Copenhagen as a single unnamed zone, and that the application of the law would be uniform throughout the village.

Within Article 3, Section 320, the proposed law states that the *“village board is hereby authorized to review and approve, approve with modification or disapprove site plans.”* It is suggested that “approve with conditions” is added.

Article 4, Section 430 proposes that *“All drainage facilities shall be designed for a 25-year storm, minimum.”* It is suggested that the 25-year storm minimum is increased to 100-years.

As noted in the proposed site plan review law, the zoning enforcement officer detailed in Article 2, Section 210; Article 3, Section 340; Article 6, Sections 610, 620 & 640; and Article 7, Section 710, will be designated by the village board. This designation should be made simultaneously with the adoption of the proposed local law. If the village board would like to utilize the Lewis County Building Codes Department, a formal Intermunicipal Agreement (IMA) should be drafted accordingly.

***Recommendation: Approve with the following conditions***

1. Article 1 should include a section that defines the entire jurisdiction of the Village of Copenhagen as a single unnamed zone, and that the application of the law would be uniform throughout the village.
2. Article 8, Section 810 notes that *“This law shall replace and supersede the Village of Copenhagen Site Plan Review Law, Local Law No. 3 of 1985.”* It should be noted that the local law that the Lewis County Planning Department has on file is Local Law No.1 of 1985. Prior to filing, it should be confirmed which Local Law is to be replaced.
3. Within Article 3, Section 320, the proposed law states that the *“village board is hereby authorized to review and approve, approve with modification or disapprove site plans.”* It is suggested that *“approve with conditions”* is added.
4. Article 4, Section 430 proposes that *“All drainage facilities shall be designed for a 25-year storm, minimum.”* It is suggested that the 25-year storm minimum is increased to 100-years.
5. The enforcement officer designation should be made simultaneously with the adoption of the proposed local law. If the village board would like to utilize the Lewis County Building Codes Department, a formal Intermunicipal Agreement (IMA) should be drafted accordingly.

The board was impressed with the work that the Village of Copenhagen had done in the few short months of their land use moratorium. A brief discussion ensued about the single zone and Mr. Shaw made a motion to approve with the set conditions. The motion was seconded by Mr. Petersen and carried unanimously.

**(7) Report of County Planner:**

Ms. Buell read the following responses from municipalities regarding previously submitted/reviewed projects:

- Moratorium on Land Use Activities – Village of Copenhagen – Approved
- Site Plan Review – Keystone Novelties – Town/Village of Lowville Planning Board – Approved w/ conditions

**(8) Unfinished Business: None**

- (9) New Business:** Ms. Buell introduced the newest County Planning Board Member, Legislator Jerry King. She explained that in accordance with County Planning Board Bylaws, the General Services Committee Chair is to also serve as an Ex-Officio voting member of the CPB. Since a new committee structure is underway, the new Chairman, Jerry King, immediately replaces the previous Chairman, Ron Burns.

- (10) Adjournment:** There being no other business, a motion to adjourn the meeting was made by Mrs. O’Brien, seconded by Mr. Burke, which carried unanimously. Mr. Petersen adjourned the meeting at 2:45 PM.

Respectfully submitted,



Casandra Buell  
Senior Planner