

VILLAGE OF CAPE VINCENT PLANNING BOARD

June 17, 2025

The regular meeting of the Village of Cape Vincent Planning Board was held on June 17, 2025, 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: Jeffrey Herpel, Chair
Jeffrey Brooks
Richard Hodge
Willard Kirchgessner, Vice Chair
Dave Wiley – Excused

Visitors: Four

Old Business:

Approval of the Minutes:

After review of the minutes of the May 20, 2025, meeting, Mr. Hodge made a motion to accept the minutes as written. Mr. Brooks seconded. The motion carried.

SPR Application of Patricia and Issac Mitchell – Public Hearing

The public hearing on the above-referenced application opened at 7:03 p.m. The Chair reviewed with board members the application for a minor subdivision by the applicants. There were no further questions, discussion, or comments from the public. The Chair asked that the resolution be read.

WHEREAS the Planning Board of the Village of Cape Vincent (the “Board”) reviewed an application dated May 19, 2025, submitted by Issac and Patricia Mitchell for approval of a minor subdivision of two lots--one a 0.28-acre lot and the second a 1.54-acre lot at 364/396 Bay Street, Tax Map #39.82-1-67.1

WHEREAS the Board has complied with the requirements of the New York State Environmental Quality Review Act and the regulations and declared this action to be an “unlisted” action and issued a negative declaration at a May 20, 2025, meeting, and

WHEREAS a public hearing was held on June 17, 2025, at which time no comments were expressed.

NOW, THEREFORE, BE IT RESOLVED THAT,

1. The application and implementation of the application submitted by the Applicants has no significant adverse effect on the public health, safety, welfare, comfort, and convenience of the public in general and residents of the immediate surrounding area.
2. The application submitted by the Applicants addresses all of the required and applicable items set forth in the Village of Cape Vincent Zoning Law.

3. The Clerk of the Village of Cape Vincent is hereby directed to file this Resolution, in the main office of the Village of Cape Vincent in a file that will be readily accessible to the public.

Motion to approve was offered by Mr. Brooks and seconded by Mr. Kirchgessner; all voting aye.

The Chair continued with the next public hearing

SPR Application of Jacob Cashel – Public Hearing

Board members reviewed and discussed with Mr. Cashel his application for the placement of a six-foot fence on his property.

Sarah Dayton, Village resident shared her feelings about a six-foot fence creating barriers instead of open space which she feels is important in the Village.

The Chair then asked that the resolution be read.

WHEREAS the Planning Board of the Village of Cape Vincent (the “Board”) reviewed a Site Plan Review application on August 23, 2025, which was incomplete and resubmitted a complete application on May 20, 2025, by Jacob Cashel to install a six-foot fence on his property at 163 South James Street, Tax Map #39.81-2-75.

WHEREAS the Board has complied with the requirements of the New York State Environmental Quality Review Act and the regulations and declared this action to be an “unlisted” action and issued a negative declaration at a May 20, 2025, meeting, and

WHEREAS a public hearing was held on June 17, 2025, at which time one comment was expressed.

NOW, THEREFORE, BE IT RESOLVED THAT,

1. The application and implementation of the application submitted by the Applicant has no significant adverse effect on the public health, safety, welfare, comfort, and convenience of the public in general and residents of the immediate surrounding area.
2. The application submitted by the Applicant addresses all of the required and applicable items set forth in the Village of Cape Vincent Zoning Law.
3. The Clerk of the Village of Cape Vincent is hereby directed to file this Resolution, in the main office of the Village of Cape Vincent in a file that will be readily accessible to the public.

Motion to approved offered by Mr. Herpel and seconded by Mr. Hodge. All voting aye.

SPR Application – Todd and Robert Ewing – Public Hearing

The Chair postponed the public hearing as the application was sent to Jefferson County Planning as required by GML 239m because the property is on a state highway (State Rt 12E). The County Planning Board will hold their meeting on June 24.

The public hearings were closed at 7:17 p.m.

New Business:

SPR Application – Tracey J. Kraft

The Chair shared and discussed the application and attached drawing of the site plan with the board. Ms. Kraft would like to use the existing barn behind Belle Epoque gift shop at 350/352 E. Broadway, Tax Map #39.81-2-24, for an art studio and gallery. The property is owned by Michael and Susan Mahrer. The SEQR form was reviewed and signed by the Chair upon finding, based on the information and supporting documentation, that the proposed action will not result in any significant adverse environmental impacts. The Chair accepted the application as complete and a public hearing was scheduled for July 15, 2025. Neighbors and the applicant will be notified. The application will also be sent to Jefferson County Planning Board per GML 239m.

Communication(s): None

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Items for Information/Discussion: None

Privilege of the Floor: None

Next Meeting: Tuesday, July 15, 2025, at 7 p.m., Community Room at the Village Office.

Adjournment: At 7:28 p.m. with no further business, Mr. Herpel made a motion to adjourn. Mr. Hodge seconded and carried; all voting aye.

Respectfully submitted,

Kathleen M. Pierce
Secretary