

**Village of Millbrook
Planning Board Meeting
Minutes**

July 15, 2014

Call to Order: Meeting was called to order at 7:29 PM by Chairman Stanley Morse.

In Attendance: Chairman Stanley Morse, Charles Frisina, Joseph Forte, Joseph Still and David Clouser (David Clouser & Associates).

Review of Minutes: Minutes from the June 17, 2014 Planning Board meeting were reviewed. A motion was made by Mr. Still and seconded by Mr. Frisina to accept the minutes as presented. All were in favor.

Chairman Morse noted that Mr. Charles Colomello submitted his Planning Board resignation effective 6/30/14.

Chairman Morse also mentioned that brush clearing and tree trimming has started on the former Bennett College property.

New Business:

Old Business: Public Hearing for 52 Front St LLC – Edvard Jorgensen. Site Plan Approval – New business and signage.

Mr. Still moved and Mr. Forte seconded a motion to open the Public Hearing portion of the meeting at 7:37PM. All were in favor.

Chairman Morse asked if Mr. Jorgensen had received approval from the Architectural Advisory Committee. Mr. Jorgensen has spoken with Mr. Greenwood on several occasions and a walk-through is planned in the near future to discuss colors and other suggestions.

Chairman Morse confirmed that we received a response from the Dutchess County Dept of Planning & Development: “no comment” this project is a “matter of local concern”.

Mr. Jorgensen confirmed that his building is now named “Merritt Hall”.

A brief discussion commenced regarding Mr. Jorgensen’s 7/14/14 e-mail (with pictures) stating that he just noticed that the building has existing exterior light at the second floor and a walkway light (looking out at the parking lot). Mr. Jorgensen added these lights to the final revised site plan.

Mr. Jorgensen explained that, rather than remove the 5 sweet gum trees on the property as originally planned, he had them trimmed as an accommodation to his neighbor (Ilana Nilsen).

Mike Flanigan, stated that Mr. Jorgensen’s purchase and renovation of this property will have a positive impact on the Millbrook business district.

Mr. Clouser completed the Short Form SEQR (copy attached to these minutes). Mr. Still moved and Mr. Frisina seconded a motion stating that this proposed action will not result in any

significant adverse environmental impacts. All were in favor.

Mr. Still moved and Mr. Frisina seconded a motion closing the Public Hearing portion of the meeting at 7:44PM. All were in favor.

Mr. Frisina moved and Mr. Forte seconded a motion giving Site Plan approval for this project. All were in favor.

3278 Franklin Ave LLC – Robert and Carol Kulpa – Request for Special Use Permit for 1 bedroom, 2nd floor accessory apartment.

Michael Peloquin, the Kulpa's contractor, represented them at this evening's meeting. He brought a copy of the floor plans for the 1st and 2nd floors dated 5/24/2006. He explained that they were not going to do anything with the first floor – it will remain as is. On the 2nd floor, Mr. Peloquin said he installed cabinets – everything else was already there. He said that there are 2 restrooms on the second floor – one for the apartment and one for the remaining space (which is currently vacant). He said there was a rented apartment on the second floor at one time. He said that the former building owner lived in the 2nd floor apartment. Mr. Frisina and Mr. Clouser noted that they will need professionally drawn plans with detailed safety information and detailed information about the electrical systems and sprinkler systems (both need to be separate for the apartment). Mr. Peloquin plans to submit the required plans and documentation within 2 weeks and return to the August 2014 Planning Board meeting for a continuation of this project discussion.

New Business:

10 Valley Farm Road – Christopher Bazzani & Mark Grigalunas – Request to place a 12 x 16 ft garden shed at the end of their driveway on a gravel base with stone wall. Building Permit denied by Building Inspector McLaughlin.

Mr. Bazzani represented them at this evening's meeting. He explained that there is no other reasonable place to put the shed. It will be a temporary placement – no foundation. Mr. Bazzani has spoken with the 3 neighbors and all agree there will be no problem with the shed placement. Their request for a building permit was denied because the proposed location is closer to the sideline than permitted in the RLD district. And – the schedule of bulk regulations requires 50 ft and this proposal is approximately 10 ft from the front line. Mr. Frisina asked if there would be any eminent domain problems – there will not. Mr. Clouser reviewed the site plan and suggested that they put lighting and electric on the plan. The Board members agreed that this is a good case for the Zoning Board of Appeals (ZBA). They unanimously agreed to refer this matter to the ZBA for an Area Variance Public Hearing. Once that is accomplished they can come back to the Planning Board for Site Plan review.

66 Harts Village Road – Gordon Raspa and Justime Bastian – Request for an accessory apartment and/or request to install water and sewerage in this out building.

