Town of Alexandria Agenda for the Town Board Meeting on 08-19-2026 at 6:00pm

TOA Website: https://www.townofalexandriany.gov

Streamed Live at – Alexandria.statdvr.com.

* Welcome - Call the town board meeting to order on August 19, 2026
* Please stand for Pledge of Allegiance
* Motion to approve and pay abstract/bills
* Motion to approve town board meeting minutes

Public Concerns: ***We remind any person wishing to speak to keep your comments to three minutes and to conduct yourself respectfully. State your name and address and please address town matters only and refrain from addressing topics related to personnel matters or individuals. Such concerns should be discussed privately with the Supervisor at an appropriate time. The Board is here to listen and cannot provide immediate feedback or engage in open dialogue. Any necessary follow up will be noted and provided at a later date and time." Ty-Town of Alexandria Board***

< Sportsplex Project Update >

Reports:

1. Assessor Report: - TOA website "supporting documents.
2. Highway Report: - TOA website "supporting documents
3. Zoning Report- TOA website "supporting documents."
4. Water Report: TOA website "supporting documents."
5. Sewer Report: TOA website "supporting documents."
6. DPW Report: TOA website "supporting documents"
7. Transfer-site Report: TOA website "supporting documents"
8. Bolton Rec Ctr Report: Andrew Garlock Update
9. Town Clerk Report: TOA website "supporting documents"
10. Court Clerk Reports: TOA Website "supporting documents"
11. Bookkeeper Report: software status, financials status, non-profits letter for yearly financials

Old Business:

1. Town Engineer-- Swan Hollow culvert-SHPO, closing in Lean-to at the highway barn, Dingman Pt. water status, Rt 12 Sewer Expansion project status-design complete, new district formation
2. New water rates village, town discussion
3. Sportsplex contract draft – atty review
4. Wimmer Road letter
5. Chamber of Commerce meeting with board

New Business:

1. Budget Workshop schedule
2. Joint Fire district ambulance service
3. DANC. 20-year lease - review by atty
4. 3 loads of crusher run for Barnes Settlement Cemetery, dump only
5. Quarterly joint meeting with the village
6. Quotes for two (2) 1000 gal underground LP tanks
7. NYCLASS Resolution to participate
8. Quotes for (10) ten tablets for Planning & Zoning members
9. Sportsplex Parking
10. Municipal Reciprocal Resolution to participate in the Jefferson County Intermunicipal Agreement

EXECUTIVE SESSION: - discuss possible litigation

R-2

8/13/2026

August 2026 Highway Report

- **The guys have been busy with road work this last month. They started replacing culvert pipes on Farrell Road which with be reprofiled and paved next summer**
- **We did shoulder on Limestone Road and Shoulette Road**
- **Have been trimming trees and brushing on roads we are planning on surface treating**
- **We have over 3000 yards of road sand put up for next winter. Planning on hauling another 500 yards or so.**
- **Have had salt delivered the last couple of weeks and have the salt barn filled ¾ the way.**
- **We have been helping other towns with paving and other hauling.**
- **The roadside mower has been out and will be until about the middle of September sometime.**
- **Brush tractor has been out as well trimming back where needed and around the guardrails.**

Zachary R. Calhoun

Highway Superintendent

R-3

TAX PARCEL#	ADDRESS	DATE SENT	VIOLATION
14.00-1-27.42	24128 SHOULETTE RD	7/15/2026	JYL
22.00-3-35.22	40424 CO. RTE. 15	7/15/2026	JYL
14.00-1-9	44038 CO. RTE. 2	7/18/2026	REMINDER
7.06-1-26	47268 COOPER LANE	7/18/2026	JYL
14.15-1-30	25971 NYS RTE 26	7/20/2026	JYL
7.00-1-34.31	ROUTE 26	7/15/2026	JYL
15.06-1-15	43615 NYS RTE 37	7/20/2026	JYL-RE-ISSUED
14.15-1-42.1	25981 CO RTE 3	8/5/2026	JYL
14.15-1-11.2	25877 STATE RT 26	8/5/2026	JYL
7.06-1-14.1	24151 SWAN HOLLOW	8/12/2026	COMPLIED

R-3

R 4+5

Gmail

Brent Sweet <brenthsweet@gmail.com>

monthly reports

jay gascon <redwoodwwtp@outlook.com> Fri, Aug 14, 2026 at 11:03 AM
To: Brent Sweet <brenthsweet@gmail.com>

Water report

1 performed all required testing and maintenance.

