

**VILLAGE OF QUOGUE
DESIGN REVIEW BOARD
PUBLIC MEETING
THURSDAY, MAY 21, 2026**

Pursuant to §103-a of the New York State Public Officer’s Law and Local Law No. 3 of 2022, this public hearing of the Design Review Board was held as a hybrid meeting in a combination of both in-person and videoconference (i.e. ZOOM).

Members present in person: Chairperson Judith McDermott, Mark Stevens, Paula Prentis, Alternate Member Sarah Adams, Alternate Member Victoria Sartorius

Members present via ZOOM: Mark Seigel, Sally Booth

Others present in person: Village Attorney Wayne Bruyn, Village Building Inspector William Nowak, Deputy Village Clerk Denise Michalowski, Office Assistant Tara Mahon, Pi Gardiner

Others present via ZOOM: Lee Wadelton

Chairperson Judith McDermott called the meeting to order. Ms. McDermott noted that the Board Members have received and reviewed the document titled “Design Review Board of the Village of Quogue Rules of Procedure.” This document is intended to amend the Design Review Board's current procedures. Mr. Bruyn said that currently, the Design Review Board Chair would determine whether an application requires full Board review or if it can be approved by a committee of one. He noted that the new procedures would require that the construction of any new principal residential, commercial, or industrial building be reviewed by the full Board. Mr. Bruyn added that the alteration of a principal building would also require the review of the full Board if the alteration substantially changes the appearance or character of the building. Mr. Bruyn explained that the full Board review would also apply to an accessory structure if the appearance or character of the structure is substantially changed. Mr. Bruyn clarified that a full Board review requires a Public Hearing. It was determined that the Board would schedule regular meetings for the third Friday of each month to hear applications. These hearings would have to be noticed and be open to the Public to attend and comment, and the Board members would vote on any action. Mr. Bruyn noted that the Village Board is trying to encourage all the Boards to apply greater scrutiny to activity in the Historic District. Mr. Bruyn reviewed the procedures of a public hearing and answered questions from the Board members regarding quorums and alternates. It was determined that some of the current forms and internal procedures may need to be amended. Criteria for approving applications were discussed. Mr. Bruyn said the applicant must demonstrate consistency with the character of the neighborhood. Mr. Bruyn reviewed the provision for the applicants to come in for a pre-submission review to save time and expense. Ms. Prentis suggested defining guidelines for the applicants so they can get a feel for the design styles the Board is looking for. Ms. Booth said that this had been attempted in the past and that the Historic Society would be helpful in this area. Ms. Gardiner said that the Historical Society has drafted some guidelines and has discussed them with Mayor Treuhold. The process to adopt official guidelines was discussed. Ms. Sartorius suggested there be different guidelines for different areas of the Village. Ms. McDermott asked if anyone else would like to

be heard, and no one came forward. Ms. McDermott then asked for a resolution to adopt the written Design Review Board of the Village of Quogue Rules of Procedure dated May 2026, and to direct the Village Clerk's office to publish these rules on the Village website and distribute them to the public. Mr. Stevens made the resolution, and Ms. Booth seconded. The resolution was unanimously carried with Ms. McDermott, Mr. Stevens, Ms. Prentis, Mr. Seigel, and Ms. Booth all voting aye. Ms. McDermott next set the date of the next meeting to Thursday, June 18th, at 11:00 am. She noted that normally the meetings will be held on the third Friday of the month, but since the third Friday of June falls on the Juneteenth holiday, the meeting will need to be on Thursday. Ms. Prentis left the meeting due to a prior commitment. Mr. Bruyn reviewed the various actions that the Board could take at the Public Hearings. The Board agreed to set a two-week deadline for pre-submissions and any other new information that would need to be considered at the meeting. Ms. Mahon said there will be at least three new applications for the next meeting, and possibly more. Mr. Bruyn said that the Board should consider adopting the ZOOM procedures at the next meeting. He noted that at least three Board members need to be present in person in order to have a quorum. Ms. Booth asked how it would be determined if an alteration application is substantial enough to require a full Board review. Mr. Bruyn answered that it would be determined by the committee of one and then put on the agenda for the next scheduled hearing. Mr. Nowak said he will make himself available to advise in these circumstances. The matter of legislation regarding demolition was discussed. Ms. Gardiner proposed that the Historic Society be notified when a house is scheduled for demolition so they could work with the owners to see if anything could be preserved. Ms. Sartorius spoke of the relevance of the cost estimate that is listed on the building permit application. Mr. Bruyn said the quality of the building materials and the other criteria listed in the Code need to be considered. Ms. Adams asked what happens if, after a presentation, the Board still does not feel that the criteria have been met. Mr. Bruyn said that the Board can comment and request more information from the applicant. As there was no further business, Ms. McDermott moved to adjourn the meeting. Mr. Stevens seconded the motion, and the meeting was adjourned.

Denise Michalowski
Deputy Village Clerk

Date