Mr. Raspa appeared before the October 15, 2013 Planning Board meeting to discuss these issues. At that meeting he was told that he could put electricity in this building. He told the Board that he would not proceed with his request.

On July 8, 2014, Mayor Hurley sent an e-mail (copy attached to these minutes) to Mr. Raspa outlining the requirements for a detached accessory apartment and the fact that he does not meet

the size requirements and must go to the ZBA for a variance before coming back to the Planning Board with a request for a special permit.

Mr. Raspa noted that his out building has 378 sq ft – only 22 sq ft short of the required 400 sq ft for a detached accessory apartment. There is currently public water and sewerage on the property. Mr. Raspa said that he has spoken with VRI and was told that there would be no problem with water. Mr. Raspa wants to tie into his current line.

Mr. Clouser recommended that Mr. Raspa talk with the Department of Health before proceeding. He can go to the ZBA if and after all water, sewerage and electric issues are addressed.

Chairman Morse asked if there was a building permit for the garage. Mr. Raspa said that the garage was 100 years old. The Board also said that if Mr. Raspa's ultimate goal was for an apartment, his plans should incorporate adding the required floor space to the garage and proceeding with a request to the ZBA for an apartment, rather than a workshop. It would be much easier to get the permitting done in step. Chairman Morse asked if there was a functional outhouse on the property. There is – and Mr. Raspa said his next project will be its restoration. Mr. Raspa said that he wants all services under his driveway so he can blacktop it.

Chairman Morse outlined the following steps for Mr. Raspa to proceed:

- * Written approval from the Dept of Health
- * Village Government OK (see Mayor Hurley's e-mail attached)
- * Appear before the Village Board to explain the proposed project
- * DEC approval

The Board members unanimously agreed to refer this project to the ZBA for an Area Variance. Once this is accomplished, he can return to the Planning Board with a Special Permit request.

Other Business:

Chairman Morse reminded the Planning Board members about the Required Annual Training for Planning Board members. He reminded everyone that each Board member is required to take four hours of continuing education credits annually (Jan – Dec). He will pass along any training opportunities as they become available.

Adjournment:

Mr. Frisina moved and Mr. Still seconded a motion to adjourn the meeting at 8:50PM. All were in favor.

*I generated
this and matches*

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information																		
Name of Action or Project: 52 Front St. LLC																		
Project Location (describe, and attach a location map): 52 Front St. Millbrook NY 12545																		
Brief Description of Proposed Action: re-open vacant two story building formerly of Taconic Press for use as office																		
Name of Applicant or Sponsor: 52 Front St. LLC / Ed Jorgensen		Telephone: 845-677-6865 E-Mail: 845-677-0317																
Address: 373 Shunpike																		
City/PO: Millbrook		State: NY	Zip Code: 12545															
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; padding: 2px;">NO</td><td style="width: 50%; padding: 2px;">YES</td></tr><tr><td style="text-align: center; padding: 2px;"><input checked="" type="checkbox"/></td><td style="text-align: center; padding: 2px;"><input type="checkbox"/></td></tr></table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
NO	YES																	
<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; padding: 2px;">NO</td><td style="width: 50%; padding: 2px;">YES</td></tr><tr><td style="text-align: center; padding: 2px;"><input checked="" type="checkbox"/></td><td style="text-align: center; padding: 2px;"><input type="checkbox"/></td></tr></table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
NO	YES																	
<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
3.a. Total acreage of the site of the proposed action?		_____ 31 acres																
b. Total acreage to be physically disturbed?		_____ 0 acres																
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ 0 acres																
4. Check all land uses that occur on, adjoining and near the proposed action. <table style="width: 100%;"><tr><td><input checked="" type="checkbox"/> Urban</td><td><input type="checkbox"/> Rural (non-agriculture)</td><td><input type="checkbox"/> Industrial</td><td><input type="checkbox"/> Commercial</td><td><input type="checkbox"/> Residential (suburban)</td></tr><tr><td><input type="checkbox"/> Forest</td><td><input type="checkbox"/> Agriculture</td><td><input type="checkbox"/> Aquatic</td><td colspan="2"><input type="checkbox"/> Other (specify): _____</td></tr><tr><td><input type="checkbox"/> Parkland</td><td colspan="4"></td></tr></table>				<input checked="" type="checkbox"/> Urban	<input type="checkbox"/> Rural (non-agriculture)	<input type="checkbox"/> Industrial	<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential (suburban)	<input type="checkbox"/> Forest	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Aquatic	<input type="checkbox"/> Other (specify): _____		<input type="checkbox"/> Parkland				
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<input type="checkbox"/> Forest	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Aquatic	<input type="checkbox"/> Other (specify): _____															
<input type="checkbox"/> Parkland																		

