

VILLAGE OF CAPE VINCENT PLANNING BOARD (UNAPPROVED)

3/19/2019

7:00 PM

Cape Vincent Village Offices

Meeting called by: Jeffrey Brooks **Type of meeting:** Regular Planning Board

Facilitator: Jeffrey Brooks **Note taker:** Carolyn Rossi

Board Members: Jeffrey Brooks Willard Kirchgessner
Jeffrey Herpel (absent) Richard Hodge (absent)
David Wiley

Visitors: None

The regular meeting of the Village of Cape Vincent Planning Board ("The Board") was held on Tuesday, March 19, 2019 in the community house room of the Village Offices. The meeting conducted by Board Member, Jeffrey Brooks, opened at 7:02 p.m. with the Pledge of Allegiance.

Minutes

Agenda item: Approval of Minutes **Presenter:** Jeffrey Brooks

Discussion:

The Board members reviewed the meeting minutes for February 19, 2019. Motion made by Jeffrey Brooks to accept the minutes as written with no corrections and seconded by William Kirchgessner.

Conclusions:

Motion carried; all voting aye (3-0).

OLD BUSINESS:

Agenda Item # 1: Cape Vincent Brewery, Broadway Street **Presenter:** Jeffrey Brooks

Discussion:

Site Plan Review should be completed as the brewery is a change of business from the previous restaurant business.

Conclusions:

The Planning Board is requesting Secretary, Carolyn Rossi, send a courtesy letter to the owner/s that a Site Plan Review is required and to submit the application and present to this Board.

Action items	Person responsible	Deadline
✓ Send courtesy letter to Cape Vincent Brewery	Carolyn Rossi	3/27/2019

NEW BUSINESS: NONE

COMMUNICATIONS: NONE

PRIVILEGE OF THE FLOOR:

Agenda Item #1: Planning Board Alternate/s

Presenter: David Wiley

Discussion:

A Board member alternate should be hired in case of multiple Board members being absent at a meeting which would result in no quorum. This will avoid cancelling a Planning Board meeting. This change may involve a change in the By-Laws.

Conclusions:

The Board members agree that hiring an alternate should be done.

Action items

Person responsible

Deadline

✓ Jeffrey Brooks to speak to Village Clerk, Mary Rupp, to add to the agenda for the next Village Board meeting.

Jeffrey Brooks

4/16/2019

Agenda Item #2: Monthly Report from Zoning Officer

Presenter: William Kirchgessner

Discussion:

The Board needs to know permitting activity before each Planning Board meeting. Silke Emisse, ZEO, was attending the monthly Planning Board meetings but due to scheduling conflicts has been absent for several monthly meetings.

Conclusions:

The Board members agree that if the ZEO cannot attend the monthly Planning Board meetings, then submitting a report to The Board is the alternative.

Action items	Person responsible	Deadline
✓ Carolyn Rossi to submit the request to ZEO to provide a monthly report on Village permitting activity.	Carolyn Rossi	3/24/2019

With no further business, Jeffrey Brooks moved to adjourn the meeting at 7:21 pm. The motion was made by David Wiley and seconded by William Kirchgessner. Motion approved all voting aye (3-0). The next Board meeting is scheduled for Tuesday, April 16, 2019 at 7 pm at the Village community house.

Minutes prepared: Carolyn Rossi