



**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)**

**FEBRUARY 3, 2022  
PLANNING BOARD  
VIRTUAL MEETING MINUTES**

**PRESENT:**

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

**ABSENT:**

J. Castellano, Alternate  
T. Vulpis

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

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

**GENERAL BUSINESS:**

- BS moved to approve the 1/6/22 draft minutes as amended, LZ second, vote 4-0, unan.
- The next Planning Board Meeting/Public Hearing is 2/10/22 6:00PM.

**TRUSTEE REPORT:**

- The BOT is reviewing the current Village rental & Bed & Breakfast code to modernize Village of Port Jefferson short-term owner-occupied rentals.
- Stabilizing the bluff at the Country Club was discussed at the last BOT meeting. For details watch the last You Tube BOT meeting.
- Residents working on Arbor Day effort to offer trees (saplings) to Village Residents for \$1.00 to bring more trees back into the Village.

(RK left the meeting after the report)

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**WORKSESSION:**

**206 Bayview Terrace (LR)  
Tree Clearing & Grading**

**Location:** 206 Bayview Terrace

**SCTM:** Sec.11, Blk.3, Lot 7.1

**Zoning:** R-B2 Residential District

**Applicant:** Adam Rubin

**Property Owner:** Adam Rubin

**Contact:** Scott Accardo c/o Island Design Build Corp.

**Description:** Create two new parking spaces at the street and raise grade to level back yard.

**Action:** Review revised plans

This application was reviewed prior by the Planning Board and not approved. The Planning Board had requested the applicant to come back with revised plans to show the final heights and locations of the retaining walls. Revised plans by Island Design Build Corp. dated 11/20/21 received on 12/8/21 were submitted in final form and presented by LR. The walls are just under six feet so do not require VEQRA (Village Environmental Quality Review). The walls will require a building permit.

This is a listed type 2 action as per SEQRA, no further environmental review is required. . The final Resolution to be done at the 2/10/22 meeting.

A review of the project proposes landscaping with native species.

- Planning Board reviewed drainage
- Wall setbacks are code compliant
- Resolution to include not "No further clearing"
- Road opening Permit from VOPJDPW may be required.

(Scott Accardo was not present for this portion of the meeting)

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**6:30PM PUBLIC HEARINGS**

**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 for both library applications:

Christian Neubert, VP of Library BOT

Thomas Donolon, Library Director

John Longo, Sr. Architect c/o BBS Architects

Jaclyn Ruggerio, Interior Architect Designer c/o BBS Architects

Joe Orfino, Business Financial Officer c/o Library BOT

JL introduced the presenters.

JR presented the proposed site plan by BBS Architects dated 10/6/21 received on 10/12/21.

Items discussed:

- No new parking proposed, existing parking to be used.
- Construction of a new concrete pad at the rear of the building for a new condenser unit
- No expansion on the existing building, only interior mechanical, electrical & plumbing upgrades.
- New walk 30 ft long with concrete ramp will comply with ADA regulations to rear ADA compliant entry.
- Existing lighting to remain with no additional lighting planned. Would consider addition of walkway path lights if needed)
- Minimal impact to exterior of historic building.



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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

JL presented the proposed Master Plan with conceptual graphics and explained that there are five specific use zones proposed; Arts & Crafts, Yoga, Reading, Meditation and Nature Exploring connected by an ADA compliant meandering walkway.

Items discussed:

- ADA accessible
- Utilize current lighting
- Consistent with current library hours
- Proposed buffer of plantings for screening on the east side.
- Irrigation system currently exists and will be configured to provide drip irrigation.
- Hiring a contractor will go out to BID
- Security cameras mounted on existing light poles are connected to VOPJ constable which will provide surveillance/security when library is closed.

Public comments for both library applications:

- 1) Lynn Hallarman 1/6/22 email.
- 2) Bob Huttemeyer 2/3/22 email.
- 3) Lori Repetti resident 111 E. Main St. spoke live on ZOOM.

Planning staff to forward concerns to the BOT concerning speeding on East Main Street.



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LZ moved to close the public hearing, GA second, vote 4-0, unan.  
(Certified transcript – J. Campbell)

**WORKSESSION**

**205 East Main Street**

Pursuant to SEQRA the application is a Type II classification requiring no further action.

LZ moved to approve the draft Resolution as amended, BS second, vote 4-0, unan.

**114 Thompson Street**

BS moved to declare Lead Agency, GA second, vote 4-0, unan.

LA moved to classify as an unlisted action, GA second, vote 4-0, unan.

LZ moved that there is no significant impact, BS second, vote 4-0, unan.

BS moved to approve the draft resolution as amended, LZ second, vote 4-0, unan.

**304 Main Street (LR)**

**Site Plan Amendment**

**Application:** #0616-21

**Location:** Billies 1890

**SCTM:** 0206-12-7-33

**Zoning:** C-1 Commercial

**Applicant:** Billie Phillips c/o 1890 Inc.

**Property Owner:** 304 Main St. Inc. c/o Joseph Zangrillo

**Contact:** Woodhull Expediting Inc.

**Description:** Proposed restaurant bar with outdoor dining and awning enclosure

**Action:** Review revised plans

Present: Amy DeVito c/o Woodhull Expediting Inc.

Michael Morbillo, Architect

Billie Phillips, Business Owner

The Planning Board reviewed and discussed the 2/3/22 staff report by LR.



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The revised site plan was presented.

