

**Town of Pound Ridge
Planning Board Meeting Minutes
Thursday, July 28, 2022 at 7pm**

Attendees:

Board Members: Michele Rudolph, AIA, Chairperson
John Bria
Gail Jankus
Rob Knorr
Jonathan Stein
Rebecca Wing

Advisors: Kelly Morehead, Town Engineer
Jim Perry, Building Inspector

Staff: Christeen CB Dür, Administrator

Called to Order: Ms. Rudolph called the meeting to order at 7:05pm and noted that it is being recorded. Mr. Jonathan Stein attended via Zoom. Ms. Rudolph announced that the Planning Board will not be meeting in August so the Planning Board will work with each applicant on next steps towards approval for their projects. Mr. Rudolph discussed the legal process to approve applications listed under New Business without a written resolution with Mr. Joe Eriole in advance of this meeting.

Ms. Rudolph explained that when the Planning Board has determined that a public hearing on the proposed project is not necessary as neighboring property owners were sufficiently notified for comment, and in accordance with SEQR, the Planning Board has determined the proposed action is a Type II action which has been determined not to have a significant adverse impact on the environment and is not subject to environmental review, then they can move forward with a vote. Ms. Rudolph will ask if the Planning Board is prepared to vote on each application since the Planning Board is not meeting in August and if approved, ask for a resolution be prepared for her signature. The Planning Board will decide on a case by case basis depending on what conditions are outstanding.

Old Business:

**Taylor Deupree & Tina Chan, 63 Old Stone Hill Road (resolution)
Block 9817, Lot 58**

Application to build a new 359sf garage, 275 sq. ft. music recording room, and 200 sq. ft. outdoor terrace located next to an existing residence.

Zoning District: R-3A, Acres: 3.05

Ms. Rudolph reviewed the resolution. She said the Planning Board understands the limitations of the site and appreciated their good stormwater plan.

Ms. Jankus made a motion to approve the resolution, Ms. Wing seconded the motion. All board members voted in favor. The application is approved.

**Rob Knorr, owner, Welcome Homes, applicant, 28 Upper Shad Road (resolution)
Block 9320, Lot 112**

Application to build a new 3-bedroom house with new driveway, septic system and drilled well and relocating existing driveway for adjacent property.

Zoning District: R-2A, Acres: 2.014

Mr. Knorr recused himself from this application. Mr. Ed Delaney, engineer, reviewed the conservation easement that was found by Mr. Perry and Ms. Dür. He noted that it will be also submitted to the Water Control Commission for their August 10th meeting. Ms. Dür noted that Mr. Bill Bedford, Board Chair of the Water Control Commission already said this application was satisfactory and that it will be approved once the Conservation Easement is submitted. Mr. Delaney confirmed that the lights will be downward facing and 4 trees will be added to the driveway for screening. Ms. Rudolph thanked the applicant for being so responsive.

Mr. Bria made a motion to approve the resolution, Ms. Jankus seconded the motion. All board members voted in favor. The application is approved.

Richard Bellis, 10 Miller Road (resolution)

Block 9318, Lot 1.35

Application to build an open-air pool pavilion.

Zoning District: R-3A, Acres: 3.815

Ms. Rudolph noted that the applicant is awaiting DEC and WCDOH approvals. She noted that per the Town Engineer's memo, they are waiting to receive the lighting cut sheets which is a condition listed in the resolution. Ms. Rudolph reviewed the updated resolution.

Ms. Wing made a motion to approve the resolution, Mr. Knorr seconded the motion. All board members voted in favor. The application is approved.

Patrick & Kanthimathi Morrissey, 14 Old Pound Road

Block 9820, Lot 29.2

Application to build a swimming pool.

Zoning District: R-2A, Acres: 2.697

Mr. Ed Figura, landscape architect, noted that soil testing has been done and reviewed the updated plans. He discussed the updated landscaping plan that addresses concerns by neighbors for more screening that has yet to be submitted. They removed the fence post and cleaned up the area around the existing evergreens. Mr. Figura confirmed there is no exterior lighting and a solid fence around the pool equipment. Ms. Rudolph noted that the Planning Board received a complimentary letter from Mrs. Evelyn Carmichael, a neighbor, confirmed all that Mr. Figura explained.

Ms. Rudolph asked if the Planning Board is prepared to take a vote on the application since there is no monthly meeting in August and if approved, asked that a draft resolution be prepared for her signature. Ms. Morehead explained that in addition to the conditions described in every resolution that a condition of a common driveway performance restoration bond, the screening by trees and fence around the pool equipment will be included in the resolution.

