

draft
**Town of Red Hook Planning Board
Meeting Minutes
July 11, 2005**

CALL TO ORDER/ DETERMINATION OF QUORUM

The meeting was opened at 7:36 p.m. and a quorum determined present for the conduct of business.

Members present — Jennifer Fier, John Hardeman, Sam Phelan, Paul Telesca (for the last half of the meeting) and Chair Christine Kane.

BUSINESS SESSION

The Christine Kane confirmed the current meeting agenda as published and confirmed the next Planning Board meeting for July 25, 2005.

The minutes of the June 20, 2005 meeting had been sent to the Members and reviewed. Jennifer Fier made a motion to accept those minutes. Sam Phelan seconded the motion, and all members present voted in favor.

There were no announcements.

PUBLIC HEARINGS

Holsapple/ Coon – 23 Metzger Road – Lot Line Alteration

Jacqueline Holsapple and Glen Coon were present in support of an application to convey 0.097 acre from the 0.80-acre Lands of Oakleigh Holsapple to the adjoining Lands of Glen Coon, located in the B1 District.

Christine Kane read the public hearing notice that appeared July 5, 2005 in the Kingston Daily Freeman.

Mrs. Holsapple explained that, because of an incorrect understanding about which marker was actually the surveyor's monument referenced in the property's deed description, an error had been made in determining the boundary line between her lot and Mr. Coon's. This lot line alteration would correct the error.

Christine Kane reviewed the area variance, granted by the Zoning Board of Appeals on May 11, 2005, which would allow the Planning Board to take the requested action on the two substandard-sized lots. She then asked for comments from the public. There were none.

Christine Kane then read the EAF part 1, and with input from the Board, completed part 2. John Hardeman made a motion to issue a negative SEQR declaration for the project. Jennifer Fier seconded the motion, and all members present voted in favor.

Christine Kane closed the public hearing. She then read an offered resolution granting approval to the lot line alteration and explained the conditions to the applicant. Sam Phelan made a motion to adopt the offered resolution. Jennifer Fier seconded the

motion, and all members present voted in favor. A copy of that resolution is attached to, and made part of, these minutes.

Rose Marie Reid – 78 Walkers Hill (Tivoli) – Special Use Permit

Rose Marie Reid was present for the public hearing on her application for a Special Use Permit to authorize the establishment of a maximum 2-bedroom bed and breakfast at her residence on a 6.32-acre parcel in the RD3 District.

Christine Kane read the public hearing notice that appeared July 5, 2005 in the Kingston Daily Freeman.

Ms. Reid explained the project to the Board and the public. She said her plan was to rent out one or two bedrooms on an occasional basis, such as during the summer and for significant Bard College events or weekends.

Christine Kane then opened the hearing for public comment.

Andrew Wainwright, 63 Walkers Hill, said he opposed the project. He said that there was already one bed and breakfast on the road and that there were small children in the neighborhood. He said that he would not like to see increased traffic on the road and that the stipulation “occasional” was not enforceable. He said he would prefer that Ms. Reid rent out a room on a steadier basis, possibly to a boarder.

John Kelly, 34 Walkers Hill, said that he also objected to the project, primarily because the long shared driveway from the public road to Ms. Reid’s house was not in good condition.

Ingrid Brock, 82 Walkers Hill, said that she had been given approval for a bed and breakfast on that road several years ago. She said that she had constructed a private road leading from NYS Route 9G to her home. She also said that she had no objection to Ms. Reid’s proposed project as long as the same restrictions were applied to Ms. Reid’s bed and breakfast as were applied to hers at the time it was approved. Sam Phelan asked Ms. Brock to verify that when the Planning Board granted her Special Use Permit in November, 2001, the shared driveway was to be the access to her house and that building the private driveway had been Ms. Brock’s choice at a later time. Ms. Brock said that that statement was true.

Ms. Reid said that in light of her neighbors’ objections, she would like to consider possible other options. She requested that her public hearing be continued to August 15, 2005. The Board agreed.

Robert and Linda Krausz/ Degli Angeli – 604 Budds Corners Road –Subdivision Plat

Marie Welch, L.S. appeared before the Board in support of an application for Subdivision Plat Approval for the creation of a 3.0-acre residential building lot and a 5.096-acre existing house parcel from 8.096-acre parcel in RD3 District.

