

**Town of Pound Ridge
Planning Board Meeting Minutes
Thursday, September 25, 2025 at 7pm**

Attendees:

Board Members:

John Bria
David Dow
Gail Jankus
Rob Knorr
Kelly MacMillan
Jonathan Stein
Rebecca Wing, Board Chair

Advisors:

John Loveless, Counsel
Kelly Morehead, Town Engineer
Jason Pitingaro, Town Engineer
Jim Perry, Building Inspector

Town Board Liaison:

Namasha Schelling

Conservation Board Liaison:

Melinda Avellino

Administrator:

Christeen CB Dür

Ms. Wing called the meeting to order at 7:02pm and noted that it was being recorded.

Public Hearing:

Alison Boak

15 High Ridge Road

Block 9320, Lot 2

Application to subdivide 1 lot into 2 lots. Existing home & accessory structures will remain on 3.378-acre parcel, with a new dwelling considered for the remaining 2 acres.

Zoning District: R-2A, Acres: 5.38

Mr. Matt Gironda, engineer, explained that the existing home and accessory structures would remain on a 3.378-acre parcel, with a new dwelling considered for the remaining 2 acres. He described the property as being located directly opposite the Pound Ridge Golf Club maintenance entrance. Mr. Gironda further explained that the existing structures dictated much of the lot configuration. The proposed location for the new house would be in the eastern portion of the property, with a 200-foot diameter buildable area circle demonstrated on the plans. Behind the property is the Pound Ridge Land Conservancy Bye Preserve, with the terrain dropping significantly at the rear property line. The proposed access for the new lot would be off High Ridge Road with a new driveway in the southeast corner. Mr. Gironda noted they had not yet received DOT feedback on the driveway location but did not anticipate any issues with sight distances. He clarified that the break in the stone wall shown on the plan was for the homeowner to maintain access to their existing pool, while the proposed driveway would be in a different location.

Ms. Wing noted they had declared the Intent to be Lead Agency, conducted a site walk of the property and found the application to be straightforward.

Ms. Jankus made a motion to open the Public Hearing, seconded by Ms. MacMillan. All members voted in favor. The Public Hearing was opened. No members of the public were present to speak either in person or on Zoom, and no inquiries had been received in advance.

Mr. Bria made a motion to close the Public Hearing, Ms. Jankus' seconded the motion. All Board Members voted in favor. The Public Hearing was closed.

After closing the Public Hearing, the Board discussed the application. Ms. Wing noted that the proposed yard was at an angle to the main road rather than perpendicular but understood this was to work around the existing well for the primary property. She acknowledged that the applicant had submitted a coverage worksheet demonstrating compliance for both lots, with the 1st lot at approximately 125% coverage. Ms. Wing determined that since there were no substantial concerns, she asked for a Negative Declaration and a Draft Resolution be prepared for the next meeting, subject to the applicant completing requirements with the DOT and WCDOH.

Old Business:

Jeffrey & Maria Roth (draft resolution)

30 Robin Hood Road

Block 9031, Lot 63

Application to build a 11 x 22 partially out of grade gunite pool with masonry slab steps, terrace and bocce court.

Zoning District: R-2A, Acres: 3.02

Mr. Matt Barrios, Glen Gate Company, explained that they had addressed the majority of comments from the previous meeting. The primary remaining concern involved the suggestion in the Town Engineer's memo to add a Cultec unit to collect pool drawdown. Mr. Barrios explained that since there is more than a 150-foot distance from the pool to the property line, they believed the installation was unnecessary. Additionally, he noted that since this would be a 4-season pool that would not be winterized, there would rarely be a need for drawdown. He mentioned that the pool contained approximately 5,000 gallons, and even if drawdown was needed, it would only involve about 2 inches of water. Mr. Pitingaro explained that the Town has typically required some means for pool drawdown to be stored, regardless of whether the pool is used year-round, as it's difficult to predict what future owners might do. He noted that the site is extremely rocky and runoff would likely run across the property. He felt the installation of a Cultec unit or two was a reasonable requirement that had been asked of other applicants. After some discussion, the applicant agreed to add the Cultec unit and connect it to a future drawdown pipe. The Board confirmed that while soil testing would not be needed, the engineering comments would need to be addressed.

Ms. Wing reviewed the draft resolution and found it acceptable, with the understanding that the applicant would work with Mr. Pitingaro to satisfy the engineering requirements.

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

Daniel & Joyce Walgrove (draft resolution)

150 Old Stone Hill Road

Block 10047, Lot 38

Application to build a deck addition off the West/Rear side of the house.

Zoning District: R-3A, Acres: 3.611

Mr. Richard Vail, architect, said he will address any outstanding items in the Town Engineer's memo and confirmed no exterior lighting is proposed. Ms. Wing noted that they had walked the site and reviewed the draft resolution.

