

**Regular Meeting
Town of Watertown Planning Board
April 7, 2026**

Members Present: Tom Boxberger, Co-Chair
Pam Desormo, Co-Chair
Terry MacAdam
Jim Smith
Jean Waterbury

Randy Vaas, Alternate

Mr. Boxberger called the rescheduled April meeting of the Town of Watertown Planning Board to order at 3:00 p.m.

Motion 21-26: Motion by Mr. Smith, seconded by Mr. MacAdam to accept the minutes of the March 11, 2026 meeting as written and distributed.

Ayes All: Motion Carried.

Motion 22-26: Motion by Mr. Boxberger, seconded by Mrs. Waterbury to reschedule the regular May meeting of the Town of Watertown Planning Board to Tuesday, May 5, 2026 at 3:00 p.m. due to a scheduling conflict.

Ayes All: Motion Carried.

PUBLIC HEARING - SITE PLAN

Mike Lundy - CWT Hatchery Expansion - T. I. Ag Park - 20835 Alexander Drive - Tax Map #82.00.2-1.5 - Site Plan

The public hearing was reopened at 3:03 p.m. This is a continuation from the public hearing originally opened on March 11, 2026. Mr. Lundy reported that he has submitted paperwork to CWT's corporate office and is waiting for their approval. He can not address the Board's concerns regarding water, sewer, and traffic issues until he hears back from CWT. Mr. Lundy asked that the public hearing remain open until the next meeting. No one else from the public wished to speak. The public hearing will remain open until Tuesday, May 5, 2026 at 3:00 p.m.

Northern Federal Credit Union - (Former Red Lobster) - 20831 NYS Route 3 - Tax Map #82.11-49.2 - Proposed Change of Use - Site Plan

Evidence was provided that legal notice was posted in the newspaper.

The public hearing was opened at 3:05 p.m. No one from the public wished to speak. The public hearing was closed at 3:06 p.m.

SUBDIVISION

BCA - Gary Hrezan - 20847 Hadcock Road - Tax Map #83.16-1-2.26 - 3 Lot Subdivision

Gerald Kostyk, BCA, on behalf of Gary Hrezan, submitted proposed plans for a 3 lot subdivision at 20847 Hadcock Road, Tax Map #83.16-1-2.26. Discussion followed.

- The Town Highway Superintendent needs to be contacted regarding the highway cuts.

Motion 23-26: Motion by Mr. Boxberger, seconded by Mr. Smith to schedule a public hearing for a 3 lot subdivision for Gary Hrezan, 20847 Hadcock Road, Tax Map #83.16-1-2.26 on Tuesday, May 5, 2026 at 3:00 p.m.

Ayes All: Motion Carried.

James Waller - 22904 Swan Road - Tax Map #91.13-1-5.1 - 2 Lot Subdivision.

No one was present.

20774 Coffeen Street Properties - County Route 202 - Tax Map #82.07-1-7.1 - 2 Lot Subdivision.

Tom Storino, Storino Geomatics, on behalf of 20774 Coffeen Street Properties, submitted proposed plans for a 2 lot subdivision on County Route 202, Tax Map #82.07-1-7.1. Discussion followed.

- Mr. Storino was asked to add an inset to the map showing the acreage of the residual lot.

Motion 24-26: Motion by Mrs. Waterbury, seconded by Mr. MacAdam to schedule a public hearing for a 2 lot subdivision for 20774 Coffeen Street Properties, Tax Map #82.07-1-7.1 on Tuesday, May 5, 2026 at 3:00 p.m.

Ayes All: Motion Carried.

SITE PLAN

Northern Federal Credit Union - (Former Red Lobster) - 20831 NYS Route 3 - Tax Map #82.11-1-49.2 - Site Plan

The comments from the Jefferson County Department of Planning dated 4/1/26 were entered into record (**Attachment #1**).

Neal Zinsmeyer, Napierala Consulting, on behalf of Northern Federal Credit Union, reviewed the updated plans for Six (6) Vehicle Drive-Thru ATM services under Canopy on property located at 20831 NYS Route 3, plans to reface existing signage, of which one is 21' high, and a landscaping plan addressing deer resistant trees. Discussion followed.

