

**Town of Pound Ridge  
Planning Board Meeting Minutes  
Thursday, December 14, 2023 at 7pm**

**Attendees:**

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

**Advisors:** John Loveless, Counsel  
Jason Pitingaro, Town Engineer  
Jim Perry, Building Inspector

**Staff:** Christeen CB Dür, Administrator

**Called to Order:** Ms. Rudolph called the meeting to order at 7:04pm and noted that it was being recorded.

**Old Business:**

**Abby R. Simpson (draft resolution)**

**125 Eastwoods Road**

**Block 9822, Lot 20**

Application to demolish & rebuild a house in the existing footprint.

Zoning District: R-2A & R-3A, Acres: 68.15      Other Boards: Water Control Commission

Ms. Rudolph reviewed the draft resolution. Ms. Wing noted that it was clear that this was a carefully considered application that had to make the decision to demolish an existing home after a renovation plan did not work out. Mr. Stein agreed with Ms. Wing. Mr. Knorr noted as a professional builder he agrees that the home was unsalvageable. Ms. Rudolph agreed that this application was carefully considered. Mr. Louis Fusco, landscape architect said the team will address all items in the Town Engineer's memo and agree with the conditions of the resolution. He added on behalf of the team, he appreciated and thanked the Planning Board for their comments.

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

**Pound Ridge Fire District (draft resolution)**

**80 Westchester Avenue**

**Block 9320, Lots 55, 56, 57, 58**

Application to merge 2 lots and expand the existing fire department headquarters including relocating the driveway and site improvements.

Zoning District: PB-A, R-2A Acres: 10.4

Mr. Dan Hollis, attorney, said they have reviewed the draft resolution and agree with all of the conditions. Ms. Rudolph noted that the Planning Board received a letter of concern from Ms. Gina Federico about the removal of the mature elm tree. Ms. Rudolph noted that the Fire District reviewed various options and cannot save the tree but rather will be putting an 8" caliper Elm tree in the landscaping island in response to the Planning Board's request.

Ms. Rudolph said the Fire District did an exemplary job with their community outreach and response to the feedback from the Planning Board. She said the updated site plan respects the scale of the Fire District, includes a landscaping plan, and removes the large transformer from the street side which is a good change. Ms. Rudolph noted that change can be painful. Mr. Bria agreed with Ms. Rudolph.

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

After the vote, Mr. Louis Fusco, landscape architect, reiterated his opposition to the elm tree being removed as he did at the last meeting and asked that the Fire District reach out to Cornell University to do research on the existing tree to find out why it survived when so many other elm trees did not. Mr. Hollis said he will take it under advisement as long as it is not intrusive to their process and he will not engage with Mr. Fusco as he addressed the Planning Board and they have already voted on this application. He reminded the Planning Board that 80% of voters voted to approve the referendum that was put before the residents in Town.

**Jan Gajdos**  
**515 Long Ridge Road**  
**Block 9317, Lot 63**

Application to build a new 5-bedroom house, driveway and pool.

Zoning District: R-3A, Acres: 2.0

Other Boards: Zoning Board Approved, Water Control Commission

Mr. Rob Knorr recused himself from this application. Ms. Rudolph noted that the Planning Board had a site walk for this application a few months ago. Ms. Gerri Tortorella, attorney, reviewed the application to retain the existing cottage and build a new home. She noted they have already received approval from the Zoning Board for variances that as a result allows converting the designation of the existing cottage to an accessory dwelling unit. She confirmed there are no physical changes being proposed for the existing cottage. Mr. Lucio DiLeo, architect reviewed the changes since the last submission. They have reduced the proposed house size by 600sf, removed the proposed pool house, shifted the location, made the proposed driveway on Pine Brook smaller and will be removing the large existing fence and the soccer field. Ms. Tortorella said they will be updating the Code Conformance Worksheet and confirmed they will be removing the driveway currently on Long Ridge and will have it replaced with grass. Mr. Perry said the site plan needs to be updated to show the 2 front setbacks of 60'. Ms. Lauren Brennan, engineer, reviewed stormwater management. Ms. Tortorella said they will meet with the Town Engineer regarding stormwater management per his memo.

