

**TOWN OF ANCRAM  
Planning Board Meeting  
Tuesday, December 5, 2023  
In Person and Zoom**

<https://www.youtube.com/watch?v=QINXir90VFE&t=3s>

**Board Members Present:** Joe Crocco, Bob Roche, Philip Hack, Palmer Irving, Tom Brondolo (alternate)

**Board Members Present on Zoom:**

**Board Members Absent:** Ann Rader, Erin Robertson, Colleen Lutz

The December 5, 2023, meeting of the Town of Ancram Planning Board was called to order at 7:04 PM by the Chair Joe Crocco.

Joe Crocco stated the regularly scheduled December meeting fell on the first night of Hannukah so the meeting date had been changed to December 5, 2023.

Joe Crocco moved approval of minutes to the end of the meeting.

Due to the absences, First Alternate, Tom Brondolo, was designated by the Chair, Joe Crocco to participate in the deliberations and decisions of the Planning Board during the December 5, 2023 meeting.

**Correspondence:** Chair Joe Crocco, Boardmember Colleen Lutz and the Clerk had met with a potential Applicant. The Clerk had spoken with John Lyons and Kim Garrison regarding an application that had come before the Board. Palmer Irving asked for clarification and the Clerk stated they were advised not to speak on it at this time.

**Conflicts Check:** The Chair asked if there were any conflicts; there were none.

**The Clerk asked if any boardmembers were present on Zoom there were none.**

**OLD BUSINESS:**

**Broe**

**PUBLIC HEARING**

**Sketch Plan Conference for Subdivision**

**221.-1-6**

**258/259 Crest Road**

Joe Crocco stated that he would open the Public Hearing but leave it open until Colleen Lutz arrived so she would be able to participate in the Application.

Tom Brondolo motioned to open the Public Hearing. The motion was seconded by Palmer Irving. All in favor, motion carries.

The Public Hearing was tabled for later in the meeting.

**Hoilund**  
**Sketch Plan Conference for Subdivision**  
**213.-1-63**  
**84 Cottontail Road**

Joe Crocco asked the Applicant what had changed since the last meeting. The Applicant had added the note regarding the Agricultural Operations, showed the Agricultural Operations, had removed a bit of the driveway, and added wells and septic, and changed the wording regarding the stream.

Joe Crocco asked if the next step was to conduct a public hearing.

The Clerk stated the Board had not determined whether the Application was complete so prior to scheduling a Public Hearing the Board should make a determination as to whether the Application was complete and classify it as a minor or major subdivision.

Bob Roche motioned to declare the Application complete. The motion was seconded by Tom Brondolo. All in favor, motion carries.

Palmer Irving motioned to classify the Hoilund Application as a minor subdivision. The motion was seconded by Tom Brondolo. All in favor, motion carries.

Tom Brondolo motioned to set the Public Hearing for the Hoilund Application for Thursday, January 4, 2024 at 7:05PM. The motion was seconded by Bob Roche. All in favor, motion carries.

**Ronnybrook**  
**Pre-Application Conference for Special Use Permit**  
**224.-1-2.200**  
**310 Prospect Hill Road**

The Clerk had not received updated submissions. They were told the submission would be received on Thursday and then Monday and they still had not arrived to their knowledge.

Joe Crocco asked for a recommendation on how to proceed.

The Clerk stated the Applicant should be spoken with to understand what was occurring and the Board should make a determination on how to proceed based on the conversation.

Joe Crocco addressed the Applicant asking if they understood there were submission deadlines.

The Applicant stated that they had previously submitted drawing and revisions so they weren't trying to meet the submission deadlines simply provide the information.

Joe Crocco stated that did not help the Boardmembers.

Joe and Jay asked if the Applicant had brought the revised drawings.

The Applicant had one set.

The Applicant and the Board discussed delivery of the maps and updated forms.

Joe Crocco asked the Applicant to present their revisions.

Joe Crocco and Palmer Irving mentioned there was a question of fire access.

The Applicant stated that they showed a pathway and highlighted the lane to show that it could easily be accessed.

Joe Crocco asked if that was being considered fire access.

Joe Crocco stated that it was supposed to be 20' wide.

The Applicant responded it was more than 20' wide and the solar arrays are not flammable.

Joe Crocco mentioned the possibility of electrical fires.

The Applicant also stated they had revised the EAF and made technical changes based on that information.

Tom Brondolo asked if the width of the road could be stated on the plans.

The Applicant stated they could add it to the plans.

Joe Crocco asked about the classification and where it fell in the code.

The Clerk stated the referral did make a determination.

The Clerk read from the referral from the Zoning Enforcement Officer determining it was a ground mounted system requiring a Special Use Permit.

Tom Brondolo asked about the reflectivity of the pannels.

