



**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](http://www.portjeff.com)

**January 6, 2022**  
**PLANNING BOARD**  
**VIRTUAL MEETING MINUTES**

**PRESENT:**

R. DiBiase, Chairman  
G. Anderson  
L. Zimmerman  
B. Sabatino  
T. Vulpis  
A. LaPointe, Spec. Village Atty.  
L. Rickmers, Planner  
J. Sigler, Site Plan Reviewer  
C. Suarez, Secretary  
R. Kassay, Trustee/ Liaison

**ABSENT:**

J. Castellano, Alternate

*The Planning Board met VIRTUAL VIA ZOOM at 6:00PM.*

[www.portjeff.com/virtualmeetings](http://www.portjeff.com/virtualmeetings)

**GENERAL BUSINESS:**

- LZ moved to approve the 11/14/21 draft minutes as amended, BS second, vote 5-0, unan.
- The next Planning Board Meeting/Public Hearing is 2/3/22 at 6:00-PM.
- The Planning Board added 2/10/22 to the calendar for the Public Hearing for Mather/Northwell hospital

**TRUSTEE REPORT:**

- Working with Bob Lavery, Mill Creek Steward to look at the issues and potential great things surrounding the historic Mill Creek. A meeting was held with LI Sound Study, The NY Sea Grant and Seatuck Environmental Association researching the tide gate which is out of date and malfunctioning. Hopeful for Grant sources to help with the flooding in Port Jefferson and removal of species in the creek.
- Lots of public comments on speeding, traffic and stop signs. Encourages the Planning Board to consider these things in foreseeable issues with new projects.
- Six-acre Park on Highland Blvd committee to meet this month.

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**APPLICATIONS**

**Port Jefferson Free Library (LR)**

**205 East Main Street**

**Application:** # 0617-21

**Location:** 205 E. Main St. (currently vacant building)

**SCTM:** Sec.12, Blk.4, Lot 21

**Zoning:** Single-Family Residence R-B3

**Applicant:** Port Jefferson Free Library

**Property Owner:** Port Jefferson Free Library

**Contact:** BBS Architects, Landscape Architects & Engineers

**Description:** Construct new ADA entry and ramp at rear of building for proposed relocation of the young adult center.

**Action:** Conditional Use for Library Use

Present: Jaclyn Ruggiero, John Longo c/o BBS Architects, Tom Donlon, Library Director, Christian Neubert, VO of the Library Board

1/6/22 Staff Memo referenced.

The application is a Type II action under SEQRA.

The applicant proposes to convert the use of the 205 East Main Street to the conditional use of library, while maintaining the existing structure. Library use is a conditional use in the R-B3 therefore a public hearing is scheduled for 2/3/22.

Interior renovations and the addition of a ramp to provide handicap access at the rear of 205 East Main Street. The project proposes using the first and second floors as a young adult center relocating the existing young adult center from across the street, consolidating the library's activities on the same side of East Main in two adjoining properties owned by the library.

J. Ruggiero commented that the cellar space will be used for storage and utilities only. The current entrance is for the patrons to use, and the rear entrance will be ADA use. There will be light interior renovations. The second-floor use is a mirror of the first-floor use, therefore no ADA accessibility required for second floor.

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**Port Jefferson Free Library (LR)**

**114 Thompson St**

**Application: # 0618-21**

**Location: 114 Thompson St. (vacant land)**

**SCTM: Sec.12, Blk.4, Lot 12**

**Zoning: Single-Family Residence R-B3**

**Applicant: Port Jefferson Free Library**

**Property Owner: Port Jefferson Free Library**

**Contact: James Walsh c/o BBS Architects, Landscape Architects & Engineers**

**Description: Proposed new outdoor education and fitness space for library patrons**

**Action: Conditional Use for Library Use**

Present: Jaclyn Ruggiero, John Lango c/o VHB Architects, Tom Donlon, Library Director, Christian Neubert, VO of the Library Board

1/6/22 Staff Memo referenced.