Ms. Jankus noted that the Planning Board received a letter of concern from a neighbor when this application was first submitted and that the applicant needs to go to the Water Control Commission. Ms. Dür said she will redistribute the letter received to the Planning Board and send it to Ms. Tortorella who was not involved with this application at that time. Mr. Perry noted that trees were removed, the existing fences were put up and grading was done without permits. He said the existing sheds, tent and construction equipment also needs to be removed from the site. Mr. Perry noted that they have enough violations on the site that he could've prevented them from appearing before the Planning Board. Ms. Tortorella said she hears Mr. Perry and will follow up with her client. She added they will submit a comprehensive landscaping plan that includes mitigation of the tree removal. Mr. Nick Ponder, landscape architect, reviewed the landscaping plan to replace the driveway with grass, enhance the landscaping on Long Ridge Road and add trees along all property lines. He said they will remove the existing fences and put a new 4' wooden fence along Long Ridge Road. Mr. Ponder said he will review the property line that is shared with the neighbor.

Ms. Rudolph said she appreciated the planting plan and updated site plan that reduces the proposed home's size and that it was brought closer to the existing cottage. She noted that she is troubled by the non-conforming lot and that it does not meet building lot standards but sees that steps are being taken to address concerns. Ms. Jankus said she appreciates the updates to the site plan and noted that the Town does support accessory dwelling units. Ms. Rudolph agreed that accessory dwelling units are great but they need to fit on a lot according to our Town Code. Ms. Wing said she would like to do another site walk with staking. Ms. Rudolph asked about the floor height and asked if the house could sit lower with less stairs on the Pine Brook side given its proposed height above Pine Brook and suggested a possible retaining wall for the back of the proposed home. Mr. DiLeo said it was level in the back but will review it. He also asked to meet with Mr. Perry on site to review the violations and what needs to be done to rectify them. Mr. Perry said he will meet with him on site. Ms. Morehead noted a GML notification is needed due to Long Ridge Road being a County road.

**New Business:**

**Chris O'Donnell**

**17 Bayberry Way**

**Block 9820, Lot 34.2**

Application to build an accessory dwelling unit addition to the existing home. Kitchen, Living, Bedroom, Office, Bathroom, Mudroom and Laundry.

Zoning District: R-2A, Acres: 4.44

Mr. James Best, architect, reviewed the plan to build an accessory dwelling unit attached to an existing home. He reviewed the Code Conformance Worksheet, the parking area and pathways. Ms. Rudolph asked if the applicant had received a variance for the existing studio from the Zoning Board in the past. Mr. Perry said it was not necessary because the studio was built before the Town's zoning ordinance was adopted.

Ms. Rudolph asked for the footprint of the accessory dwelling unit be staked for the site walk.

**Alice Kawasaki**

**312 Salem Road**

**Block 10047, Lot 96**

Application to rebuild an existing home using existing footprint and foundation. Add a garage to the front of the property.

Zoning District: R-2A, Acres: 2.12

Mr. Steve Barbot, contractor, reviewed the application to rebuild a home in the same footprint and using the existing foundation after a fire. He explained the proposed garage will have electricity and be used for yoga and a car but will not have any plumbing. Mr. Barbot confirmed there will be no changes to the driveway. Ms. Alice Kawasaki said the fire was due to an electric meter box. Mr. Stein reviewed the Code Conformance Worksheet. Ms. Rudolph noted that the Code Conformance Worksheet needs to be added to the site plan and that this is a straightforward application. She asked for the area of proposed work to be staked for the site walk. Ms. Morehead said a GML notification is needed due to Salem Road being a State road.

**Minutes Approval:** Adoption of the Minutes from the October 26, 2023 and November 16, 2023 meetings was postponed.

Ms. Rudolph adjourned the public meeting at 8:19pm.

Respectfully submitted,  
Christeen CB Dür

