

**Village of Millbrook
Planning Board Meeting
September 18, 2012**

Call to Order: Meeting was called to order at 7:28 PM by Chairwoman Linda Roberts.

In Attendance: Linda Roberts, Chairwoman, Joseph Forte, Charles Colomello, Joseph Still, David Clouser (David Clouser & Assoc.).

Review of Minutes: Minutes from the August 21, 2012 Planning Board were reviewed. Motion was made by Charles Colomello and seconded by Joseph Still to accept the minutes as written. All were in favor.

New Business: Public Hearing for Cardinal Hayes Home for Children-12 Exmoore Lane-Application request for initial site plan review, that does not involve a change of use, for a covered main entrance and wheelchair ramp; and replacement of the entire roof on the building.

At the September 9, 2012 meeting, the Zoning Board of Appeals met with Cardinal Hayes Home for children to review the request to bring a non-conforming lot and building into compliance. After discussion, the Zoning Board of Appeals unanimously voted to grant their request for a 16 foot variance to install an ADA mandated handicap accessible ramp on their main building. This decision is conditional based on the finding of the Dutchess County Dept. of Planning & Development that this is a matter of local concern. The Zoning Board of Appeals is referring this request back to the Planning Board for final approval.

Joseph Still made a motion to open the public hearing on the Cardinal Hayes application. Joseph Forte seconded the motion. All were in favor.

Architect Edmond Loedy stated a new roof is needed and the roof line was amended. A handicap accessible ramp with a porch is also mandated. Edmond displayed plans for the roof line change to Mary Shaughnessy to let her become familiar with the plans as an abutter. He added that the flat portion of the roof leaks currently and the windows being replaced will be refitted into the same openings. Two smaller windows will be enlarged to let in more light into the future resident lounge area. Mary Shaughnessy asked about the deciduous trees and the shedding of the leaves in the fall which as an abutter gives her a view of the building and roofline. Fred Apers, representing Cardinal Hayes, stated the center portion of the roof will remain at the existing height and the side roofs will be raised to this same height.

Joseph Still made a motion to close the public hearing and Charles Colomello seconded. All were in favor.

SEQRA-David Clouser stated the short environmental assessment form review was the next step. David read from the State Environmental Quality Review document prepared for this application as well as the unlisted actions set forth for the applications previously, no other conditions were stated. The application is segmented intentionally which is okay as long as it is not less protective of the environment. David stated this is not usually done. The

conclusion of this review is that it will not affect the next segment and the ramp will meet Federal Standards. Joseph Still made a motion that the Planning Board has determined, based on the information and analysis stated and any supporting documentation that the proposed action will not result in any significant adverse environmental impacts. Charles Colomello seconded and all were in favor.

Mary Shaughnessy inquired about a change in use and Chairwoman Linda Roberts stated the Board is entertaining the roof repair and the handicap accessibility only. Fred Apers explained the process that Cardinal Hayes has and will go through in the future. He also mentioned those individuals that reside at Cardinal Hayes who are young adults and that they are trying to meet their residential needs.

David Clouser commented on the light pollution which will not exist and the existing trees on the plan which will remain in place. Charles Colomello made a motion to accept the site plan for approval. Joseph Still seconded. All were in favor. Two mylar copies were requested and four paper copies of the approved plans.

Washington Avenue Development Corp-18 Washington Avenue-Thompson Shaw-request for waiver of site plan review to convert the front of his building into a medical/chiropractic office.

David Clouser stated a site plan (floor plan) was needed within one year from back in 2008 when Thompson Shaw came before the Planning Board for medical offices. Thompson Shaw stated the floor plan is not changing from the previous tenant. David added that a public hearing is needed and the documents need to go before the Dutchess County Planning & Development Dept. This was completed in 2008. David stated an environmental review is also required. He added that 10 parking spaces are required for medical offices. The office space equals 1,500 square feet and one parking spot is needed for every 150 square foot for medical offices.

A new application for this information is needed as well as an EAF form. A floor plan showing the square footage is required. In addition, a building permit showing the partitions being installed is requested. A narrative for this project is needed to send to Dutchess County. Clerk Linda Wiltse will check on escrow fees refunded in 2008. Abutter notices will be sent out for the public hearing set for October 16, 2012. Fees due were discussed possibly totaling \$3,050 for escrow, site plan and special permit applications.

Lyall Federated Church-Alex Hillis representing a company called St. Pauly Textile which deals in pre-owned clothing and textiles drop off sheds. The sheds are 8 ft. X 12 ft. dimensions and well built. The Church is responsible for keeping the area neat and clean. St. Pauly only allows for one community organization per municipality to have a shed on the premises. The Building Inspector Kenneth McLaughlin has proposed the shed location so it is not visible from either Franklin Avenue or Maple Avenue.

The shed will be located within the Church courtyard and no signs can be displayed. The Church will get the word out about the drop box location. The shed will be beige with brown trim. All sheds are the same color to make maintenance easier for the company that owns them. The company has approximately 600 in New York State. David Clouser requested a

letter from Lyall Federated Church stating who is responsible for the maintenance and upkeep of the shed. This letter is needed before a building permit can be issued.

Other Business:

Seth and Bethany Gross-Follow-up from their appearance at the June 19, 2012 Planning Board meeting requesting Site Plan approval and a special use permit to change their driveway to conform to prior regulations and to add three parking spaces for their home occupation hair salon, Review of Building Inspector Kenneth McLaughlin's field inspection to address unresolved issues: 1)three parking spaces; 2)building address number (4) to be affixed to their cottage; and 3) removal of the second professional chair within the salon.

Chairwoman Linda Roberts stated the Village Attorney, Rebecca Valk, has given an opinion letter stating that it is a permitted use. Building Inspector, Kenneth McLaughlin, conducted an inspection on July 3, 2012 which was read by Chairwoman Roberts. The letter stated his office had no objection to the Planning Board proceeding with the site development plan and parking requirements for the cottage salon. The Planning Board has reviewed the Village Attorney's findings and the findings of the Zoning Board of Appeals.

Seth Gross stated they will remove the paving in front of the cottage. Joseph Still asked what materials are to be used for the parking spaces. Seth responded that crushed stone item #4 will be used. The storm water issues have been rectified and drainage for the three parking spaces will be installed according to Seth Gross. The shared driveway agreement has been drawn, signed and submitted to the Dutchess County Clerk's Office for filing by Seth Gross. A 5% grading is required for the parking area. Seth stated this can be accomplished this week since an excavator is currently on site. The excavator will create and put to grade the parking spaces and put crushed stone item #4 in place.

Discussion continued in reference to erosion and drainage concerns. Photographs were requested to be submitted at the October 16, 2012 meeting.

General Discussion-The Planning Board discussed filling the vacancy that exists due to the recent resignation of Peter Doro. Also, the Board reviewed a draft path form to aid residents in the building permit process.

Motion to Adjourn: Motion was made by Charles Colomello and seconded by Joseph Still to adjourn. All were in favor. The meeting was adjourned at 9:05PM.