Motion 25-26: Motion by Mrs. Desormo, seconded by Mr. Boxberger to grant site plan approval to Northern Federal Credit Union, for Six (6) Vehicle Drive-Thru ATM services under Canopy on property located at 20831 NYS Route 3, Tax Map #82.11-1-49.2, as shown on plans prepared by Napierala Consulting, Project #24-2333, Pages C-3, C-4, C-5, C-6, C-7, all dated 3/2/2026, A-1 showing elevations and the color rendering, and 2 pages of signage prepared by Fast Sign for the Pylon sign on Route 3 and Pylon sign at the entrance from "Walmart" Road.

Ayes - 4
Abstention - 1
Motion Carried.

Mike Lundy - CWT Hatchery Expansion - 20835 Alexander Drive - T.I. Ag Park - Tax Map #82.00-2-1.5 - 20,000 Square Foot Expansion to Existing Building.

Mr. Lundy will come to the May 5, 2026 as he is still waiting for information from CWT's corporate office regarding this proposed project.

Mike Lundy - Washington Summit/Spink Farm - 23369 Spring Valley Drive - Tax Map #91.05-1-16.1 & 91.05-1-15 - Site Plan

Mike Lundy stated that a proposed zone change request if being presented to the Town Board on April 9, 2026 for the Spink Farm.

The request will be a zone change from the current R2 to Business for the purpose of creating a solar development with a micro-grid, to allow them to convey power to the current Washington Summit development and reduce energy cost for all the medical facilities. Discussion followed.

Mr. Lundy will come back to the May meeting with more information.

LOT LINE ADJUSTMENT

Mike Lundy - Washington Summit Holdings, LLC - Summit View Boulevard - Tax Map #91.05-1-11.31 - Lot Line Adjustment

Mr. Lundy submitted a completed application, Short EAF and proposed plans for a lot line adjustment for the proposed VA Center at Washington Summit. He is still working on the survey. This project will be constructed in phases.

The parcel for the proposed VA Center needs to be a separate parcel called Washington Summit Holdings, LLC. A lot line adjustment is required for financing purposes. Discussion followed.

- The Board will need a signed agreement between the Town of Watertown and Washington Summit, up-to-date lot descriptions, and survey map with an insert showing the entire parcel.

Mr. Lundy will come back the May meeting.

Motion 26-26: Motion by Mr. MacAdam, seconded by Mr. Smith to adjourn the meeting 4:05 p.m.

Ayes All: Motion Carried.

Susan Burdick
Secretary

**Regular Meeting
Town of Watertown Planning Board
May 5, 2026**

Members Present: Tom Boxberger, Co-Chair
Pam Desormo, Co-Chair
Jim Smith
Jean Waterbury
Randy Vaas, Alternate

Members Absent: Terry MacAdam

Mr. Boxberger called the May meeting of the Town of Watertown Planning Board to order at 3:00 p.m.

Motion 27-26: Motion by Mr. Smith, seconded by Mr. Vaas to accept the minutes of the April 11, 2026 meeting as written and distributed.

Ayes All: Motion Carried.

Motion 28-26: Motion by Mr. Boxberger, seconded by Mrs. Desormo to reschedule the regular June meeting of the Town of Watertown Planning Board to Monday, June 1, 2026 at 3:00 p.m. due to a scheduling conflict.

Ayes All: Motion Carried.

PUBLIC HEARING - SITE PLAN

Mike Lundy - CWT Hatchery Expansion - T. I. Ag Park - 20835 Alexander Drive - Tax Map #82.00.2-1.5 - Site Plan

Mike Lundy asked that the Public Hearing be left open until the June 1, 2026 meeting as he has not received any updates for the Board.

PUBLIC HEARING - SUBDIVISION

BCA - Gary Hrezan - 20847 Hadcock Road - Tax Map #83.16-1-2.26 - 3 Lot Subdivision

Evidence was provided that legal notice was posted in the newspaper and adjacent property owners were notified.

The public hearing was opened at 3:03 p.m. No one from the public wished to speak. The public hearing was closed at 3:04 p.m.

