

DRAFT MINUTES
LEWIS COUNTY PLANNING BOARD
August 21, 2025

- (1) **Call to Order:** Ms. Krokowski called the regular meeting of the Lewis County Planning Board to order at 2:30 PM in the 3rd floor conference room at the Lewis County Courthouse, Lowville, New York. Ms. Krokowski requested roll call.
- (2) **Roll Call:**
Board Members Present: Don Cook, Tom Osborne, Sarah Metott, John Reed and Larry Dolhof.
Staff Present: Casandra Buell, Director of Planning and Community Development, Lauryn Tabolt, Community Development Specialist, and Megan Krokowski, Community Development Specialist.
- (3) **Reading and Approval of Minutes:** The draft minutes from the July 17, 2025 meeting were provided and reviewed in advance. Mr. Cook made a motion to approve the minutes; Mr. Osborne seconded. Motion carried unanimously.
- (4) **Correspondence and Communication:** None
- P2025-0162 Variance Application Received - Walter and Tania Albert
 - Variance to increase the height of the pre-existing structure by 10 feet, two inches, and to add two new waterside decks, measuring 12 feet by 28 feet and the other 12 feet by 15 feet.
 - Ms. Krokowski asked for clarification, which Milt Adams provided via email.
 - P2025-0175 Application Received - Kevin & Elizabeth Wallace
 - Construction of a single-family dwelling in the Resource Management area and within a scenic river area (Town of Diana).
- (5) **Report of Special Committees:**

Ms. Krokowski read the first review:

TOWN OF GREIG TOWN BOARD

Proposed zoning text and map amendments to the Town of Greig Zoning Law, including removal of the WF-1 Waterfront Zone and various other changes.

Town of Greig – Applicant

The General Municipal Referral Form, FEAF, revised zoning map, and proposed zoning text amendment were submitted by Bob Johnson, Town Supervisor. Given that a comprehensive review of the Town of Greig Law was conducted at the November 21, 2024 County Planning Board meeting, the provided zoning text amendment review was limited to the sections containing proposed changes.

Due to the number of split-zoned parcels, the Town has proposed eliminating the Waterfront-1 (WF-1) District. The proposed zoning amendments reclassify most parcels formerly within WF-1 to the Rural Residential-1 (RR-1) or Rural Residential-2 (RR-2) Districts, which permit a broader range of land uses than the Forest, Waterfront-2, and Hamlet Districts. To ensure continued protection of natural resources, the Town has expanded the existing Shoreline Requirements (Section 510) within Article V General Standards for all uses, applying them more broadly to support conservation and environmental stewardship. Prior to acting, the Town should include a title to the table added within Section 510 for clarity and citation.

Within the proposed amendments, the Town plans to retain the Waterfront-2 (WF-2) District due to the unique circumstances of properties surrounding Brantingham Lake and adjoining waterbodies, without changing the district name. The Town also intends to implement previous County Planning Board recommendations concerning the zoning designation for the small waterfront parcels on Copper Lake, which were previously classified within the Forest District, as these parcels no longer meet the updated criteria for that district in Article III, Section 305.

With the significant rezoning proposed through this zoning text amendment, the Town of Greig has proposed the simultaneous update of its Zoning Map to reflect the removal of WF-1 and enhance consistency with the descriptors of Section 305. The revised Zoning Map has been reviewed and appears to accurately reflect the text amendment.

The language in Section 585(A), which regulates the number of docks per dwelling, has been updated to address common nonconforming situations around Brantingham Lake. This provision could be further strengthened by citing the specific adoption date of the amendment to help ensure accurate interpretation and enforcement.

In Article II (Definitions) and Article VI, Section 675, the term “mini storage” has been changed to “self-storage facility,” with added language clarifying that such facilities are not for residential use or for storing hazardous materials. The revised term removes ambiguity about the size of such facilities.

For internal consistency, the Town Board should consider standardizing formatting, such as updating the font in Section 935(D) and using a consistent term for “sawmill” throughout the document.

The proposed amendments also include updates to the host community agreement relating to solar energy systems to improve legal defensibility, along with the addition of decommissioning language for other renewable energy systems.

Overall, the proposed zoning text and map amendments enhance procedural clarity and provide stronger justification for decision-making while addressing several gaps in previous versions of the law. Further revisions are advisable, especially regarding accessory dwelling units, short-term rentals, and other tourist-related uses such as boarding houses and bed-and-breakfast establishments.

Recommendation: APPROVE with Conditions

The acting municipal body must have a super-majority (majority plus one) vote to disregard the following conditions:

1. Prior to acting, the Town Board should consider inserting the specific adoption date of the amendment into § 585(A) to improve interpretability and enforcement regarding preexisting nonconforming situations.
2. Prior to taking action, the Town should include a title to the table added within Section 510 for clarity and citation.