Ms. Rudolph explained that the Planning Board has determined that a public hearing on the proposed project is not necessary as neighboring property owners were sufficiently notified for comment. In accordance with SEQR, the Planning Board determined this proposed action is a Type II action which has been determined not to have a significant adverse impact on the environment and is not subject to environmental review.

Mr. Knorr made a motion to approve the application with the conditions described, Ms. Wing seconded the motion. All board members voted in favor. The application is approved.

Neil Solomon & Selena Shen, 340 Salem Road

Block 10047, Lot 102

Application to relocate a driveway from South Salem Road to Park View Road and tree removals.

Zoning District: R-2A, Acres: 2.45

Ms. Rudolph noted that based on the site walk, the Planning Board understands why the applicant wants to change the access location for the driveway. The Planning Board agrees with Mr. Pitingaro that the driveway should move slightly further north from Salem Road that the site plan proposes. The applicant and engineer all agreed at the site walk. Ms. Dür explained that the applicant has already spoken with Mr. Vinnie Duffield Jr., Superintendent of Highway, who visited the site with the applicant and agrees it is good plan. Mr. Perry noted that this application comes to the Planning Board since it is crossing the vegetative buffer not for a site plan approval. He added that they will not need a Building Permit but rather a Driveway Permit from the Highway Department. Mr. Dean Pushlar, landscape architect said he will address all items in the Town Engineer's memo and will work on a stormwater drainage plan for the next meeting.

Emily & Kristopher Konrad, 101 Barnegat Road

Block 9457, Lot 1.9, Landmarked House

Application for a renovation and additions to an existing single-family residence built circa the 1880s. 20th century alterations are being removed and replaced with additions that are in keeping with the historic style, materials and character of the original house.

Zoning District; R-3A, Acres: 2.204

Mr. Craig Intinarelli, architect, said they will address all items in the Town Engineer's memo and received a rear yard setback variance from the Zoning Board. Ms. Rudolph said the applicant needs to return to the Zoning Board for the 2 non-compliant sheds on the property they observed during the site walk. Mr. Intinarelli said they will look into when those sheds were built. Mr. Bria asked if they will be removing the unused asphalt on the 2nd driveway. Mr. Intinarelli said the applicant would like to keep the driveway and circle to preserve the historic look of the house but they do not intend to use the rear driveway. Ms. Rudolph noted that Mr. Bria's point is well taken since the applicant is exceeding lot coverage and if they are not using it they could consider removing it to preserve the land without giving up the entire driveway. She acknowledged that this is a Landmarked house with a pre-existing curb cut. Ms. Rudolph asked the applicant to reconsider keeping the gravel driveway. Ms. Morehead reviewed the Town Engineer's memo with the applicant and explained that these are all standard items considered by the Planning Board. Mr. Intinarelli said they do not have a landscaping plan and will make notations to the plans and return to the next meeting as well as return to the Zoning Board.

Brian & Maggie Troxler, Owner, Welcome Homes, Applicant, 59 on GIS / 63 on plans Park View Road
Block 10047, Lot 123

Application to build a new 4-bedroom house with a new septic system, drilled well, drainage and driveway.

Zoning District: R-2A, Acres: 2.163

Mr. Knorr recused himself. Mr. Ed Delaney, engineer, reviewed items from the Town Engineer's memo and noted that they have received approval from WCDOH. Ms. Troxler, owner, attending via Zoom, said they will maintain the historic nature of the stone wall and rebuild it in front of the house towards the road. Ms. Rudolph asked that it be noted on the plans. Mr. Perry noted that the stone wall needs to be kept out of the Town's right of way along the road. Mr. Delaney noted that the lights are downward facing and most homes he has seen from Welcome Homes all are subtly lit. Ms. Rudolph noted that there are minimal comments in the Town Engineer's memo. Ms. Morehead asked the applicant to make sure it is noted on the plans to show runoff into a catch basin not across the street. Ms. Rudolph reiterated that the stone wall removal and being relocated be noted on the plans.

Ms. Rudolph asked if the Planning Board is prepared to take a vote on the application since there is no monthly meeting in August and if approved, asked that a draft resolution be prepared for her signature. Ms. Morehead

explained that in addition to the conditions described in every resolution that a condition about the stone wall relocation, drainage and downward facing lights will be included in the resolution.

Ms. Rudolph explained that the Planning Board has determined that a public hearing on the proposed project is not necessary as neighboring property owners were sufficiently notified for comment. In accordance with SEQR, the Planning Board determined this proposed action is a Type II action which has been determined not to have a significant adverse impact on the environment and is not subject to environmental review.

Ms. Jankus made a motion to approve the application with the conditions described, Ms. Wing seconded the motion. All board members voted in favor. The application is approved.