2 repaired several readers and meters.

3 Drained tower in Redwood and refilled to keep water fresh in summer heat.

Sewer report

1 Performed all required testing and maintenance.

2 Installed a new chemical storage tank to upgrade an ageing setup.

3 Replaced 1 sewer pump.

4 Repaired a curb stop and grinder pot valve.

5 Repaired a smashed sewer pot.

6 Had annual DEC inspection of plant.

7 Ordered 150 tons of sand for the beds to be delivered in September. This will be the first new sand since 1992.

DPW report

1 Mowed lawns as needed.

2 Worked on weed boat.

3 put up new speed signs.

Jay Gascon, Jamie Papin, Korey Lajoy

R-6

July 2026 DPW Report

Working on fixing gravestones in cemeteries, 36 are done

Clean up debris in cemeteries

Operated weed harvester in Goose Bay

Mowing & trimming town properties and intersections etc.

Prepared weed harvester for Christmas in July parade

Continue to water flowers 3 times per week for ABCIA

Various work at the town office

Paint & install new gates for Browns Corners cemetery

Trim tree at chamber building

Fill pot holes at Carnegie Bay trailer lot

8.5

Transfer-Site Report for July 2026

JUNE -- JULY 2025 & 2026

Sales for June 2026	1575	Sales for June 2025	1643
Number of days open June 2026	21	Number of days open June 2025	22
Sales for July 2026	2339	Sales for July 2025	2197
Number of days open July 2026	20	Number of days open July 2025	19
Tonnage hauled by WM July 2026	44tns	# of $3 bags July 2025	1587
Recyclable Pickups for July 2026	5	# of $6 bags July 2025	2161
Frequency of trash pickup	weekly		
Freqency of Recyclable pickups	weekly		
# of $3 bags July	1654		
# of $6 bags July	2269		
weight calculated by total bag count	44.46tns		
weight charged by Danc	44tns		

R-7

Gmail report

Compose

Inbox 15,468
Starred
Snoozed
Important
Sent
Drafts 160
Purchases 1,006
Social 1,296
Updates 13,991
Forums 118
Promotions 27,297
More

Labels

[Imap]/Drafts
[Imap]/Sent
[Imap]/Trash
1st letter
County sales tax report ...
Dennis Cook
minutes
Unwanted

Monthly report.

Inbox ×

Don Martin
to me

July 25
July 26
20 days open
21 days open
2197 customers
2339 customers
Tons of trash 8.11+11.39+7.90+8.52+8.21
7.30+9.53+10.89+7.5+8.83
Tons of cardboard
3.76+3.42+3.58
4.34+4.98+3.88
Sent from my iPhone

Brent Sweet <brenthsweet@gmail.com>
to Don

Good morning Donald.
Please open your transfer-site email and fill in what I sent you for report data

ty-brent

Reply Forward

R-9

Town Justice
David Cortright
Richard Drake
Town Clerk
Sandra Caputo
Supt of Highways
Zachary Calhoun
Attorney
Andrew W. Silver

OF THE THOUSAND ISLANDS

TOWN OF ALEXANDRIA

COUNTY OF JEFFERSON
46372 CO ROUTE 1
ALEXANDRIA BAY, NEW YORK 13607
PHONE 315/482.9519 FAX 315/482.6342
TDD 800/662.1220

Supervisor
Budget Officer
Brent Sweet
Deputy Supervisor
Shawn Thomas
Director of Finance
Gene Kring
Council Members
Timothy Davidson
Dale Hunneyman

August 2026 Clerk Report

In July we had
13 Birth Certificate requested
18 copies of Death certificates requested
8 marriage licenses
5 copies of marriage certificates
10 female spayed dog licenses
2 female unspayed dog license
7 male neutered dog licenses
2 male unneutered dog licenses
0 Copy
0 Geneology Copy
6 Transfer site permits / Brush Pit permits
1 Bell Jar Permit (Redwood Fire Department)
3 Games of Chance Permits (Redwood Fire Department 3 days)

All reports were filed on time to NYS and Jefferson County. $681.56 was turned over to the Town in collection fees and $450 for Transfer Site Permits. Conservation fees returned to the Town for June was $8.12.

Department of Conservation has opened licensing for 2026/2027 hunting season to get licenses and Deer Management Permits.