Christine Kane read the public hearing notice that appeared July 5, 2005 in the Kingston Daily Freeman.

Ms. Welch explained the project to the public and to the Board. She said that engineer Tom Cummings had conducted speed studies and submitted drawings to the Department of Public Works in anticipation of a driveway approval. She said he had also conducted perc tests and would be submitting those to the Board of Health. Finally, she said that the DEC had certified the wetlands on Lot 1 and had told her that because the wetlands had been officially certified on only that lot, she could only show Lot 1 on the final plat that contained the DEC stamp and signature.

The Board requested that Ms. Welch revise the answer to a question about steep slopes on the EAF part 1, since such slopes had been found on the property. Ms. Welch did so. The Board also asked that Ms. Welch depict on the final plat the well on the adjoining properties, particularly the Ling Kwan property, as requested by the Town Engineer, and the remaining lands parcel. Ms. Welch said she would.

Christine Kane read part 1 of the EAF and, with input from the Board, completed part 2. John Hardeman made a motion to issue a negative SEQR declaration for the project. Sam Phelan seconded the motion, and all members present voted in favor. Christine Kane then closed the public hearing.

Jennifer Fier questioned Board approval of a plat which only showed one of the two proposed lots. After some discussion, the Board and Ms. Welch generally agreed that the final plat should consist of two (2) linked sheets. Sheet 1 would depict Lot 1, the certified wetlands, and the DEC stamp and signature. Sheet 2 would show the boundaries, existing buildings, and wells of both Lot 1 and 2, together with a notation stating that any wetlands shown on that sheet had not been certified by the DEC.

Christine Kane then read an offered resolution granting conditional final approval to the proposed subdivision. Jennifer Fier made a motion to adopt that resolution, with the conditions agreed upon in the discussion with Ms. Welch. John Hardeman seconded the motion and all members present voted in favor. A copy of that resolution is attached to, and made part of, these minutes.

Bard College / Village Dorm Expansion – Annandale Rd. and Cruger Island Rd. (Annandale) – Site Plan

Ray Jurkowsky, P.E., of Morris Associates, Brad Will of Ashokan Architecture, and Chuck Simmons from Bard College were present in support of the application for Site Plan Approval for dormitory buildings, approximately 4,600 sq. ft. each, to be built in two phases, two buildings in the initial phase and two at a later time, with associated site improvements, within the Institutional (I) and Hudson River National Historic Landmarks Districts.

Christine Kane read the public hearing notice that appeared July 5, 2005 in the Kingston Daily Freeman.

Mr. Jurkowsky explained the project to the public and the Board, adding that the team had met with the Dutchess County Department of Public Works regarding the proposed emergency and maintenance vehicle access road. Morris Associates had submitted a stormwater pollution prevention and drainage plan to the Town Engineer and would address any concerns the Town Engineer might have. Bard College archaeologist Chris Lindner had received communication from the NYS Office of Parks, Recreation and Historic Preservation stating that since construction was proposed at some distance

from any potential archaeological site, that office had no further concerns about the project. The NYS Department of Environmental Conservation had identified two endangered plant species on the parcel, but Mr. Jurkowsky said that these plants were located in mud flats, some 170 feet from the proposed dormitory or site improvement.

Christine Kane then opened the hearing for public comment.

Teri Keane, 1420 Annandale Road, asked about the time frame for the second phase of this dormitory construction. Mr. Simmons said that the final two dormitories of this phase would probably be built within five (5) years. She then asked what site improvements were planned. Mr. Jurkowsky said that walkways, a bikeway and utilities would be installed.

Christine Kane reviewed the DEC response to the Board's SEQR Notice of Intent, saying that the applicant must comply with a SPDES permit.

Christine Kane then reviewed the issue of required double setbacks on a Scenic Corridor. She said that since there was some disagreement about whether this particular section of Annandale Road was included among the Town's designated Scenic Roads and Corridors, GreenPlan had suggested that Bard not be required to seek a variance from the double setbacks for this particular project. She added that the Town Board would address the Scenic Roads and Corridors in the near future.

Asked about the lighting on the buildings, Mr. Will said that lanterns containing 70 watt bulbs would be placed just above the main doorway but that the light would be shielded by a wooden beam.

