

VILLAGE OF CAPE VINCENT PLANNING BOARD

9/18/2018

7:00 PM

Cape Vincent Village
Offices

Meeting called by: Jeffrey Herpel

Type of meeting: Regular Planning Board

Facilitator: Jeffrey Herpel

Note taker: Carolyn Rossi

Board Members: Jeffrey Brooks
Jeffrey Herpel
David Wiley

Willard Kirchgessner (Absent)
Richard Hodge
Silke Emisse-ZEO

Visitors: Justin Vrooman, Barb Bashaw, Joann Bates, Kirk Grant, Andy Nevins, Silke Emisse

The regular meeting of the Village of Cape Vincent Planning Board was held on Tuesday, September 18, 2018 in the community house room of the Village Offices. The meeting conducted by the Chair, Jeffrey Herpel, opened at 7:02 p.m. with the Pledge of Allegiance.

Minutes

Agenda item: Approval of Minutes

Presenter: Jeffrey Herpel

Discussion:

Board members reviewed the meeting minutes for August 21, 2018. There were no corrections. Motion made by Jeffrey Herpel to accept the minutes as written, seconded by Richard Hodge.

Conclusions:

Motion carried; all voting aye (4-0).

OLD BUSINESS:

Agenda item: Remove and Replace Back Yard Fence, James Street (Joann Bates) **Presenter:** Joann Bates

Discussion:

The completed Site Plan Review application and diagram have been reviewed by the Village of Cape Vincent Planning Board. Floor was opened for comments. Kirk Grant, property abutter, asked if there are any setback laws for fences. Planning Board states that Article 5 of the Village of Cape Vincent Zoning Laws does not reference a setback stipulation. Silke Emisse, Village ZEO, confirms there are no setback stipulations in the laws. Fence must adhere to Section 5.12, Subsection F "the finished side of the fence shall face the public right of way or adjacent property."

Conclusions:

Village of Cape Vincent Planning Board grants a permit without line or setback stipulations. Motion made by Jeff Herpel to approve and seconded by Richard Hodge. Motion carried: all voting aye (4-0).

Action items	Person responsible	Deadline
✓ Zoning Enforcement Officer, Silke Emissé to issue permit.	Silke Emissé	9/20/2018

Agenda item: Site Plan Review Preliminary, Bay Street Subdivision **Presenter:** Justin Vrooman

Discussion:

Board members received no additional documentation from Justin regarding his plans for the subdivision as it relates to several factors, including but not limited to storm water mitigation, sanitary sewer, municipal water and fire, electrical service, communication services, open space plans, agricultural data statement, restrictions on sub-dividing lots, sidewalk to Recreational Park property and construction infrastructure to Village specifications with the idea that the village may take ownership at no expense.

Andy Nevins representing the Jefferson County Planning Board suggested, as a potential safety concern, consideration should be made to align the sub-division entrance with the other road across the street thereby avoiding a staggered intersection.

Conclusions:

Board members request that Justin have written statements prepared and provided to the Board by the next regular Village of Cape Vincent, Planning board meeting scheduled for October 16, 2018.

Jeff Herpel noted that concerns raised at the August 18, 2018 Village of Cape Vincent Planning Board regular meeting about whether the Village had formally adopted New York State guidelines for subdivision are confirmed from the minutes of the October 23, 2011 Village of Cape Vincent regular meeting.

Action items	Person responsible	Deadline
✓ Letter to be sent to Justin requesting that Justin provide a written statement for each item included on the checklist. Checklist is included in the letter.	Jeff Herpel	9/20/2018

Agenda item: East End Park Pavilion and Bath House **Presenter:** Jeff Herpel

Discussion:

The board formally accepts the completed Site Plan Review application. Site Plan Review will be conducted at the next regular Planning Board meeting to be held Tuesday, October 16, 2018.

Action items	Person responsible	Deadline
✓ Public Notices to be sent to abutters as required.	Carolyn Rossi	10/2/2018

NEW BUSINESS:

Agenda item: Cole Docks and Residential Abutter, Mary Rupp. **Presenter:** Jeffrey Herpel
 Dumpster Placement

Discussion:

Cole Docks dumpster is placed adjacent to residential abutter's garage. Issues surround other alternative locations to place the dumpster on the property.

Conclusions:

Cole Docks to move dumpster away from the garage on 9/20/2018,

Action items	Person responsible	Deadline
✓ If not placed far enough away to satisfy abutter, further discussions will need to take place to mutually agree on a compromise for relocation. If a compromise cannot be reached between the parties, Jeff Herpel will send violation of Site Plan Review letter to Cole Docks. .	Jeffrey Herpel	Before next scheduled meeting

COMMUNICATIONS: NONE

INFORMATION/DISCUSSION: NONE

With no further business, Jeffrey Herpel moved to adjourn at 8:44 pm, seconded by Richard Hodge. The next meeting is scheduled for Tuesday, October 16, 2018 at 7 pm at the Village community house room.

Minutes prepared: Carolyn Rossi