Sandra Caputo

Sandra Caputo, Town Clerk
Town of Alexandria

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R-10

Alexandria Town Court
Parking Summary Report
Judge Richard L. Drake

Report date: 08/14/2026

Tickets between : 07/01/2026 and 07/31/2026

TICKET SUMMARY	OPEN	CLOSED
Number of tickets :	112	131
Percent :	46.09%	53.91%
Value :	$1 865	$1 350
New York State Drivers		
Number of tickets :	94	114
Value :	$1 515	$980
Letter number 1 sent :	1	4
Letter number 2 sent :	5	6
Letter number 3 sent :	0	0
Non-New York State Drivers		
Number of tickets :	18	17
Value :	$350	$370
Total tickets :	243	

Note: This report does not reflect handicap parking surcharges and penalties.

R-10

Alexandria Town Court
Summary Report of Cases Closed 07/01/2026 to 07/31/2026
Judge Richard L. Drake
Report date: 08/14/2026

STATUTE	CLOSED	FINE	SURCHG	CIVIL FEE
PL	2			
VTL	97			
NAV	1			
REG	1			
TOTALS	101			

ADDITIONAL INFORMATION

Number of DWIs - 1192:	0
Number of AUOs - 511:	0
Number of Speeds - 1180:	49
Number of 1110:	1
Number of Defendants:	95
Total Number Charges:	101
Average Charges/Defendant:	1.06
Number of Small Claims:	0

NOTE: Dollars are calculated for fines assessed, not amount collected.

R-10

Alexandria Town Court
Summary of Cases Started
Judge Richard L. Drake
Report date: 08/14/2026

For offenses filed between:
07/01/2026 & 07/31/2026

STATUTE	STARTED	CLOSED	FINE	SURCHG	CIVIL FEE
PL	5				
VTL	103				
REG	1				
NAV	4				
TOTALS	113				

ADDITIONAL INFORMATION

Number of DWIs - 1192:	2
Number of AUOs - 511:	0
Number of Speeds - 1180:	43
Number of Defendants:	95
Total Number Charges:	113
Average Charges/Defendant:	1.19
Number of Small Claims:	0

NOTE: Dollars are calculated for fines assessed, not amount collected.
Closed statistics only reflect cases filed between 07/01/26 & 07/31/26

R-10

Alexandria Town Court
Summary of Cases Started
Judge David M Cortright
Report date: 08/12/2026

For offenses filed between:
07/01/2026 & 07/31/2026

STATUTE	STARTED	CLOSED	FINE	SURCHG	CIVIL FEE
PL	1	0	0.00	0.00	0.00
VTL	89	4	164.00	93.00	0.00
VO	1	0	0.00	0.00	0.00
NYR	4	0	0.00	0.00	0.00
NAV	2	0	0.00	0.00	0.00
TOTALS	97	4	164.00	93.00	0.00

ADDITIONAL INFORMATION

Number of DWIs - 1192:	2	Closed: 0	Fines/Fees: $0.00
Number of AUOs - 511:	0	Closed: 0	Fines/Fees: $0.00
Number of Speeds - 1180:	42	Closed: 1	Fines/Fees: $230.00
Number of Defendants:	91		
Total Number Charges:	97		
Average Charges/Defendant:	1.07		
Number of Small Claims:	0		

NOTE: Dollars are calculated for fines assessed, not amount collected.
Closed statistics only reflect cases filed between 07/01/26 & 07/31/26

R-11

Town of Alexandria

July 2026

Bookkeeper's Report

1. The town supervisor received updated supervisor reports through July 2026.
2. All non-profits that we give money to were sent letters requesting 2 years of financial statements.
3. Bond Anticipation Note (BAN) for the Sportsplex project was received 7/29/26.
4. BAN money was moved to an interest-bearing Money Market account.
5. Highway Reserve money was moved out of the pooled account to an interest- bearing savings account.
6. A new account was opened for the Tourism & Convention Promotion money. Bed tax will be transferred in when it is received from Jefferson County.
7. Things are progressing with the new software.

Nicole Milsap

Town Justice
David Cortright
Richard Drake
Town Clerk
Sandra Caputo
Supt of Highways
Zach Calhoun
Attorney
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Chris Vaphiadis

RESOLUTION # 2026-16
RESOLUTION ADOPTING THE REVISED GENERAL MUNICIPAL LAW §239-M REFERRAL EXPEMPTION FRAMEWORK AND AUTHORIZING AND INTERMUNICIPAL AGREEMENT WITH JEFFERSON COUNTY

At a REGULAR meeting of the Town Board of the Town of Alexandria, Jefferson County, New York, held at the Municipal Building, 46372 County Route 1, Alexandria Bay, NY 13607 on August 19, 2026 at 6:00 p.m.

