

**VILLAGE OF RED HOOK  
PLANNING BOARD MEETING  
June 13, 2024**

Present: Chair Beth Pagano; Member David Pearson; Member Steve Zacharzuk & Member David Markusen-Weiss

Absent: Co-Chair Jim Rogers

---

Chair Pagano called to order the June 13, 2024 Planning Board Meeting at 6:30pm with the Pledge of Allegiance.

Chair Pagano announced members present and that we had a quorum for this evening's meeting.

***Chair Pagano made a motion to approve the minutes of the May 16, 2024 Planning Board meeting. Motion seconded by Member Zacharzuk. All in favor. Motion approved.***

***Chair Pagano made a motion to approve the minutes of the June 4, 2024 Planning Board Special meeting. Motion seconded by Member Zacharzuk. All in favor. Motion approved.***

**Agenda Item #1**

Michael Leuck  
25 East Market Street - Signage  
Tax Parcel ID: 6272-06-389759

Present: Michael Lueck – property owner

Chair Pagano advised that applicant is present for a proposed hanging sign at 25 East Market Street and that the new business tenant, Cocoon Theater, did not know that they needed site plan approval and that the sign is already hung.

Chair Pagano asked Mr. Lueck if he had any comments. No comments.

Chair Pagano advised that proposed signage was produced by Dutchess Signs and is a total of 8 square feet and made of PVC board. Chair Pagano asked if it was hung by existing bracket. Mr. Lueck said yes. Chair Pagano asked if there was 8 feet clearance from the ground up. Mr. Lueck advised a little shy but asked if you could have it above a door and felt the 8 feet was for a sidewalk and that this sign was over a door entry and not a sidewalk.

Mr. Lueck said every sign is above a door and every door is 78 1/2 inches and said he understands if over a sidewalk.

Chair Pagano said that would be for Code Enforcement Officer to address.

Member Pearson asked so it is not parallel to the road. Mr. Lueck said correct.

Secretary Hart read from 200-38-B-(2) where it states..... "All hanging signs must have a minimum of eight feet of clearance between the bottom surface of the sign and the grade directly beneath the sign.."

Mr. Lueck said he feels there are a lot of businesses that would need to raise their signs.

Chair Pagano asked about making it a condition. Mr. Lueck said he will push it up a little bit.

Mr. Lueck asked if you tell people it has to be 8 feet he will push it to 8 feet. Chair Pagano advised that is what this Board tells all applicants.

**Chair Pagano made a motion to approve the proposed hanging sign for property located at 25 East Market Street, for Cocoon Theater, listed under Tax Grid #6272-10-470720, as depicted in their submitted proposal. The signage shall not exceed the square footage as provided by the Code of the Village of Red Hook, and that the sign is within the limits allowed and conforms to all provisions of Section 200-38 of the Code of the Village of Red Hook, with the following condition:**

**Signage shall be raised to have a minimum of an 8 feet clearance from the ground.**

**Motion seconded by Member Markusen-Weiss. All in favor. Motion approved.**

## **Agenda Item #2**

Upstate Pines

Owner: Todd Abrahams – consent on file

South Broadway – Site Plan

Tax Parcel ID: 6272-14-271441

Chair Pagano advised this is a continuation of a site plan for Upstate Pines.

Chair Pagano advised that at the May 16<sup>th</sup> meeting the Board motioned to waive their right to review of lighting, parking and landscaping, as these items were all addressed with the site plan approval granted by the Town of Red Hook on April 2, 2024.

Chair Pagano advised that a response has been received from the Dutchess County Department of Planning and Development that this is a matter of local concern with no comments.

Chair Pagano asked applicant to come forward if they have any comments/discussion.  
Applicant advised they have no comment.

**Chair Pagano made a motion to open the public hearing for the site plan application for Upstate Pines with property located at South Broadway at 6:39pm. Motion seconded by Member Markusen-Weiss. All in favor. Motion approved.**

Chair Pagano advised that no persons were present this evening to speak at the public hearing and that Secretary Hart advised that no letters or emails were received.

Public Hearing remained open for 3 minutes.

Applicants did not want to discuss the project being that the Daily Catch was present.

Mr. LeGrand spoke on the landscaping, blacktopping, striping, grass and street trees and that it is giving it a nice look; and that the building has been upgraded and is a nice looking location now with nice fencing.

**Chair Pagano made a motion to close the public hearing for the site plan application for Upstate Pines with property located at South Broadway at 6:43pm. Motion seconded by Member Zacharzuk. All in favor. Motion approved.**

Chair Pagano asked the Board if they agree that there is no environmental impact. Board agreed.

