



# TOWN OF AMENIA

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PLANNING DEPARTMENT  
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**PLANNING BOARD MEETING  
WEDNESDAY, MAY 11, 2022  
7:00 P.M. – IN-PERSON  
AMENIA TOWN HALL 2<sup>ND</sup> FLOOR MEETING ROOM**

**REGULAR MEETING:**

- 1. DEEP HOLLOW TIMBER HARVEST– 253 Deep Hollow**
- 2. TROUTBECK ADAPTIVE REUSE – Revisions**

**OTHER MATTERS: Minutes – March 23, 2022  
April 6, 2022**

**Credit Hours - courses**



# TOWN OF AMENIA

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## PLANNING BOARD MEETING WEDNESDAY, MAY 11, 2022 IN-PERSON AT TOWN HALL 2<sup>ND</sup> FLOOR MEETING ROOM

**PRESENT:** Robert Boyles, Jr, Chairman  
Tony Robustelli  
Nina Peek  
Neal Kusnetz  
Jim Walsh

**ABSENT:** John Stefanopoulos  
Matt Deister

**OTHERS PRESENT -** John Andrews  
Dave Everett  
Chris Prentis  
Rich Rennia

The meeting was held IN-PERSON at Town Hall. Chairman Robert Boyles, Jr. opened the meeting with all those present Reciting the Pledge of Allegiance at 7pm. The exits were announced in case of emergency.

### **DEEP HOLLOW PRESERVE – 253 Deep Hollow – Timber Harvest**

Christopher Prentis, Forester and presenter for Deep Hollow Preserve spoke briefly about the application for a Timber Harvest proposal for a project on Deep Hollow Preserve. It would involve a 25 acre harvest on 364.68 acres of land. There are 881 trees marked in this harvest of both softwoods and hardwoods. (Hemlock and White Ash). They will move 35 trees per acre for salvage and improvement cutting. There are no wetlands involved. There is one small intermittent stream which they will place a “skidder” bridge over to cross. There are no impacts to rare/endangered species per note from NYSDEC April 6, 2022. The harvest area is not occupied by any of these so no permit is needed. The New York Parks Recreation and Historic

Preservation OPRHP office has issued a note dated April 12, 2022 that states there is no impact to the proposed area of harvesting on the historical nature of the property. There will be 2 landings for the project. One is an internal landing and is off of a gravel road and the other is a pre-existing road used previously located on Deep Hollow Road. They are hoping to install a tracking pad and a trucking entrance after the okay is given by the Highway Superintendent. To complete the job, there will be 3 to 4 trucks per week (June, July and August). They will put up signs for a truck entrance being that Deep Hollow Rd is a narrow road. The upper landing will be where he is suggesting signage. John Andrews starts by saying that our code permits by rights timber harvesting in all districts. It is a little more complicated as Chris indicated. The land is enrolled in the NYSDEC 480a tax law program and standard descriptions/procedures and is being managed by the DEC for long-term production of forest products. The application indicated Special Use permit and should be changed to Site Plan and should also indicate Scenic Protection and not Historic Preservation overlay. And the Agricultural Data Statement should also indicate Site Plan not Special Use Permit. The project is subject to review under SEQRA and should be classified as an unlisted action subject to a coordinated review with confirmation from the Planning Board attorney. The SEAF that was submitted is suitable for circulation. Chris has spoken with Megan Chamberlin, Highway Superintendent to discuss landing areas and construction entrances on Deep Hollow Road. The logging area is going to take place at the lower end of the property. There needs to be something in writing from the Highway Superintendent that provides a statement of what was spoken about for the record. Per Code 121-47 a performance guarantee to ensure erosion control, stormwater management, reforestation maintenance and protection of roads on and off site from damage relating to the timber harvest, stormwater, or trucking be provided and agreed upon with The Town Board in the amount of \$5,000.00. Member J. Walsh asks John Andrews to look into that amount by speaking to the Highway Superintendent. Jim feels in today's society that isn't enough money. Chris asks if it will be cash or surety bonds. Chris says the Town only wanted cash. John will ask the Town attorney to verify. Dave Says it is considered a Major Project. There will have to be a Public Hearing. It will not have to go to D.C. Referral. N. Peek asks if we should let the Town of Washington know about the project because of trucks exiting on the north end of Deep Hollow Rd into Millbrook. J. Westfall will make them aware. Also N. Peek expressed concern

about the hours of operation for the project. There is nothing in the application materials mentioning this. Chris says Monday – Saturday 7am – dusk? Per noise ordinance in the town, Dave says per town code, the hours must be Monday – Friday 8am to sunset. And nothing about Holidays. A motion was made by T. Robustelli, seconded by J. Walsh and carried to schedule a Public Hearing for the Deep Hollow Preserve Timber Harvest on June 8, 2022 at 7pm In-Person at Town Hall. Dave’s office will assist in the writing of the Public Hearing Notice.

