

**TOWN OF ANCRAM
Planning Board Meeting
Thursday, January 4, 2024
In Person and Zoom
Watch Online at:**

<https://www.youtube.com/watch?v=9fMcvoyCc2s>

Board Members Present: Joe Crocco, Bob Roche, Palmer Irving, Ann Rader, Erin Robertson, Donald Tasch (alternate)

Board Members Present on Zoom: Philip Hack, Tom Brondolo (alternate)

Board Members Absent:

The January 4, 2024, meeting of the Town of Ancram Planning Board was called to order at 7:00 PM by the Chair Joe Crocco.

The Planning Board discussed the requirements under for videoconferencing under § 103-a of the Open Meetings Law.

Minutes:

Palmer Irving motioned to approve the December 5, 2023, minutes of the Ancram Planning Board. The motion was seconded by Bob Roche. All in favor, motion carries.

Correspondence: Chair Joe Crocco and the Clerk had a meeting with John Lyons and Kim Garrison regarding an application. The Clerk spoke with Planner Nan Stolzenberg regarding several applications. The Clerk also scheduled a training with Nan on the use of the new forms and checklists on March 7, 2024 at 5pm. Following the conversation with Nan the Clerk spoke with Ronnybrook and Hoilund advising them of some changes. The Clerk believes Ronnybrook will withdraw their application and reapply for Abbreviated Site Plan Review. Nan stated that the Hoilund Subdivision Application should be referred to the ZBA.

The Board expressed a desire for Nan's training to be conducted in-person.

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

Erin Robertson reiterated the request for printed copies of the recently amended Town of Ancram Zoning Law.

The Clerk had received a resignation from Colleen Lutz and thanked her for her service. Joe Crocco also thanked Colleen Lutz for her service

OLD BUSINESS:

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

The Planning Board Opened the Public Hearing on the Hoilund Subdivision Application.

Joe Crocco asked the Applicant if there were any changes since the last meeting there were none.

Joe Crocco stated that they had been advised by counsel the 6.459 acre lot projects into the front yard setback.

The Applicant responded that it was part of the house from when it was built.

Joe Crocco responded that he understood but due to the subdivision application the Applicant would need to receive a variance from the Zoning Board to legalize the non-conformity.

The Applicant asked what year the setback distance from the road was established.

Joe Crocco stated that he couldn't answer that.

Mr. Hoilund asked if there was no setback in 1958 then why is it an issue now.

Joe Crocco repeated that if the Applicant was not proposing a subdivision there would be no question.

The Applicant responded that understood that but sought clarification as to whether it would be "grandfathered in."

Joe Crocco responded no.

Joe Crocco asked the Clerk about the driveways.

Mr. Hoilund asked about the driveway.

Joe Crocco stated that he saw that the driveway encroached on the neighboring property and that may have been the issue.

Joe Crocco asked the Clerk.

The Clerk responded that the ZEO or ZBA could make the determination regarding what variances were necessary.

Joe Crocco stated that the encroachment would become an issue if there were a title search.

The Applicant responded that there was no easement.

Joe Crocco responded the Applicant would have to make the encroachment disappear and that may mean dealing with the neighbor.

The Clerk clarified the Planner had stated that the Planning Board could not waive the requirements and that it needed to go to the Zoning Board of Appeals.

Joe Crocco stated that the shed was also likely in the front yard setback.

The Applicant had responded the shed had been removed.

Joe Crocco stated then it should be removed from the map because the map is not correct.

Joe Crocco polled the Board and asked if the Planning Board should make a recommendation in favor of the Application.

The Planning Board supports the Applicant seeking variance(s) in order to have the subdivision approved.

Mr. Hoiland asked if he would need to attend the Zoning Board of Appeals meetings.

Joe Crocco responded he would and he would also need to work with the Clerk to meet the submission requirements.

Erin Robertson stated the public hearing needed to be left open.

Joe Crocco stated the Public Hearing would be left open.