5. Is the proposed action.		NO	YES	N/A
a. A permitted use under the zoning regulations?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		NO	YES	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?		NO	YES	
If Yes, identify: _____		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		NO	YES	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?		NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?		NO	YES	
If No, describe method for providing potable water: _____		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?		NO	YES	
If No, describe method for providing wastewater treatment: _____		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?		NO	YES	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?		NO	YES	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:				
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban				
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?		NO	YES	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?		NO	YES	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources?		NO	YES	
If Yes.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a. Will storm water discharges flow to adjacent properties?		<input type="checkbox"/> NO	<input type="checkbox"/> YES	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?		<input type="checkbox"/> NO	<input type="checkbox"/> YES	
If Yes, briefly describe: <u>applicant has french drain with catchment to storm drain</u>				

french
drain
discharge

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: Ed Jorgensen Signature: <u>Ed Jorgensen</u> Date: 04-25-2014		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing: a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	No. or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

☒ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Millbrook Planning Board July 15, 2014
 Name of Lead Agency Date

Stan Morse
 Print or Type Name of Responsible Officer in Lead Agency

Chairman
 Title of Responsible Officer

Stanley A. Morse Kate A. Morse, PE
 Signature of Responsible Officer in Lead Agency Signature of Preparer (if different from Responsible Officer)

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Subject: RE: Fw: 66 Harts Village Rd.

From: Joe Hurley <jlhurley@optonline.net>

Date: Tue, Jul 08, 2014 3:51 pm

To: mayor@villageofmillbrookny.com

Cc: karenpmclaughlin@yahoo.com, pbazbasec@villageofmillbrookny.com, Stan Morse <SCMorse@aol.com>

Hi Gordon:

I was finally able to get the information I needed from Ken McLaughlin in order to respond to your questions. I apologize for the delay in my response.

Your property is located in the R (residential) zoning district. A detached accessory apartment requires the issuance of a special permit from the planning board. The schedule of Lot and Bulk requirements requires 1/3 acre 100' X 150'. Front 25'/side 10'rear 30' with maximum lot coverage of 30%. (This information can be accessed from our web site; www.villageofmillbrookny.com)

According to Ken you do not meet size requirements and therefore must receive a variance from the Zoning Boards of Appeals prior to going to the planning board for the special permit. Sarah is scanning the applications and will forward them to you via a separate email. Sue Gould, who schedules both the zba and pb can be reached at 677-6030.

Once the building is approved I don't see an issue getting DEC approval for water and sewer tie in.

All of these issues should have been resolved during the building permit application process. And again I apologize for the confusion and delay.

I look forward to seeing you soon.

Laura

On Tue, Jul 08, 2014 at 02:53 PM, mayor@villageofmillbrookny.com wrote:

Sent from my Verizon Wireless BlackBerry

From: "Gordon Raspa" <graspa@cstdsl.net>

Date: Tue, 8 Jul 2014 10:16:03 -0400

To: <Mayor@villageofmillbrookny.com>

Cc: <graspa@cstdsl.net>

Subject: Re: 66 Harts Village Rd.

Dear Laura

Still waiting for some information from the Village of Millbrook on this matter.
Please let me know what is going on.

Gordon

--

Gordon Raspa

Facilities Coordinator

Mid-Hudson Addiction Recovery Centers, Inc

51 Cannon St
Poughkeepsie, NY 12601
(845)452-8816
graspa@csdsl.net

From: Gordon Raspa
Sent: Tuesday, June 10, 2014 9:13 AM
To: mayor@villageofmillbrookny.com
Cc: graspa@csdsl.net
Subject: 66 Harts Village Rd.

Laura

Late last fall we requested permission from the Village Of Millbrook, to install water and sewerage in our out building. At the time we were told that the Village would ask the D.E.C. for approval of a lateral installation of the services.

As of this time we have not had any information on this request.

Justine and I were hoping to proceed on the installation this summer. Because these services are all underground it is necessary they be done first, so we can have the driveway blacktopped later this fall.

If you could follow up on our behalf we would be most appreciative. Fell fee to call me at home 677-5578, or on my cell 546 -0505 and we can discuss this more.

Thank You
Be Well
Gordon Raspa

Gordon Raspa
Facilities Coordinator
Mid-Hudson Addiction Recovery Centers, Inc..
51 Cannon St
Poughkeepsie, NY 12601
(845)452-8816
graspa@csdsl.net

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