

**VILLAGE OF RED HOOK
WORKSHOP MEETING 1
NOVEMBER 21, 2013
6:00 PM**

PRESENT: Mayor Blundell, Deputy Mayor Kovalchik, Trustee Norris, Trustee Trapp, Trustee Zacharzuk, Clerk Cole and Village Attorney Victoria Polidoro

Mayor Blundell opened the meeting with some sample zoning revisions for new drive-through facility and car charging stations, (stations would require a swipe card for purchase of a charge) plus bike rack capacity. Trustee Zacharzuk states the EV charging is a new concept. Deputy Mayor Kovalchik states it should be defined in generic form. Attorney Polidoro states she has wording for the definition of station and the board can define how to encourage or require these items; suggestion is that text could allow a 10% reduction in parking volume requirement.

Mayor Blundell submitted from California (Chico) a definition: Drive-in and drive-through facilities.

Any retail, trade or service use providing drive-in or drive-through facilities shall be designed and operated to effectively mitigate problems of air pollution, congestion, excessive pavement, litter, lighting, noise, and appearance in the following manner:

- Pedestrian walkways should not intersect the drive-through drive aisles, but where they do, they shall have clear visibility, and be emphasized by enhanced paving or markings.
- Drive-through aisles shall have a minimum 15-foot interior radius at curves and a minimum 12-foot width. Each drive-through entrance and exit shall be at least 100 feet from an intersection of public rights-of-way, measured at the closest intersecting curbs, and at least 25 feet from the curb cut on the adjacent property. Also, each entrance to an aisle and the direction of flow shall be clearly designated by signs and/or pavement markings or raised curbs outside of the public right-of-way.
- Each drive-through aisle shall provide sufficient stacking area at the minimum of 20 feet per vehicle in advance of the service window or automated teller machine (ATM), to accommodate a minimum of six vehicles. In lieu of this standard, an interior traffic study which models vehicular queuing may be prepared for planning staff review. The stacking area shall not interfere with other on-site circulation and parking facilities.
- The provision of drive-through service facilities shall not justify a reduction in the number of required off-street parking spaces.
- All service areas, trash storage areas, and ground-mounted and roof-mounted mechanical equipment shall be screened from ground-level view from adjacent properties or public rights-of-way.
- Signs – illumination?? – shall not exceed 24 square feet in area, with a maximum height of 6 feet, and shall face away from public rights-of-way. Outdoor speakers shall be located at least 50 feet from any residentially zoned parcel. Noise levels

measured at the property line of a drive-in or drive-through facility shall not increase the existing ambient noise levels in the surrounding area.

- Drive-through shall have an architectural style and project design consistent with the theme established in the building style. The architecture of any drive-through restaurant shall provide compatibility with the Pattern Book and surrounding uses in terms of form, materials, color, landscaping, and scale.
- Each drive-through aisle shall be appropriately screened with a combination of landscaping, low walls, and/or berms to prevent headlight glare and direct visibility of vehicles from impacting adjacent streets and parking lots.
- An 8-foot-high solid decorative wall shall be constructed on each property line that is adjoining a residentially zoned parcel. The design of the wall and the proposed construction materials shall be subject to architectural review. (Ord. 2185).

Also, discussions so far have been on parking and we are now headed to the drive through deliberations. Since Mayor realizes all may not agree, a polling vote should be taken. There is no need for further discussion on drive-thrus if the board is not in favor. A roll call was done as follows: Mayor Blundell votes yes, but with specific controls and conditions and any revision to exist with proper flow. Trustee Zacharzuk votes yes with restrictions to be developed. Trustee Norris votes yes, but with wording to disallow fast-food, franchise exposure. Deputy Mayor Kovalchik votes no, and feels it limits other business and feels it creates a problem with walkability and traffic. Trustee Trapp votes yes with regulations to be deliberated. Mayor Blundell states he respects Deputy Mayor Kovalchik, feels he is a prime player and his input is necessary in the preparation of zoning changes. These changes will be in the General Business and a key limit should work with lot size – not too many lots left – and requiring size as a factor will restrict use. Attorney Polidoro states a minimum lot size component is possible. Trustee Trapp states 1.5 acres would be sufficient. Deputy Mayor Kovalchik states the location of the drive-through is important (where). The definition of an accessory structure (canopy) should be detached (separate), and then it would be considered an accessory structure. Attorney Polidoro states you can define any way you want. Trustee Trapp states one per site, not visible, go with 1.5 acre minimum and number of lanes to 1. The by-pass lane can be played into the site plan. Trustee Zacharzuk states a canopy with pillars will restrict car space. Trustee Trapp states it is better with poles. Deputy Mayor Kovalchik states it may be hard to justify structure. Trustee Zacharzuk states he is in favor of a by-pass lane. Deputy Mayor Kovalchuk states should be 18' with 2 lanes and a minimum or maximum should be defined. Trustee Norris states should be one window. Attorney Polidoro states it should be defined in the revision. Deputy Mayor Kovalchik also states there should be control over external speakers (ordering stations). Attorney Polidoro stated the Board should decide if the location will be in the rear or the side/rear. Deputy Mayor Kovalchik states he would prefer in the rear where not visible. Counsel is to take base text and edits from meeting and meet to set firmer wording. Mayor reminded Board that we need to press forward and get this done in time frame we set for ourselves.