WHEREAS, New York State General Municipal Law (GML) § 239-M requires local municipal planning boards, and zoning boards of appeals, and town/village/city boards to refer certain land use, planning, and zoning actions locationed within 500 feet of specifies features – including state or county roads, municipal boundaries, and certified agricultural districts – to the county planning agency for review and recommendation; and

WHEREAS, GML § 239-M(3)© explicitly provides that a county legislative body and a municipal governing body amy enter into an agreement identifying classes of actions that are primarily of local concern and therefore exempt from regional referral requirements; and

WHEREAS, the Jefferson County Board of Legislators, on July 7, 2026, duly adopted Resolution No. 204, approving a revised General Municipal Lay § 239-M Referral Exemption Framework aimed at reducing bureaucratic read tape, eliminating unnecessary administrative delays, and streamlining local economic development for land use matters that are purely local concern; and

WHEREAS, the Jefferson County Board of Legislators has authorized the Chairman of the Board of Legislators to execute reciprocal intermunicipal agreements with participating locan municipalities within Jefferson County to implement this 2026 framework at no cost to the County, subject to each participating municipality's adoption of a corresponding resolution; and

WHEREAS, the Town Board of the Town of Alexandria finds that adopting this reciprocal exemption list will significantly increase local administrative efficiency and expedite routine zoning reviews while ensuring that critical regional assets, such as state/county highway access, municipal boundaries, and airport safety zones, remain fully protected under county-level review;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Alexandria hereby adopts and approves the 2026 Updated Section 239-M Referral Exemption Framework, whereby the following specific catefories of local planning, zoning, and land use actions shall be exempt from mandatory

The Town of Alexandria is an equal opportunity provider, § and lender.
To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue,S.W., Washington,D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382(TDD)

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(10) Zoning Board Interpretations: Zoning interpretations rendered by the Zoning Board of Appeals, as purely local administrative determinations.

(11) Administrative Zoning Amendments: Amendments to municipal zoning laws addressing fees, procedures, enforcement, and administrative corrections, which do no change land use patterns or development intensity.

(12) Renewals or Extensions of Existing Approvals: Renewals or extensions of previously approved site plans or special permits that contain no material changes from previous approvals.

BE IT FURTHER RESOLVED, that the Town Supervisor Sweet of the Town of Alexandria is hereby authorized and directed to execute the reciprocal intermunicipal Exemption Agreement with Jefferson County to formalize the implementation of this framework; and

BE IT FURTHER RESOLVED, that the Municipal Clerk is hereby directed to forward a certified copy of this Resolution, upon its adoption, together with the signed intermunicipal Exemption Agreement to the Jefferson County Department of Planning and Community Development, 175 Arsenal Street, Watertown, NY 13601

The foregoing Resolution was offered by Councilman _____ and seconded by Councilman _____ and was duly adopted as follows:

Supervisor Sweet	**Yes_____**	**No_____**
Councilman Davidson	**Yes_____**	**No_____**
Councilman Hunneyman	**Yes_____**	**No_____**
Councilman Thomas	**Yes_____**	**No_____**
Councilman Vaphiadis	**Yes_____**	**No_____**

DULY ADOPTED by majority vote by the Town Board of the Town of Alexandria on the August 19, 2026.
CERTIFICATION:

I, Sandra Caputo, Town Clerk of the Town of Alexandria, Jefferson County, New York, do herby certify that I have compared the foregoing copy of Resolution No. 17 of 2026 with the original therof on file in my office, which was duly adopted by the governing Board of said municipality at a meeting held on the 19th day of August, 2026, and that the same is a true, correct, and complete copy of said Resolution.

IN TESTIMONY WHEREOF, I have herunto set my hand and affixes the official seal of said municipality this 20th day of August, 2026.