**Chair Pagano made a motion to classify the site plan application for Upstate Pines with property located on South Broadway as a Type II Action with no further environmental review. Motion seconded by Member Markusen-Weiss. All in favor. Motion approved.**

**Chair Pagano made a motion to approve the site plan application as submitted for Upstate Pines with property located at South Broadway listed under Tax Parcel ID 6272-14-271441. Motion seconded by Member Markusen-Weiss. All in favor. Motion approved.**

### **Agenda Item #3**

Marie Welch, L.S. for Thomas LeGrand  
St. John Street – Site Plan  
Tax Parcel ID: 6272-06-389759

Present: Marie Welch, L.S.  
Thomas LeGrand, Owner

Chair Pagano advised this was a continuation of site plan and public hearing from May 16, 2024.

Chair Pagano advised that at the May 16<sup>th</sup> meeting Marie Welch submitted amended plans and the board requested more time to review.

**Chair Pagano made a motion to open the public hearing for the site plan application for St John Street at 6:46pm. Motion seconded by Member Zacharzuk. All in favor. Motion approved.**

Marie Welch presented and advised that the revised plan eliminated some of the parking that was back-to-back with the parking for the building on West Market Street, so you have 1-8 spaces with a shrub buffer and the reason for the shrub was because that is where the septic is going. The plan is to put in infiltrators that will be underneath the parking area and do not want to plant trees due to digging. Member Pearson asked if it was just under the parking. Marie said it has not been designed yet and Tim Ross will be doing that septic design.

Chair Pagano said you have to show the septic on the plans. Marie said she cannot do that until the designer designs it and it can be made a condition. Mr. LeGrand said he is working on it. Chair Pagano said she cannot sign a map before the septic is located. Marie said you don't have to sign the map yet and asked if they were looking for proposed septic and when she receives from Tim Ross – she will put on the map. Marie said you don't sign until all conditions are met anyway.

Chair Pagano said water is not on the plans wither. Marie said it is Village water and the engineer will get together with the water department.

Chair Pagano said with all due respect it is on every site plan that she signs and a part of every discussion with this Board. Marie said they will add it once it is designed and typically when she does subdivision Board of Health is made a condition of approval. Chair Pagano said that is Board of Health approval not location of septic and water. Marie said the septic and the water line has to be approved by the Dutchess County Board of Health but has to be done by an engineer; has to be approved by the Dutchess County Dept. of health before they can get a building permit and she cannot put on the plan until designed. Chair Pagano said but you are asking this Board to approve the site plan when we don't know where the septic will be. Marie asked if it can just be a condition?. Chair Pagano said no just board of health approval. Marie said that is where the septic and water line come in to play with BOH approval. Chair Pagano said she cannot think of a plan that this Board has looked at where the septic and water lines were not on the plans. Marie asked existing or proposed. Chair Pagano said proposed. Marie said isn't that required by Department of Health and this Board looks at their letter. Chair Pagano said this Board cannot approve without being on the plans. Marie said why not with a condition. Chair Pagano said because it might change the location of parking, might change the where the building is being sited. Maire said if those things changed they would need a new/amended site plan.

Chair Pagano asked to move on from this.

Chair Pagano acknowledged that the plans have been amended to include 2400 square feet.

Chair Pagano said you don't have the size of the handicap spot. Marie said the dimensions – and they can add that.

Chair Pagano said she thinks there are still too many parking spaces and that you still only need 8 spaces between the 2 uses and you have 13. Marie said ok and thought she went by the Village requirements. Marie said 3 apartments and 1 for every 200 square feet of office space. Marie said if you want to take away parking spaces they have no problem. Mr. LeGrand said it will be one 2 bedroom apartment – which required one parking space. Chair Pagano asked about notation for office space needing 5. Marie said that is 1 for every 200 square feet and at 1,000 square feet that is 5 parking spaces. Marie said there is an office out on West Market Street that is roughly 1,000 sq. ft. – office building out on St. John Street that is roughly 1,000 sq. ft. (which is 10 spaces) one apartment upstairs over St. John Street and an apartment upstairs over the 2 buildings on West Market Street (which is 3 more spaces – which is 13) with 16 being provided but she can eliminate 3 parking spaces without any difficulty.

Chair Pagano said the last plans showed 17 and your previous chart only indicated 8.

Chair Pagano asked why can't all the spaces for both buildings enter off St. John Street. Marie said there is an existing parking lot there and that they are all coming in off St. John Street.

Chair Pagano said she thinks that with all the drive in spaces being shown where people back out into St. John Street and 5 drive in spaces entering off across the street from Frontier.

Mr. LeGrand said with the existing parking lot everyone backs in.

Attorney Polidoro said she thinks the question is why it can't be improved to accommodate the spaces and not backing out onto St. John.

Mr. LeGrand said everyone backs in. Chair Pagano said there are no signs to say "no forward parking". Mr. LeGrand said he can do that.

Attorney Polidoro asked about the Issue of creating giant curb cuts. Marie advised that the sidewalk is on the other side of the street. Attorney Polidoro said ok.