### **TROUTBECK ADAPTIVE RUESE PLAN – Revisions / additions**

Rich Renna states there are minor changes to Site Plan since the last submission. A new Site Plan was submitted. There were 4 items that had changes.

1. The Gate House – Tweaked the location to be in the same location, but moved to be between two hemlock trees. This will also need an added area for cars pulling in off the road to the Gate House not to cause traffic issues on Leedsville Rd at the entrance.
2. 7 Cabins – have now been proposed as 5 cabins and a parking area for them AND 2 more cabins on the other side using the old road bed.  
3 new proposed cabins – Lower area will give a view of the brook and Site Plan will reflect this...and supported by the Planning Board prior to erosion control etc. documentation will be submitted.
3. Landscape Plans – Changes to the existing landscape need flexibility, over the current years and years to come. The Board may want to come up with certain things for around buildings when they are finished, around the cabins, etc.
4. The Lighting Plan – A conceptual lighting plan was included. It states that very low lighting is proposed for the area. They do not propose bright lights. They are also asking for flexibility in this area as well. I.e., the number of pathway lights to the cabins, to either add or subtract after they feel they are actually functioning for them. This is in respect to numbers of lights and placement of them.

John Andrews speaks about his comment memo. He emphasizes again the need for the overall Conservation Plan. And that all of the necessary paperwork needs to be in that and will be all tied together for specifying the site plan. The Planning Board can then make its findings and prepare that statement.

Still needed are:

- Specificity on site plans for lighting and landscaping
- Concept plans which establish parameters and minimum levels
- Specifics on structures or groupings of structures – site plans have changed; they need to be coordinated
- Phases 1-6 or phases 1-8 as originally stated. What are the numbers for approval? Clean that up for the records
- i.e., Gate House & Leedsville Entrance need better explanation in plan
- pedestrian friendly vs. vehicle friendly
- Need to coordinate plan for cabins and parking with the Fire Co.
- Need to show parking area and any ADA unit
- Landscaping and Lighting as to what to expect
- Grading and Stormwater Management and Erosion and Sediment Plans
- Dutchess County Health Department Approval will be needed for water supply and waste water treatment for the project
- Flood Plain Development Permit may be necessary for certain site specific areas and plans.

Since the Site Plans have now been changed again somewhat significantly, they all need to be tied back in and coordinated to show the corrections for the plan and all updates. He defines this by listing in his comment memo each sheet that was submitted for the site plans and the corrections or additions to be made. (Comment Memo date May 10, 2022). Sheets 1-7.

**Sheet 1:** Overlay boundary lines and open space preservation areas need to be shown

**Sheet 2:** Bulk Regulations should tie to dimensional standards and adopted as part of special use permit. Phases should be clearly identified on the sheet. Clearer reference of the buildings and proposed building inventory referenced by number or letter on the plan. Phasing (newly) identified as (1-6) clarification and explanation needs to be provided.

**Sheet 3:** Current Site Plan should be updated to show updated Lighting and Landscape Concepts. Retaining wall on south side of entry drive appears to cover property line into the road ROW. Details of all proposed improvements should be incorporated into future submittals. Traffic maneuvering Plan is needed for the Gate House. Where is the pull off, etc. Explanation of “Centerline of Driveway Easement”

etc. requires explanation on the plan. The proposed staircase on the plan connecting to turnaround area and pedestrian paths mentioned needs to be shown on the plan

**Sheet 4:** Details of proposed improved entrance at Yellow City need to be provided and also coordinated with the Town of Amenia Highway Superintendent. Details of any signage at this entrance needs to be provided. Details of the proposed service entrance gate should be provided and is it electric, left open, or how it will function. A truck/vehicle maneuvering plan should be provided which substantiates the road and rive widths, details the function at each of the unloading area/guest drop off area and other similar features. The proposed road widths require clarification – 15’ to 12’ are typically associated with ONE WAY TRAFFIC.

**Sheet 5:** A truck/vehicle maneuvering plan should be provided and should describe how the dumpster enclosure should work. Are the parking areas for staff and should they be labeled and signed?

**Sheet 6:** The existing curb at County Route 2 is to be preserved and improved. Future submittals shall include a profile and grading for the revised road location. There are concerns about the proposed gate. Is it normally open? Is it electric? What is the proximity to the main road? A vehicle will need to be fully off the road to access the gate depending on how it functions. Details of signage at this entrance are needed. Make sure All ADA units, parking spaces etc. are all accessible to each other and identified on plan.