_____
Sandra Caputo, Town Clerk

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N-10

SAMPLE MUNICIPAL RECIPROCAL RESOLUTION FOR PARTICIPATING MUNICIPALITIES

[TOWN / VILLAGE / CITY] OF _____
RESOLUTION NO. _____ OF 2026

RESOLUTION ADOPTING THE REVISED GENERAL MUNICIPAL LAW § 239-M REFERRAL EXEMPTION FRAMEWORK AND AUTHORIZING AN INTERMUNICIPAL AGREEMENT WITH JEFFERSON COUNTY

WHEREAS, New York State General Municipal Law (GML) § 239-m requires local municipal planning boards, zoning boards of appeals, and town/village/city boards to refer certain land use, planning, and zoning actions located within 500 feet of specified features—including state or county roads, municipal boundaries, and certified agricultural districts—to the county planning agency for review and recommendation; and

WHEREAS, GML § 239-m(3)(c) explicitly provides that a county legislative body and a municipal governing body may enter into an agreement identifying classes of actions that are primarily of local concern and therefore exempt from regional referral requirements; and

WHEREAS, the Jefferson County Board of Legislators, on July 7, 2026, duly adopted Resolution No. 204, approving a revised General Municipal Law § 239-M Referral Exemption Framework aimed at reducing bureaucratic red tape, eliminating unnecessary administrative delays, and streamlining local economic development for land use matters that are of purely local concern; and

WHEREAS, the Jefferson County Board of Legislators has authorized the Chairman of the Board of Legislators to execute reciprocal intermunicipal agreements with participating local municipalities within Jefferson County to implement this 2026 framework at no cost to the County, subject to each participating municipality's adoption of a corresponding resolution; and

WHEREAS, the [Town Board / Village Board / City Council] of the [Insert Municipality Name] finds that adopting this reciprocal exemption list will significantly increase local administrative efficiency and expedite routine zoning reviews while ensuring that critical regional assets, such as state/county highway access, municipal boundaries, and airport safety zones, remain fully protected under county-level review;

NOW, THEREFORE, BE IT RESOLVED, that the [Town Board / Village Board / City Council] of the [Insert Municipality Name] hereby adopts and approves the 2026 Updated Section 239-M Referral Exemption Framework, whereby the following specific categories of local planning, zoning, and land use actions shall be exempt from mandatory referral to the Jefferson County Planning Board, subject to the conditions and exceptions set forth herein:

(1) Small-Scale Nonresidential Development: Site plans or special permits for nonresidential structures under 2,000 square feet (threshold increased to 5,000 square feet within municipalities employing staff planners), provided that the project: does not include a drive-through or fuel pumps; does not create a new curb cut on a state or

county road; does not involve outdoor storage or processing; does not involve towers or energy facilities; and the parcel is not located within 500 feet of a municipal boundary.

(2) Area Variances for Permitted Uses: Area variances for permitted uses, provided that the variance: does not involve building/structure height; does not affect access to a state or county road; does not occur adjacent to a municipal boundary; and does not affect airport compatibility (FAA or DOD Part 77) imaginary surfaces.

(3) Signage: Site plans, special permits, or variances for signs, provided that: the sign is not located within 100 feet of an intersection with a state or county roadway; or the sign does not exceed 25 feet in height and is not located within airport approach or imaginary surface zones associated with Watertown International Airport or Wheeler Sack Army Airfield.

(4) Agricultural District Trigger: Actions requiring referral solely due to proximity to a certified agricultural district, except for: projects that disturb more than 1 acre or result in 50% or more impervious lot coverage; wind turbines; and battery storage facilities.

(5) Accessory Structures and Uses: Site plans or variances for accessory structures, including garages, sheds, decks, pools, electric vehicle (EV) charging stations, and similar structures, unless: the structure exceeds 25 feet in height; the structure is directly adjacent to state or county property; or the structure is within airport takeoff approach zones (FAA Part 77 Imaginary Surfaces).

(6) EV Charging Stations (Accessory Installations): EV charging stations installed as accessory infrastructure within existing parking lots, with the exception that large charging facilities, charging plazas as the primary use, or projects involving significant site reconstruction shall always require referral.

(7) Telecommunications Co-Location: Modification, replacement, or co-location of telecommunications equipment (e.g., antennae) on existing towers or structures, with the exception that the construction of new towers requires full county review.

(8) On-site Consumption Solar and Small Accessory Energy Systems: On-site consumption solar installations, battery storage facilities, and accessory solar systems serving a principal use, with the explicit exception that utility-scale solar, battery storage facilities (as a primary use), and wind turbines always require county review.

