

Village of Sackets Harbor Planning Board  
October 15, 2025  
Regular Meeting Minutes  
112 N. Broad St.  
Sackets Harbor, NY. 13685

Present: Chair Janet Quinn, Dick Stephens, Craig Parker, 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 September 17, 2025 meeting were reviewed. Dick Stephens made a motion to add a change to the discussion on approval for the Whiskey Coop stating, “3) Village zoning changes to allow such a structure.” Mike Smith seconded the motion. Vote: 5 ayes (Quinn, Stephens, Parker, Tousant, and Smith), 0 nays.

Janet Quinn’s report to the Village Board from the September 17, 2025 Planning Board meeting were reviewed.

## **OLD BUSINESS**

**#24-79 Lawler Commercial Properties, 85 Worth Road, Sackets Harbor** – The original door for the laundromat was found and has been rehabilitated. Jim Corbin will be notified when the door has been reinstalled.

## **NEW BUSINESS**

**#25-41 Matthew Sheldon, 104 Dodge Avenue, Sackets Harbor** – A site plan review has been requested to install rain gutters on the front porch of the home. SEQR was reviewed and declared to have no significant adverse impact on the environment in a motion made by Dick Stephens and seconded by Merle Tousant. Vote: 5 ayes (Quinn, Tousant, Stephens, Smith, Parker), 0 nays. A motion was made by Craig Parker to approve the application as complete and seconded by Merle Tousant. Vote: 5 ayes (Quinn, Tousant, Stephens, Smith, Parker), 0 nays. A public hearing was opened with no comments received. Public hearing was closed. Janet Quinn made a motion to approve the application, which was seconded by Craig Parker. Vote: 5 ayes (Quinn, Tousant, Stephens, Smith, Parker), 0 nays.

**#25-36 Kassandra Beck, 209 West Main Street, Sackets Harbor** – A site plan review has been requested to reuse existing signage, covering it with a new image, and to change the building use from a real estate office to a community center/art studio. Applicant did not submit the Full Environmental Assessment Form or the Site Plan Review; therefore, the application was not deemed complete. Applicant will be contacted to submit the completed form. A public hearing was opened with no comments received. Public hearing was closed. Dick Stephens made a motion to table the application until the forms were complete, seconded by Craig Parker. Vote: 5 ayes (Quinn, Tousant, Stephens, Smith, Parker), 0 nays.

**#25-37 Albany Solar Solutions, LLC for Michael Smith, 326 East Main Street, Sackets Harbor** – A site plan review has been requested for installation of a roof-mounted solar array. SEQR was reviewed and it was declared the project would have no significant adverse impact on the environment in a motion made by Janet Quinn and seconded by Dick Stephens. Vote: 4 ayes (Quinn, Tousant, Stephens, Parker), 0 nays. Mike Smith recused himself from voting. A public hearing was opened with no comments received. Public hearing was closed. Craig Parker made a motion to declare the application complete, which was seconded by Dick Stephens. Vote: 4 ayes (Quinn, Tousant, Stephens, Parker), 0 nays. Dick Stephens made a motion to approve the application, seconded by Merle Tousant. Vote: 4 ayes (Quinn, Tousant, Stephens, Parker), 0 nays.

**#25-38 Lyda Shambo, 517 Ambrose Street, Sackets Harbor** – A site plan review has been requested for demolition of a house on the property. SEQR was reviewed and declared to have no significant adverse impact on the environment in a motion made by Janet Quinn and seconded by Merle Tousant. Vote: 5 ayes (Quinn, Tousant, Stephens, Smith, Parker), 0 nays. A public hearing was opened. Dave Altieri commented that although the home was built in the 1800s, not all old buildings have historical significance. Public hearing was closed. Janet Quinn made a motion to declare the application complete, seconded by Craig Parker. Vote: 5 ayes (Quinn, Tousant, Stephens, Smith, Parker), 0 nays. Janet Quinn made a motion to approve the application, seconded by Dick Stephens. Vote: 5 ayes (Quinn, Tousant, Stephens, Smith, Parker), 0 nays.