Chair Pagano asked isn't it more efficient to have everyone drive in from across from Frontier.

Marei said then you would increase the size of the blacktop on 1-8 because you would have to combine it with 9-13 and also have to make more space to back into driveway and now getting back to paving all the land where the buffering is going.

Chair Pagano said by having the entrance where you have it her thought process was if you bring parking spaces so you enter one way and park to the right or to the left then you can get rid of.... Marie said you can't get rid of them and have to put them somewhere else, or you are down to 5 parking spaces.

Chair Pagano asked Mr. LeGrand if there was not enough room.

Mr. LeGrand said he wanted to avoid, and why they eliminated some the parking lot, is when you drive past the back the building on St. John Street there is still a nice grass area going back to the building at 49 West Market and he wanted to keep that. It's a small yard and did not want to make it all blacktop.

Attorney Polidoro asked if there was a septic designed and approved for that spot. Mr. LeGrand said it has been on hold pending feasibility study. Attorney Polidoro said it would be helpful to show where it is. Mr. LeGrand showed Attorney Polidoro on the plans where it will be. Attorney Polidoro said to add to the plans. Marie said cannot add until it is designed. Mr. LeGrand said they can show an approximate. Marie said she has done this many times where it is conditioned on Board of Health approval. Attorney Polidoro said of course it will be conditioned on Board of Health approval but in order to plan the site you need to know the area.

Marie advised parking will be on top of septic. Attorney Polidoro asked if they allowed that. Mr. LeGrand said with H2O infiltrators you can do that. Attorney Polidoro said it will be helpful with discussion if the Board understood what can and cannot be moved around because the septic is the most difficult thing on this site. Marie said except that they are going to be parking on top of it, so it is not as difficult as if it was on a house lot where you can't drive across the septic. Attorney Polidoro said something should be on the plans. Marie said add what to the plans. Attorney Polidoro said the septic location. Member Pearson asked if it could be approximate or designed. Attorney Polidoro said it can be proposed. Mr. LeGrand said to put a box. Marie said ok.

Chair Pagano said if you have the location of the building then you can have the location of the water line. Marie said water line will come into the building. Mr. LeGrand said it comes across the street where Frontier is on. Marie said that is the Engineer's design. Chair Pagano said they usually have that on the plan. Mr. LeGrand and Marie said they will get that from Tim.

Member Pearson asked with the water line will it be a directional line or cutting the road. Mr. LeGrand said cutting the road, but he will fix the road. Attorney Polidoro asked if that location was on the plans. Mr. LeGrand said no but will add.

Attorney Polidoro said what you proposing to the Department of Health should be on the plans.

Chair Pagano asked if there would be any drywells or drainage on the property. Mr. LeGrand said he does not feel that is necessary. Member Pearson said it is pretty flat there.

Chair Pagano asked about the trees and that they are not on the plans. Marie said there is a tree at the NE corner, but if required to be shown they will show them. Member Pearson asked for them to be shown.

Chair Pagano said at the last meeting they advised they are not adding any lighting. Marie said there is a street pole and that there will be a back door light at the apartment but not lighting the parking lot and does not want to impact any neighbors. Chair Pagano said if a light is being put on the building this Board needs that sited.

Attorney Polidoro said a wall pack should be indicated on the site plan and a cut sheet so they can determine that it is shielded.

Chair Pagano spoke on the response from Dutchess County Department of Planning and Development that submission was "incomplete" as it did not have a lighting plan. Marie said Engineer will have to look at that.

Chair Pagano said the landscaping plan was added.

Chair Pagano said this Board needs a bulk coverage table.

Attorney Polidoro advised the plans need a zoning table to indicate the district, the lot size because you can only have 65% lot coverage, and same for the parking and helpful in the chart when you reference residents 1 +2 that you label them on the buildings.

Attorney Polidoro asked about the ADA space and she cannot scale but does not think it is correct and asked to check with Tim because she thinks it needs to be 60 inches which means you will lose a spot. Marie said that is ok.

Mr. LeGrand said the "no front parking" sign will be added. Mr. LeGrand spoke on the tenants and when they come and go and proposed hours of operation.

Chair Pagano asked if they needed a second handicap spot for 49 W. Market St. building. Attorney Polidoro said she thinks they do but can check with the building inspector. Marie said there is a handicap spot for the front building on the street parking where the ramp is. Attorney Polidoro asked if it was designated. Marie said she did not know, but parking on the street. Attorney Polidoro said to check before designing.

Member Zacharzuk said there is no designated handicap spot on the street. Marie said they can lose one in the 8 spaces.

Attorney Polidoro said she had a question, but does not think it is an issue, but you cannot parking within a front lot and this is a corner lot, but the way corner lots are is the one closets to the building, so one portion is St. John and parking is not in a front yard.

