

**Village of Millbrook
Planning Board Meeting
Minutes
January 15, 2013**

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

In Attendance: Chairwoman Linda Roberts, Joseph Still, Charles Colomello, Joseph Forte and David Clouser, PE (David Clouser & Associates). Excused: Stanley Morse

Review of Minutes: Minutes from the October 16, 2012 Planning Board meeting were reviewed. Motion was made by Joseph Still and seconded by Charles Colomello to accept the minutes as written. All were in favor.

Old Business: N/A

New Business: **Cardinal Hayes Home for Children (CHHC)**.. Request for addition and renovation at 12 Exmoore Lane. Seeking site plan approval for final approval and change of use to operate this facility as a residence for 9 individuals with development disabilities. The following individuals representing CHHC were in attendance: Fred Apers, CHHC Executive Director, Wayne Frenzel, CHHC Director of Operations, Ed Loedy and Zachary Hall from Edmund G. Loedy, Architect, PC.

Mr. Apers began the presentation by mentioning how notably proud they are of the first phase of this project. Chairwoman Roberts asked if abutter Mary Shaughnessy had contacted CHHC regarding the new roof line and view issues. Not to date – per Mr. Apers. Mr. Apers noted that only the cupola is higher than the original roof line. Mr. Loedy mentioned that the roof had to be pitched to alleviate water drainage issues. The roof height was not changed.

Mr. Loedy proceeded to a review of the site drawings and explained that landscaping would be put in during the next phase. He explained that the addition would be 1500 sq ft. The entire outside of the building will be refurbished – and there will be 5 exits in the building. It looks like a two-story building from the rear, but the lower level will only be used for storage. When complete, it will appear as though everything was always there. Mr. Apers interjected that the front door will be a regular door – not a barn door. The addition will take out 4 of the existing parking spaces – everything else will remain the same. Mr. Hall said that there will be 18 parking spaces including 1 handicap spot. Mr. Apers mentioned that the road curve was changed slightly; that change was part of the initial approval process. Chairwoman Roberts asked if the road is paved. Mr. Apers replied that it will be. Mr. Clouser asked how many staff will be there per shift. Mr. Frenzel said it can vary from 2 to 7. Mr. Apers said that there are 14 nurses on staff – someone is always available. Chairwoman Roberts asked if meals will be prepared in this facility. Yes. She also asked about the ratio of staff to residents. Mr. Apers explained that they use a “2 to 1 ratio” with some staff in the house and some outside. Mr. Loedy reviewed the details on the Elevation

Plan (pg .4 of the plans) – approved at the last meeting. The shingles will be “Timberline Weathered Wood”; the walls will be “Wheeling Neutral – Benjamin Moore paint” and the trim will be white. The addition will have 3 new entrances and large windows in the activity area to make the area look larger and brighter. The bedrooms and office areas will all have regular windows. The addition will have 4 bedrooms and an activity area. The bathroom is in the existing building. Mr. Clouser reviewed the memorandum he submitted regarding the submitted site plan application materials (a copy of this memorandum is attached to the minutes). Discussion ensued on various points within this memorandum: Mr. Apers noted that there are two lots between Halycon Hall and the adjacent house on Exmoore Lane but (per Mr. Clouser) they are listed as adjacent or contiguous. Mr. Clouser’s memorandum states that the Full EAF requires minor revisions (noted in the attachment). The revision items include the following:

Page 2 – Item B(1)(G) – the maximum vehicle trips generated per hour (per Mr. Frenzel) “on a particular hour would be 1 trip”.

The memorandum also addresses additional plan information required to proceed with the site plan review process... Page 3 (of the memorandum)

Item 1 – the maximum number of employees and guests at the site to verify that adequate parking is being provided... 10 at peak times - up to 14 as an infrequent maximum – per Mr. Frenzel and Mr. Apers.

Item 2 – Per Mr. Loedy, no trees or plants will be removed as a result of the building addition.

Item 3 – Per Mr. Loedy, a utility pole will be removed on the southeast side of the building and be replaced with underground facility. This will be shown on the plans.

Item 4 – Per Mr, Loedy, the plans will clarify the removal of stairs and an entryway on the south side of the building.

Item 5 – Per Mr. Loedy, the removal of the concrete stairs on the north side of the building will involve removal of the entryway that these stairs lead to.

Item 6 - Mr. Loedy will show new landscape plantings to be provided on the Architect’s Rendering.

Item 7 – Per Mr Frenzel, the attic area will only be used for storage purposes.

Item 8 – Much discussion ensued regarding outdoor lighting options rather than the indicated 400W high-pressure sodium fixtures detailed on the plans. It was decided that these would be too bright. CREE lighting was discussed as an option. Mr. Loedy will review the outdoor lighting for a more reasonable option.

Item 9 – Mr. Clouser recommends that CHHC petition the Village Board (after discussion with VRI) for permission regarding the projected additional water sewer usage.

Item 10 – Mr. Frenzel will contact VRI regarding new and upgraded sewer service connections and metering.

Mr. Clouser’s memorandum concluded with the following steps:

1. A Public Hearing will be scheduled for this application, as long as the plan revisions are received by the Planning Board at least 10 days prior to the

Public Hearing date. It was decided that the Public Hearing will be held on Tuesday, February 19, 2013 at 7:30PM in the Village Hall. Sue Gould will schedule this meeting by posting notices, sending abutter letters and scheduling a legal notice for publication in the Poughkeepsie Journal.

2. Sue Gould will send the plans, EAF, and project narrative to the Dutchess County Department of Planning and Development for their review in satisfaction of the required GML 239-m referral.
3. Mr. Frenzel will contact the local Fire Department to make them aware of the planned addition.

Other Business:

1. At their January 8, 2013 meeting, the Village Board authorized a refund in the amount of \$800 to be issued to Washington Avenue Development (Mr. Thompson Shaw) for a site plan application fee that was erroneously charged. The Planning Board members discussed this and asked Sue Gould to attempt to locate the mylar from Mr. Shaw's 2008 application.
2. At their January 8, 2013 meeting, the Village Board approved the Thorndale Project Drainage Easement with the revisions presented by Village attorney, Audrey Scott. Copies of the easement were distributed to the Planning Board members. A copy was also placed in the Thorndale file.

Motion to Adjourn: Motion was made by Mr. Still and seconded by Mr. Colomello to adjourn. All were in favor. The meeting was adjourned at 8:45PM.