20774 Coffeen Street Properties - County Route 202 - Tax Map #82.07-1-7.1 - 2 Lot Subdivision

Evidence was provided that legal notice was posted in the newspaper and adjacent property owners were notified.

The public hearing was opened at 3:04 p.m. No one from the public wished to speak. The public hearing was closed at 3:05 p.m.

SUBDIVISION

BCA - Gary Hrezan - 20847 Hadcock Road - Tax Map #83.16-1-2.26 - 3 Lot Subdivision

Gerald Kostyk, BCA, on behalf of Gary Hrezan, submitted updated plans for a 3 lot subdivision at 20847 Hadcock Road, Tax Map #83.16-1-2.26. Discussion followed.

*Approval for highway cuts still needs to be submitted.

Motion 29-26: Motion by Mrs. Waterbury, seconded by Mr. Smith to grant a 3 lot subdivision for Gary Hrezan, 20847 Hadcock Road, Tax Map #83.16-1-2.26 as shown on plans prepared by BCA, dated 3/12/26, Sheet #1, conditional upon approval of two highway cuts by the Town of Watertown Highway Superintendent and satisfactory review of lot descriptions.

Ayes All: Motion Carried.

20774 Coffeen Street Properties - County Route 202 - Tax Map #82.07-1-7.1 - 2 Lot Subdivision.

Adam Storino, Storino Geomatics, on behalf of 20774 Coffeen Street Properties, submitted updated plans for a 2 lot subdivision on County Route 202, Tax Map #82.07-1-7.1. Discussion followed.

Motion 30-26: Motion by Mr. Smith, seconded by Mrs. Waterbury to grant a 2 lot subdivision to 20774 Coffeen Street Properties for property located on County Route 202, Tax Map #82.07-1-7.1 as shown on plans prepared by Storino Geomatics, Sheet V101, dated 3/19/26, File #2020-071.01, conditional upon satisfactory review of lot descriptions.

Ayes All: Motion Carried.

MSP Realty, LLC - 22560-570 County Route 196 - Tax Map #73.20-1-10.51 - 2 Lot Subdivision.

Rick Gefell, Purcell Construction, submitted proposed plans for a 2 lot subdivision for MSP Realty, LLC, 22560-570 County Route 196 (Fisher Road), Tax Map #73.20-1-10.51. Discussion followed.

*A survey needs to be submitted.

Motion 31-26: Motion by Mrs. Waterbury, seconded by Mr. Smith to schedule a public hearing for MSP Realty, LLC, 22560-570 County Route 196 for a 2 lot subdivision on Monday, June 1, 2026 at 3:00 p.m.

Ayes All: Motion Carried.

SITE PLAN

Occupational Medicine Associates - 18545 US Route 11 - Tax Map #90.12-1-20.3 - Construction of a 30' x 40' Addition and 18' x 16' Breezeway. Site Plan

Mike Lasell, MBL Engineering, on behalf of Occupational Medicine Associates, presented proposed plans for the construction of a 30' x 40' addition and 18' x 16' breezeway to the existing building at 18545 US Route 11.

Mr. Lasell stated that the proposed addition does not meet side setback requirements. The plans have a 30' side setback and zoning requires a 40' side setback. Discussion followed.

Mr. Lasell will discuss options with the property owner and return next month.

This matter could appear before the Town of Watertown Zoning Board of Appeal at their June 1, 2026 meeting at 7:00 p.m. for a variance request.

Dave's Hot Chicken - 21890 NYS Route 3 - Tax Map #82.00-2-3.3 - Site Plan

Paperwork was received over a year ago, but no approvals were granted. They are currently performing site work. The Town's Code Enforcement Officer instructed them to appear at this meeting. Since they are not present, Code Enforcement will revisit the matter and direct them to appear on June 1, 2026 at 3:00 p.m. Discussion followed.

The Board reviewed the former paperwork and agreed the design is not in harmony with the Town's Comprehensive plan.