The Applicant stated that they were coated and they could send a note and the spec sheet.

Tom Brondolo asked about the farm use.

The Applicant has done an audit and calculations based on electric bills and useage.

The Applicant has made those calculations.

Joe Crocco stated that their engineer should look at the Fire Code to ensure compliance with the state fire code placing appropriate turn outs and turning radius.

Joe Crocco asked if the Applicant could provide a sample.

Joe Crocco asked what the next step was.

The Clerk stated a determination of completeness was required.

The Applicant and the Clerk discussed submissions of the EAF and other materials.

The Clerk advised the Board to should have all required documents and a complete Site Plan before them prior to scheduling a Public Hearing.

The Applicant stated they were provide seven sets with all the information about the fire path and reflectivity.

Joe Crocco stated that it should all be revised and all the information should be within the submission.

The Applicant and the Board discussed the process following a determination of completeness.

Philip Hack motioned to collect a \$1,000 escrow for the project. The motion was seconded by Palmer Irving. All in favor, motion carries.

Philip Hack mentioned the code discussed grasses.

The Clerk stated the Applicant should review the Special Use Permit submission requirements.

Tom Brondolo motioned to declare the Planning Board Lead Agency for Environmental Review. The motion was seconded by Palmer Irving. All in favor motion carries.

**NEW BUSINESS:**  
**Ancram Opera House Annex**  
**Special Use Permit**  
**205.3-1-67**  
**1326 County Route 7**

Jeff Mousseau appeared on behalf of the Applicant with Scott one of the Architects. The Applicant had appeared before the Planning Board in late spring for a Pre-Application Conference. They are beginning applying for a Special Use Permit for the Ancram Opera House Annex. They plan to use the Annex for residences, workshops, and offices. They have worked with the Zoning Enforcement Officer to determine the use. They will need to appear before the ZBA for an Area Variance from the Setback. The building is an existing non-Conforming structure and the added porch will also encroach into the setback.

Tom Brondolo asked about the septic.

The Applicant does not anticipate a change in the septic usage but they have repaired the septic.

Joe Crocco asked if this is a Short Term Rental.

The Applicant may have people that stay for less than a month but they may also have interns who stay for the duration for the season.

Joe Crocco mentioned the structure would need a sprinkler system.

The Planning Board and Clerk discussed the procedure.

Tom Brondolo asked what the sanitary system requirements would be if it were new construction.

Joe Crocco suggested sending it the Zoning Board of Appeals so they could grant or deny the necessary Area Variances.

Tom Brondolo declared Lead Agency for the purposes of Environmental Review. The motion was seconded by Philip Hack. All in favor, motion carries.

Palmer Irving motioned to collect a \$500 escrow for the project. The motion was seconded by Philip Hack. All in favor, motion carries.

Palmer Irving motioned to refer the Application to the Town of Ancram Zoning Board of Appeals to review the necessary variances. The motion was seconded by Philip Hack. All in favor, motion carries.

Philip Hack motioned to state The Planning Board is in favor of the Zoning Board of Appeals

granting the necessary Area Variances. The motion was seconded by Bob Roche. All in favor, motion carries.

The Ancram Opera House will be placed on the agenda for the December 18 2023 Meeting of the Zoning Board of Appeals.

**OLD BUSINESS:**

**Broe**

The Public Hearing was resumed.

The Applicant stated that they had done everything that was asked, they had hosted a site visit. The Applicant is subdividing approximately 7 acres to separate the barn from the residence.

A title search of an adjoining property the subdivision plat appeared inconsistent with the building files.

The Applicant stated that the sheds had been removed.

Tom Brondolo stated they were seeking an accurate survey.

Philip Hack asked if the survey could be updated to reflect current conditions.

The Clerk asked about the presence of a stone wall on the property line.

The Planning Board and the Applicant discussed why they were not asked previously asked to amend the survey.

Joe Crocco proposed closing the Public Hearing and giving the Applicant an opportunity to amend the maps.

Palmer Irving motion to close the Public Hearing. The motion was seconded by Tom Brondolo. All in favor, motion carries.

Palmer Irving motioned to grant conditional approval the Applicant must update the plat to reflecting existing conditions within 15 days. The motion was seconded by Bob Roche. All in favor, motion carries.

**Minutes:**

Bob Roche motioned to approve the November 2, 2023, minutes of the Ancram Planning Board. The motion was seconded by Palmer Irving.

Joe Crocco discussed the membership of Colleen Lutz, who had been elected to the Ancram Town Board, thanking her for her service.

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Bob Roche motioned to adjourn the December 5, 2023, meeting of the Ancram Planning Board. The motion was seconded by Philip Hack. All in favor, motion carries.

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Respectfully submitted,  
J. Hoffman

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