



**INCORPORATED  
VILLAGE of PORT JEFFERSON**

121 West Broadway  
Port Jefferson, NY 11777  
Ph. (631) 473-4744 Fx (631) 473-2049  
[www.portjeff.com](http://www.portjeff.com)

**ZONING BOARD of APPEALS**

Chair  
Mark Brosnan

Members  
Antonio Corcella  
Tracy Stapleton  
Andrew Thomas  
Dan Russo  
Alexia Poulos(alternate)

Secretary  
Cindy Suarez

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**APRIL 27, 2023  
ZBA MEETING MINUTES**

**PRESENT:**

Mark Brosnan, Chairman  
Antonio Corcella  
Andrew Thomas  
Rich Harris, Deputy Village Attorney, Director Bldg. & Planning  
Cindy Suarez, Secretary to the Planning & Zoning Boards

**ABSENT:**

Dan Russo  
Alexis Poulos  
Tracy Stapleton  
Joe Sanzano, Planner

*The Zoning Board meeting was held at Village Hall, 121 W. Broadway, Port Jefferson, NY 11777  
Work Session began at 6:00PM, Public Hearings began at 6:30PM.*

**6:00PM GENERAL BUSINESS:**

- Next ZBA meeting 5/25/23.
- Code book updates.
- Review public hearing application.

**6:30PM PUBLIC HEARING:** (Stenographer, Jennifer Campbell)

**200 Belle Terre Rd**

**Appeal No.** #579-23

**SCTM:** 206-0013-001-0011.2

**Location:** St Charles Hospital 200 Belle Terre Rd., Port Jefferson, NY 11777

**Zoning:** P-O Professional Office

**Property Owner:** St Charles Hospital c/o James O'Connor, President

**Applicant:** St Charles Hospital c/o James O'Connor, President

**Contact:** Anthony S. Guardino, Esq. c/o Farrell Fritz, PC

**Description:** Installation of four free standing signs

**Action:** Public Hearing



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Proposed installation of double-sided, internally illuminated freestanding signs:  
Catholic Health et al (shown on site plan dated 1/11/22 revised 3/17/23)

- 1) Main Entrance: Sign #PE-8 002: Area: 3'-7" x 8'-0" = 29 sq. ft.
- 2) ER Entrance: Sign #PE-8 003: Area: 3'-7" x 8'-0" = 29 sq. ft.
- 3) ER Entrance: Sign #PE-8 004: Area: 3'-7" x 8'-0" = 29 sq. ft.
- 4) Myrtle Ave./ OP Entrance: Sign #PE-8 007: Area: 3'-7" x 8'-0" = 29 sq. ft.

*Where a freestanding sign is proposed, a minimum setback of 5'-0" from any property line is required, and where the proposed sign is to be located at the interior side of the easterly property line and therefore, results in no setback (0'-0") from the property line:*

*Village of Port Jefferson Code § 250-31F(1)(b):*

*Freestanding signs and monument signs, including directory signs.*

*[4] Such freestanding sign shall not be erected nearer than six feet to any building nor encroach on any required side yard and shall be set back not less than five feet from all property lines.*

The public hearing opened at 6:30PM.

Present: Philip Butler c/o Farrell Fritz P.C., Angela Kowalewski, Traffic Engineering Technician c/o R&M Engineering & Jim O'Connor, President of St. Charles Hospital.

P. Butler presented the application followed by a presentation by A. Kowalewski and a staff report by R. Harris.

The following exhibit was presented by A. Kowalewski:

Exhibit 1: R&M Engineering "sign placement evaluation and site distance analysis".

Mr. O'Connor spoke regarding addressing the Board's concerns and ensured that the hospital will remove the necessary bush in front of ground sign PE-8-002 located along Belle Terre Rd as a condition.

The Board reviewed the five criteria of an area variance.

There were no comments from the public.

AT moved to close the public hearing at 6:45PM, MB second, vote 3-0, unan.



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Post work session meeting:

**SEQRA**

The application is a Type II Action and not subject to review.

**DECISION**

1. Grant a setback variance from Port Jefferson Village Code §250-31 F. (1) (b) [4] for sign number PE-8 002 Main Entrance with a 0' setback provided. Subject to removal of one shrub located along Belle Meade Road that may cause a visual impairment to motorists as shown in figure #4 of exhibit #1 and to the testimony of J. O'Connor to remove.

MB moved to approve, AC second, vote 3-0, unan.

2. Grant a setback variance from Port Jefferson Village Code §250-31 F. (1) (b) [4] for sign number PE-8 003 ER Entrance with a 0' setback provided.

MB moved to approve, AC second, vote 3-0, unan.

3. Grant a setback variance from Port Jefferson Village Code §250-31 F. (1) (b) [4] for sign number PE-8 004 ER Entrance with a 0' setback provided.

MB moved to approve, AC second, vote 3-0, unan.

4. Grant a setback variance from Port Jefferson Village Code §250-31 F. (1) (b) [4] for sign number PE-8 007 Myrtle Ave./OP Entrance with a 0' setback provided.

MB moved to approve, AC second, vote 3-0, unan.

*The meeting ended at 7:00PM.*

*Respectfully submitted, Cindy Suarez, Secretary to the Planning & Zoning Board*