

**Planning Board Meeting**  
**Minutes**  
**October 17, 2017**

**Call to Order:** Meeting was called to order at 7:32PM by Acting Chairman Still.

**In Attendance:** Acting Chairman Joseph Still, Heather LaVarnway, Charles Frisina, Joseph Forte and Michael Welti (Barton & Loguidice).

Also in attendance: Nan and David Greenwood and Mayor Rodney Brown.

**Pledge of Allegiance:** Led by Mr. Still

**Review of Minutes:** A motion was made by Mr. Still and seconded by Mr. Forte to approve the September 19, 2017 Planning Board meeting minutes as presented. All were in favor.

**Old Business:**

1. **Public Hearing for 32 Church Street – Sally and Stephen Clement – Application for Special Use Permit to add an accessory apartment on the 2<sup>nd</sup> story of their detached garage.**  
**Jimmy Crisp (Crisp Architect) represented the applicant at tonight’s meeting.**  
**Also attending this meeting (as abutters) for the Millbrook Central School District: Superintendent Philip D’Angelo; Brian Fried, Alan Rapplyea, and John Rudy.**

Acting Chairman Still asked for a motion to open the Public Hearing portion of tonight’s meeting. Mr. Frisina moved and Mr. Forte seconded the motion. All were in favor.

Mr. Welti asked about the differing square footage amounts on the Plans. Mr. Crisp said that the larger figure is the correct figure. Mr. Crisp noted that it is well below the (Code) allowable square footage. Mr. Welti also noted that the NYS Dept of Health review has not yet been completed. He also asked Mr. Crisp to re-word the Plan notes to indicate that the new septic system is only for the new apartment and is located more than 100 ft from the well. The house is on the original septic system – which is probably 50 +/- yrs old.

The Board determined that all other conditions for this Special Permit had been satisfactorily completed.

Acting Chairman Still asked for comments. The Millbrook Central School District representatives asked to review the plans. After their review, they were satisfied that no impediments to their property would exist. There were no additional comments.

Acting Chairman Still asked for a motion to close the Public Hearing portion of this meeting. Mr. Frisina moved and Mr. Forte seconded the motion. All were in favor.

Mr. Frisina moved and Mr. Forte seconded a motion noting that this is a Type II action, in accordance with 617.5 (c) and no further SEQR Review is required granting conditional approval for a Special Use Permit and Site Plan approval to add an accessory apartment to the second story of the garage located at 32 Church Street – owned by Mr. and Mrs. Clement. The conditions attached to this approval (noted in the 1<sup>st</sup> paragraph above) are as follows:

- Department of Health approval is still required
- The note on the Plan needs to be revised to make it clear that the new septic system is for the service of the accessory apartment only. A separate, existing septic system, serves the house.

All were in favor.

**2. Maura's Kitchen – 16-18 Alden Place – Maura Letizia/Tom Mackey - Request to extend Special Use Permit to allow food and beverage service on their outside patio. Architect Ed Loedy and Mr. Mackey attended for this project.**

Mr. Welti wanted it noted that the plans submitted for this project do not amend the original Spire Architecture plans. They were created by Ed Loedy Architects. The Board recommended that Mr. Mackey keep the original Spire Architecture plans in their files – do not destroy them.

Mr. Welti reviewed the new Patio Plan and asked that the following information be updated on the Plan:

- Patio:
  - 838 SF
  - 16 seats
  - Required additional parking = 6 spaces (the Board determined that street parking will suffice. Mr. Loedy submitted a letter requesting a waiver of the parking requirements.)
  - Add to note: new latched gate
  - Add a note to Feit Electric Model #72048 (dimnable incandescent white/amber lighting).
- Under General Notes:
  - Add to Note 1: This drawing is an addendum to Drawing A-100 and C-100 by Spire Architecture.
  - Delete Notes 3,4, and 5.
  - Add to Note 8: a latched wooden gate.

The following information is still outstanding:

- The revised copy of the Short EAF with note (i.e. extend special use permit to include outside patio area) should be initialed by the owner, or an authorized representative.
- Update narrative to reflect 16 seat capacity and reference to screening fence between 4ft to 6 ft.
- Provide letter of authorization (LOA) from owner for signing authority.

There were no additional comments or suggestions.

Mr. Frisina moved and Mr. Forte seconded a motion to grant conditional approval to Maura's Kitchen for an extension of their Special Use Permit and Site Plan to allow food and beverage service on their outdoor patio located at 16-18 Alden Place. All were in favor.

A copy of the Resolution for this project is attached to these minutes.

**New Business:**

**1. Holly Peters Heady – 3252 Sharon Tpke – Preliminary Discussion – Request to add an accessory apartment in the basement of her owner-occupied single-family home.**

Ms. Peters attended tonight's meeting. She proposes to add a kitchen; change the back entrance of her home and add a rear light for this accessory apartment.

The Board explained that she will need a Site Plan showing parking (2 spaces for the apartment).

The Board referred her to the Village Code – Section 230-27.B. for the Special Use Permit requirements to add an apartment in her home. She will need to submit a Special Use Permit

with Site Plan application along with the Site Plan and short EAF before the next meeting. This project will require a Public Hearing.

**Other:**

**Administrative Items:**

1. Reminder – be sure that your training requirements are up to date. Keep a copy of your training certificates before submitting them to the Village Hall. The entire Planning Board is registered to attend the October 26, 2017 trainings at the Farm & Home Center presented by the Dutchess County Planning Federation.
2. Mayor Brown discussed the following with the Planning Board members:
  - a. The Village plans to have public access in 2018 for all meetings. He is in need of any and all help to implement this process.
  - b. He installed a lock box inside the Village Hall – on the wall outside the Village Hall offices. This will be used for all Planning and Zoning Board member file folders. Each Board member will receive a front door key to the Village Hall so they can retrieve or insert items in their folders when/if the Village Hall offices are closed. The Mayor gave the Board the code/instructions for the lock box.
  - c. He explained that the Village Board now has a committee reviewing “Signage”. He asked Mrs. LaVarnway to join that group.
  - d. He questioned the necessity of a planner or engineer at Planning Board meetings. It was not determined who/how a decision would be made regarding when/if a professional would be needed prior to each meeting. Applicants will be informed if a professional is required for their project and to expect that an invoice for their services will be forthcoming.

**Adjournment:** Mrs. LaVarnway moved and Mr. Frisina seconded a motion to adjourn this meeting at 9:35PM. All were in favor.