The Board then reviewed the landscaping plan, which was a mix of deciduous and evergreen trees, shrubs and grasses.

Sam Phelan said that because these dorms would be highly visible along Annandale Road, one of the most picturesque roads in the Town, they must be compatible with the late 19th century homes that line the street. He said that the elevations presented so far did not show convincingly that the proposed dorms would sufficiently echo the architectural elements common to that era.

Mr. Will replied that the architects had taken the floor plan of the previously built Village Dorms and added texture and details from older homes. He said that the dorms were on a residential scale, would be sided with white pine and stained with historical colors and had been given historical elements such as porches, friezes, and small roofs over the windows. Five to six inch wide cornerboards had recently been added to the design. He said that in these respects, Bard had been quite conservative. At the same time, he said, the fin-shaped window elements and the dowels under the eaves were meant to give a unique look to the buildings, not to copy the past.

Jennifer Fier said that she was disappointed by the choice of "slider" windows rather than double hung windows for the bathrooms. She also felt that the pitch of the roof was too gentle. She asked about the porch roofs. Mr. Will said that the porches would have metal roofs while the main roof would be recycled rubber that looked like tile but would wear much better.

Sam Phelan asked if wider trim could be added to the windows and traditional corbels substituted for the angled dowels under the eaves. Mr. Will said that the window fins were not designed to accommodate a wider trim and that the dowels were an integral part of the façade. He believed that, as currently designed and with no modifications, the buildings would be assets to the streetscape.

The Board generally agreed to proceed with the SEQR process. Christine Kane reviewed part 1 of the EAF and, with input from the Board, completed parts 2 and 3. The Board agreed that construction of the proposed buildings would take place at a sufficient distance from any endangered plant species or sites of archaeological significance. Paul Telesca made a motion to adopt a negative SEQR declaration for the project. Jennifer Fier seconded the motion, and all members present voted in favor.

Christine Kane then closed the public hearing.

Acknowledging the completion deadlines for the project, Mr. Jurkowsky asked if final review and approval of the architectural details and the landscaping plan could be conditions for final approval. He said that when considering the landscaping for a previous project, the Board had retained the right to visit the site and modify or request additional plantings after the initial installation had been completed.

The Board generally agreed that it could approve the footprint of the buildings and the two-story structures and require Board approval of the decorative elements and landscaping plan at a later time. John Hardeman said that these proposed buildings were closer to the idea of what was appropriate to that neighborhood than Bard has submitted in the past. Mr. Jurkowsky asked what specific elements the Board would like to negotiate. The Board generally agreed that the windows, window trim and dowels under the eaves should be discussed further. Sam Phelan said that he would like to see wider porches on the buildings. Mr. Will said that a porch was considered part of the footprint and was not negotiable. Sam Phelan said he believed that a porch should be considered one of the decorative elements. The Board's consensus was that the porches would be considered decorative elements and that they were not included in the Board's approval of the building footprints.

The Board generally agreed that Bard must address any remaining concerns raised by the Town Engineer.

Sam Phelan made a motion to adopt a resolution granting conditional Site Plan Approval to the project. Jennifer Fier seconded the motion, and all members present voted in favor. A copy of that resolution is attached to, and made part of, these minutes.

REGULAR SESSION (OLD BUSINESS)

David Podolsky/ Susanne Osgood – 267 Hapeman Hill Rd. – Lot Line Alteration

Donald Pulver and Susanne Osgood appeared before the Board in support of an application for Lot Line Alteration to authorize conveyance of approximately 1.0 acre from the approximately 22.0-acre Lands of David Podolsky to the adjoining 1.14-acre substandard-sized Lands of Susanne Osgood in the RD3 District.

The Board had been advised by GreenPlan that it could in fact approve this application even though the action would not bring the substandard-sized Osgood lot into compliance with 3 acre zoning.

Jennifer Fier said that she had visited the site and that the land to be conveyed was difficult to see from the road, dropped off sharply, and would not affect the Podolsky property. Mr. Pulver said that the land was covered by scrub vegetation.

The Board determined the project to be an Unlisted Action under SEQR. Jennifer Fier made a motion to establish the Board as Lead Agency. Paul Telesca seconded the motion, and all members present voted in favor.

The Board referred the project to the Agricultural Advisory Committee for review and set a public hearing date for July 25, 2005.

