

VILLAGE OF CAPE VINCENT PLANNING BOARD

October 15, 2024

A meeting of the Village of Cape Vincent Planning Board was held on September 17, 2024, at the Village Office in the Community Room. 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: One

Old Business:

- **Approval of the Minutes:**

After review of the minutes of the September 17, 2024, meeting, Mr. Herpel made a motion to accept the minutes as written. Mr. Hodge seconded. The motion carried.

- **Club Street Project (Phase I) Site Plan Review Application Continued:** The Chair made a motion to bring back to the table the SPR application for the above-referenced project for further discussion and review. Mr. Brooks seconded and carried; all voting aye. It was noted that no one from the Town Board or Edgewater Resources was in attendance for the continued review of the application and the SEQR long form.

The Chair shared a letter from Ben Gladstone of Edgewater Resources with a revised site plan to include the bathroom renovations. (The Planning Board had inquired about the location of public bathrooms on the site plan.) Mr. Gladstone indicated that the Site Plan “was revised to show the interior architectural plans of the Figueroa building. These plans are tentative and subject to change depending on conversations between the Town and the Figueroa’s. However, bathrooms will be included in all future plans.”

The Board questioned whether the SEQR long form was complete. The Town, as Lead Agency, should submit Parts 2 and 3 of the SEQR for the application to be complete and accepted by the Planning Board. A public hearing will then be scheduled.

New Business:

- **Lot-Line Adjustment:** Board members reviewed and discussed an application submitted for a Lot-Line Adjustment (LLA) from Richard and Danielle Anchor. The Lot-Line Adjustment will join Tax Map # 39.82-1-59 (307 Centre Street, 0.40 acres) with a portion of Tax Map #39.82-1-60.1 (375 Centre Street, 0.38 acres). A survey plat dated September 30, 2024, by Matthew Carson Constance, Professional Land Surveyor, was also submitted. After careful review and noting no significant impact of the LLA, the board on a motion by Mr. Brooks and seconded by Mr. Herpel approved the Lot-Line Adjustment; all voting aye (3-0). The Chair signed several copies of the survey plat noting approval and were given to Mr. Anchor. Mr. Anchor was informed that the plat had to be brought to the County for filing within 62 days.
- **Village Zoning Permit Application:** A permit application for the installation of a six-foot fence at 163 South James Street and an incomplete Site Plan Review (SPR) application were submitted by Jacob Cashel. (The SEQR form was not submitted with the application.) The zoning permit was not signed by the ZEO, Cody Higgins, approving or denying the permit. Since the permit application and the SPR application were incomplete, the board did not complete its review. Mr. Cashel was not in attendance. He will be notified and request that a completed application be submitted to the Board.

Communication(s): None

Next Meeting: Tuesday, November 19, 2024, at 7 p.m., Community Room at the Village Office.

Adjournment: At 7:51 p.m. with no further business, the Chair made a motion to adjourn. Mr. Hodge seconded and carried; all voting aye.

Respectfully submitted,

Kathleen M. Pierce
Planning Board Secretary