The project proposes the addition of an approximately 1, 143 sq. ft. deck to the rear of the building, with a 749 sq. ft. seating area to include a seasonal removable awning and a waitress station bar. The plan proposes to relocate the egress stairs from the top floor to the side of the building.

Staff comments to be addressed by the applicant include:

### **Dumpster**

There is no dumpster proposed which does not comply with the Village Code. The dumpster was previously where the proposed deck is shown on the plan.

BP stated that he was told four years ago that there was a VOPJ garbage district forthcoming. To date, nothing has been designed. The restaurant currently shares a dumpster with a neighboring restaurant. The Planning Board feels that a legal easement agreement for the dumpster sharing is the best solution. There is a possibility to locate/share a dumpster with Old Field's a restaurant use adjoining subject property.

AD stated that she and the applicant will explore other options with the Mayor and the BOT.

Should the applicant pursue placing the dumpster (and grease barrels, recycling, etc..) under the proposed deck, the Planning Board raised several concerns – bollards to protect deck; need Fire Marshal input. Bollards are to be included in site plan regardless of dumpster.

### **Setbacks**

The C-1 district requires a 10-foot rear yard minimum set back and a 12-foot setback from the nearest curb. The proposed deck does not meet the setback requirements.

### **Outdoor Dining**

The proposed outdoor dining space doubles the table seating capacity of the restaurant so the applicant must have adequate parking. LR explained that the last couple of years the Village Code for Seasonal Outdoor Dining was suspended. Normally the SOD permit is limited by the number of tables and available parking. JS stated that Village Code section 250-58 C (3) states 15 sq. ft. per seat is the formula used to determine the number of seats..



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### **Waitress Station**

The outdoor waitress station is proposed to be eighteen lineal feet which is significantly larger than the industry standard. Outdoor bars are not permitted in the Village and no food or drink may be prepared outside.

### **ADA Compliance**

The Planning Board requests the applicant to check ADA accessibility compliant rules for a new structure.

### **SEQRA**

The application is a Type II actin as per SEQRA requiring no further action.

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#### **Mather Hospital (JS)**

**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:** Work session in preparation for Public Hearing 2/10/22

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 and Andrew Kelly, Landscape Architect c/o VHB

AG presented an update to address the Planning Board's outstanding comments. He referred to the latest revised site plan dated 1/27/22 and delivered to the Planning Department 2/1/22.



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Revisions included:

- East bound lanes widened on North Country Road through a curb re-alignment on the south side of North Country Road.
- Relocation of bus stop to the east of the North Country Road ingress to the site where there is a greater shoulder width. The sidewalk has been extended and two ramps are proposed to make the bus stop handicap accessible.
- Recharge basin tentative agreement with the Planning Board to make improvements after drainage structures installed to determine extent of what is needed. First install all new drainage structures to see how they function. The Village has retained an engineer to study the drainage and determine the amount of runoff discharging into the basin so that the applicant's engineers will be able to determine the extent of the improvements, The Planning Board will make this a condition of issuing the CO for the ED and Surgical Services CO. The work will be secured by a bond.

DW presented modifications to traffic improvements:

- 12 ft. western inner lane by adjusting the curb on the other side and shifted the stop bar to make turn more gradual.
- Re-aligned sidewalk to include a landscape strip adjacent to North Country Road.
- Coordination of signal at Belle Terre Rd & Bilhorn Way. The highest volumes were the southbound west turn. Coordinated signals to permit free flow through the intersection. New reports showed improved queues.
- Relocated bus stop to other side of intersection subject to the review of Suffolk County Transit.

RD requested that DW present a traffic simulation at the 2/10/22 Public Hearing.

CR presented recharge basin revisions:

- Additional curbing added to the north portion of the site.
- The proposed maintenance building has been removed and a concrete pad added in for equipment storage.
- Added tiered retaining walls between upper and lower areas.
- Sidewalk added to the entrance and learning center
- Existing recharge basin is deficient. The intent is to design an adequate drainage system which will require coordination with the Village.





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- FAA has the application and will refer to NYSDOT who own the air space.

JS comments:

- Height of the retaining walls proposed - CR stated the walls are proposed at 5 ½ ft.
- The absence of curbing in the Medical Arts building parking area along the Belle Terre roadside. CR stated that it is not proposed.
- ARC reviewed the proposed site plan and forwarded their comments.
- ZBA approved a variance to allow up to a 75% clearing limit.
- Public comments were received and will be forwarded to the applicant before the 2/10/22 public hearing.
- CAC letter received and will be part of the public record and distributed with the public comments.

8:24PM the applicant's team signed off.

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### **206 Bayview Terrace**

8:25PM Scott Accardo c/o Island Design Build Corp. came to the meeting late. Rd updated him that a Resolution will be considered at the 2/10/32 meeting.

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### **Mather Hospital**

BS stated her concerns with noise coming from the Medical Arts building as soon as temperatures rise above 50 degrees, and the HVAC equipment is operational.

LZ stated that it is difficult to compare the proposed new parking to what is existing and to assess the land that is being paved over on the drawings that were submitted.



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LZ would like the three phases of the project to explicitly spell out what each phase will include. She also requested that the applicant provide details concerning

traffic flow during construction, construction worker's parking, employee parking, truck flow, construction entrances and where will materials be stored.

The Board requests the applicant to post a link of the proposed plans on the website for the public to review.

SEQRA timeline to be determined.

Public Hearing to be held open for public comments.

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The meeting ended at 8:52PM.

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