

## VILLAGE OF CAPE VINCENT PLANNING BOARD

June 20, 2023

The regular meeting of the Village of Cape Vincent Planning Board was held on June 20, 2023, in the Community Room at the Village Office. The meeting was opened by the Vice Chair, Willard Kirchgessner at 7 p.m. with the Pledge of Allegiance.

**Board Members Present:** Jeff Herpel, Chair - **Excused**  
Jeffrey Brooks  
Richard Hodge  
Willard Kirchgessner, Vice Chair  
Dave Wiley

**Visitors:** Two

### **Old Business:**

#### **Approval of the Minutes:**

- Board members reviewed the minutes of the April 18, 2023, meeting. Mr. Brooks made a motion to accept the minutes as written. Mr. Wiley seconded and motion carried; all voting aye. **Note: The Board did not meet in May as there was not a quorum.**

### **New Business:**

- **Site Plan Review Pre-Submission Conference:** Steven Hall submitted a partial Site Plan Review application on behalf of the Cape Vincent Ambulance Squad. A pre-submission conference was held on the application for a project at 170 East Broadway, Tax Map #s 39.81-2-12 and #39.81-2-13. The project includes using the existing building as an office and resting quarters for employees as it is a 24-hour service and building a breezeway to connect to a new two-bay garage to be built to house the ambulance. No SEQR form was submitted at the meeting. Mr. Hall advised the Board he will fill out the SEQR form and submit it before the July 18 board meeting. Because the property is located within 500 ft of NYS Rt 12E, a referral notice will be sent to the Jefferson County Planning Department for their comments as required. The application was accepted and a public hearing will be held on July 18, 2023, at 7 p.m. All neighboring property owners will be notified of the hearing.
- **Lot-Line Adjustment:** Mr. Hall, on behalf of the Ambulance Squad, inquired about a Lot-Line Adjustment (LLA) for Tax Parcels: #39.81-2-12 and #39.81-2-13. The Ambulance Squad would like to combine the two tax parcels into one. The board discussed the proposal of the LLA. Mr. Brooks made a motion for preliminary approval of a LLA pending the LLA application is filled out and a survey map is presented for final approval and signature. Seconded by Mr. Hodge; all voting aye 4-0. The owners will then turn in the signed plat to the Jefferson County Clerk within 62 days of final Planning Board approval.

**Communications:** A memo from the Dept. of Planning of Jefferson County regarding the North Country HOME Consortium reauthorization for 2024-2026 was received.

### **Items for Information:**

- **Zoning Officer's Monthly Report:** No report submitted from the Zoning Officer, Cody Higgins.

- **Privilege of the Floor:** Mike Avery, resident, raised a concern over the number of residences in the area being bought for use as Air BnBs and the problems that other municipalities are having with them. He asked if Cape Vincent has any zoning rules/regulations for Air BnBs and would like to see the village be proactive rather than reactive.

**Next Meeting:** Tuesday, July 18, 2023, at 7 p.m., Community Room at the Village Office.

**Adjournment:** At 7:40 p.m., with no other business, the Vice Chair made a motion to adjourn. Mr. Wiley seconded; all voting aye.

Respectfully submitted,

Kathleen M. Pierce  
Planning Board Secretary