

Village of Sackets Harbor

Planning Board Meeting Agenda

Wednesday, February 15, 2012
7:00 p.m. Municipal Building

Call to order

Pledge of Allegiance

Roll call, establish quorum

Approve minutes

Of the November 16, 2011 Planning Board meeting.

Old Business

11-03 Lawler Realty LLC, Madison Barracks – Subdivision review. Applicant proposes a subdivision (including infrastructure) of an existing parcel into 16 separate parcels. Application requires review under the Subdivision Control Law of the Village of Sackets Harbor. Preliminary plat approval granted June 15, 2011. Awaiting completion of requirements for final plat approval.

Pre-Submission Conference

Lawler Realty will be presenting preliminary plans to update the building now housing the Harbor Market, including renovating the second floor on the right hand side as seen from Military Road to match the four apartments currently on the second floor on the left hand side.

Chairman's Announcements

- Update on review of proposed new zoning law.
- Updated application data on village web site
- Local Government Conference
- Term ending dates

Public comments

Individuals or organizations wishing to address the Planning Board are required to restrict their comments to matters appearing on this meeting's agenda and/or comments on the scheduling and structure of the meeting itself. Copies of prepared statements, read to the board, must be left with the board secretary for inclusion in the minutes. Thank you.

Old Business

Pending matters (shown for the record)

- 08-09 Liberty Sackets Harbor, new construction.** Applicant proposed new shoreline dock at 207 General Smith Drive. Application complete April 16, 2008, public hearing held on May 21, 2008. Application's status last reviewed on July 21, 2010. Tabled for copy of Corps of Engineers permit approving installation of dock.
- 09-23 Connie Nicolette, 117 West Main Street – new construction.** Applicant wishes to modify exterior of garage, add sign, windows, sidewalk, paint fence, etc. Tabled June 15, 2009 due to missing material. Reviewed Nov 21, 2009 and Feb 17, 2010; applicant unable to proceed but asks it remain tabled. Change of use approved as 10-06 on April 21, 2010., other items remain tabled.
- 10-29 Sackets Harbor Yacht Club LLC, 404-406 West Main Street – new construction.** Applicant proposes to relocate existing docks on shore upland to the bulkhead on the east side of applicant's property. Site is in the Historic Overlay District and requires review under the Zoning Law of the Village of Sackets Harbor. Application tabled on September 15, 2010 pending resolution of court case involving application site.

Next regular meeting: Wednesday, March 21, 2011, 7:00 p.m. Municipal Building.

Adjourn

Wednesday, February 15, 2012
7:00 p.m. Municipal Building

[illegible]

VILLAGE OF SACKETS HARBOR

PLANNING BOARD MEETING MINUTES

Wednesday, February 15, 2012

Meeting called to order at 7:03 PM by Chairman Gibson with the reciting of the Pledge of Allegiance.

Members present: Chairman Gary Gibson, Members Steve Swain, Janet Quinn and Alternate Merle Tousant replacing Jon Vondell.

Excused: Jon Vondell.

Absent: Anne Nans.

Quorum established.

The minutes of the November 16, 2011 Planning Board meeting were reviewed. Steve Swain moved to approve the minutes, Merle Tousant seconded the motion. Vote 4-0; all in favor.

Old Business

11-03 Lawler Realty LLC, Madison Barracks – Subdivision review. Applicant proposes a subdivision (including infrastructure) of an existing parcel into 16 separate parcels. Application requires review under the Subdivision Control Law of the Village of Sackets Harbor. Preliminary plat approval granted June 15, 2011. Awaiting completion of requirements for final plat approval.

New Business

None

Presubmission Conference

- Mike Campbell on behalf of Lawler Realty/Madison Barracks presented preliminary plans to update the building now housing the Harbor Market, including renovations of the second floor on the right hand side as seen from Military Road, to match the four apartments currently on the second floor on the left hand side.
- Mr. Campbell stated that the Planned Development District (PDD) housing unit density included four units in this building and explained that the apartments were previously planned but not completed.
- Chairman Gibson noted that the internal changes are not of concern to the planning board, but the approved density of dwelling units is an issue under the PDD.
- Mr. Campbell distributed information showing that the total approved PDD housing unit density is 375. There are 366 units currently in existence and approved, including the new apartment complex; they want to add four one bedroom units like the ones on the left hand side of the building. This will increase the number of approved units to 370, leaving five units still available for development.