Stewart's Shop - 20557 NYS Route 3 - Tax Map #82.11-1-37 - Proposed Gas Station & Convenience Store - Site Plan

Chuck Marshall, on behalf of Stewart's Shop, reviewed proposed plans for a Stewart's Shop at 20557 NYS Route 3, Tax Map #82.11-1-37. The plans are the same plans he presented at the March meeting of the Town of Watertown Planning Board. He is asking for site plan review and SEQR consideration.

Mr. Marshall stated that the only change is that Stewart's Shop notified the New York State Department of Transportation that they are pursuing a right turn in and full access through a new road construction at the light.

Stewart's has also informed to the Town of Watertown Board, by providing financial incentive, that they would construct the first 250' of the road at this location. Discussion followed.

- * Written permission from both property owners needs to be submitted.
- * The proposed road does not line up with the existing light and needs to be modified.
- * Until the road is built, the plans do not meet zoning requirements.

Mr. Marshall stated that Stewart's Shop needs authorization from the Town to allow both Stewart's and Ownership of the other properties to build the road to spec and then convey it to the Town.

He stated the Town would be responsible for obtaining the permits from the NYS DOT.

- * The Planning Board will need a signed agreement between the Town Board and Stewart's regarding the road before they can grant approval.

This matter will be referred to the Jefferson County Department of Planning for their review.

Motion 32-26: Motion by Mr. Boxberger, seconded by Mr. Smith to schedule a public hearing for site plan review for Stewart's Shop, 20557 NYS Route 3 for Monday, June 1, 2026 at 3:00 p.m.

Ayes All: Motion Carried.

Circle K/Jimmy John's/Wendy's - Corner of NYS Route 12F & County Route 196 - Tax Map #82.08-1-3.1 - Revisit Conditional Site Plan Approval (9/23/25)

Pat Scordo, Connor Chawago, GYMO, on behalf of Briad Development, presented updated plans and documentation showing that the 6 conditions imposed at the September 23, 2025 meeting have been met. Discussion followed.

Motion 33-26: Motion by Mrs. Waterbury, seconded by Mr. Boxberger to approve site plan approval to Circle K/Jimmy Johns & Wendy's, Corner of NYS Route 12F and County Route 196, Tax Map #82.08-1-3.1 as shown on plans prepared by GYMO, Project #2025-054, including a Cover Sheet, C104, revised 4/20/26, C103, C105, C106, C107, C108, C109, C110, C111, & C112, all dated 3/31/26.

Ayes All: Motion Carried

Mike Lundy - CWT Hatchery Expansion - 20835 Alexander Drive - T.I. Ag Park - Tax Map #82.00-2-1.5 - 20,000 Square Foot Expansion to Existing Building - Site Plan.

Mike Lundy stated that he just received information that the proposed expansion will create a minimal change in traffic and approximately 5% increase in water. He is still waiting on corporate approval to move ahead with the project.

Mrs. Desormo will forward the information to the City of Watertown for their review.

Mike Lundy - Washington Summit/Spink Farm - 23369 Spring Valley Drive - Tax Map #91.05-1-16.1 & 91.05-1-15 - Site Plan

Mike Lundy met with the Town Board regarding the zone change request. He needs to identify all parcels involved and submit it to the Town Board prior to May 14, 2026 at which time a public hearing will be held. The Town will make it's decision after the public hearing.

The Board will forward their comments and concerns to the Town Board.

A copy of the Jefferson County Department of Planning comments, dated 4/29/26 was entered into record (**Attachment #1**).

LOT LINE ADJUSTMENT

Mike Lundy - Washington Summit Holdings, LLC - Summit View Boulevard - Tax Map #91.05-1-11.1 & Tax Map #91.05-1-11.3 - Lot Line Adjustment

Mr. Lundy submitted proposed plans for a lot line adjustment for Lot 15A on Summit View Boulevard, Tax Map #91.05-1-11.1 & Tax Map #91.05-1-11.3

The lot line adjustment is needed for the VA property. Discussion followed.