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

Hollow, LLC

116 Honey Hollow Road

Block 10255, Lots 1, 2, 3

Application to build a 5-bedroom residence & septic & stormwater management system & convert existing house to a pool house.

Zoning District: R-3A, Acres: 19.65

Mr. Dave Sessions, engineer, explained that while the Town's appraiser was still evaluating the value for the back piece of the property, they wanted to use this meeting to present an alternative house location that addressed the Board's previous concerns about steep slope disturbance. Mr. Sessions showed the original house footprint with the limited disturbance area in blue, pointing out areas where grading would have occurred on steep slopes, including for a footing drain and sewer pipe. He then presented a revised plan with the new house site, explaining that they had significantly reduced the disturbance of steep slopes. The disturbance to 35% or greater slopes had been reduced by about 70%, from approximately 5,300 square feet to about 1,500 square feet. The house had also been shifted back about 10 feet to further reduce the impact. Mr. Sessions acknowledged they couldn't eliminate all steep slope disturbance without making the house too small, as it is bound on both sides. He explained that they were seeking the Board's conceptual approval of the new footprint so that once the appraisal was completed, they could address all the Town Engineer's comments and make a comprehensive resubmission.

Ms. Wing expressed appreciation for the significant reduction in steep slope disturbance and noted that the house was now about 1,000 square feet smaller and not as deep. Mr. Sessions confirmed that the tennis court would remain, and that the garage of the existing house (further down the hill) would be removed and some interior walls would be removed to convert it to a pool house. The Board did not take formal action but Ms. Wing and Mr. Pitingaro indicated general support for the revised house location. They requested an updated Code Conformance Worksheet with the next submission, noting that the proposed lot coverage would be somewhat reduced from the previously stated 211% due to the smaller house footprint. Mr. Sessions said they will return once they have more information regarding the property currently being reviewed by the Town's appraiser.

New Business:

Thomas Madden

75 Millertown Road, Block 9816, Lot 54

Application to subdivide a lot into 2 lots. The existing dwelling would remain in Bedford and a driveway extension to a proposed dwelling in Pound Ridge.

Zoning District: R-3A, Acres: 3.28, existing 6.997 lot is in both Bedford and Pound Ridge

Mr. Dave Sessions, engineer, explained that the approximately 7-acre parcel is bisected by the municipal boundary between Bedford and Pound Ridge, with the front half in Bedford and the rear half in Pound Ridge. The existing home is on the Bedford side, with only a small shed (in disrepair) on the Pound Ridge portion. The proposal would create a 2-lot subdivision with a flag portion extending to the Pound Ridge lot, which would be about 4.23 acres. The Bedford lot would be about 2.76 acres. Mr. Sessions confirmed that all setbacks would be adhered to and they would stay under the 12,000 square foot coverage threshold.

The site plan showed an extension of the existing driveway to serve the proposed new house site in the Pound Ridge portion. Mr. Sessions explained that they had conducted preliminary soil testing for stormwater management and septic systems, though formal testing with the health department was still needed. He noted that since part of the driveway would be shared, they would need to establish a common driveway easement and asked if the Town had a template they could use. Mr. Loveless said he will work with Mr. Sessions regarding the easement.

Ms. Wing said the application will be circulated for GML review and a Declaration with the Intent to Serve as Lead Agency. The site walk will be done before noticing a public hearing. Ms. Wing asked the applicant flag the boundary between Pound Ridge and Bedford as well as the proposed house location.

Klaus Koenighausen

56 West Lane

Block 9452, Lot 71

Application to build a 1st floor addition and extension of the pool terrace.

Zoning District: R-2A, Acres: 4.348

Mr. Lucio DiLeo, architect, reviewed the application to add a children's playroom, sauna, and bath to the existing house, as well as eliminating one of two existing driveways that connect to West Lane. The applicant explained that this would create a more environmentally friendly design by reducing impervious surface. The proposed addition would be located where pool equipment currently sits on a hard surface. The project includes regrading and improving the area. The existing driveway that would be eliminated was described as being in a dangerous location, with the main farmhouse very close to the road. Mr. Perry said removing that one driveway would improve safety and reduce lot coverage.

Ms. Wing requested clarification on several items from the Town Engineer's memo but noted that it was a straightforward application. She asked for the area around the proposed addition to be staked for the site walk. Ms. Wing also requested confirmation of the easement for access through the remaining driveway and said they need to submit lighting plans with cut sheets for the next meeting. The applicant will go before the Water Control Commission after their next meeting with the Planning Board.

Victoria Minior, owner, Joe Potocki, applicant

193 Salem Road

Block 10263, Lot 5

Application to build a new 324sf cabana, remove existing 168sf pool shed, remove 66sf of pool patio.

