

## VILLAGE OF CAPE VINCENT PLANNING BOARD

December 12, 2023

A meeting of the Village of Cape Vincent Planning Board was held on December 12, 2023, at Recreation Park on James Street in the Village. 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 - **Excused**  
Dave Wiley - **Excused**

**Visitors:** None

### **Old Business:**

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

- Board members reviewed the minutes of the November 21, 2023, meeting. Mr. Herpel made a motion to accept the minutes as written. Mr. Hodge seconded and the motion carried. (3-0)

### **New Business:**

#### • **Lot-Line Adjustment: Application of John and Carol DeFrancesco**

Board members reviewed and discussed an application submitted for a Lot-Line Adjustment from John and Carol DeFrancesco, Riverside Cottages. The Lot-Line Adjustment is to subtract from Tax Map # 39.81-1-36.1, 184 No. Market Street, and add to Tax Map #39.81-1-36.3. A survey plat dated October 21, 2023, by William F. Dorr, Professional Land Surveyor was also submitted. After careful review and noting no significant impact as the adjustment is not substantial and will improve a small lot, the board on a motion by the Chair and seconded by Mr. Brooks approved the Lot-Line Adjustment; all voting aye (3-0). A signed copy by the Chair of the survey plat noting approval will be given to Mr. DeFrancesco. Mr. DeFrancesco will bring the plat to the County for filing.

**Communication:** A memo from the Jefferson County Clerk's Office regarding a survey for authorized signatures for filing of subdivision maps was received. The form was filled out and will be returned.

**Next Meeting:** Tuesday, January 16, 2024, at 7 p.m., Community Room at the Village Office.

**Adjournment:** At 7:45 p.m. with no further business, the Chair made a motion to adjourn; Mr. Hodge seconded and carried.

Respectfully submitted,

Jeffrey Herpel  
Planning Board Chair