- There was general approval among the members of the board that this would be a worthwhile development.
- External changes will include windows and roof improvements. Mr. Campbell explained he intends to replace all the windows and roofs on both levels on both buildings; window sizes will not change, but they will be new and more efficient windows. He will provide catalog cuts when they are ready to work on that aspect of the building. The doors will be painted and the replacement roof will not be slate.
- Chairman Gibson asked if they had any update on application 11-03's sewer line approval from the New York State Department of Environmental Conservation (DEC). Mr. Campbell said they have not received any additional update from the DEC and are still awaiting the letter that was promised at the end of January.
- Janet Quinn asked where the new residents will park. Mr. Campbell said the residents will have to park on the side of the building not facing Military Road because commercial rental of the ground floor on that side will need the parking on the Military Road side of the building.
- Mr. Campbell will inform the board if they will present their application in March so we can schedule a public hearing on the application.

Chairman's Announcements and Discussion

- Dave Altieri is finalizing the draft of the new zoning law with the updates from the Planning Board recommendations and one more review by the Planning Board, when that update is available, would be a good idea.
- Chairman Gibson stated that since 2010 initial applications to the planning board have been posted on the village's web site. Beginning in 2012 these will be expanded to include all the submission materials obtained during the approval process that are or can easily be digitized so the online records will include as complete a record of the application as possible.
- He will be requesting digital data from engineering and surveying companies. At this time we have no applications. An abstract of the minutes when the application is discussed will be included in the electronic file posted online.
- Zoning and Planning training DVDs from Jefferson Community College are now available in the village office and should be checked out with the Clerk.
- The Local Government Conference is March 29– let the board's secretary know by March 1 if you will attend. Four hours of annual training is required for planning board members and this is a good way to get it in a single day.
- Planning Board member term ending dates were reviewed and established by village board resolution at their meeting last night. All terms begin at noon the first Monday in the month following the date of the general village election, or the date such an election would have been held. (Village Law of NYS 3-302-1). The term ending dates are now: Jon Vondell – 12/2014, Steve Swain – 12/2015, Anne Nans 12/2012, Janet Quinn – 12/2016, Gary Gibson – 12/2015.

Public comments

None

Old Business

Pending matters (shown for the record)

08-09 Liberty Sackets Harbor, new construction. Applicant proposed a new shoreline dock at 207 General Smith Drive in the Historic Overlay District. Application accepted as complete on April 16, 2008 and a public hearing held on May 21, 2008. Application's status was reviewed on June 21, 2010 and it was decided to keep the application on the table awaiting issuance of the Corps permit. Application remains tabled awaiting receipt of copy of Corps of Engineers permit approving installation of dock.

The board discussed the application to the Army Corps of Engineers and NYS Division of Coastal Resources' part in the approval process. Coastal Resources has to approve the permit which they reportedly are not willing to do because they claim the applicant has an unrelated dock extending into the village's Vessel Regulation Zone (VRZ). The applicant argues that the dock was there before the VRZ was established, Coastal resources does not agree. After discussion, the board decided to leave the application tabled in the hope that the parties can resolve the matter.

09-23 Connie Nicolette, 117 West Main Street – new construction, change of use. Applicant wishes to change and increase commercial use of site and building, modify exterior of garage, add business sign, add windows, add sidewalk, paint fence and other changes. Application deemed incomplete and tabled on June 15, 2009 pending receipt of missing material. Application reviewed on November 21, 2009 and February 17, 2010; applicant is unable to proceed with this application at the present time but requests that it remain tabled. Application item requesting a change of use transferred to application 10-06 on April 21, 2010 and approved, remaining items remain tabled.

Chairman Gibson will ask if she is still interested in pursuing this application and report at the March meeting..

10-29 Sackets Harbor Yacht Club LLC, 404-406 West Main Street – new construction. Applicant proposes to relocate existing docks on shore upland to the bulkhead on the east side of applicant's property. Application tabled on September 15, 2010 pending resolution of lawsuit involving the project area.

This matter is still pending court action and will remain tabled.

Next regular meeting: Wednesday, March 21, 2012, 7:00pm.

There being no further business before the board, the meeting adjourned at 8:35pm by a motion made by Chairman Gibson, seconded by Steve Swain and approved 4-0.

Respectfully submitted,

Gertrude Karris
Board Secretary

Gary M. Gibson
Chairman