The application is a type II action under SEQRA.

JL spoke and described the proposed use to utilize the property adjacent to the existing library for outdoor library use. The land is currently vacant but was previously the site of a two-family residence.

The proposed outdoor use will consist of different zones for quiet outdoor library activities such as reading, yoga, meditation, outdoor crafts, and exploration. The site is handicap accessible and fully irrigated. There is on site drainage. The site is completely fenced and locked with security cameras and existing lighting. Outdoor use will coincide with hours of indoor library use.

Library use is a conditional use in the R-B3 and therefore a Conditional Use Public Hearing scheduled for 2/3/22.

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**Mather Hospital  
75 North Co. Rd.  
Site Plan Amendment**

**Application:** # 0614-21

**Location:** 75 North Co. Rd.

**SCTM:** Sec.17, Blk.3, Lot 3.2 & 3.3

**Zoning:** P-O Professional Office

**Applicant:** Mather-Northwell Hospital

**Property Owner:** Mather-Northwell Hospital

**Contact:** Anthony Guardino as Counsel c/o Farrell Fritz, P.C.

**Description:** Emergency Department & Surgical Services Expansion Master Plan

**Action:** Staff update & SEQRA

Present: Anthony Guardino, Esq. c/o Farrell Fritz, P.C., Courtney Riley, Director of Land Development c/o VHB Engineering, Dan Winkleman, Traffic Engineer c/o VHB Engineering, Wayne Shattes C/O Mather/Northwell and Andrew Kelly, Landscape Architect c/o VHB

AG spoke to the Board regarding the Planning Board's comments at the 11/4/21 Planning Board meeting. The applicant feels that the Planning Board is asking them to do more than their financial resources allow. AG stated that the applicant has been asked to consider improvements on the entire site, that the applicant cannot afford. The applicant resents being required to propose a Master Plan in lieu of a Site Plan Amendment.

DW presented the proposed schematic layout and discussed alternatives with the Planning Board

Items discussed:

**TRAFFIC/DRAINAGE**

- Applicant agrees to installing a new traffic signal at the North Country Road entrance and improvements to the recharge basin were discussed.
- GA stated a safety concern that eastbound bicycles do not have enough room at the intersection



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### **BUS STOP**

- Since there are only approximately six bus riders daily the applicant does not feel that the bus stop turn out is worth the financial cost \$100k as it will require - (2) utility poles, curbing and a fire hydrant to be relocated. GA suggested relocating the bus stop farther from the proposed signalized intersection. GA indicated that a stop in the R.O.W. in front of the IT building might be the safest option – it is farther from the intersection and there is ample shoulder/paving in the area to pull over.

DW stated that he spoke to Chris McVoy at Suffolk County who will consider the relocation of the bus stop to the east for the safety of the ridership and to make the intersection safer.

### **IT BUILDING**

Applicant stated that it is not a part of their Master Plan to have the sidewalk extended to the east side of the IT building and to modify the curb cut, add parking, drainage and curbing as the Staff report outlined. JS commented that the IT building was improved by the property owner without site plan approval. It was formerly a garage without a curb cut or drainage. WS commented that interior renovations were done and that the building was only used for ambulances and IT office staff. The Planning Board will defer deciding on whether to require the improvements outlined in the staff report.

### **DRAINAGE**

- Engineers are working to figure out where the off-site North Country Road Village storm drainage system connections to the catch basin are.
- WS commented that the applicant never approved additional tie ins by the Village. Many years ago, Mather permitted VOPJ to tie into drainage to the recharge basin, an easement granted for one connection. Now there appears to be multiple unauthorized catch basins connected.
- Applicant would like to postpone drainage improvements to the sump to 2023 because there will be more financing and secure it to the issuance of the Certificate of Occupancy.
- CR presented the drainage calculations for the 38-acre total and explained that the existing and proposed overall drainage would have a deficit. CR further explained that all improvements will have additional drainage. Consultants are working now on doing a proper analysis. The drainage deficit does not consider site sources.
- RD stated that drainage issues may be deferred by the applicant until the investigation is done.