TGS Associates/ Hardscrabble Commons – NYS Rte 9 and Metzger Rd. – Subdivision Plat

Todd Baright came before the Board with an application for Subdivision Plat Approval (Sketch Plan) for the creation of a 6.283-acre lot and a 6.876-acre lot from the 13.159-acre Hardscrabble Plaza site in the B1 District.

Mr. Baright said that the proposed lot line followed the proposed boundary of the Phase 1 development. He said that the proposed Lot 1 was large enough to meet the bulk regulations.

The Board determined the project to be an Unlisted Action under SEQR. John Hardeman made a motion to establish the Board as Lead Agency. Sam Phelan seconded the motion, and all members present voted in favor.

The Board referred the application to the Agricultural Advisory Committee and set a public hearing date for July 25, 2005.

Red Hook Terminal South/ Bottini – 7269 South Broadway – Site Plan

John Metzger, P.E. of M. A. Day Engineering and Brian Bottini were present for continued discussion of an application for Site Plan Approval to authorize modifications to an existing building and to an existing site to accommodate retail use on a 0.46-acre site in the B1 District.

Mr. Metzger said that there would be two signs, one by the street and one on the exterior front wall of the building. Both would conform to the sign specifications found in the Zoning regulations. Neither would be illuminated. Mr. Metzger added that the photometrics for the outside lighting had been reconfigured so that all the light would stay within the parcel.

Mr. Metzger said that the parking spaces had been moved to the rear of the property, as the Board had requested. The rear parking lot would be covered with gravel while the driveway would be blacktopped. He said that if the parking lot was found to encroach on the septic field, the applicant would install tri-gallies or infiltrators under the parking area.

The Board noted that the applicant had revised the landscaping plan to include more street tolerant trees along the NYS Route 9. Christine Kane suggested that the applicant to look into more appropriate plantings at the front entrance to the building.

The Board noted that while the building setbacks did not comply with Zoning regulations, the building existed at that site for many years and the proposed modifications would not increase the non-compliance.

The Board scheduled a public hearing for July 25, 2005.

ADJOURNMENT

Advised by Chair Christine Kane that there was no further business to come before the Board, Jennifer Fier made a motion to adjourn. Sam Phelan seconded the motion, and all members present were in favor. The meeting was adjourned at 10:25 p.m.

Respectfully submitted

Paula Schoonmaker
Assistant Clerk to the Planning Board

Attachments:

Resolution granting Conditional Final Subdivision Plat Approval to the Jacqueline Holsapple Lot Line Alteration
Resolution granting Conditional Final Subdivision Plat Approval to Robert & Linda Krausz
Resolution granting Conditional Site Plan Approval to the Bard Village Dormitory Expansion
Negative SEQR Declaration for the Bard Village Dormitory Expansion

**Town of Red Hook Planning Board
Resolution Granting Conditional Final Approval in the Matter of the Jacqueline
Holsapple/ Glen Coon Lot Line Alteration at 23 Metzger Road in the B1 District**

July 11, 2005

Motion made by Sam Phelan
Seconded by Jennifer Fier

The Town of Red Hook Planning Board hereby acts as follows on the June 10, 2005, Application by Jacqueline Holsapple for Subdivision Plat Approval (Request for Lot Line Change) involving an intended transfer of a 0.097-acre portion of a .800-acre parcel with frontage at 23 Metzger Road, in the B1 District (TMP 15-6272-00-325327) to and for merger with the adjacent 'Land of Coon' lying to the west, all as depicted on a Survey Map entitled 'Lands of Coon & Holsapple' prepared by James A. Bartles, L.S. for Morris Associates, and dated February 3, 2005:

