

Village of Sackets Harbor Planning Board
June 20, 2018
Regular Meeting
112 N. Broad St.
Sackets Harbor, NY 13685

Meeting was called to order at 7:05 pm by Chair Quinn with the Pledge of Allegiance. Members present were Dick Stephens, Tom Dyckes, Stasse Perkins, Merle Tousant and Janet Quinn. A quorum was established.

Chair Quinn welcomed new Planning Board Member Stasse Perkins.

Report to Village Board

Chair Quinn presented the reports from the May 16 regular & May 29 2018 special meeting to the Village Board at their June 12, 2018 meeting.

Review and Approve minutes

Dick Stephens made a motion to approve the May 29, 2018 Special Meeting minutes as corrected, seconded by Merle Tousant. Vote 5 ayes (Dyckes, Reynolds, Tousant, Perkins, Quinn) 0 nays.

At the May 16, 2018 regular meeting, Mike Campbell mentioned that he would come back with an application to tear down the wall at the Old Stone Hospital. Upon review of the May 16, 2018 regular meeting minutes, Dick Stephens recollection was that Mike Campbell remarked that if the wall was damaged it would be rebuilt.

Dick Stephens made the motion to accept the minutes as amended, seconded by Tom Dyckes. Vote 5 ayes (Stephens, Dyckes, Perkins, Tousant, Quinn) 0 nays.

Old Business

#18-19 Margaret Coe, 103 West Main Street. Applicant received a temporary (30 day) Site Plan approval, with the condition the planning board attorney review the parking plan agreement. Comments have been provided to the board, and a final decision can be made.

Chair Quinn read concerns from Dave Geurtsen, Planning Board Attorney. Dick Stephens asked the applicant Margaret Coe if she is a DBA or an LLC, Margaret Coe replied that she was a DBA is now an LLC and in the process of getting her tax number.

Board recommended Margaret Coe to return to the school with the contract and have it updated to include the LLC and have it signed by her and the school.

Motion was made by Tom Dyckes and seconded by Merle Tousant to grant final approval with the provision that the slight modification be made to the contract, and with the assumption next spring Margaret Coe will provide an updated parking lease. Vote 5 ayes (Stephens, Dyckes, Perkins, Tousant, Quinn) 0 nays.

New Business

#18-23 The 1818 Sackets Harbor House, 402 General Smith Drive. Applicant requests Site Plan review to update paver sidewalk, construct a flag pole with lighting, and install LED up-lighting along front of house. The property is in the Village Residential Zoning District, Historic Overlay and National Register Districts and requires Site Plan Review. A public hearing was scheduled. After Chair Quinn reviewed the application materials, she asked Zach Healy, representative for The 1818 Sackets Harbor House, to explain the project. (It was noted that the application also included lighting for a “sign: and 2 posts at the entry to the sidewalk. Although the drawings did not have dimensions, Mr. Healy stated that the posts would be 30” to 36” high and the “sign” would be a plaque attached to one of the posts.) The Board reviewed Part 1 of SEQR that was provided by the applicant, the board then completes Parts 2 & 3. A motion was made by Chair Quinn that there is no significant adverse impact on the environment, seconded by Dick Stephens. Vote 5 ayes (Stephens, Dyckes, Perkins, Tousant, Quinn) 0 nays.

The board inquired about the height of the flag pole and if there would be lights. The board would like to see a catalog cut of the fixtures for the lights.

A motion was made by Chair Quinn that the application be declared complete if the applicant will provide detailed specifications on the lamp they chose to illuminate the flag pole with and that it conforms to the lighting standards on page 28 of the Village Zoning Law. The motion was seconded by Dick Stephens. Vote 5 ayes (Stephens, Dyckes, Perkins, Tousant, Quinn) 0 nays.

A public hearing was opened at 7:45 pm, with no comments; the public hearing was closed at 7:46 pm.

A motion was made by Tom Dyckes to approve the application with the condition that the specs on the light that are provided, assure no intrusion on the neighbors, seconded by Merle Tousant. Vote 5 ayes (Stephens, Dyckes, Perkins, Tousant, Quinn) 0 nays.

#18-26 Marsha Maxon, 120 West Main Street. Applicant requests Site Plan review to have a Farmer’s Market on Saturdays from May 26 – October 13 2018 on the vacant lot at the corner of West Main Street and General Smith Drive. The property is in the Village Center, National Register and Historic Overlay Districts. A public hearing was scheduled.

Chair Quinn reviewed the application materials and it was suggested to the applicant Marsha Maxon to update the application to reflect the Farmer’s Market would be an annual event, so she would not have to come back each year and reapply. The board reviewed Part 1 of SEQR which was provided by the applicant, the board then completed Parts 2 & 3. Dick Stephens made a motion that there is no significant adverse impact on the environment, seconded by Merle Tousant. Vote 5 ayes (Stephens, Dyckes, Perkins, Tousant, Quinn) 0 nays.

A motion was made by Chair Quinn that they have a complete application, seconded by Dick Stephens. Vote 5 ayes (Stephens, Dyckes, Perkins, Tousant, Quinn) 0 nays.

A public hearing was opened at 8:03 pm, with no comment; the public hearing was closed at 8:03 pm.

A motion was made by Chair Quinn to approve the Site Plan application as amended as an annual event in the time periods described, seconded by Merle Tousant. Vote 5 ayes (Stephens, Dyckes, Perkins, Tousant, Quinn) 0 nays.

Other Items for Discussion:

Chair Quinn attended the JCCC County Training on how to know if you're Zoning Law needs to be updated. She discussed items on the training course that could help.

NEXT MEETING: Wednesday, July 18

A motion was made at 8:08 pm to adjourn by Chair Quinn, seconded by Dick Stephens. Vote 5 ayes (Stephens, Dyckes, Perkins, Tousant, Quinn) 0 nays.

Minutes submitted by

Kelli Ritz
Planning Board Secretary