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- AL stated that there is no timeline for the drainage. It will work parallel through the process and that there is no problem with moving forward with the drainage as a condition of approval.

### **SIDEWALK/CURBING**

- Applicant will add curbing to the south parking lot.
- JS asked about a planting strip along the North Country Road curb adjacent to the proposed sidewalk for pedestrian comfort. Cars travel fast on North Country Road and there is no on street parking to act as a buffer from traffic.
- DW commented that the poles are not well aligned with the existing pavement and feels it is best to keep the sidewalk along the curb.
- GA commented that a sidewalk directly adjacent to the curb could be a safety issue for pedestrians.
- DW will re look at the 3 ft. minimum passing along the poles.
- GA stated that a winding walkway on the north side would be nice.
- Al stated that the Planning Board can choose to refer to the ARC for comments. The Planning Board will refer the application to the ARC.

### **NOISE**

- BS stated that the residents on Belle Terre Rd side are already dealing with noise issues from roof mounted HVAC equipment on the Medical Arts building.
- CR will have the acoustical crew investigate and will go back to study effective screening and provide specifications for such.

### **SEQRA**

BS asked if the Medical Arts HVAC units can be fitted with screening to alleviate the noise.

Referral letters have been distributed by staff with no comments received yet.

GA moved to have the Planning Board assume Lead Agency, LZ seconded, vote 5-0, unan.  
GA moved to classify the application as a TYPE I action, LZ second, vote 5-0, unan.



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**415-417 East Main St. (LR)**

**Site Development Plan & Conditional Use Permit**

**Application: # 0608-20**

**Location: 415 & 417 East Main Street**

**SCTM: Sec.12, Blk.10, Lots 1 and 2.2**

**Zoning: C-1 Central Commercial District**

**Applicant: Dominick Parillo**

**Property Owner: Dominick & Pietro Parillo**

**Contact: Heather Brin, Architect**

**Description:** Proposed change of use of existing three- story building from commercial use to residential use.

**Action:** Board to review revised plan

Present: Heather Brin, Architect

HB stated that the existing building is business to residential with retail on the first floor. Comments addressed from the Chairman's 11/15/21 letter regarding outstanding issues with the application as proposed.

Items discussed:

**EASEMENT**

- HB stated that the easement documents have been provided.
- LR commented that the limits of the easement not shown on the proposed site plan and that the full access to the back of both buildings is not shown.

**DRAINAGE**

- HB stated that there is little area to provide drainage and there is but a small area in the back of the building to capture some of the roof runoff.
- LR stated that there are no drainage calcs on the proposed site plan

**DENSITY**

- HB stated that there are twelve one-bedroom entry- level housing units proposed, decreasing the density.



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### **ELEVATOR**

- HB stated that the elevator footprint was revised so that it is not proposed on Village property. The elevator has a loading area with a 5 ft. turning radius and front and back doors to accommodate the height discrepancy on the second and third floors of the two buildings.

### **DUMPSTER**

- Dumpster enclosure drawings submitted.
- LR stated concerns for access and capacity. There were no photos or specs for the proposed dumpster pad or enclosure style, color, etc....the submission was the VPJ Code image "Container Sketch" in Section 151 Attachment 1.

### **MISC**

- Lighting cut sheets submitted.
- Existing Real Estate space on the first floor to be smaller to allow room for the apartment management office and laundry/storage room.
- Mail room location is not shown on the proposed site plan.
- Truck unloading area to be clarified on site plan.

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The Planning Board will review the latest submitted plans and submit a response to the applicant.

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The meeting ended at 8:38PM.

*Respectfully submitted,*  
*Cindy Suarez, Secretary to Planning & Zoning Boards*