

Village of Sackets Harbor Planning Board
December 17, 2025
Regular Meeting Minutes
112 N. Broad St.
Sackets Harbor, NY. 13685

Present: Chair Janet Quinn, Craig Parker, Merle Tousant, and Mike Smith. Dick Stephens was excused. Roll call was held and a quorum was established.

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

The minutes from the November 19, 2025 meeting were reviewed. Janet Quinn recommended a couple revisions. Mike Smith made a motion to accept the minutes with stated revisions, seconded by Merle Tousant. Vote: 4 ayes (Quinn, Parker, Tousant, and Smith), 0 nays.

Janet Quinn's report to the Village Board from the November 19, 2025 Planning Board meeting was reviewed.

OLD BUSINESS

#25-43 Jason Burto for Nathan and Sarah Miletta, General Smith Drive, Sackets Harbor – Applicant has requested a site plan review to construct a home. SEQR was completed at the October Planning Board meeting. Jason Burto was present on zoom and explained the additional information that had been provided with the application. Jim Corbin explained that structures built on the shoreline must be set back from the 100-year flood line the average distance of the neighboring structures, or 30 feet, whichever is greater. Jason Burto demonstrated via zoom that the setback was met, however, Jim Corbin asked he provide documentation to illustrate compliance. Building materials were discussed to include black windows, composite siding, cultured stone, and black shingles, which all met approval. A public hearing was opened with no comments received. The public hearing was closed. Janet Quinn made a motion to accept the application as complete, seconded by Merle Tousant. Vote: 4 ayes (Quinn, Tousant, Smith, Parker), 0 nays. Janet Quinn made a motion to approve the application, seconded by Craig Parker. Vote: 4 ayes (Quinn, Tousant, Smith, Parker), 0 nays.

#25-46 Erica Feola, 113 Bayview Place, Sackets Harbor – The applicant had recently come before the Planning Board requesting approval for additional fencing around her property. She is now requesting to amend that application by adding a gate on the Bayview side. The gate meets height requirements. A public hearing was opened with no comments received. The public hearing was closed. Craig Parker made a motion to approve the amendment for the gate, seconded by Merle Tousant. Vote: 4 ayes (Quinn, Tousant, Smith, Parker), 0 nays.

NEW BUSINESS:

#25-48 Meghan Chartrand Sboro, Rosi's Fun Stand, 103 Barracks Drive, Sackets Harbor – Applicant has requested a site plan review to 1) replace the former Samaritan clinic signs with her business signs, and 2) review for change of use from a medical clinic to a wellness center with retail sale of related items. The application was discussed at the November meeting; however, the applicant could not be present and no decisions were made. Meghan was present on zoom and explained her sign on the Military Road side of the building would be 38x45" and would be installed to replace the former clinic sign. She requests to install a

second sign on the side of the building at a later time. Her business logo was discussed and deemed appropriate. The Madison Barracks PDD-approved uses for the structure include office space and retail, so the change in use is consistent with the PDD provisions. Jim Corbin explained the requirements for parking is one parking space per 400 square feet of floor space. Meghan stated her space was 1200 square feet in total, requiring three parking spots, which are available. Meghan asked how her business would now be categorized and Jim Corbin explained “unlisted use with retail element” would be appropriate. 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: 4 ayes (Quinn, Tousant, Smith, Parker), 0 nays. A public hearing was opened with no comments received. The public hearing was closed. Craig Parker made a motion to approve the change in use as well as the two new business signs as requested, seconded by Merle Tousant. Vote: 4 ayes (Quinn, Tousant, Smith, Parker), 0 nays.

OTHER BUSINESS:

Janet Quinn announced the Lakeview roadway has now officially been turned over to the village.

The meeting was adjourned at 7:55 pm in a motion made by Janet Quinn and seconded by Mike Smith. Vote: 4 ayes (Quinn, Tousant, Smith, Parker), 0 nays.

Minutes submitted by:
Caroline Baker
Deputy Clerk