

MINUTES
LEWIS COUNTY PLANING BOARD
November 16, 2017

- (1) **Call to Order:** Chairman Kaido 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 Chairman Kaido.
- (2) **Roll Call:** Board Members Present: Michael Kaido, William Burke, Patricia O'Brien and Tom Spaulding. Staff Present: Casandra Buell, Planner. Others Present: Nick Altmire-Linking Lewis County
- (3) **Reading and Approval of Minutes:** The October 19, 2017 meeting minutes were received and there were no modifications made by the Board members present. Mr. Spaulding motioned to approve the minutes; Mr. Burke seconded the motion, which carried unanimously.
- (4) **Correspondence and Communication:** The Board members present requested that Mrs. Buell summarize County Planning Board reviews from this point on. Mrs. Buell agreed to summarize each section of the review and highlight the most pertinent information.
- (5) **Report of Officers:** None
- (6) **Report of Special Committees:**

239-M Review

Mrs. Buell read the following review to the Board:

TOWN OF MARTINSBURG PLANNING BOARD

Special Use Permit (Town Application # SUP04-2017) to provide a commercial graphic design of vinyl applications located at 7061 State Route 12 (former Boshart Auto Sales). Applicant is requesting a Special Permit in accordance with Town of Martinsburg Development Law Article IV, Section 410.

Maridee Rutledge – Applicant

The applicant provided the following Project Documentation: 1) SEQR Environmental Assessment Form (EAF); 2) Agricultural Statement; 3) Location Maps. The proposed project submission complies with the applicable Town criteria as indicated by the Town referral form dated November 1, 2017.

▪ ***Compatibility With Adjacent Uses:***

Per the application, the zoning for this area is identified as Agriculture. Currently, the property has an existing structure and an adjoining parking space that was once an auto sales business. Surrounding land uses include a mixture of low density residential, scattered commercial and a small amount of farming. As identified on the Site Plan all setback requirements meet or exceed the Town of Martinsburg criteria.

In addition to permitting certain land uses as of right in its zoning districts, the Town of Martinsburg can authorize other uses to be allowed through the Special Use Permit process. Commercial use is identified as such a use permitted within the Agriculture zone upon

issuance of a Special Use Permit. Uses permitted by the Special Use Permit process are generally considered acceptable, with the recognition that in some instances they may negatively impact adjacent properties and need to be limited or conditioned to mitigate such impacts (Article VI, Sections 610, 620, 630 and 640).

- *Traffic Generation and Effect:*

The proposed commercial project will be located on State Route 12. This highway consists of two lanes of travel in a north-south direction. The applicant's Site Plan depicts that there will be no change in the established driveways that were used in the past. According to the submitted SEQR, there will not be a substantial increase in traffic above present levels. With that said, the project is compliant with Article V, Section 513.

- *Protection of Community Character:*

The proposed project is located within the Agriculture zone in the Town of Martinsburg. There is a mixture of residential, commercial and agricultural land uses in this area. It should be noted the Town of Martinsburg completed the SEQR Short Form, Pages 3-4, a determination that the project would not impair the character or quality of the existing community was reported.

Therefore, the proposed commercial use does not appear to have an adverse impact on the community character (Article V, General Regulations).

- *Signage:*

According to the applicants site plan, they will be keeping the existing "Boshart Auto" sign structure. This is in compliance with Article 5, Section 515.

- *Drainage:*

There are no currently known drainage issues with the site and the land will not be disturbed as the applicant's intention is to use the existing facilities.

- *Erosion:*

The applicant has defined the total acreage to be physically disturbed to be "0." The proposed project will not cause erosion.

- *Parking:*

The applicant has supplied a map depicting the pre-existing parking arrangement that was used by "Boshart Auto" in the past. This project is in compliance with the Town law that requires parking for all uses to be adequate for peak usage Article V, Subsection 520.

- *Community Facilities:*

The subject property is connected to an existing private water supply (drilled well) and existing wastewater utility (septic tank).

- *Lighting:*

On the map that was submitted by the applicant, there four (4) identified light poles on the property.

- *Landscaping and Screening:*

The application did not illustrate or describe any changes to the existing landscaping and/or screening to the property.

Recommendation: Approve

Mr. Spaulding made a motion to approve the project, seconded by Mrs. O'Brien which carried unanimously.

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

Response from municipalities regarding previously submitted/reviewed projects:

- Site Plan Review – Tops Market LLC – Village of Lowville Planning Board – Approved
- Special Use Permit – Kim Gracey – Town of Martinsburg Planning Board - Approved

(8) **Unfinished Business:** None

(9) **New Business:** Mrs. Buell reminded the Board that election of officers will take place at next month's County Planning Board meeting to elect a Chairman and Vice Chairman of the Board. She also notified the Board of Tim Petersen's reappointment to the County Planning Board for another 2-year-term as his current term will expire December 31, 2017.

(10) **Adjournment:** There being no other business, a motion to adjourn the meeting was made by Mr. Burke, seconded by Mrs. O'Brien. Chairman Kaido adjourned the meeting at 2:40 PM.

Respectfully submitted,



Casandra M. Buell
Planner