**Jordan Figman & Julia Horn, owners, Welcome Homes, Applicant, 0 Dann Farm Road
Block 9457, Lot 5.2**

Application to build a new single-family residence on lot 5.2 of the Simpson Subdivision Plat approved May 27, 2021.

Zoning District: R-3A, Acres: 3.509

Mr. Dave Sessions, engineer, reviewed the Town Engineer's memos and noted they have received approval from WCDOH and the Water Control Commission. Mr. Sessions explained that the 4 outstanding items from the Memo are minor. He added that the lighting will be downward facing, the stone wall will be repurposed on site and he will work with Mr. Perry and Mr. Pitingaro on a drainage plan. Mr. Andrew Vaccarello from Welcome Homes, said he will swap out lighting on all of their projects in Pound Ridge with downward facing lighting. Ms. Rudolph acknowledged the items remaining in the Memo are minor and can be added to a resolution.

Ms. Rudolph asked if the Planning Board is prepared to take a vote on the application since there is no monthly meeting in August and if approved, asked that a draft resolution be prepared for her signature. Ms. Morehead explained that in addition to the conditions described in every resolution that the minor items in the Town Engineer's memo will be included in the resolution.

Ms. Rudolph explained that the Planning Board has determined that a public hearing on the proposed project is not necessary as neighboring property owners were sufficiently notified for comment. In accordance with SEQR, the Planning Board determined this proposed action is a Type II action which has been determined not to have a significant adverse impact on the environment and is not subject to environmental review.

Mr. Bria made a motion to approve the application with the conditions described, Mr. Stein seconded the motion. All board members voted in favor. The application is approved.

**Nast Construction Three, LLC, Mike Nast, 265 Stone Hill Road
Block 9817, Lot 3.3**

Application to build a new single-family residence, pool, driveway, SSTS & well. This is lot 3 of the previous S & S development. It is noted that the common driveway, stormwater and electric have already been installed.

Zoning District: R-3A, Acres: 6.82

**Nast Construction Four, LLC, Mike Nast, 263 Stone Hill Road
Block 9817, Lot 3.2**

Application to build a new single-family residence, pool, driveway, SSTS & well. This is lot 2 of the previous S & S development. It is noted that the common driveway, stormwater, and electric have been already installed.

Zoning District: R-3A, Acres: 4.21

For both Stone Hill Road lots, Mr. Rich Williams, engineer, reviewed the existing subdivision plan and said he heard the Planning Board's concerns from the last meeting. He reviewed the updated plans and the configuration of the house and pool on each lot. Mr. Williams pointed out the large trees on each lot that will be saved. They decided to use the existing driveway and reduce the amount of clearing on each lot. Ms. Rudolph asked about detailed pool plans. Mr. Perry explained that the Planning Board needs to be comfortable with the pool location. He reviews the fencing, pool equipment, and setbacks on every pool permit application. Mr. Perry explained they can come just with house plans and build the pool later and just go to the Building Department for the pool if they are under lot coverage. Mr. Williams said they are subject to DEC approval due to the transfer of ownership. Ms. Rudolph said the flood lights under the eaves need to be removed and to add screening to each site plan.

Ms. Rudolph asked if the Planning Board is prepared to take a vote on the application since there is no monthly meeting in August and if approved, asked that a draft resolution be prepared for her signature. Ms. Morehead explained that in addition to the conditions described in every resolution that the conditions about lighting and screening and DEC approval will be included in the resolution.

Ms. Rudolph explained that the Planning Board has determined that a public hearing on the proposed project is not necessary as neighboring property owners were sufficiently notified for comment. In accordance with SEQRA, the Planning Board determined this proposed action is a Type II action which has been determined not to have a significant adverse impact on the environment and is not subject to environmental review.

Votes:

265 Stone Hill Road:

Ms. Jankus made a motion to approve the application with the conditions described, Ms. Wing seconded the motion. All board members voted in favor. The application is approved.

263 Stone Hill Road:

Mr. Bria made a motion to approve the application with the conditions described, Mr. Stein seconded the motion. All board members voted in favor. The application is approved.

New Business:

Robbyn Sockolow, 20 Threshing Rock Road Block 9818, Lot 1.45

Application to build a 12' x 17' sun room addition and a 4' x 14' width expansion for the front portico.
Zoning District: R-3A, Acres: 4.521

Mr. Paul Potter, general contractor, reviewed the plans to add a sun room and expand the front portico. He said he will address all items in the Town Engineer's memo. Mr. Potter explained they are not removing any trees and do not have any landscaping plans. He distributed an updated Code Conformance Worksheet and SEAF. Mr. Perry noted that the Planning Board needs a set of complete plans. Mr. Potter asked for relief on some of the items in the Town Engineer's memo. Ms. Morehead reviewed the Memo with him and said he will need WCDOH approval if they relocate the septic. Ms. Wing asked about the setbacks. Mr. Perry said a building envelope was established during the Rockrimmon Subdivision that is more restrictive than the increase minimum setbacks so they are not needed on the plans. Ms. Morehead asked that the Rockrimmon Subdivision and building envelope be noted on the plans. Ms. Rudolph explained that a site walk is needed and asked for the area of proposed work be staked.