Motion 34-26: Motion by Mrs. Desormo, seconded by Mr. Boxberger to approve a lot line adjustment for Washington Summit Holdings, Lot 15A - Tax Map #91.05-1-11.1 & Tax Map #91.05-1-11.3 as shown on plans prepared by Kovach Land Surveying, signed by Howard Lyndaker, dated 4/27/26. A portion of land will be removed from Tax Map #91.05-1-11.3 and added to Tax Map #91.05-1-11.1. Lot 15A will now be 5.38 acres, conditional upon satisfactory review of lot descriptions and submission of full size plans.

Ayes All: Motion Carried.

Motion 35-26: Motion by Mrs. Waterbury, seconded by Mr. Smith to adjourn the meeting at 4:20 p.m.

Susan Burdick Secretary

**Regular Meeting
Town of Watertown Planning Board
June 1, 2026**

Members Present: Tom Boxberger, Co-Chair
Pam Desormo, Co-Chair
Jim Smith
Jean Waterbury

Randy Vaas, Alternate

Members Absent: Terry MacAdam

Department of Planning and Community Development

175 Arsenal Street, 3rd Floor
Watertown, New York 13601
Phone: (315) 785-3144
Fax: (315) 785-5070

Hartley Bonisteel Schweitzer, AICP
Director

Alicia M. Dewey
Deputy Director



**Attachment #1
Town of Watertown Planning Board
May 6, 2026**

April 29, 2026

Pam Desormo, Town Clerk
Town of Watertown
22867 Brookside Drive
Watertown, NY 13601

Re: Town of Watertown, Zoning Map Amendment, 23369 Spring Valley Drive, JCDP File # T Wa 5 - 26

Dear Pam,

On April 28, 2026, the Jefferson County Planning Board reviewed the above project, after it was referred to the County for comment. The Board determined that the proposal does not raise significant county-wide or intercommunity concerns and is therefore mainly a local matter for your board to decide.

As part of its review, the Planning Board identified the following requirements:

- NYS Town Law requires zoning amendments to be made in accordance with a Comprehensive Plan.
- The local board should notify the City of Watertown of the public hearing as required by General Municipal Law Section 239nn.
- The local board should complete the appropriate **SEQR** documentation for the proposed zoning map amendment. If the amendment were to change allowable uses affecting more than 25 acres, it would meet the criteria for a **Type 1** action under SEQR and should be reviewed accordingly.

In addition, the Board offers the following advisory comment to assist your review:

- The local board should consider the potential impacts of rezoning the two identified parcels from Residential (R-2) to the Business districts, as highlighted in the Town of Watertown's Comprehensive Plan. Specifically, the following concerns should be addressed:
 - Infrastructure: These areas currently lack access to water and necessary utilities.
 - Agricultural Preservation: The impact of nonfarm intrusions on prime agricultural areas must be evaluated to ensure the preservation of highly productive farmland.

Motion 37-26:

Motion by Mrs. Desormo, seconded by Mr. Smith to grant a 2 lot subdivision to MSP Realty, LLC for property located at 22560-570 County Route 196, Tax Map #73.20-1-10.51. The newly created Lot #1 will be 2.37 acres and Lot #2 will be 3.16 acres, as shown on plans prepared by LaFave, White & McGivern, dated 5/18/26, File #2026M-08, Sheet 1 of 1, conditional upon satisfactory review of lot descriptions.

Ayes All: Motion Carried.

Superior Plus Energy Services - DBA Griffith Oil - 21889 Gillette Road - Tax Map #90.00-6-28.2 - 2 Lot Subdivision.

Evan Durnese, on behalf of Superior Plus Energy Services, submitted a completed application and proposed plans for a 2 lot subdivision at 21889 Gillette Road, Tax Map #90.00-6-28.2. Discussion followed.

A list of all adjacent property owners must be cited on the plans.

Motion 38-26:

Motion by Mr. Boxberger, seconded by Mrs. Waterbury to schedule a public hearing for a two lot subdivision for Superior Plus Energy Services (DBA Griffith Oil) on property located at 21889 Gillette Road for Wednesday, July 1, 2026 at 3:00 p.m.

Ayes All: Motion Carried.

Dave Armstrong - 17924 Van Allen Road North - Tax Map #91.11-1-37 - 2 Lot Subdivision.

No one was present.

