

Village of Sackets Harbor Planning Board  
July 17, 2024  
Regular Meeting Minutes  
112 N. Broad St.  
Sackets Harbor, NY 13685

Board Members present: Janet Quinn, Stasse Perkins, Dick Stephens, Merle Tousant and Mike Smith. A quorum was established.

The meeting was called to order at 7:00 pm with the Pledge of Allegiance.

The minutes from the June 12, 2024 meeting were approved as presented in a motion made by Dick Stephens and seconded by Mike Smith. Vote 3 ayes (Quinn, Stephens and Smith), 0 nays, 1 abstained (Perkins).

#### **OLD BUSINESS**

**#24-6 Madison Barracks LLC, 215 Washington Street, Watertown, NY.** Applicant requests Site Plan Review for various exterior repairs to residential structures within Madison Barracks. The project is in the Madison Barracks PDD and Historic Overlay zoning districts as well as the National Register District. **Conditional approval has been granted pending submission of additional information pertaining to a previously installed door and color selection for a replacement porch. No information has been received.**

**#24-10, Jason Burto, 14150 Boulder Creek Road, Watertown.** Applicant requests Site Plan Review to construct a residence located on Lot # 14 of Lakeview Subdivision within the Madison Barracks PDD, the Historic Overlay District, and the National Register District. **Site plan approval was granted in May with the condition that the applicant submit a revised site plan that incorporates a rain garden, for compliance with the subdivision's stormwater management plan. No information has been received.**

#### **NEW BUSINESS**

**#24-34 Nathan and Sarah Miletta, 109 Bayview Place, Sackets Harbor.** Applicant requests site plan review to install a split rail fence. The project is located within the Madison Barracks PDD, the Historic Overlay zoning district as well as the National Register District. SEQR was completed with a determination that there was no significant impact on the environment and a public hearing was opened at 7:12 with no comments offered. A motion was made by Stasse Perkins and seconded by Dick

Stephens to give conditional approval for the project pending receipt of the fencing specs. Vote 5 ayes (Quinn, Stephens, Tousant, Perkins and Smith), 0 nays.

**#24-35 Sackets Harbor Historical Society, 210 West Main Street, Sackets Harbor.**

Applicant requests a Change of Use to Educational/Charity/Public Assembly which requires a Special Permit. The project is located within the Village Residential and Historic Overlay zoning districts as well as the National Register District. It was reported that the building has approximately 1440 sq ft of usable area and a capacity of 75 people. The parking places required by capacity would be 21 spaces. The applicant is hoping to obtain permission from St Andrews Church for the use of their parking lot. SEQR was completed and a determination made that there was no significant impact on the environment in a motion made by Janet Quinn and seconded by Stasse Perkins. Vote 5 ayes (Quinn, Stephens, Tousant, Perkins and Smith), 0 nays. The public hearing was opened at 7:19 pm with no comments offered. The application was tabled in a motion made by Stasse Perkins and seconded by Merle Tousant while waiting for a letter from St Andrews Church regarding the parking lot. Vote 5 ayes (Quinn, Stephens, Tousant, Perkins and Smith), 0 nays.

**#24-36 Gordon Jacobs, 113 West Main Street, Sackets Harbor.** Applicant requests Site Plan Review to replace windows in the structure. The project is located within the Village Core and Historic Overlay zoning districts as well as the National Register District. SEQR was completed and a determination made that there was no significant impact on the environment in a motion made by Janet Quinn and seconded by Merle Tousant. Vote 5 ayes (Quinn, Stephens, Tousant, Perkins and Smith), 0 nays. The public hearing was opened at 7:30 pm with no comments offered. The application was declared complete in a motion made by Dick Stephens and seconded by Janet Quinn. Vote 5 ayes (Quinn, Stephens, Tousant, Perkins and Smith), 0 nays. Dick Stephens made a motion to approve the application which was seconded by Merle Tousant. Vote 5 ayes (Quinn, Stephens, Tousant, Perkins and Smith), 0 nays.

**#24-45 Sackets Community Collective, 207 East Main Street, Sackets Harbor.** The project is located within the Village Core and Historic Overlay zoning districts as well as the National Register District. **#24-46 Sackets Community Collective, 210 South Broad Street, Sackets Harbor.** The project is located within the Village Residential and Historic Overlay zoning districts as well as the National Register District. These projects were reviewed together. The applicant requests Special Permit-Site Plan Review to place a wooden box to contain items for community distribution, defined as an "Educational/Charity/Religious Use". SEQR was completed and the project was

declared to have no significant negative impact on the environment in a motion made by Janet Quinn and seconded by Dick Stephens. Vote 5 ayes (Quinn, Stephens, Tousant, Perkins and Smith), 0 nays. A public hearing was opened at 7:43 pm. Emails were received from: Marcia Bridge who was against the project at the E Main St location, Theresa Schillaci was unaware of the need for a blessings box and against the location on E Main St, Sally Daly had no objections to its installation at the S Broad St location. Mike Campbell stated his support. The public hearing was closed at 7:55 pm. In a motion made by Dick Stephens and seconded by Merle Tousant the applications were declared complete. Vote 5 ayes (Quinn, Stephens, Tousant, Perkins and Smith), 0 nays. A motion to approve both applications was made by Stasse Perkins and seconded by Merle Tousant. Vote 5 ayes (Quinn, Stephens, Tousant, Perkins and Smith), 0 nays.