1. Determines in consideration of the Short EAF, and and the 'criteria for determining significance' set forth at Title 6 Part 617.7.c NYCRR that the Proposed Action, an 'Unlisted Action' under SEQRA will not cause any potential significant adverse effects on the environment and, thus, issues a Negative Declaration deeming an environmental impact statement to not be required.
2. Recognizes the area variance granted by the Zoning Board of Appeals on May 11, 2005 regarding the reduction, by this action, of the applicant's non-conforming lot of 0.800 acres to a more non-conforming lot of 0.702 acres.
3. Approves the Application for Minor Subdivision / Lot Line Alteration' and authorizes the Chair to stamp and sign the Subdivision Plat upon the Applicant's satisfaction of each of the below conditions and/or requirements within the next one hundred eighty (180) calendar days:
 - a. Stamping of the Subdivision Plat as a 'non-jurisdictional subdivision' or 'for filing purposes only' by the Dutchess County Health Department.
 - b. Submission of Subdivision Plat drawings for stamping and signing in the number and form specified under the Town's Land Subdivision Regulations, including all required stamps and signatures.
 - c. Payment of any outstanding fees or reimbursable costs due the Town of Red Hook.
 - d. Submission of an acceptable draft of a consolidation deed intended for recording in the Dutchess County Clerk's Office immediately upon filing of the Subdivision Plat whereby the subdivided 0.097-acre portion of 'Land of Holsapple' would be merged with the adjacent 'Land of Coon' to obviate what otherwise would be the creation of a non-complying parcel through this act of subdivision plat approval.

In taking this action the Planning Board has determined there to be no new residential building lots or dwelling unit sites created and, thus, deems not applicable to this Application requirement for set-aside of recreation or other open space land or the alternate payment of a cash-in-lieu-of-land recreation fee.

Roll Call Vote:

Member Jennifer Fier	yes
Member John Hardeman	yes
Member Charles Laing	absent
Member Sam Phelan	yes
Member Paul Telesca	absent
Member David Wright	absent
Chair Christine Kane	yes

Resolution declared: **APPROVED**

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

_____ Paula Schoonmaker, Assistant Clerk to the Board	_____ Date
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**Town of Red Hook Planning Board
Resolution Granting Conditional Final Plat Approval in the matter of the
Application by Robert and Linda Krausz for Subdivision Plat Approval for a Minor
2-Lot Residential Subdivision on Budds Corners Road in the RD3 District**

July 11, 2005

Motion by Member Jennifer Fier

Second by Member John Hardeman

The Town of Red Hook Planning Board hereby acts as follows on the October 23, 2004 Application by Robert and Linda Krausz for Subdivision Plat Approval to authorize a Minor Subdivision creating one new 3-acre lot and 5.096-acre remaining lands lot from an 8.096-acre parcel at 604 Budds Corners Road in the RD3 District, all as depicted on a survey map entitled "Subdivision Map prepared for Degli-Angeli of Lands of Robert & Linda Krausz, Situate in the Town of Red Hook," prepared by Marie Welch, L.S., and dated October 22, 2004, revised to May 20, 2005.

1. Determines upon examination of EAF Part 1 and completion of EAF Part 2 and in consideration of the 'criteria for determining significance' set forth at Title 6 Part 617.7.c NYCRR that the Proposed Action, an 'Unlisted Action' under SEQRA, will cause no potential significant adverse effects on the environment and, thus, issues a Negative Declaration deeming an environmental impact statement to not be required.
2. Grants Conditional Plat Approval for the 'Robert & Linda Krausz Minor 2-Lot Subdivision/ Budds Corners Road' and authorizes the Chairman to stamp and sign the Subdivision Plat upon the Applicant's satisfaction of each of the below conditions within the next one hundred eighty (180) calendar days:
 - Stamping of the Subdivision Plat as a 'non-jurisdictional subdivision', or 'for filing purposes only', by the Dutchess County Health Department.
 - Securing of an individual permit from the Dutchess County Health Department for on-site water supply and sanitary sewage disposal for the 3.00-acre lot.
 - Depiction, on the final plat, of the well on the adjoining Land of Ling Kwan.
 - Submission of two (2) linked plats, one depicting only Lot 1 and the certified wetlands thereon, and the other depicting both Lot 1 and Lot 2, showing no certified wetlands and with a notation on the plat advising that no certified wetlands are shown.

- Payment of a one-lot cash-in-lieu-of-land recreation fee of nine hundred dollars (\$900) to the Town of Red Hook for deposit in the Town's Recreation Trust Fund in consideration of the Planning Board's determination that it would not be appropriate to require the set-aside of recreation or other open space land within the Subdivision due to its location and limited scale.
- Securing of written approval for a proposed driveway access location by the County Highway Superintendent.
- Submission of the Subdivision Plat in the number and form specified under the Town's Land Subdivision Regulations.
- Payment of any outstanding fees or reimbursable amounts due the Town of Red Hook.