Cell Tower Modification Application:

Final Report from Doug Fishman, Town's Cell Tower Consultant

**DISH Modification, 89 Westchester Avenue
Block 9454, Lot 36.1**

Dish is planning to add equipment and antennas to the existing wireless services facility.

Ms. Rudolph explained that the Planning Board has received the final report about this application from Mr. Doug Fishman, the Town's cell tower consultant. Mr. Perry noted that he has great confidence in Mr. Fishman and feels comfortable with the Planning Board approving the application to be referred back to the Town Board or the Special Use Permit to be updated.

Mr. Knorr made a motion to approve the application and refer it back to the Town Board, Ms. Jankus seconded the motion. All members voted in favor. The application is approved.

Other Business:

Town Code: 88-13 Design Review Group – Discussion

88-13 Design Review Group.

The Town Board of the Town of Pound Ridge shall appoint a Design Review Group, to serve at the pleasure of the Town Board, consisting of three residents of the Town of Pound Ridge, of whom one shall be a member of the Planning Board, and to delegate to the Design Review Group the responsibility of advising the Planning Board, Building Inspector and/or the applicant, when requested, with reference to the desirable and effective use of signs.

Ms. Rudolph discussed the need to activate a Design Review Group as part of the Planning Board. She explained this Group could be a conduit for the community of business owners, alleviate the cost of a formal review and assist the Building Department. Mr. Perry explained that as of now all signs are under his review. He said the Design Review Group would report to the Planning Board on necessary applications. Mr. Perry said some applications would just be reviewed by the Design Review Group and then go directly to him for permits. The Planning Board discussed the need for the Group and its implications for business owners. The Planning Board's memo to the Town Board is attached.

Adoption of the Minutes from the Meeting of June 23, 2022

Ms. Jankus made a motion to approve the Minutes from the June 23, 2022 meeting, Ms. Wing seconded the motion. All members voted in favor. The Minutes were approved as distributed.

Site Walk: The site walk date will be scheduled next week.

Next Meeting: The next Planning Board meeting will be Thursday, September 22 at 7pm.

Ms. Rudolph adjourned the meeting at 10:24pm.

Respectfully submitted,


Christeen CB Dür



TO: Kevin Hansan, Town Supervisor, and the Town Board
FROM: Michele Rudolph, AIA, Planning Board Chair
DATE: August 3, 2022
SUBJECT: Design Review Board, Town Code 88-13

The Planning Board (“PB”) has had several recent and current applications involving signage. We anticipate more applications including signing in the near future. We welcome the opportunity to discuss the potential benefits of a Design Review Board for the Town and Applicants. Our discussion was enhanced by insightful input from Jim Perry, Building Inspector, and from Rebecca Wing who is not only involved with the PB and EDC, but also works with signage through her work in commercial real estate.

We respectfully submit the following observations and ideas for the Town Board to consider:

- 1) The current sign ordinance is not well written, which makes it difficult for applicants to understand and for our Building Department to review applications.
- 2) As an initial step, we recommend the TB consider creating a three-person ad hoc committee, or Task Force to evaluate the existing sign ordinance and study how it could be improved. They would look at how to strengthen the ordinance to make it easier for the applicant to understand and for the Building Dept. to review applications. Two members of the PB have volunteered their time to accomplish this, Rebecca Wing, and John Bria. We suggest the third person be a graphic designer, or similar, and have experience with signage.
- 3) This Task Force would be pro-active in seeking to clean up the sign ordinance and possibly develop some guiding principles for signage design.
- 4) There could be a “Style Guide” outlining “do’s and don’ts” that gives cohesiveness for Best Practices without sacrificing the uniqueness of each of our local merchants. Carla Brand can speak to this idea more completely since she voiced it at our meeting.
- 5) America in Bloom judges mentioned that some municipalities have a fund to assist business owners with paying for better quality signage than they might have been able to buy on their own. This could be a worthy effort for one of the business associations to spearhead.
- 6) After the sign ordinance has a firmer foundation, then the TB could consider a Design Review Board. All agree that a DRB could be an asset, however the unsatisfactory state of the existing sign ordinance is an obstacle for now.

Thank you.