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**Agenda Item 2:** Justin Vrooman, Bay Street Minor Sub-Division  
Tax Map 49.26-1-10.1

**Presenter:** Jeffrey Herpel

**Discussion:**

Justin is seeking approval for a minor sub-division so he can build in smaller phases. Jeffrey Herpel advised Justin that the New York State Department of Health will be involved in the process that includes regulating how the homes get access to water. New York State Regulations stipulate the build phases to be 4 parcels at a time and they must be less than 5 acres combined in size. The infrastructure must be available before the properties become for sale. The build for 4 homes can be done in a 3-year period and then reapply and start again on the next phase. The 3-year period starts once everything is done and the properties become for sale. Dick Hodge advised Justin he should work with legal and real estate professionals to ensure he is meeting all the requirements of the minor sub-division. By working with legal and real estate professionals, those professionals will guide Justin to ensure he meets the criteria so that The Board can approve the sub-divisions. The Board will need detailed plans to ensure the minor sub-divisions meet Village zoning and New York State Regulations.

**Conclusions:**

Justin can start the application process at any time. In the application process, identify Phase 1, (4-lots), for sale and provide detailed project plans on how Justin is integrating into municipal services, road work, storm water mitigation, etc.

Action items	Person responsible	Deadline
✓ None		

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**Agenda Item #3:** Dean White, Shed Construction  
111 S. Esselstyne Street  
Tax Map 38.81-2-26

**Presenter:** Jeffrey Herpel

**Discussion:**

The Board confirmed that Dean White did apply for a zoning permit and it was issued.

**Conclusions:**

None.

Action items	Person responsible	Deadline
✓ None		

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**Agenda Item #4:** Village Zoning Laws Review

**Presenter:** Jeffrey Herpel

**Discussion:**

The Board continued their review of the current Zoning Law. They discussed Articles 1, Section 1.5 and 1.6 C; Article 4, Section 4.1 and Table D and Article 5, Section 5.7. There was discussion on proposed changes. The proposed changes will be added to a draft document of revisions to be given to the Village Trustees for their review and consideration when reviews are complete.

**Conclusions:**

None.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Carolyn to obtain copy of editable zoning laws document to prepare for proposed revisions.	Carolyn Rossi	1/21/2020
✓ Jeffrey Herpel to reach out to Village Board for recommendations for zone change consideration	Jeffrey Herpel	1/21/2020
✓ Jeffrey Herpel to reach out to Village Zoning Board of Appeals for recommendations for zone change consideration.	Jeffrey Herpel	1/21/2020
✓ Ask Village Clerk to draft code of conduct	Mary Rupp	To be determined

***NEW BUSINESS:***

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**Agenda Item:** Kevin Denecke  
342 E. Broadway, Tax Map 39.81-2-21.1

**Presenter:** Jeffrey Herpel

**Discussion:**

Kevin presented application for a small fitness center furnished with a variety of fitness machines in the annex to French Towne Market (the old Cape Vincent Winery space) and the back space of the market. It will be its own business entity approximately 1,500 square feet. The goal, in addition to providing fitness machines, is to provide exercise classes and provide a space for physical and relational/social fitness.

**Conclusions:**

Application is accepted. Site Plan Review to be schedule for January 21, 2020 regular planning board meeting.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Public Notice posted and notice to abutters to be sent prior to the January 21, 2020 regular Planning Board meeting	Carolyn Rossi	1/7/2020

***COMMUNICATIONS:***

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**Agenda Item:** Robert Eveleigh, Minor Sub-Division  
1210 E. Broadway Street  
Tax Map: 39.82-1-4

**Presenter:** Jeffrey Herpel

**Discussion:**

The Board received confirmation letter from Jefferson County Clerk's office that Map #7389 is filed.

**Conclusions:**

None.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Copy of confirmation filed with Village Clerk's office	Carolyn Rossi	1/7/2020

***PRIVILEGE OF THE FLOOR:***

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<b>Agenda Item:</b>	Cody Higgins, ZEO Monthly Permitting Report	<b>Presenter:</b>	William Kirchgessner
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**Discussion:**

William asked The Board to obtain a monthly report from the ZEO on permitting activity as ZEO will not be able to make the monthly Planning Board meetings.

**Conclusions:**

None.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Carolyn Rossi to contact Cody to ask that he provide a monthly permitting activity report for The Board to review at the regular planning board monthly meetings.	Carolyn Rossi	1/21/2020

With no further business, Jeffrey Herpel motioned to adjourn the meeting at 8:37 pm. The motion was seconded by Richard Hodge. Motion carried; all voting aye (5-0). The next Board meeting is scheduled for Tuesday, January 21, 2019 at 7 pm at the Village community house.

Minutes prepared: Carolyn Rossi