

VILLAGE OF CAPE VINCENT PLANNING BOARD

July 18, 2023

The regular meeting of the Village of Cape Vincent Planning Board was held on July 18, 2023, in the Community Room at the Village Office. The meeting was opened by the Chair, Jeffrey Herpel at 7 p.m. with the Pledge of Allegiance.

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

Visitors: Five

Old Business:

Approval of the Minutes:

- Board members reviewed the minutes of the June 20, 2023, meeting. Mr. Herpel made a motion to accept the minutes as written. Mr. Kirchgessner seconded and motion carried; all voting aye.
- **SEQRA Review for Cape Vincent Ambulance Squad:** The SEQRA form was reviewed and completed on the above-referenced Site Plan Review (SPR) application.
- **Public Hearing – SPR, Cape Vincent Ambulance Squad:** The Chair opened the public hearing at 7:06 p.m. and shared the scope of the project. Neighboring property owners asked about traffic flow and the use of Kelsey Lane for exiting when an ambulance call comes in. Steve Hall, contractor, answered questions concerning setback, the garage to be built, signage, parking, and landscaping. The Chair shared that the SPR had been sent to the Jefferson County Planning Board as the property is located on a state highway (NYS 12E). At the time of the hearing, the County Planning Board had not met. The Chair shared with Mr. Hall that the Village Planning Board would wait for the County's comments and make a final decision at the August Village Planning Board meeting. The hearing was closed at 7:16 p.m.
- **Lot-Line Adjustment, Cape Vincent Ambulance Squad:** Mr. Hall representing the Ambulance Squad had submitted a Lot-Line Adjustment application and survey plat for property at 170 East Broadway, Cape Vincent, Tax Map #s 39.81-2-12 and 39.81-2-13, requesting two properties be combined into one. The board reviewed the survey plat. On a motion by Mr. Kirchgessner and seconded by Mr. Brooks the Lot-Line Adjustment was approved. The Chair signed the plats and informed Mr. Hall that the plat must be filed with the Jefferson County Clerk within 62 days of approval.

New Business:

- **Site Plan Review Pre-Submission Conference:** Patricia and Stanley Bach, Jr. submitted a Site Plan Review application for N-Joylife LLC, 249 Bay Street, Cape Vincent. A pre-submission conference was held on the application for a new shed and a fence that is over 4' in height on the property on Bay Street Tax Map # 39.82-1-73. The SEQR form was

reviewed and completed. The application was accepted and a public hearing will be held on August 15, 2023, at 7 p.m. All neighboring property owners will be notified of the hearing.

Communications: None

Items for Information/Discussion:

- **Zoning Officer's Monthly Report:** No report submitted from the Zoning Officer, Cody Higgins.
- **Air BnBs/VRBO –** Board members briefly discussed these short-term rentals. No action to be taken at this time.

Next Meeting: Tuesday, August 15, 2023, at 7 p.m., Community Room at the Village Office.

Adjournment: At 7:52 p.m., with no other business, the Chair made a motion to adjourn. Mr. Brooks seconded; all voting aye.

Respectfully submitted,

Kathleen M. Pierce
Planning Board Secretary