LOT LINE ADJUSTMENT

Steiner's General Store LLC - 25511 NYS Route 12 - Tax Map #91.12-1-1.4 & Burrville Cider Mill Inc. - 25513-523 NYS Route 12 - Tax Map #91.12-1-1.2 - 1 Lot Line Adjustment.

Lindsey Pelkey, Kovach Land Surveying, on behalf of Steiner's General Store LLC & Burrville Cider Mill Inc. appeared before the Board and submitted a completed application and preliminary plans for a lot line adjustment for 25511 NYS Route 12 and 25513-523 NYS Route 12. The store is being separated from the Cider Mill property.

Signed and stamped plans will be submitted tomorrow. Discussion followed.

Motion 39-26:

Motion by Mr. Boxberger, seconded by Mr. Smith to grant a lot line adjustment for the lands of Steiner's General Store LLC, 25511 NYS Route 12, and Burrville Cider Mill Inc. 25513-523 NYS Route 12. This will involve the removal of a 3.32 acre parcel from the land of the Steiner's General Store LLC which will be assembled with a 6.71 acre parcel of Burrville Cider Mill Inc., as shown on a draft drawing prepared by Kovach Land Surveying, dated 6/1/26, conditional upon receipt of stamped plans and satisfactory review of lot descriptions.

Ayes All: Motion Carried.

SITE PLAN

Dave's Hot Chicken - 21890 Towne Center Drive - Tax Map #82.00-2-3.3 - Site Plan

No one was present.

Stewart's Shop - 20557 NYS Route 3 - Tax Map #82.11-1-37 - Proposed Gas Station & Convenience Store - Site Plan

Comments from the Jefferson County Department of Planning dated 5/27/26 were entered into record (**Attachment #1**).

Mr. Boxberger stated that he has reviewed the comments. The definitions in the Town's regulations allow the Planning Board some flexibility granting approval as long as it has been demonstrated that it adheres to the business. Additionally, the Town's Highway Superintendent will ensure that any road construction meets the Town's highway standards.

Chuck Marshall, on behalf of Stewart's Shop, was present. Mr. Marshall asked to review the comments from the Jefferson County Department of Planning. Discussion followed.

After review, Mr. Marshall will provide the following for the Board:

- A letter regarding no disturbance of the wetland from a wildlife specialist.
- A note will be added stating that the roadway "designed and constructed by others" will be constructed in accordance with Town's highway standards.
- Submission of a snow removal plan.
- Plans showing that lighting will be back shielded along the property lines.
- Stewart's will work on combing the properties with the Town's Assessor.
- Signage plans will be revised and resubmitted to show that they meet setback requirements.

Nick Morgia - County Route 60 and Corner of NYS Route 12F - Tax Map # -82.07-1-2.3 - Construction of Four (4) - 30' x 200' Storage Units - Site Plan

Jeremy Campbell, on behalf of Nick Morgia, submitted preliminary plans for the construction of four (4) - 30' x 200' storage units on property located on the Corner of NYS Route 12F and County Route 60. Discussion followed.

Mr. Campbell needs to submit updated plans showing the placement of the units on the a map meeting all setback requirements, a short SEQR form, an elevation drawing, a lighting plan, proposed signage, and a vegetation plan with deer resistant plants.

A Jefferson County Highway permit will also be needed.

Motion 40-26: Motion by Mrs. Desormo, seconded by Mr. Smith to schedule a public hearing for site plan for the construction of four (4) - 30' x 200' storage units for Nick Morgia on property located on the Corner of County Route 60 and NYS Route 12F, Tax Map #82.07-1-2.3 for Wednesday, July 1, 2026 at 3:00 p.m., conditional upon receipt of the required information to forward to the Jefferson County Department of Planning for their review.

Ayes All: Motion Carried

Mike Lundy - CWT Hatchery Expansion - 20835 Alexander Drive - T.L. Ag Park - Tax Map #82.00-2-1.5 - 20,000 Square Foot Expansion to Existing Building - Site Plan.

Mike Lundy and John from Design Build Innovations were present and submitted a completed application and a copy of plans dated January 27, 2026. Discussion followed. Mrs. Desormo needs to follow up with the City of Watertown to have them sign off on the water and sewer for this expansion.

