Town of Red Hook Planning Board

Approved Meeting Minutes / Monday, April 4, 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, Brian Kelly, and Arthur Salman. Also present were Planning Board Clerks Kathleen Flood and Jordan Rosario, and Town Engineer Brandee Nelson.

Lew Rose moved to approve the meeting minutes of March 21, 2022. Kristina Dousharm seconded, and all members were in favor.

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

PUBLIC HEARINGS

Coon TND Cottage – 7306 South Broadway – Site Plan

Public Hearing on application to construct a cottage on a .68-acre parcel in the Traditional Neighborhood District Commercial Center Zoning District.

Mr. Phelan read the Public Hearing Announcement that was published in the Poughkeepsie Journal. Mr. Rose made a motion to open the Public Hearing, Ms. Dousharm seconded and the motion passed unanimously. Applicant Glen Coon gave an overview of the project. Mr. Phelan reviewed and explained the Site Plan for the public. The applicants confirmed they are on village water and their own septic system. Exterior lighting was discussed.

John Fragala, owner of 7307 South Broadway, asked where the driveway comes out onto. The applicants confirmed the driveway comes out onto Metzger Rd. Mr. Fragala had no concerns with this. Karen Smythe asked if the water line is coming from the main house, as shown on the Site Plan. The applicants said they are doing a new water service line, so no it will not be coming from the main house. Mr. Phelan told the applicants to update their Site Plan to show exactly where the water line is coming from. There were no other questions from the public or the Planning Board.

Brandee Nelson reviewed her comments on the proposed lighting fixtures. The sconces were found to be compliant, however the proposed floodlights are not compliant with Town code. Ms. Nelson encouraged the Board to condition the project's approval on a different style of light which meets Town requirements; the light must be a full cut-off fixture.

Ms. Smythe made a motion to close the Public Hearing, Ms. Dousharm seconded and the motion passed unanimously. Mr. Phelan read a draft resolution. A few revisions regarding approval on condition of the lighting, as well as a condition to update the Site Plan with an accurate water line were made. Brian Kelly made a motion to approve the resolution, Mr. Rose seconded and all members voted in favor.

OLD BUSINESS

There was no old business on the agenda.

NEW BUSINESS

There was no new business on the agenda.

OTHER BUSINESS

Extension Request – Sabroso Mexican Restaurant

The applicants were not present. Mr. Phelan read an email sent by Elida of Sabroso Mexican Restaurant requesting a 90-day extension to fulfill the conditions of their Site Plan approval. Ms. Nelson discussed her comments on the lighting and parking on the Site Plan. Mr. Rose commented on a lack of exterior lighting. Ms. Smythe made a motion to grant the extension, Ms. Dousharm seconded and all members voted in favor.

Reclaimed Motel – 7958 Albany Post Rd – Sketch Plan Review

Pre-application discussion of sketch plan for construction of an exterior wooden platform under an existing roofline of an existing motel on a 1.62-acre lot in the RD3 Zoning District.

Ms. Dousharm recused herself from the discussion. Applicant Jared Vengrin gave an overview of the project. Arthur Salman asked if the shrubs around the building would be removed, Mr. Vengrin said the shrubs had already been removed. Mr. Phelan asked if the project would include adding exterior lights and the applicant confirmed no exterior lights would be added. The Planning Board will ask the Zoning Enforcement Officer for a determination on whether or not the project will require a Site Plan approval.

Discussion on Lighting Guidance for Applicants

Discussion of suggestion presented at previous meeting to provide information packet to applicants regarding requirements on lighting when a new project is started.

Ms. Nelson reviewed and explained a lighting guidance document she had gotten from the International Dark-Sky Association. The Planning Board discussed making a few revisions to the document so it is relevant to Town code and including it in the application packet for new projects. Ms. Dousharm and Mr. Phelan agreed to work on the document for review at the next meeting.