**Sheet 7:** Gravel parking area note reads “Reconfigured edge of gravel parking area” It looks like the area is being expanded; the entry and exit points reconfigured AND additional parking spaces added. With the line weights on the drawing it is impossible to identify the scope of work associated with this parking area adjustment. It needs to be redone. Transition detail should be provided as it appears that the road is not only going from paved to gravel but from a width of 15’ down to something less than 15’ which is not indicated. Are there changes to the OHW running through this area?

Dave Everett stated that the Lead Agency packets were sent out after the last meeting where a motion was made to have his office do so. And, since 30 days have expired and there have been no requests to serve as Lead Agency the Planning Board can now designate itself as Lead Agency. Dave was also wondering if there was any update on SEQRA studies and documentation from Rich Rennia for the file to move forward.



Rich says the Traffic Study was requested. The data collector people were there today getting ready for a wedding at the site over the weekend to get the info to then by the end of the month. The same time frame is expected to receive the info about the archaeological study. SHPO did want a study of the new areas of disturbance, so Phase 1a and Phase 1b are being done for archaeology study.

Nina has more of a concern about the lighting plan than the landscape plan. She would like to have the board have more flexibility in the parameters for the lighting plan as described and more. She feels that there should be a baseline set and then changes could be made from that once site plan approval has been granted. Rich says that certain fixtures and colors should be identified in the plan as well. John says the next steps will be as follow for the Adaptive ReUse Plan:

- Close SEQRA first, then Concept Plan
- Special Permit
- Site Plan
- Conceptual Site Plan
- Conceptual Lighting Plan
- Conceptual Landscaping Plan

Rich would like to know if the Board is comfortable with the newest drawings and proposal. He needs some direct feedback before moving forward.

Jim asks about septic. Rich states that Septic Systems will be used as stated in the proposal on the map. They are being proposed to be in the meadow area along NYS Route 343. A pumping system will be used to move the wastewater to that area. All absorption will be well away from the stream. Rich explains the “non-conforming use” definition for this property to J. Walsh. The facility is a commercial lodging facility in a residential zone and to do the Adaptive Re use plan opens the Special Permit process as is necessary for this. And Town Code defines the number of units that can be allowed. Total change in site population is from 38 keys to 77. The total for a full build out (Adaptive Re use plan) is 115 per the master plan. They may come back with other applications in the future. They have to supply the Bulk Regulations as well as the Open Space requirements for this property for the Adaptive re use Plan. Other things they will need are Health Department approval, renew their waste water SPDES Permit, and other regulatory necessities before getting a building permit. Nina would like photo and visual simulations for elevations to get a better sense of how all of the construction will look. Dave says they must be addressed. Rich suggests the rendering of the “Admin Building” as one of the visual simulations.

Documentation must support the facts that these buildings will not be seen from the surrounding roads. Nina also indicates that supporting documentation be supplied that supports the facts that the lighting will not be seen from outside of the property as well. Dave would like to know how the Board wants to handle lighting & landscaping. Is there a parameter plan? Then provide a lighting plan for safety etc.? What fixtures and details of the lighting in what areas and how it is managed etc. The Board seems more concerned with the lighting than the landscaping. The Board is fine with a general Landscaping Plan and a Lighting Plan, but also need to bring more details into the lighting plan. The SITE PLAN will need both a Landscape and Lighting Plan. i.e., each building will have its own specific details...cabins, restaurant, lodging area. Rich needs to submit all the documentation on SEQRA in order to have the Adaptive Reuse plan and the Site Plan approved together. N. Peek asked questions for clarity on Valdespino and Keane Stud from the minutes. Dave clarified the quorum and voting numbers at a meeting with those who are recused.

The other matters on the agenda were Minutes from 3-23-22 and 4-6-22. The minutes from 3-23-22 were tabled until the next meeting because the people attending the meeting were not the same as those who attended the one on 3-23 and therefore could not vote on the motion to accept them. A motion was made by N. Peek, seconded by T. Robustelli and carried to approve the minutes from 4-6-22 as submitted.

Chairman Boyles reminded the board members to get their training certificates in to J. Westfall as soon as the courses are finished before the end of the year.

A motion was made by T. Robustelli, seconded by N. Kusnetz and carried to adjourn the Planning Board meeting at 8:25pm. The next meeting is May 11, 2022 at 7pm.

Respectfully submitted



Judith Westfall

Planning Board Secretary