

**Town of Red Hook Planning Board**  
**Approved Minutes / Monday December 1, 2025**

**6:30 PM CALL TO ORDER / DETERMINATION OF QUORUM/ BUSINESS SESSION** Chairperson Sam Phelan, present via zoom, began the meeting at 6:35pm. The board members present at the Town Hall were Maxine Coleman, Ariadne Montare, Jay Quaintance and Nancy Low-Hogan. Board Members Kristina Dousharm and Arthur Salman were absent. Planning Board Clerk Katie Khakhar was present in person. Planning Board consultants Ted Fink and Brandee Nelson were present via Zoom.

Jay Quaintance made a motion to approve the November 17, 2025, Planning Board meeting minutes, Maxine Coleman seconded the motion, and all members voted in favor.

**PUBLIC HEARINGS**

**Chilton Deck - Certificate of Appropriateness- Owner Bruce Chilton- Applicant Matthew Braydich of Cort Contracting** Public Hearing for an application for a Certificate of Appropriateness to construct a new larger deck in place of existing deck on parcel 524427 located at 1288 Annandale Rd in the Barrytown and Historic Overlay District.

Applicant Matthew Braydich was present in person and gave a brief overview of the project and reviewed the proposed design and materials. The board members discussed the visibility from the road, noting that it would be difficult to see the proposed deck from the road.

Ariadne Montare made a motion to open the Public Hearing. Jay Quaintance seconded the motion, and all members voted in favor. The board members reviewed the comments from the Design Review Committee sent November 12, 2025, recommending approval. There were no public comments.

Nancy Low-Hogan made a motion to close the Public Hearing. Maxine Coleman seconded the motion and all members voted in favor. The board members reviewed the Certificate of Appropriateness. Nancy Low-Hogan made a motion to approve the CoA. Jay Quaintance seconded the motion, and all members voted in favor.

**OLD BUSINESS**

**Spring Lake Road Minor Subdivision- Applicant Mathilde 307 LLC – Applicant Representative Jan Borchert of Crawford & Associates** Continued discussion of an application to subdivide parcel 890737 into two lots approximately 6.66 acres and 56.94 acres. The parcel is located at 307 Spring Lake Road in the RD 3 zoning district.

Applicant representative, Jan Borchert, was present via zoom. Sam Phelan recused himself due to a potential conflict of interest.

The board members discussed Ted Fink's memo and noted that the existing ATV trail planned to be converted into a driveway will need DEC approval and the applicant will need to obtain a wetland permit. Also, as the site contains Blanding turtles, the applicant may need to contact the DEC for further information and to identify potential impacts.

Acting chairperson, Jay Quaintance, directed the clerk to circulate for lead agency. Nancy Low-Hogan made a motion to approve the resolution establishing intent to be lead agency. Ariadne Montare seconded the motion, and all members voted in favor.

A Public Hearing was set for Jan 5, 2026. The Board members requested a site visit.

6:55 pm Sam Phelan rejoined the meeting.

**Old Rhinebeck Aerodrome Master Plan – Special Use Permit- Applicant Rhinebeck Aerodrome Museum- Applicant Representative Kelly Libolt of KARC Planning Consultants** Continued discussion of a Special Use Permit Application for a Master Plan for Rhinebeck Aerodrome Museum on parcel 820860 located at 9 Norton Road in the RD3 District.

Applicant representative, Kelly Libolt, was present via zoom. The board members discussed circulating for Lead Agency and identified the involved or interested agencies which includes the following: Town of Red Hook Zoning Board of Appeals, Town of Red Hook Town Board, Town of Rhinebeck Planning Board, Town of Rhinebeck Zoning Board of Appeals, Dutchess County Department of Behavioral and Community Health, Dutchess County Department of Planning, New York State Department of Environmental Conservation, New York State Office of Parks, Recreation & Historic Preservation, New York State Liquor Authority, the Federal Aviation Administration (FAA) and US Army Corps of Engineers.

Board member Nancy Low-Hogan asked for clarity regarding why the State Liquor Authority was involved. Kelly Libolt explained that occasionally the Aerodrome sells alcoholic beverages for special events and would be applying for a liquor license.

The board reviewed the resolution establishing intent to be lead agency. Ariadne Montare made a motion to approve the resolution. Maxine Coleman seconded the motion, and all members voted in favor.

## **NEW BUSINESS**

**Link Shed- Certificate of Appropriateness – Applicants Edward and Janice Link** Presentation of an application to install item 4 stone and a 12 ft x 24 ft shed on parcel 858533 located at 4925 Route 9G in Tivoli

Applicants Janice and Edward Link were present in person. The board reviewed the process for obtaining a Certificate of Appropriateness. Janice Link reviewed the location of the proposed shed on the north side of the driveway. She added that there was not enough room on the back of the property to install the shed behind the house and it would block their view. She also reviewed the color choice and design of the shed. The proposed shed has a door and two windows that would face away from the road. The side of the shed facing the road is plain. The applicants also added they planned to install new siding on their house.

The board members asked if there were other accessory buildings on the property. Janice Link clarified there was only one shed on the property that is now located near the proposed location of the new shed.

The board members discussed if the placement of the shed would block the viewshed from the road. The applicants added that the proposed location was the most practical location to access the tractor that will be stored there.

The board members asked if there was any proposed landscaping. The applicants explained that they planned on decorating the area with an antique hitch wagon. The board members requested the applicants submit additional photos of the proposed shed from different angles, the Hardie Board siding, and of the hitch wagon before submitting the application to the Design Review Committee for their review.

The board set a public hearing for Jan 5, 2026.

## **OTHER BUSINESS**

### **Discussion regarding Planning Board Legal Council**

Sam Phelan began the discussion by explaining that conflict of interest involving Jennifer Gray of Keane & Beane was due to a decision made by the Town Board. Sam Phelan would like a resolution stating that the Planning Board cannot use the same legal council as the Town Board on shared projects but limits this distinction to projects only. This would allow the Planning Board to maintain Jennifer Gray as their council.

Ariadne Montare agreed with this approach and added that she was comfortable with Jennifer Gray implementing ethical walls.

The board members discussed they preferred to have first access to Jennifer Gray which would require the Town Board to use a different attorney within Keane & Beane.

The board members agreed to draft a retention agreement and to discuss this further at the December 15, 2025, meeting.

**Response to Public Concern Regarding Planning Board Review of Major Barrytown Projects.**

Sam Phelan reviewed a letter submitted by Roxane Fischer on November 13, 2025 which addressed public concerns regarding the Town Board's and the Planning Board's review of recent projects approved in the Hamlet of Barrytown.

The board members discussed their review of the Messena Campus application submitted by Bard College. As the application focused only on improving sidewalks and parking areas around the main building, the Planning Board determined that the proposed "improvements" were minor and constituted routine maintenance. Therefore, no permission was needed to perform the maintenance. The Planning Board encouraged Bard college to amend their Master Plan to include this property.

The board members added that the Messena Campus was always a campus and still operates as a campus. They are still waiting for Bard College to submit an application to amend their Master Plan.

**ADJOURNMENT**

There being no further business before the board, Ariadne Montare made a motion to adjourn the meeting. Nancy Low-Hogan seconded the motion and all members voted in favor.

The next regular meeting of the Town Planning Board will take place on Mon Jan 5, 2026. Only submissions received by noon Dec 29 2025, will be considered at the next meeting.

Respectfully submitted,  
Katie Khakhar  
Clerk for the Board