(9) Temporary Uses: Uses that do not require building permits, have a duration of less than one year, and are considered temporary, including temporary construction trailers, seasonal structures, short-term RV permits, and farmers' markets or flea markets.

(10) Zoning Board Interpretations: Zoning interpretations rendered by the Zoning Board of Appeals, as purely local administrative determinations.

(11) Administrative Zoning Amendments: Amendments to municipal zoning laws addressing fees, procedures, enforcement, and administrative corrections, which do not change land use patterns or development intensity.

(12) Renewals or Extensions of Existing Approvals: Renewals or extensions of previously approved site plans or special permits that contain no material changes from previous approvals.

BE IT FURTHER RESOLVED, that the Chief Executive Officer ([Supervisor / Mayor]) of the [Insert Municipality Name] is hereby authorized and directed to execute the reciprocal Intermunicipal Exemption Agreement with Jefferson County to formalize the implementation of this framework; and

BE IT FURTHER RESOLVED, that the Municipal Clerk is hereby directed to forward a certified copy of this Resolution, upon its adoption, together with the signed Intermunicipal Exemption Agreement, to the Jefferson County Department of Planning and Community Development, 175 Arsenal Street, Watertown, NY 13601.

MUNICIPAL CLERK'S CERTIFICATION

I, the undersigned, Clerk of the [Town/Village/City] of _____, Jefferson County, New York, do hereby certify that I have compared the foregoing copy of Resolution No. ____ of 2026 with the original thereof on file in my office, which was duly adopted by the governing Board of said municipality at a meeting held on the ____ day of _____, 2026, and that the same is a true, correct, and complete copy of said Resolution.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of said municipality this ____ day of _____, 2026.

_____

Municipal Clerk
[Affix Seal Here]

Policy Logic

Upgrading equipment on existing infrastructure rarely produces new land-use impacts.

On-site Consumption Solar and Small Accessory Energy Systems

On-site consumption solar installations, battery storage facilities, and accessory solar systems serving a principal use shall be exempt, except the following uses always require review:

- Utility-scale solar,
- Battery storage facilities, and
- Wind turbines.

Policy Logic

Accessory energy systems are analogous to other accessory structures.

Temporary Uses

Uses that do not require building permits are considered temporary and shall be exempt if the duration is less than one year. Temporary uses include:

- temporary construction trailers
- seasonal structures
- short-term RV permits
- farmers' markets\flea markets

Policy Logic

Temporary approvals rarely generate permanent intermunicipal impacts.

Zoning Board Interpretations

Zoning interpretations by the Zoning Board of Appeals shall be exempt.

Precedent

Several counties treat interpretations as purely local administrative determinations.

Policy Logic

Interpretations do not authorize development; they only clarify code language.

Administrative Zoning Amendments

Amendments to zoning laws addressing:

- fees
- procedures
- enforcement
- administrative corrections

shall be exempt from referral.

Precedent

Dutchess County exempts:

"Administrative amendments (fees, procedures, penalties)."

Policy Logic

Administrative amendments do not change land use patterns or development intensity.

Renewals or Extensions of Existing Approvals

Renewals or extensions of previously approved site plans or special permits that do not materially change the project shall be exempt.

Precedent

Dutchess County exemption language includes:

"Renewals/extension of site plans or special permits that have no changes from previous approvals."

Policy Logic

These actions do not represent new development or policy decisions.

Dimensional relief rarely produces intermunicipal impacts and is widely treated as a local zoning matter.

Signage

Site plans, special permits, or variances for signs shall be exempt from County Planning Board review provided that:

- the sign is not located within one hundred feet of an intersection with a state or county roadway or
- the sign does not exceed twenty-five feet in height and is not located within airport approach or imaginary surface zones associated with Watertown International Airport or Wheeler Sack Army Airfield.

Precedent

Livingston County exempts several routine sign-related zoning actions, including certain illuminated sign variances, under its county referral exemption framework.

Policy Logic

Most local sign approvals involve modest height and visibility impacts that are confined to the immediate site. Taller pole signs, however, may affect aviation safety and visibility near airports or major roadway intersections. Retaining review of taller signs and those within airport influence areas ensures that potential impacts to aviation safety and transportation infrastructure continue to receive county-level evaluation.

Agricultural District Trigger

Actions requiring referral solely due to proximity to a certified agricultural district shall be exempt except for:

- projects that disturb more than 1 acre or result in 50% or more impervious lot coverage.
- wind turbines
- battery storage facilities

Precedent

State law already exempts certain area variances triggered solely by agricultural districts.