Motion 41-26:

Motion by Mrs. Desormo, seconded by Mr. Boxberger to grant site plan approval for CWT Hatchery Expansion, 20835 Alexander Drive, T.L. Ag Park, Tax Map #82.00-2-1.5 as show on plans prepared by MBL Engineering, Project #21-307, Sheet C102, C103, C104, C105, dated 1/27/26, plans prepared by Design Build Innovations, Job No. 055-25-013, Drawing #A301 and A302, dated 1/27/26, and a two page lighting plan labeled RAB, dated 1/16/26, conditional upon City approval on water and sewer and the exterior of the building matching the existing building.

Ayes All: Motion Carried.

Mike Lundy - Washington Summit/Spink Farm - 23369 Spring Valley Drive - Tax Map #91.05-1-16.1 & 91.05-1-15 - Site Plan

Mr. Lundy reported that the zone change was presented at the Town Board meeting and it was decided the zone change would only be approved on the north side of Spring Valley Drive. It was decided that this would be in the best interest of surrounding properties.

It was approved by a vote of the Town Board. Now they have to figure out what the process is to get it approved in regards to change of property lines, lot line adjustments, and subdivisions. There are four separate parcels number and three different zones.

After a brief conversation with Mr. Boxberger and Mrs. Desormo, prior to this meeting, it was decided that the best way to proceed would be to do a lot line adjustment and combine two parcels which will be zoned business. The remaining piece on the south side of Spring Valley Drive will become a separate parcel. The end result would be three separate parcels in three different zones.

Mr. Lundy then presented proposed plans for a solar farm on the property. This includes a fenced in area that includes a path around the outside perimeter for use by the farmer who will be managing the sheep. A 6 foot berm would be created with plantings to include a combination of wild flowers, trees, and shrubs on top of the berm. Discussion followed.

Mr. Lundy will be meeting tomorrow with the attorneys and will come back when he has more information.

Motion 42-26:

Motion by Mr. Boxberger, seconded by Mrs. Desormo to schedule a work shop meeting with the Tug Hill Commission to discuss zoning regulations on Wednesday, July 1, 2026 at 4:30 p.m.

Ayes All: Motion Carried.

Motion 43-26:

Motion by Mr. Smith, seconded by Mrs. Waterbury to adjourn the meeting at 4:15 p.m.

Ayes All: Motion Carried.

Susan Burdick
Secretary

Department of Planning and Community Development

175 Arsenal Street, 3rd Floor
Watertown, New York 13601
Phone: (315) 785-3144
Fax: (315) 785-5070

Hartley Bonisteel Schweitzer, AICP
Director

Alicia M. Dewey
Deputy Director



May 27, 2026

Attachment #1

Town of Watertown Planning Board
June 1, 2026

Pamela Desormo, Co-Chair
Town of Watertown Planning Board
22687 Brookside Drive
Watertown, NY 13601

Re: Stewarts Shops Corporation, Site Plan Review, 20557 New York State Route 3,
JCDP File # T Wa 6 - 26

Dear Pam,

On May 27, 2026, the Jefferson County Planning Board reviewed the above project, after it was referred to the County for comment. The Board adopted a motion of disapproval. This motion is based on site plan issues, concern around the timing of completion of the Town road access, and the number of zoning law compliance deficiencies resulting in an incomplete application.

As part of its review, the Planning Board identified the following requirements:

A New York State Department of Transportation Highway Permit will be required. The proposed direct ingress off NYS Rt. 3 (southeast corner of site) could create traffic hazards. The proposed truck routing plan calls for opposing traffic flow where vehicles enter the site directly from Rt. 3. The potential obstruction to ingress risks collisions with entering traffic or with traffic backing up onto the state highway, where speeds are 45mph.

Additionally, the local board should ensure that the proposed NYS Route 3 access points meet NYS DOT and local spacing standards (minimum 500 feet) between driveways and intersections. The distance between the proposed ingress driveway and the intersection with the proposed Town road is approximately 215ft.