Mayor Blundell made a motion to adjourn the workshop at 7:00 PM. Trustee Norris seconded. All were in favor.

Submitted by,

Cynthia Cole
Clerk/Treasurer

**VILLAGE OF RED HOOK
PUBLIC HEARING
NOVEMBER 21, 2013
7:00 PM**

Present: Mayor Blundell, Deputy Mayor Kovalchik, Trustee Trapp, Trustee Norris, Trustee Zacharzuk.

Mayor Blundell made a motion to open the public hearing at 7:00 PM. Trustee Trapp seconded. All were in favor.

Mayor Blundell stated the public hearing is for the Comprehensive Plan and insertion of the new Pattern Book. The Comprehensive Plan has not been updated since 1966.

Mayor Blundell opened the meeting to guests in the audience to speak one at a time:

1. Barbara Shoemaker – is concerned with landscaping be addressed in new site plans. She is a mom of a new driver and at many intersections vegetation makes visibility difficult to see. Deputy Mayor Kovalchik states that at intersections lines of site setbacks are in plans.
2. Jane Diamond – questioned additions and roof tops recommendations – will they become regulations. Deputy Mayor Kovalchik stated these are just guidelines and nowhere will you see the word shall in the Pattern Book. There is a section in our current zoning law that has design standards which are incorporated as law. The Greenway Compact is also just guides (just recommendations that should be considered). No taxpayers' money was used in the Comprehensive Plan Pattern Book phase.

Mayor Blundell asked how the Pattern Book will be firmly identified as the changed documents so the formal amendment is clearly defined. Attorney Polidoro states that you can have on the cover "amended and adopted as part of the Comprehensive Plan". A sticker can be put on the cover also just as long as there is a way to track that will identify it as the real one. Original must also be signed. Mayor Blundell asked Attorney Polidoro to make it official and incorporate into a local law. Trustee Zacharzuk is not in favor of a sticker on the cover. Attorney Polidoro states that a new cover sheet can be printed up with new dates. Deputy Mayor Kovalchik suggested a supplemental page with an insert.

Trustee Trapp made a motion to close the public hearing at 7:25 PM. Trustee Norris seconded. All were in favor.

Submitted by,
Cynthia Cole
Clerk/Treasurer

**VILLAGE OF RED HOOK
WORKSHOP MEETING 2
NOVEMBER 21, 2013
7:25 PM**

Present: Mayor Blundell, Deputy Mayor Kovalchik, Trustee Norris, Trustee Trapp, Trustee Zacharzuk, Clerk Cole, Village Zoning Attorney Victoria Polidoro.

Mayor Blundell opened the meeting with discussion on the public hearing on Comprehensive Plan – the Local Law will be drawn up by Village Attorney Victoria Polidoro after our input. Attorney Polidoro states must have Environmental Review – she is recommending they be done as a combined application (long form). The changing of the Comprehensive Plan and the adoption of the zoning revisions must be made by two separate motions. After the public hearings are closed they can be adopted separately. All are in agreement.

Mayor Blundell feels we need an additional meeting to discuss zoning regulations. Attorney Polidoro states you cannot have a zoning law public hearing until all the zoning changes are agreed by board and in place for public comment.

Attorney Polidoro and board set the following meeting schedule: December 9th – discussion on zoning changes – local law will be given to the Board before December 19th workshop and discussion on local law. January 13th will be set the public hearing. The notice for the public hearing on January 13th cannot be published until after the Board sets the public hearing on the 19th. Mayor Blundell is in favor of having public hearings when the Panda cameras are rolling. Mayor Blundell will meet tomorrow with the new Observer reporter to bring him up to speed on the drafty version of zoning revisions.

Trustee Trapp made a motion to enter into Executive Session to discuss real estate. Trustee Norris seconded the motion. All were in favor.

Mayor Blundell made a motion to reconvene into Executive Session. No decisions were made. Trustee Trapp seconded. All were in favor.

Deputy Mayor Kovalchik made a motion to adjourn the meeting at 8:10 PM. Trustee Zacharzuk seconded. All were in favor.

Submitted by,

Cynthia Cole
Clerk/Treasurer