Policy Logic

Routine zoning actions near farms generally do not produce countywide effects.

Accessory Structures and Uses

Site plans or variances for accessory structures, including garages, sheds, decks, pools, electric vehicle (EV) charging stations, and similar structures, shall be exempt unless:

- the structure exceeds 25 feet in height
- the structure is directly adjacent to state or county property
- the structure is within airport takeoff\approach zones (FAA Part 77 Imaginary Surfaces)

Precedent

Lewis County and other rural counties routinely exempt accessory structures.

Example policy description:

- Single-family dwellings and related accessory structures
- Docks or waterfront structures associated with single-family residences
- Expansion of existing uses within existing buildings on existing lots

Policy Logic

Accessory structures for residential uses typically have minimal off-site impacts and are among the most common exemptions statewide.

EV Charging Stations (Accessory Installations)

EV charging stations installed as accessory infrastructure within existing parking lots shall be exempt.

Exception

Large charging facilities, charging plazas as the primary use, or projects involving significant site reconstruction shall require referral.

Policy Logic

Accessory chargers are considered infrastructure upgrades rather than land-use changes.

Telecommunications Co-Location

Modification, replacement, or co-location of telecommunications equipment (e.g. antennae) on existing towers or structures shall be exempt.

Exception

Construction of new towers requires review.

Proposed 2026 Jefferson County 239-m Exemption Framework

New York General Municipal Law §239-m allows a county and local municipality to enter into agreements exempting certain actions that are determined to be "local rather than inter-community or countywide concern."

Most counties implement these agreements through formal intermunicipal exemption lists adopted by both the county and participating municipalities.

Across New York counties, exemption lists consistently focus on three categories:

- Residential actions
- Accessory or minor development
- Administrative zoning changes

Actions typically retained for county review include:

- Comprehensive plans
- Rezoning and zoning map amendments
- Large commercial development
- Large-scale energy infrastructure
- New telecommunications towers
- Projects affecting regional infrastructure, such as airports, highways, or military installations

Based on common practice across counties, Jefferson County should continue to require referral for issues related to the above actions. These retained categories align with the statutory purpose of General Municipal Law §239-m, which is to ensure that development with potential intermunicipal or countywide impacts receives regional review.

Proposed Updated Jefferson County Exemption List

Small-Scale Nonresidential Development

Site plans or special permits for nonresidential structures under *2,000 square feet shall be exempt, provided that the project:

- does not include a drive-through or fuel pumps
- does not create a new curb cut on a state or county road
- does not involve outdoor storage or processing
- does not involve towers or energy facilities
- parcel is not within 500 feet of municipal boundaries

***Note**: The threshold for exemption shall be increased to 5,000 square feet within municipalities that have staff planners. In particular, the Department should review and\or comment on County-wide or intermunicipal impacts as the **primary focus** of responses.

Precedent

St. Lawrence County exempts:

"Commercial projects under 5,000 square feet."

Policy Logic

Small commercial structures generally produce localized impacts and are frequently exempted in rural counties. *(Examples of use sizes: Starbucks averages between 1,500 and 2,000 sq ft; convenience store average size: 2,500 sq ft or larger; McDonald's often between 4,000 and 4,500 sq ft; Chick-fil-A is 5,000 sq. ft.)*

Area Variances for Permitted Uses

Area variances for permitted uses shall be exempt from County Planning Board review, provided that the variance:

- does not involve building/structure height
- does not affect access to a state or county road
- does not occur adjacent to a municipal boundary
- does not affect airport compatibility (FAA or DOD Part 77) imaginary surfaces

Precedent

Dutchess County exempts many variances.

Policy Logic

JEFFERSON COUNTY BOARD OF LEGISLATORS
Resolution No. 204

Adopting Revised General Municipal Law 239-M Referral Exemption Framework and Authorizing Agreements in Relation Thereto

By Legislator: Philip N. Reed, Sr.

