MINUTES
LEWIS COUNTY PLANNING BOARD
November 21, 2019

(1) **Call to Order:** Ms. Buell called the regular meeting of the Lewis County Planning Board to order at 2:30 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: Tim Petersen, Gary Rosiczkowski, Michael Kaido, Patricia O’Brien, William Burke, and Warren Shaw. Staff Present: Casandra Buell, Senior Planner.

(3) **Reading and Approval of Minutes:** The draft August 15, 2019 meeting minutes were received. Mr. Rosiczkowski motioned to approve the minutes; Mr. Petersen 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 OF MARTINSBURG PLANNING BOARD**
Special Use Permit to renovate an existing dairy barn into a Banquet Facility located at 7137 State Route 26 in the Town of Martinsburg.
Tax Map Parcel Number 227.00-01-10.000
Dean Beyer – Applicant

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

- **Compatibility With Adjacent Uses:**
  The zoning for this area is identified as “A” (Agricultural). Currently, the property is identified as agricultural and sits 2,200 ft outside the Auto Commercial Zone in the Village of Lowville boundary. According to the submitted SEAF, the proposed action is consistent with the predominant character of the existing building or natural landscape.

- **Traffic Generation and Effect:**
  The roadway is identified as New York State Route 26. This roadway consists of two lanes that travel in a north-south direction. The applicant is currently utilizing the existing three (3) driveway entrances. No changes to the existing entrances are proposed by the applicant. After speaking with NYSDOT regarding the continued use of the driveways, they would like to review the property as all commercial driveways needs to be approved with permits in place to do any work in the State Right-of-Way.
According to the submitted SEAF, the proposed action will not result in a substantial increase in traffic above present levels. It should be noted that due to the nature of the proposed action, it is expected that there will be a slight rise in traffic in the immediate vicinity during which events are held.

- **Protection of Community Character:**
  The applicant is proposing to convert the existing barn into a banquet facility.

Based on the review of the current zoning criteria in the County file for the Town of Martinsburg, the proposed project is in compliance with the criteria under Article IV §240-14 and §240-15.

Additionally, the applicant provided a completed SEQR Short Environmental Assessment Form for review. The Town of Martinsburg Planning Board, as the Lead Agency, determined that the proposed action will not result in any significant adverse environmental impacts, a Negative Declaration, on November 6, 2019.

- **Signage:**
  No new signs were included as part of the proposed action. There are two (2) nonconforming signs that are visible from the road. One (1) sign, 2’ x 3.5’, is located to the left of the north driveway. The second sign, 4’x6’, is located on the existing barn structure facing NYS Route 26. Both signs comply with Article V § 240-23 and Article VIII § 240-64.

- **Drainage:**
  When referring to the submitted Site Plan and use of established structures, the proposed action will not encroach on wetlands located approximately 500 feet west of the barn. 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. On page 3 of the submitted SEAF, the applicant advised that the proposed action will not create storm water discharge. Additionally, on Part 2 of the submitted SEAF, the Town of Martinsburg, as the Lead Agency, identified that the proposed action will have little to no impact on the increased potential for erosion, flooding or drainage problems.

- **Parking:**
  On the submitted Site Plan, the applicant proposed a 1-acre grass parking area, located on the backside of the barn, approximately 350 feet from the NYS right-of-way. Roughly, the proposed area should accommodate 242 parking spaces. The proposed action appears to be compliant with Article V § 240-24.

- **Community Facilities:**
  According to the submitted SEAF, the proposed action will connect to an existing public/private water supply. Additionally, which the proposed project will not connect to an existing wastewater utility, the applicant intends to install an on-site septic system. According to Article V § 240-28, on-site sewage disposal systems shall comply with the specifications and standards set forth in 10 NYSCRR 75, Appendix 75-A. Compliance with Article V is necessary.
- **Lighting:**
  According to the submitted Site Plan, there are several lights around the proposed banquet structure, including three (3) lights surrounding established structure entrances. There is also an outdoor light located near the identified parking area.

- **Landscaping and Screening:**
  There were no changes to the existing landscaping submitted with the referral.

**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. With the intent of a commercial use, the applicant needs to apply for a NYSDOT driveway/access permit.
3. Compliance with Article V § 240-28, on-site sewage disposal systems shall comply with the specifications and standards set forth in 10 NYSCRR 75, Appendix 75-A.

After a brief discussion, Mr. Shaw made a motion to approve with the above conditions; Mr. Burke seconded the motion, which carried unanimously.

(7) **Report of County Planner:**
Ms. Buell read the following responses from municipalities regarding previously submitted/reviewed projects:
- Site Plan Review – Duke Energy Renewables – Town of Leyden Planning Board – Approved w/conditions
- Site Plan Review – PHZ Architects (Northern Federal Credit Union) – Town/Village of Lowville Planning Board – Approved w/conditions

(8) **Unfinished Business:** None

(9) **New Business:** Ms. Buell notified the Board that her office received a letter from the Adirondack Park Agency (APA) requesting feedback from the County Planning Board regarding a Subdivision Application that they received for a project located in the Town of Greig. After reviewing the letter with the Board, it was decided that no response was necessary.

(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 3:00 PM.

Respectfully submitted,

Casandra Buell
Senior Planner