

VILLAGE OF CAPE VINCENT PLANNING BOARD

September 17, 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 -**Absent**
Richard Hodge
Willard Kirchgessner, Vice Chair
Dave Wiley

Visitors: One

Old Business:

- **Approval of the Minutes:**

After review of the minutes of the August 20, 2024, meeting, Mr. Kirchgessner made a motion to accept the minutes as written. Mr. Herpel seconded. The motion carried.

New Business:

- A copy of a letter sent by the Town of Cape Vincent Supervisor to Jefferson County Planning Department requesting that the Town be the lead agency regarding the SEQR for the Club Street LWRP was shared. The Village Planning Board members had no objection to the request.
- **Site Plan Review (SPR) Application:** The Applicant, Ben Gladstone, Edgewater Resources of Asheville, NC, and the Owner, Town of Cape Vincent of 361-379 Club Street in the Village of Cape Vincent, Tax Map #39.81-1-64.1, 64.2, 65.1, and part of 65.2 submitted to the Board an SPR application, SEQR long form, and site plan drawings for the above-referenced project—the Club Street Project, Phase I. The Chair and board members reviewed and discussed the SEQR form, the SPR application, and the site plans. Board members had questions on all three documents. Since neither document was signed and dated by the Owner or Applicant and no one representing the Owner or Applicant was in attendance to answer the questions, board members felt they could not take any further action.

The Chair made a motion to table the entire SPR application until the October meeting and further requests that a representative be in attendance to answer questions regarding the project and others that may arise during the October meeting. The motion was seconded by Mr. Wiley and carried; all voting aye.

Communication(s): A flyer from the Jefferson County Planning Department for a Dept. of State Land Use Training on September 24, 2024, at 6:30 p.m. at Jefferson Community College was given to each board member.

Next Meeting: Tuesday, October 15, 2024, at 7 p.m., Community Room at the Village Office.

Adjournment: At 8:06 p.m. with no further business, the Chair made a motion to adjourn. Mr. Wiley seconded and carried; all voting aye.

Respectfully submitted,

Kathleen M. Pierce
Planning Board Secretary