

Town of Red Hook Planning Board
Approved Meeting Minutes / Monday, March 21, 2022

Chairman Sam Phelan called the meeting to order at 7:30 pm. A quorum was determined present for the conduct of business. Members present via Zoom: Sam Phelan, Lew Rose, Kristina Dousharm, Karen Smythe, and Arthur Salman. Also present were Planning Board Clerks Kathleen Flood and Jordan Rosario.

Mr. Phelan announced the meeting was being held virtually only and was properly announced and publicized.

PUBLIC HEARINGS

Munn Accessory Apartment – 14 North Drive – Special Use Permit

Public Hearing on application to modify an existing 3800 square foot single family home in the R1.5 Zoning District to include a one-bedroom accessory apartment.

Mr. Phelan read the Public Hearing Announcement that was published in the Poughkeepsie Journal. Karen Smythe made a motion to open the public hearing, Kristina Dousharm seconded and the motion passed unanimously. Applicant Kristofer Munn gave an overview of the project and reviewed the site plan. There were no questions from the Planning Board or the public. Ms. Smythe made a motion to close the public hearing, Lew Rose seconded and the motion passed unanimously.

Mr. Phelan read a draft resolution granting a Special Use Permit. Mr. Rose moved to approve the resolution. Ms. Dousharm seconded and all members voted in favor.

OLD BUSINESS

Coon TND Cottage – 7306 South Broadway – Site Plan

Continued discussion of application to construct a cottage on a .68-acre parcel in the Traditional Neighborhood District Commercial Center Zoning District.

Applicants Lynda and Glen Coon were present. Mrs. Coon gave an overview of the project and reviewed recent changes made to their Site Plan; the parking spaces will now be to the right of the cottage, a paved walkway from the parking space to the front entrance has been added, as well as a motion detector light in the driveway.

The Planning Board told the applicants to talk to the town Engineer, Brandee Nelson, about their lighting plans. The Planning Board also told the applicants to submit the engineering drawing for the septic along with the Board of Health approval. A discussion took place about the water meter for the cottage, the applicants said they are waiting to hear back from the village regarding a separate meter for the new building.

A public hearing was scheduled for April 4, 2022.

Prior to adjournment, Ms. Dousharm suggested putting together an information package on outdoor lighting options for applicants. All members of the Planning Board were in agreement that providing applicants with guidance on the technical requirements, and examples of affordable lights that comply with code, was a good idea.

NEW BUSINESS

Red Hook Barbershop – 7345 South Broadway – Site Plan

Presentation of application to open a barbershop in an existing building on a 1.34-acre site in the TNDCC Zoning District.

Applicant Delfirio Cruz was present. Mr. Cruz gave an overview of his project. Mr. Phelan discussed with Mr. Cruz what he will need to provide for his application, including information on parking and a drawing of his business's sign.

The Planning Board told the applicant to speak with the owner of the property, Todd Abrahams, to get a sketch of the building which shows the size of the building and each space inside the building, as well as how many parking spaces Mr. Abrahams allocates to each tenant.

Mr. Phelan read a memo from Greenplan, the town Planning Consultant. Mr. Cruz plans to install a barbershop pole; the Planning Board told him he needs to submit the details including an image of the proposed pole. The Planning Board discussed water usage and told the applicant to find out if he will be using Town or Village water.

Mr. Cruz will gather the required materials and information for presentation at a future meeting.

OTHER BUSINESS

O'Donnell Certificate of Appropriateness – 130 Woods Road – Peter Sweeney, applicant's representative

Presentation of revised plans for the O'Donnell's residence Certificate of Appropriateness.

Applicant's representative, Peter Sweeney, was present. Mr. Sweeney gave an overview of the revised plans to reduce the total proposed square footage by 1,500 square feet. Mr. Phelan explained that the intent is for the Planning Board to pass a resolution that accepts this new submission of the Site Plan and Elevations to replace the ones which were previously approved. Ms. Smythe made a motion to accept the new submission, Mr. Rose seconded and all members voted in favor.

ADJOURNMENT

There being no further business before the Board, Ms. Smythe moved to adjourn. Mr. Rose seconded, and all members voted in favor.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Jordan Rosario', with a stylized, flowing script.

Jordan Rosario
Clerk for the Board

Resolution Granting Special Permit Approval for Munn Accessory Apartment

Name of Project: Munn Accessory Apartment

Name of Applicant: Kristofer Munn

Whereas, the Town of Red Hook Planning Board has received an application for a Special Permit from Kristofer Munn to convert a portion of an existing single-family dwelling into a ±630 square foot accessory dwelling unit (also known as an accessory apartment) on a ± 8.1 acre parcel of land (Tax Parcel ID No. 134889-6173-00-794214-0000) located at 14 North Drive in the R1.5 Zoning District in the Town of Red Hook, Dutchess County, New York; and

Whereas, the Planning Board has reviewed a floor plan of the accessory apartment prepared by the applicant showing: a) where the accessory apartment will be located within the existing dwelling; b) the location of two parking spaces to serve the accessory apartment; c) the location of the entrance for the proposed accessory apartment and the outdoor lighting to serve the apartment, all prepared by the applicant; and d) related application file materials; and

Whereas, after comparing the thresholds contained in 6 NYCRR 617.4 and 5, the Planning Board on March 7, 2022 determined that the proposed project is a Type II Action that meets the thresholds found in 6 NYCRR 617.5(c)(11) and, therefore, SEQR does not apply; and

