**JOINT TOWN/VILLAGE OF CLAYTON**

**PLANNING BOARD**

**February 1, 2024**

**The meeting opened at 7:00 pm with the following members present:** Doug Rogers, Chairman; Kevin Patchen; Therese Christensen; Ron DuFord; Sandra McMullen; Adam Powers; Alson Taylor (Alternate); Tom Williams (Alternate).  *Absent: Ed Higgins. Alson Taylor is sitting in for Ed Higgins.*

**Also present**: James Kenney, Town Board Liaison; Bob McDowell; Village Board Liaison; Richard Ingerson, Zoning/Codes Officer; Mariah LaClair, Recording Clerk; Stephen Mack, ZBA Chairman.

**Townspeople present**: Mark Morgia; Norma Zimmer; Pam McDowell; Ann Major-Stevenson; Chris Phinney; Marty Yenawine; Shirley Carpenter; Tracy Brabant; Lori Arnot; Jonathan Taylor; Thomas LaClair; Janet Burrows; Roland Thomas; Jenneifer Pelton; Holly Thomas

**Minutes:** **Motion** to approve the November 2023 minutes with a change to include additional details of the Board discussion on required parking for Jeff Senecal’s special use permit at 532 James Street made by Ron DuFord, seconded by Sandra McMullen. All in favor, motion carried.

**Continuing Business:**

* Planning Board Contacts- Chairman Rogers confirmed Planning Board member’s contact information.

**New Business:**

Pre-application:

Mark Morgia is considering the construction of 2 additional storage buildings on a property of his located on NYS RTE 12E. The metal buildings would be 80’ x 60’ and 51’ x 103’ with 5 storage bays for rent. The Board inquired the storage contents, which Mark states would include boat storage and other recreational vehicles. He is possibly considering a 50’ x 60’ addition on an existing building on the lot as well. The plans have been formulating for a few years now but he is ready to move forward with the process.

#1. (Village)

Applicant: Thousand Islands Arts Center; Jonathan Taylor (Architect)

Action: Site Plan Review

Site Location: 321 James Street, Clayton, NY 13624 (Tax Map #20.38-2-71)

Information: Jonathan Taylor presented plans for construction of the new Thousand Islands Arts Center facility. The building currently being used on the James Street lot will be torn down and the lot conjoined with the John Street lot directly behind it where the Arts Center is currently on. The building will be 3 stories with pedestrian walkways on each side and an outdoor covered public plaza in the front. The building will be accessible by the fire department and include all required egresses and a sprinkler system. The basement level will be mostly storage, laundry and will have an elevator. The 1st floor will consist of galleries, a retail area, and public restrooms. The 2nd floor will have four offices, three classrooms, a breakroom and two bathrooms. The 3rd floor will have a handweaving studio, a conference room and storage space. The roof will have solar panels, an elevator overrun and mechanical units. For lighting, there is proposed to be three flush mounted lights on the ceiling of the front patio, down casted wall sconces to light the pedestrian walks on the side and low voltage path lighting in the back walkway to the parking. As of right now, they currently don’t know if the utilities will be coming from James Street or John Street, Jonathan is currently working with the Village as well as National Grid to finalize those details. Jonathan is currently working on a water management plan; they plan to reach out to the Village and request to use storm sewer but they are also theorizing creating a dry well on the back of the property. There will be a privacy fence on each side of the pedestrian walkways.

The Board would like Jonathan to finalize details on where the utilities will be connected as cutting James Street is a concern for many. The Board inquired on the height of the exterior lighting in which Jonathan replied that the lights will be door-height or approximately the same height as the privacy fence and that the lights cannot be turned off over the egresses but he could look into timers for other exterior lighting or possibly shutting some lights off after close of business. They would also like to have finalized details on lighting, as that has an impact on neighboring properties. The Board would like finalized plans for the water management. Also, where water management is concerned, there was mention of roof drains and overflow scuppers and the Board would like to see those on the drawings. Many Board members are concerned with parking. The TI Arts Center currently has eight parking spots however they need twelve as per Village code. Some Board members noted that the many businesses downtown have zero parking spaces and rely on street parking and the parking issue will remain to be a heavy topic for projects in the Village. Ron DuFord asked if the privacy fence will impact the driveways of each neighboring property. Jonathan confirmed that the fence is only to be constructed on the TI Arts Center lot and will not impact the neighbor’s driveways. Chairman Rogers noted that in concurring with the Joint Village/Town Comprehensive Plan, the TI Arts Center add value to Village tourism.