ADJOURNMENT

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

Respectfully submitted

Jordan Rosario
Clerk for the Board

Resolution Granting Site Plan Approval for Coon TND Cottage

Name of Project: Coon TND Cottage

Name of Applicant: Glen & Lynda Coon

Whereas, the Town of Red Hook Planning Board has received an application for Site Plan Review and Approval from Glen and Lynda Coon to construct a new TND Cottage consisting of a ± 780 square foot accessory building on a 0.68-acre parcel of land located at 7306 Broadway (Tax Parcel ID No. 6272-00-282336) in the TND CC Zoning District in the Town of Red Hook, Dutchess County, New York; and

Whereas, the Planning Board has reviewed a Site Plan prepared by David Rider, PE, PLLC, and building elevations, floor plans and other Site Plan documents prepared by Robert J. Dupont Architect, LLC showing: a) where the accessory building (TND Cottage) will be located in relation to an existing one-story residence on the property; b) the location of two parking spaces to serve the TND Cottage; c) the location of the septic disposal system and septic system details to serve the TND Cottage; d) proposed water supply details; e) proposed stormwater and erosion controls; and f) related application file materials; and has in addition reviewed a "Map of Survey Prepared for Glen & Lynda Coon" dated 02/02/20 prepared by Chazen Engineering, Land Surveying, Landscape Architecture & Geology Co., D.P.P.; 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 Site Plan Review and Approval against the Site Plan Design Criteria found in § 143-116 of the Zoning Law and has found that the proposal complies with the Design Criteria, including: the relationship of the proposed development to the Town Comprehensive Plan; the relationship of the proposed building to the site; the relationship of the proposed building and site changes to adjoining areas; the proposed landscaping areas, buffering and site treatment; lighting; building design; signage; ecological considerations; solid waste; traffic; and pedestrian and bicyclist circulation; and

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

Whereas, the parcel is not located within 500 feet of a NYS certified agricultural district (Agricultural District 20) and the applicant submitted an Agricultural Data Statement dated March 8, 2022.

Whereas, on April 4, 2022, the Planning Board opened a duly noticed public hearing on the Site Plan application, at which time all interested persons were given the opportunity to speak, and the Planning Board closed the Public Hearing on April 4, 2022; and

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

Now Therefore Be It Resolved that the Planning Board hereby grants Site Plan approval to Glen and Lynda Coon for a TND Cottage 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.

   (3) All non-porch exterior lighting fixtures shall be motion sensor controlled and shall remain consistent with Section 143-27.1 of the Zoning Law. The applicant shall submit cut sheets for exterior floodlight to the Planning Board Consultant for their review and approval.

   (4) The applicant shall submit a revised Site Plan showing the correct location of the water line.

B. The following conditions shall be fulfilled prior to the issuance of a Certificate of Occupancy (CO) for the accessory building:

   (1) All proposed improvements shall have been completed in accordance with the approved Site Plan.

   (2) The engineer's seal shall be added to the "Site Plan For Lands of Glen & Lynda Coon: Site Plan and Details for OWTS" dated as revised on January 2, 2022 and prepared by David Rider, P.E., PLLC certifying the proposed water supply, sewage disposal, and stormwater and erosion controls shown thereon.

C. The following are general conditions which shall be fulfilled throughout the operation of the project:

   (1) This Site Plan approval authorizes one (1) TND Cottage dwelling with a maximum of ± 780 square feet of gross floor area.

   (2) Two off-street parking spaces for the TND Cottage shall be provided at all times.

   (3) The owner of record shall continue to comply with all requirements of the Zoning Law and with all conditions imposed.

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 Brian Kelly, seconded by Lewis Rose, and a roll call vote, which resulted as follows:

Chairman Sam Phelan	Voting Yes
Deputy Chairman Brian Kelly	Voting Yes
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 April 4th, 2022.

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

Jordan Rosario, Clerk to the Planning Board

April 28, 2022
Date