Whereas, The Jefferson County Planning Board was established pursuant to Article 12-B of the New York State General Municipal Law, and

Whereas, General Municipal Law Section 239-M requires local municipal boards to refer certain land use actions located within five hundred feet of specified features to the County Planning Board for review and recommendation, and

Whereas, The statute further provides that a county and a municipal governing body may enter into an agreement identifying classes of actions that are primarily of local concern and therefore exempt from regional referral, and

Whereas, Jefferson County and its municipalities recognize that routine zoning actions do not produce intermunicipal or countywide impacts and can be more efficiently addressed at the local level, thereby enabling the Jefferson County Planning Board to focus its review resources on development projects with significant regional, environmental, or infrastructural implications, and

Whereas, These administrative changes are implemented in an effort to reduce bureaucratic red tape and eliminate county reviews or involvement in projects that are of local concern only, and

Whereas, Adopting the aforementioned 2026 exemption framework for minor residential, nonresidential, accessory, and administrative actions streamlines local economic development and reduces unnecessary administrative delays while ensuring that critical areas, such as highway access, municipal boundaries, and airport safety zones, remain protected under county review.

Now, Therefore, Be It Resolved, That the Jefferson County Board of Legislators hereby adopts the attached Revised General Municipal Law 239-M Referral Exemption Framework, to be effective upon the adoption of this Resolution, and

Resolved, That the Chairman of the Board of Legislators is hereby authorized to execute intermunicipal agreements with participating local municipalities within Jefferson County for the implementation of the attached 2026 Updated Section 239-M Referral Exemption Framework at no cost to Jefferson County, upon adoption of a corresponding municipal resolution by each participating municipality, subject to approval of the County Attorney as to form and content.

Seconded by Legislator: Daniel R. McBride

N-10

State of New York)
) ss.:
County of Jefferson)

I, the undersigned, Clerk of the Board of Legislators of the County of Jefferson, New York, do hereby certify that I have compared the foregoing copy of Resolution No. 204 of the Board of Legislators of said County of Jefferson with the original thereof on file in my office and duly adopted by said Board at a meeting of said Board on the 7th day of July, 2026 and that the same is a true and correct copy of such Resolution and the whole thereof.

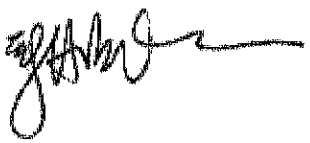
In testimony whereof, I have hereunto set my hand and affixed the seal of said County this 8th day of July, 2026.

Clerk of the Board of Legislators

Should your municipality have any questions regarding the exemption framework or implementation process, please do not hesitate to contact our office. We would be happy to discuss the program in greater detail or attend a meeting if that would be helpful.

Thank you for your continued partnership and for your commitment to thoughtful land use planning throughout Jefferson County.

Sincerely,



Hartley Bonisteel Schweitzer, AICP
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Hartley Bonisteel Schweitzer, AICP
Director

Alicia M. Dewey
Deputy Director

Dear Municipal Officials,

As you know, New York State General Municipal Law §239-m requires certain planning and zoning actions located within 500 feet of specified features, such as county roads, municipal boundaries, and New York State certified agricultural districts, to be referred to the Jefferson County Planning Board for review and recommendation.

The purpose of the referral process is to provide a regional review of actions that may have intermunicipal or countywide implications. However, over time, many routine local actions have become subject to referral despite having little or no impact beyond the host municipality.

The Jefferson County Board of Legislators recently adopted an updated General Municipal Law §239-m Referral Exemption Framework with interested municipalities throughout Jefferson County.

The updated 2026 Exemption Framework is intended to address that issue by allowing municipalities and Jefferson County to mutually identify categories of actions that are primarily local in nature and therefore exempt from mandatory County Planning Board review. Examples include certain minor area variances, accessory structures, rooftop and/or non-commercial solar installations, EV charging stations, telecommunications equipment co-locations, temporary uses, and other routine local approvals.

Importantly, the framework does not eliminate review of projects with broader regional significance. Comprehensive plans, major zoning changes, all commercial renewable energy facilities, new telecommunications towers, airport compatibility matters, county and state highway access issues, and other actions with potential intermunicipal impacts remain subject to referral.

For the exemptions to take effect within your municipality, your governing board must adopt the enclosed reciprocal resolution in agreement with Jefferson County.

Enclosed you will find:

- A copy of the Jefferson County resolution adopting the 2026 Exemption Framework
- Full list of updated exemptions, the reasoning, and precedent
- A sample municipal resolution authorizing participation

You may also find electronic copies of the sample resolution on our website at: www.jeffersoncountyny.gov/239m-exemptions

We believe these updates will help streamline local review processes, reduce unnecessary administrative burdens, and allow the County Planning Board to focus its attention on projects with broader planning and development implications.