Whereas, the Planning Board has reviewed the application for Special Permit against the general standards for a special use permit found in § 143-51 of the Zoning Law and has found that the proposal complies with all of the general standards, including: the location and size of the use, and the nature and intensity of the operations involved are in harmony with the orderly development of the R1.5 District; the size of the site in relation to the use, the location, nature and height of the existing building in which the use will be located, and the nature and intensity of intended operations will not discourage the appropriate development and use of adjacent land and buildings, nor impair the value thereof; proposed traffic accessways will be adequate, and safe and accessible off-street parking will be provided; the general landscaping of the site is in character generally prevailing in the neighborhood; all structures will be readily accessible for fire and police protection; the character and appearance of the proposed accessory apartment will be in general harmony with the character and appearance of the surrounding neighborhood and shall not be more objectionable to nearby properties by reason of noise, fumes, vibration or flashing lights; and the use will be carried out in a manner compatible with its environmental setting and with due consideration to the protection of natural resources; and

Whereas, the Planning Board has reviewed the application for Special Permit against the specific standards for an accessory apartment within an existing single family dwelling found in § 143-64 of the Zoning Law and has found the proposal complies with all of the specific standards, including: the existing foundation will not be altered or extended; the accessory apartment will be

self-contained with separate cooking, sleeping and sanitary facilities; an existing entrance on the front of the building will be used and no additional entrances are proposed; the proposed apartment does not exceed the permitted 650 square feet; the apartment will not exceed the maximum permitted two bedrooms; the applicant has confirmed that there are no other accessory apartments on the property; the lot area exceeds the minimum of one acre required for an accessory apartment; and at least five off-street parking spaces are proposed to serve the single-family dwelling and the accessory apartment, and these spaces will not encroach in any required yard or setback area; and

Whereas, the applicant has proposed continuing the use of existing entrance lighting, currently serving the single-family dwelling, for the accessory apartment; and

Whereas, the Planning Board has found the proposal complies with all applicable sections of the Zoning Law; and

Whereas, the applicant has submitted a "Sewage Disposal System Inspection Report" from the Dutchess County Department of Behavioral and Community Health dated 1/10/2007 verifying that the total number of bedrooms approved within the house is four and will remain so due to one existing bedroom being proposed for conversion to the accessory apartment use and therefore the on-site wastewater treatment system which was approved for four bedrooms, will continue to be adequate to serve a four bedroom single-family dwelling with an accessory apartment following conversion; and

Whereas, the parcel is located within 500 feet of a NYS certified agricultural district (Agricultural District 20) and the applicant submitted an Agricultural Data Statement dated February 2, 2022, which the Planning Board found there are no farm operations within 500 feet of the subject parcel;

Whereas, the Planning Board considered the Agricultural Data Statement in its review of the application; and

Whereas, on March 21, 2022, the Planning Board opened a duly noticed public hearing on the Special Permit application, at which time all interested persons were given the opportunity to speak, and the Planning Board closed the Public Hearing on March 21, 2022; and

Whereas, the Planning Board had deliberated on the application and all the matters before it.

Now Therefore Be It Resolved, that the Planning Board has determined that no new residential building lots or principal dwelling units will be created, and thus deems not applicable to this application the requirement for set-aside of recreation or other open space land or the alternative payment of a cash-in-lieu-of-land recreation fee.

Be It Further Resolved, that the Planning Board hereby grants Special Permit approval to Kristofer Munn for an accessory apartment in accordance with the application materials and specifications heretofore enumerated and upon the following conditions:

- A. The following conditions shall be fulfilled prior to the applicant obtaining a Building Permit for the proposed accessory apartment:
 - (1) The applicant shall pay to the Town of Red Hook any outstanding fees due and owing for the review of this application.
 - (2) The applicant shall pay any and all outstanding escrow balances for consultant review.
- B. The following conditions shall be fulfilled prior to the issuance of a Certificate of Occupancy (CO) for the accessory apartment:
 - (1) All proposed improvements shall have been completed in accordance with the approved Special Permit.
- C. The following are general conditions which shall be fulfilled throughout the operation of the project:
 - (1) This special permit authorizes one (1) accessory apartment with a maximum of ±630 square feet of habitable space
 - (2) The accessory apartment shall be self-contained, with separate cooking, sleeping and sanitary facilities for use by the occupant(s).
 - (3) Two off-street parking spaces for the accessory apartment, in addition to three parking spaces for the single-family dwelling on site, shall be provided at all times.
 - (4) All exterior lighting fixtures shall be motion sensor controlled and shall remain consistent with Section 143-27.1 of the Zoning Law.
 - (5) The owner of record shall continue to comply with all requirements of § 143-64 of the Zoning Law and with all conditions imposed by any outside agencies in their permits.

Be It Further Resolved, that within five (5) business days of the adoption of this resolution, the Chairman or other duly authorized member of the Planning Board shall cause a copy of this resolution to be filed with the Town Clerk, with a copy sent to the applicant.

On a motion by Lew Rose, seconded by Kristina Dousharm, and a roll call vote, which resulted as follows:

Chairman Sam Phelan	Voting Yes
Deputy Chairman Brian Kelly	Voting Absent
Member Kristina Dousharm	Voting Yes
Member Arthur Salman	Voting Yes
Member Lewis Rose	Voting Yes
Member Karen Smythe	Voting Yes
& one vacant seat	

Resolution was declared adopted on March 21, 2022.

Resolution Certified, Filed with the Town Clerk and Mailed to the Applicant


Jordan Rosario, Clerk to the Planning Board

March 21, 2022

Date