

Village of Sackets Harbor Planning Board
October 10, 2018
Regular Meeting
112 N. Broad St.
Sackets Harbor, NY 13685

Meeting was called to order at 4:00 pm by Chair Quinn with the Pledge of Allegiance. Members present were Dick Stephens, Tom Dyckes, and Janet Quinn. Absent were Stasse Perkins and Merle Tousant. A quorum was established.

Review and Approve minutes

Due to the board having numerous discussions on what to include in the minutes, Chair Quinn read from New York State Conference of Mayors and Municipal Officials (NYCOM) on meeting procedures.

Tom Dyckes made a motion to accept the September 19, 2018 minutes as drafted, seconded by Dick Stephens. Vote 3 ayes (Dyckes, Stephens, Quinn), 0 nays.

Report to Village Board

Chair Quinn presented the report from the September 19, 2018 regular meeting to the Village Board at their October 9, 2018 meeting.

Old Business

#18-23 The 1818 Sackets Harbor House, 402 General Smith Drive. The board received the documents requested on the lighting fixture specifications, as conditioned in the approval granted in June, 2018.

New Business

#18-52, Lawler Realty LLC, 206 Ambrose Street, Sackets Harbor. Applicant requests Subdivision Review for a property known as "The Mess Hall" on Pike Road. The project is located in the Madison Barracks PDD, the Historic Overlay and National Register Districts and therefore requires Subdivision Review under the Zoning Law of the Village of Sackets Harbor. A public hearing was scheduled.

Chair Quinn reviewed the application materials and noted, in consultation with the mayor and the planning board attorney, it has been determined that the project is a simple subdivision and does not need PDD review by the Village Board of Trustees. According to the Zoning Law on subdivisions, neighboring properties need to be notified about the public hearing. Mike Campbell, the applicant's representative, addressed the board and provided a survey map and Mylar for the application.

Chair Quinn reviewed Part I of SEQR provided by the applicant, the board the completed Parts II & III. A motion was made by Tom Dyckes that there is no significant adverse impact on the environment, seconded by Dick Stephens. Vote 3 ayes (Dyckes, Stephens, Quinn), 0 nays.

Chair Quinn made the motion to acknowledge the receipt of the application materials including the survey copies provided at this meeting, seconded by Tom Dyckes. Vote 3 ayes (Dyckes, Stephens, Quinn), 0 nays.

A public hearing was opened at 4:16 pm, with no comments made; the public hearing was closed at 4:17 pm.

Tom Dyckes made the motion to determine that the application is complete, seconded by Dick Stephens, Vote 3 ayes (Dyckes, Stephens, Quinn), 0 nays.

A motion was made by Tom Dyckes to table the application until letters can be sent to the adjacent property owners, seconded by Dick Stephens. Vote 3 ayes (Dyckes, Stephens, Quinn), 0 nays.

A special meeting on October 23, 2018 has been scheduled to hold the public hearing and review the subdivision.

#18-53, Michael Hoagland, 206 General Smith Drive, Sackets Harbor. Applicant requests Site Plan Review to construct a backyard garden shed. The project is located in the Village Residential and Historic Overlay Zoning Districts as well as the National Register District and requires Site Plan review under the Zoning Law of the Village of Sackets Harbor. A public hearing was scheduled.

Chair Quinn reviewed the application materials. Chair Quinn asked the applicant, Michael Hoagland to explain the project.

Chair Quinn made a motion to acknowledge the receipt of the application material, seconded by Dick Stephens. Vote 3 ayes (Dyckes, Stephens, Quinn), 0 nays.

The board reviewed Part I of SEQR provided by the application, the board then completed Parts II & III of SEQR. Chair Quinn made the motion that there is no significant adverse impact on the environment, seconded by Tom Dyckes. Vote 3 ayes (Dyckes, Stephens, Quinn), 0 nays.

A public hearing was opened at 4:36 pm, with no comments; the public hearing was closed at 4:36 pm.

Tom Dyckes made a motion that they have a complete application, seconded by Dick Stephens. Vote 3 ayes (Dyckes, Stephens, Quinn), 0 nays.

Chair Quinn made the motion to approve the application as submitted, seconded by Dick Stephens. Vote 3 ayes (Dyckes, Stephens, Quinn), 0 nays.

Other Items for Discussion:

Chair Quinn reminded the board that there will be additional training at JCC on Monday, October 29 6:30-8:30 PM.

Chair Quinn wanted to note the article in the newsletter from New York Planning Federation about Planning Board Terms titled New to the Planning Board.

The board discussed the need for all board members to review the color palettes, before sending the recommendation to the Village Board for approval.

NEXT MEETING: Wednesday, October 21, 2018

A motion was made at 4:42 pm by Dick Stephens to adjourn, seconded by Tom Dyckes. Vote 4 ayes (Dyckes, Stephens, Quinn), 0 nays.

Minutes submitted by

Kelli Ritz
Planning Board Secretary