NEW BUSINESS: None

MATTERS NOT ON AGENDA:

**Glassberg
Abbreviated Site Plan Review
Former Parcel ID 221.-1-6
258/259 Crest Road**

The Glassbergs closed on the Broe property which had been subdivided. They are planning on converting office space within a barn to an accessory apartment. The building footprint will not change. The building is non-conforming. Ed has made a determination that a variance is not required. They will need Abbreviated Site Plan Review approval. The Glassbergs are proposing a new septic location from the proposed septic location which appeared on the filed subdivision maps. The septic is a raised bed system sized for a one bedroom and they are putting in a studio.

Joe Crocco asked about the proposed location of the studio within the existing structure.

Mr. Glassberg responded that it will be in the “bump-out.”

The Board asked where the restroom will be located.

The restroom will be located in the barn.

Joe Crocco stated it should be shown

Joe Crocco asked the Clerk what the process was.

The Clerk stated that they had not received the updated maps in time and as a result they were removed from the agenda and advised that they were unlikely to receive approval.

The existing structure is currently used as a horse boarding operation.

Joe Crocco asked about the number of stalls.

The barn has 16 stalls.

Erin Robertson asked if there was a stream along the back corner.

Mr. Glassberg responded that it was a drainage ditch.

Joe Crocco asked if Mr. Glassberg owns both parcels.

He does.

Joe Crocco asked if Mr. Glassberg intends to merge the parcels.

He does not.

Erin Robertson asked if the other parcel would be used for the horse boarding operation.

Mr. Glassberg responded that the fenced area of the culvert is currently completely closed.

Erin Robertson stated the town has a 150 buffer.

Erin Robertson stated the Site Plan should show all the natural resources and as a result the 150 foot buffer should be shown.

Joe Crocco asked the Clerk what was needed.

The Clerk stated the surveyor should be asked to place the stream buffer on the map.

Mr. Glassberg responded that the surveyor is unavailable for the next 8 months.

Joe Crocco stated the Site Plan stated that it was a survey map.

The Board discussed who could prepare a site plan and whether a survey was required for Abbreviated Site Plan Review.

Joe Crocco asked the Clerk if a Public Hearing is required.

Abbreviated Site Plan Review does not require a public hearing.

Erin Robertson, reading from the Zoning Law, stated a survey plan is not required for an abbreviated Site Plan Review.

Joe Crocco stated that should be changed and questioned the ability to do a proper review when surveys are not required and the ZRC should change this quickly.

The Clerk stated they would work with Mr. Glassberg to resolve this. Both counsel and the planner had stated that a survey was not required for Abbreviated Site Plan Review and Applicants could not be held to that standard. However, whether the Site Plan/Survey reflects current conditions and whether the surveyor could be reached were both matters that could be worked out.

Erin Robertson asked about whether the architectural plans were sufficient and about the location of the driveway.

Joe Crocco stated they could be improved to provide context.

Mr. Glassberg stated the driveway was in the front.

The Board and Mr. Glassberg discussed the location of ingress and egress.

REORGANIZATION:

Erin Robertson motioned to nominate Joe Crocco as the Chair of the Ancram Planning Board. The motion was seconded by Philip Hack. All in favor, motion carries.

Bob Roche motioned to nominate Erin Robertson as the Vice Chair of the Ancram Planning Board. The motion was seconded by Palmer Irving. All in favor, motion carries.

Erin Robertson motioned to hold the Ancram Planning Board meetings on the first Thursday of each month at 7PM at the Ancram Town Hall. The motion was seconded by Palmer Irving. All in favor, motion carries.

DISCUSSION:

Joe Crocco stated it was important for the Zoning Review Committee to amend the Zoning Law to require surveys for Abbreviated Site Plan Review.

The Planning Board discussed requiring surveys for Abbreviated Site Plan Review.

Erin Robertson motioned to adjourn the January 4, 2024, meeting of the Ancram Planning Board. The motion was seconded by Palmer Irving Hack. All in favor, motion carries.

Respectfully submitted,
J. Hoffman