**#25-39 Sackets Harbor Historical Society, 119 West Main Street, Sackets Harbor** – A site plan review has been requested to install a storm door on the side entrance of the building to protect the wooden door from the elements. SEQR was reviewed and declared to have no significant adverse impact on the environment in a motion made by Janet Quinn and seconded by Dick Stephens. Vote: 5 ayes (Quinn, Tousant, Stephens, Smith, Parker), 0 nays. A public hearing was opened with no comments received. Public hearing was closed. Dick Stephens made a motion to declare the application complete, seconded by Craig Parker. Vote: 5 ayes (Quinn, Tousant, Stephens, Smith, Parker), 0 nays. Janet Quinn made a motion to approve the application, seconded by Craig Parker. Vote: 5 ayes (Quinn, Tousant, Stephens, Smith, Parker), 0 nays.

**#25-40 Sackets Harbor Historical Society, 215 East Main Street, Sackets Harbor** – A site plan review has been requested for installation of four recessed lighting fixtures on the ceiling under the portico. There is evidence of three lights having been there in the past. An additional light will be added to illuminate the ramp for safety reasons. The lights on the columns are non-functional and will be removed. SEQR was reviewed and declared to have no significant adverse impact on the environment in a motion made by Janet Quinn and seconded by Dick Stephens. Vote: 5 ayes (Quinn, Tousant, Stephens, Smith, Parker), 0 nays. A public hearing was opened with no comments received. Public hearing was closed. Janet Quinn made a motion to declare the application complete, seconded by Dick Stephens. Vote: 5 ayes (Quinn, Tousant, Stephens, Smith, Parker), 0 nays. Dick Stephens made a motion to approve the application, seconded by Merle Tousant. Vote: 5 ayes (Quinn, Tousant, Stephens, Smith, Parker), 0 nays.

**#25-42 Mike Yonkovig, Harbor Haven subdivision, Bianca and Bridget Lanes, Sackets Harbor** – A subdivision review has been requested for the final stages of the previously-approved Harbor Haven subdivision located on Bianca and Bridget Lanes. In 2003, the project had been approved as a PDD, and in April 2025 the Village Board approved the infrastructure agreement. SEQR was approved in the past but was submitted and reviewed again at this meeting and declared to have no significant adverse impact on the environment in a motion made by Janet Quinn and seconded by Dick Stephens. Vote: 5 ayes (Quinn, Tousant, Stephens, Smith, Parker), 0 nays. A public hearing was opened. Adam Hanson was present and voiced questions about the public park along with concerns about the first four home being built with the same design, only the color being different. Heike Brazie was present on zoom and asked if the subdivision plans were available for review by

neighboring residents. Janet Quinn stated they could be viewed at the village office during regular work hours. A resident named Sarah was present on zoom, and asked about street lights in the subdivision. Mike Yonkovig answered there would be 8 street lights in keeping with the village current lighting design. Janet Quinn had received an emailed list of questions from residents, which she read aloud and answered. The public hearing was closed. Janet Quinn made a motion to declare the application complete, seconded by Craig Parker. Vote: 5 ayes (Quinn, Tousant, Stephens, Smith, Parker), 0 nays.

1) Janet Quinn made a motion to grant final approval for phases 4, 5 and 6, seconded by Merle Tousant. Vote: 5 ayes (Quinn, Tousant, Stephens, Smith, Parker), 0 nays.

2) Janet Quinn made a motion to approve the minor changes to the PDD setbacks for each lot (front 15', rear 25', ~~garage side 5', and driveway side 10'~~ **5' for the side yard setback on the driveway/garage side, 10' on the other side yard**) seconded by Dick Stephens. Vote: 5 ayes (Quinn, Tousant, Stephens, Smith, Parker), 0 nays.

3) Craig Parker made a motion to accept the site plans for the first four homes to be built with the same design, as well as approval ~~for the future five home designs~~ **of five additional designs for future homes**, seconded by Dick Stephens. Vote: 5 ayes (Quinn, Tousant, Stephens, Smith, Parker) 0 nays.

**#25-43 Jason Burto for Nathan and Sarah Miletta, General Smith Drive, Sackets Harbor** – Applicant requests a pre-submission conference for construction of a home. SEQR was reviewed and declared to have no significant adverse impact on the environment in a motion made by Janet Quinn and seconded by Merle Tousant. Vote: 5 ayes (Quinn, Tousant, Stephens, Smith, Parker) 0 nays. A formal site plan review will be held at the November Planning Board meeting.

The meeting was adjourned at 9:30 pm in a motion made by Janet Quinn and seconded by Craig Parker. Vote: 5 ayes (Quinn, Tousant, Stephens, Smith, Parker), 0 nays.

**Amended per Planning Board recommendation 11/19/25.**

Minutes submitted by:

Caroline Baker  
Deputy Clerk