Zoning District: R-2A, Acres: 4.38

Mr. Joe Potocki, applicant, reviewed the application to build a 324 square foot pool cabana adjacent to an existing patio, remove an existing pool shed, and remove 66 square feet of pool patio. Mr. Potocki noted that while there are no issues with front, side, or rear yard setbacks, the property requires increased minimum setbacks due to exceeding the 9,000 square foot lot coverage threshold. The current lot coverage is 23,897 square feet, and the proposed side yard setback is 67.5 feet where the increased minimum requires 135 feet.

Ms. Wing questioned the high lot coverage number, and Mr. Potocki acknowledged it was likely due to the extensive gravel areas between the house and the horse paddock. The Board clarified that the gravel driveway counts as 100% lot coverage, which explained the high figure.

Mr. Potocki confirmed that the shed referenced in a previous application had already been removed, and that there was currently no dumpster on the property, though a concrete pad for a possible future dumpster exists. Mr. Perry advised that any future dumpster would require a variance as the Town Code requires dumpsters to be at least 100 feet from a property line. Mr. Perry asked for confirmation that there are no animals on the site, no animals, no dumpster is needed.

Ms. Wing requested that the applicant address issues in the Town Engineer's memo, including confirming compliance with a conservation easement. Ms. Wing asked for the area of the pool house be staked for the site walk and noted the application will be circulated for GML review.

63 Lyndel Road Prop Mgmt. LLC & 58 Parkview Road S Mgmt. LLC

63 Lyndel Road, 63 A Lyndel, 58 Parkview Road

Block 10047-43.9 & 132.9, 10047-117

Application to construct a new service drive from Parkview Road South to connect to existing driveway serving residence at 63 Lyndel Road.

Zoning District: R-2A & R-3A, Acres: 12, 15.98, 2.04

Mr. Glenn Ticehurst, architect, reviewed the application to construct a new service drive from Parkview Road South to connect to the existing driveway serving the residence at 63 Lyndel Road. He explained that the current driveway from Lyndel Road is on a winding road that can be challenging in winter due to downed power lines and trees. The proposal involved creating a gravel driveway extension to provide secondary access across 3 separate properties that are owned by the same person through different LLCs. Mr. Ticehurst explained that the property totals about 30 acres, and there is one studio apartment occupied periodically by a state policeman. Ms. Wing clarified that there are actually 2 legal accessory apartments on the property.

Ms. Wing expressed concern that the Town's regulations do not allow for secondary means of access to a property, as this is designed to preserve the Town's character and prevent more intensive use and traffic. She explained that even if this were just one home, the regulations wouldn't allow a secondary access.

Some discussion ensued about whether the application was different because the secondary access would be from a separate buildable lot, but the Board maintained that the application was for a second curb cut that would serve the primary residence and change the nature of how the curb cut would be used.

Two neighbors spoke in opposition to the application. Pete Chema, a resident of Parkview Road for 30 years, expressed concern about the 600-foot driveway extension connecting Lyndel Road to Parkview Road. He emphasized that in Pound Ridge, everyone is allowed only one curb cut, and noted that the cul-de-sac is currently quiet and safe for children bicycling and people walking dogs.

Another neighbor pointed out that the proposed driveway would be extremely long - comparing it to twice the height of the Statue of Liberty or the length of the Washington Monument if laid down. He expressed concerns about wildlife disturbance and the danger of being only 30 feet from a body of water, creating potential safety issues if a car were to go off the driveway in icy conditions.

The Board indicated they would not proceed with a site walk for this application based on the clear regulations in the Town Code. The Board does not see any reason to approve a second access.

Cell Tower Modification Application: (report by cell tower consultant)

AT & T

29 Adams Lane

Block 9817, Lot 41.9-5

Application to update equipment at the wireless services facility.

The Board reviewed a cell tower modification application for AT&T at 29 Adams Lane. The application was for updating equipment at the wireless services facility. The Board noted that cell tower applications are referred to them by the Town Board, and they rely on a separate consultant, Doug Fishman, who reviews all cell tower applications including those that are just for equipment changes.

Mr. Fishman's report indicated that the application was complete and acceptable from an engineering standpoint, with no aesthetic concerns. The Board voted to refer the application back to the Town Board for approval.

Mr. Stein made a motion to refer the cell tower application back to the Town Board, Mr. Knorr seconded the motion. The application will return to the Town Board for approval.

Minutes Approval: Adoption of the Minutes from June 26, 2025 and July 24, 2025

The Board reviewed the minutes from June 26, 2025.

Ms. Jankus made a motion to approve the Minutes from June 26, 2025. Ms. MacMillan seconded the motion. All members voted in favor. The Minutes are approved.

The Minutes from July 24, 2025 were not available for review and approval at this meeting.

The meeting was adjourned at 8:33pm.

Submitted by:


Christeen CB Dür