**Motion** to move the public hearing and table the decision of the TI Arts Center Site Plan Review Application until the March 7, 2024 meeting at 7:00PM at the Cerow Recreation Park Arena in order to obtain additional details from Jonathan Taylor made by Kevin Patchen, seconded by Ron DuFord. All in favor, motion carried.

#2. (Village)

Applicant: Chris Phinney

Action: Site Plan Review

Site Location: 703 James Street, Clayton, NY 13624 (Tax Map #20.47-4-1)

Information: Chris Phinney would like close the redemption business at 703 State Street and move the laundromat from the Victorian to there. The structure of the building will not change but all the shed except one for water storage will be removed from the property. The fence in the back of the parking lot will be removed. The corner gas sign will be removed and the garage bay doors will be removed and filled in. The laundromat will be handicap accessible and will have security cameras and alarms. Hours of operation will be 5 a.m. to 12 a.m.

The Board is happy to see the improvements on the corner lot and requests that Chris to have a landscaping plan to further improve aesthetics.

**Motion** to open the public hearing for the site plan review at 703 James Street made by Sandra McMullen, seconded by Kevin Patchen. All in favor, motion carried.

Ann Major-Stevenson: Ann spoke about her experience with the business when she first moved to the area.

Timothy Doney- Town Supervisor Doney stated he believes that a laundromat at that location would be a great addition to the community and the work done to the property will clean up the corner.

SEQR Short Environmental Assessment Form- **Motion** for negative SEQR declaration for the 703 James Street Site Plan Review made by Therese Christensen, seconded by Kevin Patchen. All in favor, motion carried.

**Motion** to close the public hearing for the 703 James Street Site Plan Review made by Alson Taylor, seconded by Sandra McMullen. All in favor, motion carried.

**Motion** to approve Chris Phinney’s Site Plan Review application for a laundromat at 703 James Street with the condition that landscaping is added to the premises by Spring 2025 made by Kevin Patchen, seconded by Adam Powers.

**AYE: Rogers; Christensen; Patchen; DuFord; McMullen; Powers; Taylor**

**NAY: None ABSTAIN: None ABSENT: Higgins**

**PASSED**

#3. (Village)

Applicant: Lori Arnot

Action: Site Plan Review

Site Location: 734 James Street, Clayton, NY 13624 (Tax Map # 20.55-1-19)

Information: Lori Arnot would like to move her River Wellness business from Riverside Drive to a new location at 734 James Street. The location offers a lot more space to support clientele with various health services. Currently, the plans will be for four treatment rooms and five therapists. The driveway will be reserved for client parking and both sides of the street allow for parking. Clients will also have permission to park at the school and walk over.

The Board is primarily concerned with the street parking during hours when the crosswalk is being utilized by students but commented that because of the width of the road, it is legal to park near that crosswalk. Lori Arnot stated she will work with clients to remind them of the crosswalk while school is in session but their busier season is when school is out during the summer.

**Motion** to open the public hearing for the site plan review at 734 James Street made by Sandra McMullen, seconded by Theresa Christensen. All in favor, motion carried.

Ann Major-Stevenson: Ann expressed similar concerns for parking and of the school crosswalk and the congestion of the intersection up the street.

Morgan Ingerson: Morgan, owner of the next-door commercial property, wrote to a letter of support for River Wellness to be located at 734 James Street.

SEQR Short Environmental Assessment Form- **Motion** for negative SEQR declaration for the 734 James Street Site Plan Review made by Sandra McMullen, seconded by Adam Powers. All in favor, motion carried.

**Motion** to close the public hearing for the 734 James Street Site Plan Review made by Kevin Patchen, seconded by Therese Christensen. All in favor, motion carried.

**Motion** to approve Lori Arnot’s Site Plan Review application for River Wellness at 734 James Street as is made by Kevin Patchen, seconded by Therese Christensen.

**AYE: Rogers; Christensen; Patchen; DuFord; McMullen; Powers; Taylor**

**NAY: None ABSTAIN: None ABSENT: Higgins**

**PASSED**

**Request to Address the Board:**

Janet Burrows requested to speak to the Planning Board with concerns about the quality of water in Clayton’s future. She states that many properties in Clayton have outdated septic systems that may cause problems when the St. Lawrence rises. They need to be inspected and updated septic regulations need to be enforced but ultimately, she is hoping the Town of Clayton will look into expanding sewer and water districts to preserve the River. She is willing to share her research on how other town’s have succeeded in doing so.

**Motion to adjourn** **meeting at 9:21 PM** made by Kevin Patchen, seconded by Sandra McMullen. All in favor, motion carried.

*Mariah LaClair, Recording Clerk*