Non-Binding Notes:

These are used as suggestions and/or advice from the County Planning Board; the municipality is not required to take action, nor is a supermajority vote required.

1. Once all revisions are complete, the Town should ensure that the Table of Contents is updated to reflect the final adopted zoning law accurately.
2. Considerations should be made to ensure formatting consistency, including the **font** style within Article IX Section 935(D).
3. Prior to acting, the Town Board should consider consistently using the term “sawmill” versus “saw mill” throughout the zoning law.
4. The Town should ensure that the updated Zoning Map is included with the Zoning Text Amendment when submitting for filing with the Department of State.
5. As noted in the previous review of this law, further important updates to the Town of Greig Zoning Law are recommended, including but not limited to provisions for accessory dwelling units, short-term rentals, and other tourist-oriented dwelling uses such as boarding houses and bed-and-breakfast establishments.

The above recommendations are intended to support the Town in adopting an enforceable, equitable, and up-to-date regulatory framework. Lewis County Planning Department staff are available to assist the Town in implementing the suggested revisions and formatting document improvements upon request.

With no further discussion, Mr. Osborne motioned to approve the zoning text amendment, including the stated conditions and non-binding notes. Mr. Cook seconded the motion, carried unanimously.

Ms. Tabolt proceeded to read the next review.

TOWN OF HARRISBURG PLANNING BOARD

Special Use Permit for a produce auction facility/small product retail business located at 8236 Cobb Road (CR 25) in the Town of Harrisburg.

Tax Map Parcel #158.00-01-13.211

Emmanuel Widrick, Applicant

The applicant provided the following project documentation: 1) General Municipal Referral Form; 2) Short Environmental Assessment Form (SEAF); 3) Application for Special Use Permit; 4) Site Plan; and 5) Agricultural Data Statement.

▪ ***Compatibility with Adjacent Uses***

The proposed project is situated within the Agricultural/Rural Residential (AR-1) Zone in the Town of Harrisburg, where surrounding land uses are agricultural and rural residential. The applicant plans to establish a small produce auction facility that will utilize an existing 44-foot by 60-foot building on the property for auction activities and a 12-foot by 24-foot shed as the office. Since the proposed action is an agricultural-related use operating within an existing building, it appears to align well with the surrounding land use and environment.

According to Article IV §405, the following dimensional requirements apply to the proposed project in the AR-1 Zone:

AR-1		
Setback	Non-Residential Use	Proposed
Area	3 acres	366 acres
Building Height Max.	35'	Existing; <35'
Frontage	300'	3600'+*
Centerline (County Road)	75'	60'
Side Property Line	15'	1500'+*
Rear Property Line	15'	1700'+*

*Proposed setbacks were estimated with the Lewis County GIS Cloud.

The proposed project meets all required dimensional standards outlined in Article IV §405, except for the County Road Centerline setback requirement of 75 feet. The submitted documents state that the existing 44-foot by 60-foot structure is 60 feet from the road centerline, which is 15 feet less than required, making the existing building a nonconforming structure. This measurement was confirmed with the Lewis County GIS Cloud. Per Article IX §935C, "Any structure which by the enactment of this law is made nonconforming may be used for any compatible use listed for the zone in which the structure is located." Since small product retail is a compatible use within the AR-1 district, as per Article IV §405, this would be an allowable use.

The submitted application also includes a 12-foot by 24-foot shed on the property for use as an office. The submitted site plan indicates that the applicant intends to locate the shed between the existing 44-foot by 60-foot structure; however, this placement does not meet the setback requirements. It is unclear whether this shed is already on the property, set in this location, or if it will be added; however, this shed should be located no closer than 75 feet from the County Road Centerline.

- *Traffic Generation and Effect:*

Based on the submitted SEAF, the applicant has determined that the proposed action will not result in a substantial increase in traffic beyond current levels. The existing loop-style stone driveway to Cobb Road (CR-25) will continue to be used for both ingress and egress, which is expected to have minimal impact on traffic flow along the road.

- *Protection of Community Character:*

According to the submitted SEAF, the proposed project site is not located within a critical environmental area, a National or State Register of Historic Places, an archaeologically sensitive area, or a 100-year floodplain. This was confirmed using the NYS EAF Mapper and the Lewis County GIS Cloud.

The SEAF also notes that the project site or adjoining lands contain wetlands or other waterbodies regulated by a federal, state, or local agency. However, because no ground disturbance is proposed for this use, such features are not expected to pose a concern.

Although the proposed project does not involve any ground disturbance, all applicants are advised to review and comply with Article 24 of the NYS DEC Freshwater Wetlands Law. Should land disturbance be proposed in the future, the applicant should obtain the necessary NYS DEC permit or approval before proceeding, as failure to do so may result in significant legal and environmental risks.