Chair Pagano said she believes that the way it is sited is the front looks out on Frontier so that is the front and no parking for the proposed structure in front of the building.

Attorney Polidoro asked if there were building elevations. Mr. LeGrand said no and that he is having a hard time getting - but trying.

Chair Pagano asked if this Board needs an interior layout or just elevations. Attorney Polidoro said elevations, materials & colors.

Marie mentioned at the last meeting Member Rogers asked for a traffic study but does not know what he is looking for and they are adding a building with one office, possibly 1-2 apartments and what is the goal of a traffic study.

Chair Pagano said she was not here. Member Zacharzuk said he remember him asking for it.

Chair Pagano said we are talking about 1 - 2400 sq. ft. building with 1 or 2 offices and one 2-bedroom apartment with no retail space and seeing no additional traffic.

Attorney Polidoro said under SEQR it doesn't meet any threshold or broad SEQR review or traffic study but is there something specific about this site that would require a traffic study.

Chair Pagano said normally a traffic study when talking about an addition of a significant amount of trips over what is there and thinks that given that people avoid the traffic light and the times when she has driven down St. John's Street and she had to use the opposite side of the street because someone was parked on the south side of the street and she had to go to the north bound side to make a right turn.

Attorney Polidoro said the question is if this project is going to significantly change or worsen that situation. Member Pearson said one person had a concern. Marie said she was concerned as a pedestrian because she couldn't access the sidewalk.

After discussion, the Board decided that no traffic study would be required.

Attorney Polidoro suggested with the proposed walk to confirm what material it will be and what the surface of the lot will be.

Marie said it will be gravel because of infiltrators. Mr. LeGrand said he does not want to see all blacktop.

Attorney Polidoro said you will need to extend the walkway and check with Engineer.

Chair Pagano asked why not just put the #space between the handicap spot and the building. Marie said not a problem. Attorney Polidoro said to check with Timn or the building inspector on what the requirements will be and even with a gravel lot you have to have pavement for a safe walkway. Mr. LeGrand said they will do that and wants to keep a nice green area.

Attorney Polidoro asked if a tenant could put a picnic table or something outside. Mr. LeGrand said one already has one outside and was a shed, but still the concrete pad.

Chair Pagano asked the Board for any additional comments.

Member Pearson asked about the parking table if they know how many square feet for each office. Mr. LeGrand said right now it will be 1200 sq ft office but may do two 600 sq. feet offices. Member Pearson said with the 200 sq. ft per parking spaces is 6 spaces vs. 10. Attorney Polidoro said there is a second - listed as office 1 and office 2. Marie said there is an office at 49 W. Market Street. Attorney Polidoro said that is why the buildings should be labeled. Member Pearson said to specify for the other lot.

Attorney Polidoro asked what is 1 + 2. Member Pearson said 1 + therefore 2 and confusing.

Chair Pagano said there are 2 residences in the old lot.

Marie said there were 2 residences but she will check and could be a typo.

Chair Pagano said there is a 2-bedroom apartment in the new building, 1 tenant in the cottage and one tenant in second floor apartment at 49 W. Market. Attorney Polidoro said to label as 1,2,3.

Member Zacharzuk asked during winter and where will all the snow will go. Mr. LeGrand said he will plow to the grass area. Member Zacharzuk asked about the 1-8. Marie said there was enough room because they are far enough in off the road. Member Zacharzuk said what about the shrubs. Marie felt no issue with the shrubs. Mr. LeGrand said they will be small shrubs.

Chair Pagano asked that the parking lot go all the way to 13. Marie said she will fix that.

Attorney Polidoro asked about landscaping in front. Marie said they can add annuals/flowers. Attorney Polidoro said to draw boxes.

Member Pearson asked about walkway and if it will be concrete. Mr. LeGrand said it will be concrete. Chair Pagano said to label that on the plans.

Member Pearson asked if the walkway needed to extend past the parking at the bottom part past #9. Marie said when they get the elevations, they will address that. Member Pearson said he prefers more grass.

No further Board comments.

Chair Pagano advised that no persons were present to speak at the public hearing and Secretary Hart received no letters or emails for the public hearing.

**Chair Pagano made a motion to table/continue the public hearing for the St. John Street site plan to July 11, 2024 at 6:30PM. Motion seconded by Member Zacharzuk. All in favor. Motion approved.**

**Chair Pagano made a motion to table the site plan application for St. John Street to July 11, 2024 at 6:30PM. Motion seconded by Member Markusen-Weiss. All in favor. Motion approved.**

**Chair Pagano made a motion to adjourn the June 13, 2024 Planning Board meeting at 7:32pm. Motion seconded by Member Zacharzuk. All in favor. Motion approved.**

Lara Hart  
Secretary to the Planning Board

---