Roll Call Vote:

Member Jennifer Fier	yes
Member John Hardeman	yes
Member Charles Laing	absent
Member Sam Phelan	yes
Member Paul Telesca	absent
Member David Wright	absent
Chair Christine Kane	yes

Resolution declared: **APPROVED**

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

_____ Paula Schoonmaker, Assistant Clerk to the Board	_____ Date
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**Town of Red Hook Planning Board
Resolution Granting Conditional Site Plan Approval in the matter of the
Bard College Village Dormitory Expansion on Annandale Road and Cruger
Island Road within the Bard College Campus**

July 11, 2005

Motion made by Sam Phelan

Seconded by Jennifer Fier

The Town of Red Hook Planning Board hereby acts as follows on the April 22, 2005, Application by Bard College for Site Plan Approval to authorize Phase 1 (two [2] buildings) of a planned four (4) dormitory expansion of the Village Dormitories, each approximately 4,600 sq.ft. and containing 20 beds, with related site improvements including lighting, walkways and utility connections, all as depicted on a 6-sheet set of 'Bard College Village Dormitory Expansion – Phase III' Site Plan drawings (drawing 1, revised to June 13, 2005 / Existing Conditions; drawing 2, revised to July 1, 2005 / Site Plan; drawing 3, revised to June 13, 2005 / Grading Plan; drawing 4, revised to June 13, 2005, Utility Plan; drawing 5, revised to July 1, 2005/ Site Details – 1; drawing 6, revised to June 13, 2005/ Site Details – 2;), prepared by Morris Associates and issued on June 3, 2005; and building elevations prepared by Ashokan Architecture, and issued on June 20, 2005; and floor plans prepared by Ashokan Architecture and issued on April 25, 2005 and through related data submitted to the Planning Board:

1. Determines in consideration of the Full EAF Part 1 submitted by the Applicant and dated April 22, 2005, its own completion of EAF Parts 2 and 3, the comments of the Dutchess County Planning Department, a cultural resources 'sign-off' by NYSOPRHP, and the 'criteria for determining significance' set forth at Title 6 Part 617.7.c NYCRR, that the Proposed Action, a Type I Action under SEQRA due to its location within the Hudson River National Historic District, will not cause any potential significant adverse effects on the environment and, thus, deems an environmental impact statement to not be required and directs the issuance of the annexed Negative Declaration in the manner prescribed under SEQR.
2. Determines the intended expansion of the Village Dormitories to have neither major impact on either campus infrastructure nor external impacts on lands adjacent to the Campus or within the community as a whole and, thus, deems the project to be consistent with the Bard College Campus Master Plan.
3. Determines the intended expansion of the Village Dormitories to be consistent with the Town's Local Waterfront Revitalization Plan
4. Grants Site Plan Approval for the site modifications, footprint and two (2)-story structure for the intended two (2) 4,600 s.f. dormitories, as depicted by the referenced drawings and other supporting data, and authorizes the

Chair to stamp and sign the Site Plan upon the Applicant's satisfaction of each of the below conditions within the next six (6) calendar months:

- a. Modification of the Site Plan and supporting data as may be necessary to address to his satisfaction any outstanding technical comments set forth by the Town Engineer in his review letter of July 11, 2005.
- b. Submission of evidence of compliance with relevant SPDES General Permit for Stormwater Discharge.
- c. Submission of evidence of conceptual approval by Dutchess County Department of Public Works for maintenance and emergency vehicle access road.
- d. Submission of revised and updated landscaping plan for review and approval by the Planning Board. The Planning Board retains the right to conduct a site visit and to modify the landscaping after installation.
- e. Submission of complete elevations, including samples, colors, materials, and architectural details, for review and approval by the Planning Board.
- f. Submission of Site Plan drawings in the number and form specified within the Town's Zoning Law.
- g. Payment of any outstanding fees or reimbursable costs due the Town of Red Hook.

Roll Call Vote:

Member Jennifer Fier	yes
Member John Hardeman	yes
Member Charles Laing	absent
Member Sam Phelan	yes
Member Paul Telesca	yes
Member David Wright	absent
Chair Christine Kane	yes

Resolution declared: **APPROVED**

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

Paula Schoonmaker, Assistant Clerk to the Board Date