**#24-47 Jeremy Campbell, R. Martin Contracting, 16518 Game Farm Rd, Dexter, NY.**

Applicant requests Site Plan review to construct a new 1874 square foot residence, with an attached garage. The property is Lot # 10 on Pike Road, within the Madison Barracks Lakeview Subdivision, the Madison Barracks PDD and National Register District. SEQR was completed and the project was declared to have no significant negative impact on the environment in a motion made by Janet Quinn and seconded by Dick Stephens. Vote 5 ayes (Quinn, Stephens, Tousant, Perkins and Smith), 0 nays. A public hearing was opened at 8:10 pm. Mike Campbell stated he likes the plans. A motion was made by Stasse Perkins and seconded by Dick Stephens to accept the application. Vote 5 ayes (Quinn, Stephens, Tousant, Perkins and Smith), 0 nays. A final approval cannot be given until it has been reviewed by SHPO. A conditional approval was given pending comments from the State in a motion made by Stasse Perkins and seconded by Dick Stephens. Vote 5 ayes (Quinn, Stephens, Tousant, Perkins and Smith), 0 nays.

**#24-48 Jeff Williams/Williams Fence, Watertown, NY.** Applicant requests Site Plan Review to construct a wooden fence at 103 East Main Street. The project is located within the Village Residential and Historic Overlay zoning districts as well as the National Register District. SEQR was completed and the project was declared to have no significant negative impact on the environment in a motion made by Janet Quinn and seconded by Mike Smith. Vote 5 ayes (Quinn, Stephens, Tousant, Perkins and Smith), 0 nays. A public hearing was opened at 8:28 pm with no comments offered. The

application was declared complete in a motion made by Janet Quinn and seconded by Mike Smith. Vote 5 ayes (Quinn, Stephens, Tousant, Perkins and Smith), 0 nays. A motion to approve the application was made by Mike Smith and seconded by Merle Tousant. Vote 5 ayes (Quinn, Stephens, Tousant, Perkins and Smith), 0 nays.

**#24-49 Madison Barracks Marina, Sackets Harbor, NY**. Applicant requests Subdivision Review to subdivide a portion of the Madison Barracks Marina parcel and convey to Madison Barracks Roadways, Inc. The property is in the Madison Barracks PDD, the Historic Overlay District and the National Register District. SEQR was completed and the project was declared to have no significant negative impact on the environment in a motion made by Janet Quinn and seconded by Dick Stephens. Vote 5 ayes (Quinn, Stephens, Tousant, Perkins and Smith), 0 nays. A public hearing was opened at 8:38 pm with no comments offered. The application was declared complete in a motion made by Stasse Perkins and seconded by Dick Stephens. Vote 5 ayes (Quinn, Stephens, Tousant, Perkins and Smith), 0 nays.

#### **Board Comments for the JULY 17, 2024 PLANNING BOARD**

#### **MADISON BARRACKS MARINA SUBDIVISION #24-49**

#### **THE PLANNING BOARD REVIEW INCLUDED THE FOLLOWING:**

- An overview of the 2019 approval and the applicant's current situation with the property;
- SEQR completed;
- conducted the required public hearing;
- discussed the planning board attorney's verbal opinion that transferring the 0.66 acre parcel from the marina to the roadway should involve a Village Board PDD amendment;
- review of Section 3-2 PDD provisions and specifically, changes to the PDD (F-1 and 2) which *include an itemized list of minor changes, that may approved by the Planning Board with Site Plan Review*
- discussed the Use Table and applicability to Section 3-2, F (minor changes)
  - 2.b. states any change in use within the same major category of uses, as described in the Use Table is minor
  - there is no roadway use in the Table, but Public Utility Facility could include roads, in that they are for public utilitarian purposes
  - Public Utility Facilities and Marinas are both in the Business Use category

**BOARD DECISION:** Unanimous approval based on the following:

- The subdivision had been previously approved but never filed;
- The 0.66 acre parcel has been used as the roadway for many years;
- No objections were expressed at the public hearing;
- Based on Section 3-2, F. 2- b the board felt it was reasonable to determine that this change is considered minor in terms of the PDD, and therefore, a PDD amendment would not be stipulated as a condition of approval for the subdivision.

A motion to approve the application was made by Stasse Perkins and seconded by Merle Tousant. Vote 5 ayes (Quinn, Stephens, Tousant, Perkins and Smith), 0 nays.

A motion to adjourn the meeting was made at 8:57 pm by Janet Quinn and seconded by Dick Stephens. Vote 5 ayes (Quinn, Stephens, Tousant, Perkins and Smith), 0 nays.

Minutes submitted by

Peggy Kelly

Village Clerk