A New York State Department of Environmental Conservation formal Jurisdictional Determination should be completed. The site plans delineate a clear "Edge of Wetland" and a restrictive "Wetland Buffer Area" along the western and northern borders, with the "Proposed Limit of Disturbance" encroaching directly against these boundaries. Additionally, any required Article 24 Freshwater Wetlands permits from the NYSDEC and the U.S. Army Corps of Engineers (USACE) should be received before granting local site plan approval.

A Jefferson County Building permit is required for the new building and the gas canopy.

Department of Planning and Community Development

175 Arsenal Street, 3rd Floor
Watertown, New York 13601
Phone: (315) 785-3144
Fax: (315) 785-5070

Hartley Bonisteel Schweitzer, AICP
Director

Alicia M. Dewey
Deputy Director



In addition, the Board offers the following advisory comments to assist your review:

The local board should review and consider revision of definitions of "gas station," "retail sales," and "retail gasoline outlet." The Zoning Board of Appeals should interpret or determine whether the use is permitted before any site plan approvals proceed.

The local board must ensure that this site design and layout are sufficiently circumspect by addressing the following critical deficiencies before granting site plan approval:

Vehicle and Pedestrian Circulation:

The local board should ensure that the proposed road west of the site aligns with the existing intersection with NYS Route 3 and is built to Town road standards. Furthermore, the board must address the plan note specifying this roadway is "to be designed and constructed by others"; site plan approval should be strictly conditioned upon a binding legal agreement or performance bond guaranteeing this critical infrastructure is fully built before a Certificate of Occupancy is issued.

The local board should ensure that the site's internal circulation is safe and accessible. Relocating the ice chest, propane tanks, free-standing air machine, and condenser units would reduce obstructions to pedestrian and vehicular traffic circulation and would improve accessibility on the site (107-42. B.(5)).

Parking Layout and Capacity:

The site plan proposes 17 parking spaces while the Town zoning law requires 23 spaces.

The layout positions the primary parking area directly in front of the building along the NYS Route 3 corridor. The local board should determine whether the applicant has demonstrated reasonable justification that alternatives (side or rear) are impractical or has taken other measures the local board deems acceptable (107-51. A.).

Additionally, the local board should ensure adequate provision for snow removal and storage for parking areas; the site plan does not depict snow removal or storage (107-16). The proposed landscaping plan specifies an assortment of native wetland-edge plants; the local board should ensure that these visual screening species are protected from winter snow-plowing operations and heavy road-salt accumulation.

Additional Compliance:

The proposed site layout exceeds the Town zoning law's 50% impervious surface area cap. The local board must determine whether the applicant has demonstrated reasonable justification that alternative, lower-impact designs are impractical, or whether they must implement acceptable mitigation measures (Section 107-48.E.).

Department of Planning and Community Development

175 Arsenal Street, 3rd Floor
Watertown, New York 13601
Phone: (315) 785-3144
Fax: (315) 785-5070

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Director

Alicia M. Dewey
Deputy Director



The proposed photometric plan shows an average of 3.57 foot-candles in parking areas and a maximum of 2.0 foot-candles along the property line, indicating potential light trespass onto neighboring properties. The local board should ensure the proposed lighting complies with the intensity levels outlined in the Town zoning law (107-20.2. B.9.(a)).

The local board should ensure the proposed sign is appropriately sized for the road on which it is built. The proposed sign complies with the Town sign law for State highways; however, it exceeds the maximum area allowed in the Town sign law for local roads.

The plan proposes alternative sewer infrastructure, and this should require formal review and approval from relevant regulatory agencies to ensure overall engineering and operational compliance.

Lastly, the proposed site plan depicts a single, unified site spanning two parcels. The local board should mandate a parcel merger to eliminate internal setback violations and prevent future split-ownership issues that would compromise municipal zoning enforcement.

Please note that to override the County Planning Board's recommendation of disapproval, a supermajority (majority plus one) vote of the full membership of the Planning Board is required.

State law requires that the County Planning Board be notified of your board's action within thirty (30) days after a final decision.

Thank you.

Sincerely,

Aileen Anderson

Community Development Coordinator

CC: Mike Burgess, NYS DOT