

Village of Sackets Harbor Planning Board  
March 27, 2019  
Regular Meeting  
112 N. Broad St.  
Sackets Harbor, NY 13685

Meeting was called to order at 7:00 pm by Chair Quinn with the Pledge of Allegiance. Members present were Dick Stephens, Tom Dyckes, Stasse Perkins, Merle Tousant and Janet Quinn.

**Review and Approve minutes**

Chair Quinn made a motion to accept the January 16, 2019 minutes as drafted, seconded by Tom Dyckes. Vote 4 ayes (Dyckes, Perkins, Tousant, Quinn). 1 nay (Dick Stephens).

Dick Stephens made a motion to accept the February 20 minutes as drafted, seconded by Tom Dyckes. Vote 3 ayes (Dyckes, Stephens, Quinn). 2 nays (Perkins, Tousant).

**Report to Village Board**

Chair Quinn presented the report from the February 20, 2019 regular meeting to the Village Board at their March 12, 2019 meeting.

**Old Business**

#18-57, Lawler Realty LLC, 206 Ambrose Street, Sackets Harbor. Applicant requests approval to construct a 20'x 52' boat ramp with an 8'x 100' floating dock and a 5'x 10' access gang plank. The project is located in the Madison Barracks PDD, the Historic Overlay and National Register Districts and will involve subdivision approval and the PDD amendment under the Zoning law of the Village of Sackets Harbor as well as subdivision approval. The local review process begins with the Village Board which will be coordinated with the planning board subdivision review and recommendation for the PDD amendment. No action taken.

**New Business**

#19-1, Paul and Mary Curtis, 420 West Main Street, Sackets Harbor. Applicant requests approval to construct a garage. The project is located in the Village Residential, Historic Overlay and National Register Districts and therefore requires a Site Plan review under the Zoning Law of the Village of Sackets Harbor. A public hearing has been scheduled.

Chair Quinn reviewed the application materials and noted that she had consulted with Code Enforcement Officer, Jim Corbin, who confirmed that the lot is nonconforming. The applicant, Paul Curtis, explained the project.

Chair Quinn made the motion to acknowledge the receipt of the application materials, seconded by Merle Tousant. Vote 5 ayes (Dyckes, Perkins, Stephens, Tousant, Quinn), 0 nays.

Chair Quinn reviewed Part I of SEQR provided by the applicant, the board the completed Parts II & III. A motion was made by Chair Quinn that there is no significant negative impact on the environment, seconded by Dick Stephens. Vote 5 ayes (Dyckes, Perkins, Stephens, Tousant, Quinn), 0 nays.

A public hearing was opened at 7:22 pm, with no comments made; the public hearing was closed at 7:23 pm.

Chair Quinn determined that the application is incomplete, due to the lack of necessary information/samples/details on materials including siding, windows, doors, roofing, garage door and columns.

A motion was made by Dick Stephens to table the application pending submission of materials, seconded by Tom Dyckes. Vote 5 ayes (Dyckes, Perkins, Stephens, Tousant, Quinn), 0 nays.

#19-2, Gordon Jacobs, 113 West Main Street, Sackets Harbor. Applicant requests Site Plan Review to extend a side yard sidewalk to the rear alley. The project is located in the Village Center and Historic Overlay Zoning Districts as well as the National Register District and therefore requires Site Plan Review under the Zoning Law of the Village of Sackets Harbor. A public hearing was scheduled.

Chair Quinn made the motion to acknowledge the receipt of the application materials, seconded by Dick Stephens. Vote 5 ayes (Dyckes, Perkins, Stephens, Tousant, Quinn), 0 nays.

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 negative impact on the environment, seconded by Merle Tousant. Vote 5 ayes (Dyckes, Perkins, Stephens, Tousant, Quinn), 0 nays.

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

Merle Tousant made a motion to determined that the application is complete, seconded by Stasse Perkins. Vote 5 ayes (Dyckes, Perkins, Stephens, Tousant, Quinn), 0 nays.

Chair Quinn made the motion to approve the application as submitted, seconded by Dick Stephens. Vote 5 ayes (Dyckes, Perkins, Stephens, Tousant, Quinn), 0 nays.

#19-3, Jamie Hubbard/Jessica Williams, 113 West Main Street, Sackets Harbor. Applicant request Site Plan Review for signage and a change in use from retail to a café. The project is located in the Village Center and Historic Overlay Zoning Districts as well as the National Register District. It 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, Jamie Hubbard to explain the project.

Chair Quinn made a motion to acknowledge the receipt of the application material, seconded by Stasse Perkins. Vote 5 ayes (Dyckes, Perkins, Stephens, Tousant, 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 5 ayes (Dyckes, Perkins, Stephens, Tousant, Quinn), 0 nays.

A public hearing was opened at 7:55 pm, one comment was made by Gordon Jacobs says he was in support of the project; the public hearing was closed at 7:56 pm.

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

Tom Dyckes made the motion to approve the application for change of use, from retail to cafe, Dick Stephens. Vote 5 ayes (Dyckes, Perkins, Stephens, Tousant, Quinn), 0 nays.

Tom Dyckes made a motion to approve the signage as proposed, no greater than 4'x 5' with logo, seconded by Dick Stephens. Vote 5 ayes(Dyckes, Perkins, Stephens, Tousant, Quinn), 0 nays.

#### Other Items for Discussion:

Chair Quinn informed board that there are new application forms to incorporate Historic Review Board determinations and LWRP Costal Policy reviews.

Chair Quinn reminded board that they are continuing to put together a list of acceptable window and doors for replacement projects within the Historic District.

**NEXT MEETING: Wednesday, April 10, 2019**

A motion was made at 8:07 pm by Dick Stephens to adjourn, seconded by Merle Tousant. Vote 5 ayes (Dyckes, Stephens, Quinn), 0 nays.

Minutes submitted by

Karyn Carbone  
Planning Board Secretary