



INCORPORATED VILLAGE OF PORT JEFFERSON
Building & Planning Department
88 North Country Rd., Port Jefferson, NY 11777
Ph.: (631) 473-4744 Fax: (631)473-2049
www.portjeff.com

DECEMBER 3, 2020
PLANNING BOARD MEETING MINUTES
Virtual via ZOOM

RESENT:

R. DiBiase, Chairman
L. Zimmerman
G. Anderson
B. Sabatino
T. Vulpis
J. Castellano, Alternate Member
A. LaPointe, Special Village Atty. to Building/Planning
L. Rickmers, Planner
J. Sigler, Site Plan Reviewer
C. Suarez, Secretary
R. Kassay, Trustee/ Liaison

The Planning Board met virtual via ZOOM www.portjeff.com/virtualmeetings

5:30PM GENERAL BUSINESS

(Due to technical difficulties the Board began work session live at 6:00PM)

- BS moved to approve the 11/5/20 draft PB minutes as amended, LZ second, vote unan.4 -0 (TV absent for vote)
- 2021 Board meeting calendar confirmed
- Trustee Kassay presented Trustee report
- Tom V. joined the meeting at 6:15PM
- Staff presented the following code changes for the Board's consideration:
 - 1) Parking space size (change length to 19' instead of 20') and the attendant Code requirements that no longer make sense
 - 2) Requiring tenant on-site, dedicated parking for units in the C-2 (as we have in C-1). currently, per VPJ Code parking for residents in C-2 can also be satisfied via PILOP.



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6:30PM PUBLIC HEARING

216B Main St (LR)

Change of Use/Conditional Use Permit

Application: #0609-20

Location: (former C'est Cheese)

SCTM: Sec.12, Blk.7, Lot 35

Zoning: C-1 Commercial

Applicant: Richard Orlandi c/o Natural Hounds LLC

Property Owner: 210-302 Parillo LLC

Contact: Heather Brin Architect

Description: Proposed cooking/preparation of dog food / Artisanal Manufacturing

Action: Public hearing adjourned from November 5, 2020.

Applicant requests a change of use from existing "Restaurant" use to "Artisanal Manufacturing" as per Village Code section 250-9 definitions, to prepare human grade custom dog food for retail sale. "Artisanal manufacturing," is a conditional use in the C-1 Central Commercial district as per section 250-18 B (7).

Present: Heather Brin, RA, Richard Orlandi, Business Owner & Conor Wooley, Business Partner

HB presented the application as submitted.

Staff report and draft resolution were reviewed.

Items of discussion:

- Applicant to use 1484 sq. ft. tenant space fronting Main Street of the building – no rear (Meadow Lot) access.
- Deliveries will be early morning through the front of the building only
- Smell concerns minimal as the food is human grade
- Retail products sold will be high end (i.e., stainless steel bowls)

*Parking: Grandfathered spaces are abandoned upon approval of a less parking-intensive use. The proposed use (Artisan Manufacturing) requires one stall per 300 sq. ft.; the former use (Restaurant Standard) required one stall per 100 sq. ft.

Draft resolution to be amended to read "will" require five spaces (4th whereas)

There were no comments from the public.

GA moved to approve the draft resolution as amended, LZ second, vote 5-0, unan.

BS moved to close the public hearing, TV second, vote 5-0, unan.



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(Certified Transcript)

APPLICATION UPDATES

**116 West Broadway (LR)
Site Plan Development**

Application: #0603-20

Location: Vacant Water Authority Bldg.

SCTM: Sec.12, Blk.1, Lot 3

Zoning: M-W2

Applicant: West Ferry Office LLC

Property Owner: West Ferry Office LLC

Contact: Erik Bjorneby c/o EAB Architectural Designs

Description: Proposed two story accessory ferry office building and site improvements. ZBA approved height variance on September 24, 2020.

Action: Staff update

Landscaping discussed.

The ARC had reviewed the proposed application renderings and submitted their comments in a 11/30/20 memo to the Planning Board. The ARC memo has been forwarded to the applicant for consideration of revisions.

**410 Thompson St. (JS)
Minor Subdivision**

Application: #0613-20

Location: Off Old Post Rd. E.

SCTM: Sec.9, Blk.6, Lot 32

Zoning: R-B2 Residential

Applicant: Michael Watts

Property Owner: Michael Watts

Contact: Amy DeVito c/o Woodhull Expediting Inc.

Description: Minor subdivision

Action: Introduce sketch plan submittal

(RD recused)

Present: Amy Devito c/o Woodhull Expediting Inc.

JS staff report reviewed.



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Sketch plan presented to the Planning Board. The Planning Board classified the submitted as a two-lot minor subdivision. The property as it exists is mostly flat land and an existing berm naturally divides lots 1 & 2. The proposed lots 1 & 2 meet the minimum lot area.

Area variances will be required for frontage for lot 2 because it is a flag lot, and a combined side yard variance is needed for lot 1.

JS presented tax map highlighted with existing flag lots in the area.

The Chair will send a referral letter to the ZBA.

Staff to check Village code for driveway spacing requirements.

AD stated that the applicant would consider an easement agreement to share driveway access and will agree to no further subdividing of lots as a condition.

The survey needs to be corrected to show that the house in the back is only 4% lot coverage and the existing house will be less than 20% lot coverage. (not the 8.8% indicated on the sketch plan)

SEQRA: The SEAF short form was submitted by the applicant.

The proposed subdivision is an unlisted action pursuant to SEQRA.

LZ moved to declare the Planning Board as Lead Agency and refer the application to the ZBA for the required variances, BS second, vote 5-0, unan. (TC as alternate voted)

Planning Board requested that the driveways for both lots be more clearly defined and that the (5) parking spaces required for the existing conditional use (professional recording studio) be clearly delineated on the sketch plan. The Planning Board also requires assurances from PJFD & Engineering services that the paved driveway width to lot 2 is adequate to service the rear property. The Planning Board will also require letters of availability from utilities and SCDHS approval for lot 2 septic location.

7:45PM RD re-joined the meeting.

NYPF webinar for Planning & Zoning member training on December 8, 2020 12:00PM-1:00PM.

7:49PM LZ moved to adjourn the meeting, BS second, vote unan., 5-0.

Respectfully submitted,

Cindy Suarez, Secretary to the Planning & Zoning Boards