- *Signage:*

The Town Planning Board has waived the requirement for a signage plan for this application, as it was deemed not applicable to this project. If signage is proposed in the future, it should comply with the sign regulations outlined in Article V §545 of the Town of Harrisburg Zoning Law.

- *Drainage:*

The submitted SEAF indicates that the proposed project will not result in additional stormwater discharge, and because no ground disturbance is planned, this is not expected to be a concern.

- ***Erosion:***

Since the proposed project does not involve ground disturbance, it is unlikely to be a concern.

- ***Parking:***

The Town Planning Board has waived the requirement for a parking plan for this application. Per Article 5 §525, one parking space is required per 200 square feet of Gross Leasable Area (GLA) for retail, small product uses, which equates to approximately 13 parking spaces for the proposed use. Although no detailed parking plan was included in the submission, the existing parking area appears sufficient to meet these requirements; however, the Town Planning Board should consider confirming this to avoid parking on the road and unsafe traffic patterns.

- ***Community Facilities:***

The submitted SEAF indicates that this project will not connect to existing water supply or wastewater utilities. The submitted materials state that a portable restroom will be provided on-site for these needs. The proposed use does not appear to require potable water.

- ***Lighting:***

The Town Planning Board has waived the requirement for a lighting plan for this application, and no lighting plans were included in the submission. If lighting should be added in the future, it should be downcast to avoid spilling onto neighboring properties.

- ***Landscaping and Screening:***

The Town Planning Board waived the requirement for a landscaping and screening plan for this application. No such plans were included in the submission, and there do not appear to be any landscaping and screening requirements in the Town of Harrisburg Zoning Law. Should landscaping and screening be utilized, it should comply with Article VIII §815.

Recommendation: Approve with Conditions

1. Since the existing 44-foot by 60-foot structure already encroaches on the 75-foot County Road centerline setback, the proposed 12-foot by 24-foot shed should not be placed closer than 75 feet to the road centerline, which will require a revised location from the original site plan submission.
2. Although the proposed project does not involve ground disturbance, the applicant should review and comply with Article 24 of the NYS DEC Freshwater Wetlands Law. If land disturbance is proposed in the future, the necessary NYS DEC permit or approval must be obtained before proceeding.
3. If signage is proposed in the future, it must comply with the sign regulations in Article V §545 of the Town of Harrisburg Zoning Law.

4. Although the Town Planning Board waived the parking requirement at their July meeting, and the existing parking area appears sufficient, the Town Planning Board should confirm this with the applicant to avoid on-road parking and unsafe traffic patterns.
5. Should lighting be added in the future, it should be downcast to avoid spilling onto neighboring properties.
6. No landscaping or screening plans were included in the submission, and there do not appear to be any such requirements in the Town of Harrisburg Zoning Law. If landscaping or screening is used in the future, it should comply with Article VIII §815.

Mr. Reed presented site photographs showing the subject property and surrounding road conditions. The Board noted safety concerns due to the dip in the roadway, roadside ditches, and overall traffic safety, and discussed that parking should not be permitted on the roadway. The Board agreed to revise Condition 4 to clearly state that no parking shall be allowed on the roadway.

Mr. Reed's photographs also showed that the shed has been constructed and placed between the roadway and the existing nonconforming structure. The Board discussed whether Condition 1 should include alternative language addressing how compliance should be achieved if the shed has already been placed.

No additional comments or questions were raised. Ms. Metott motioned to approve the project with the revised conditions (1 and 4). Mr. Cook seconded the motion, which was carried unanimously.

(6) Report of County Planner:

- Responses from municipalities regarding previously submitted/reviewed projects:

Project Description	Final Action		Project Description	Final Action
T/Lowville – SPR Lowville Farmer's Co-Op	Approved		T/Turin – SUP Jeff O'Brien/Keyway Auto	Approved w/Conditions
T/Turin – SUP V/Turin Water Storage Tank	Approved		T/Turin – SUP National Grid	Approved w/some Conditions
T/Turin – Moratorium Seasonal Road Development	Approved		T/New Bremen – SPR Wade Mattis	Approved w/Conditions

- Zero referrals were reviewed by County Planning staff | deemed a Matter of Local Concern.

(7) Unfinished Business:

The annual Land Use Training Workshop is scheduled for **October 9** from **4 to 8 PM** at the **Lowville Academy LGI Room** (to accommodate the increased participation).

(8) New Business: None

- (9) **Adjournment:** With no further business, Mr. Osborne moved to adjourn the meeting. Mr. Reed seconded the motion, which was carried unanimously. The meeting adjourned at 2:54 PM.

Respectfully submitted,



Megan Krokowski
Community Development Specialist

Note: These minutes were transcribed from a recording. They are not verbatim, but reflect a summary of meeting events.

DRAFT