

APPROVED: 5/15/14

**MINUTES OF THE
TOWN OF HIGHLANDS PLANNING BOARD
April 17, 2014**

A regular meeting of the Town of Highlands Planning Board was held in the Town Hall, Highland Falls, New York, on Thursday, April 17, 2014, at 7:00 P. M.

THERE WERE PRESENT:

Board Members:

Erik Smith, Chairman
Terry Holt, Deputy Chairman
Cathy Kelly
Chris Dyroff
John Hunter

M. Justin Rider, Attorney, (Rider, Weiner & Frankel, P. C.)
Uday K. Jinabhai, P.E., (J. Robert Folchetti & Associates, LLC)
Leslie J. Dotson, Town Planner (Garling Associates)

ALSO PRESENT: Jay Samuelson (Engineering Properties).

The Regular Meeting was called to order at 7:00 P. M. by the Chairman with the Pledge to the Flag. It was noted that all members are present, and there is a quorum. The Chairman noted that all Consultants are present also.

A motion was made to approve the March 20, 2014 Minutes.

Motion: Mr. Hunter Seconded: Dr. Kelly Approved

COMMUNICATIONS

- Orange County Planning, Spring Land Use Courses
- E-mail from Comptroller for Workplace Violence Prevention Training
Training will be done by the Chairman at the end of the next meeting, May 15, 2014.

VOUCHERS – April 2014

Rider Weiner, & Frankel, P.C.

General Planning	\$ 37.00
Fort Fitness	203.50

Garling Associates

General Planning	\$360.00
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Secretary, Fran DeWitt	\$ 42.40
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The Chairman will submit these vouchers to the Comptroller.

OLD BUSINESS

Fort Fitness Site Plan and Special Exception for construction of a 6,000 square foot fitness center located at 2339 U. S. Route 9W, Fort Montgomery, NY (Section 12, Block 1, Lot 1.2, Business Zone)

The Chairman stated that each Board Member had received updated plans. At the last meeting, the Board reviewed the proposed Local Law, had a positive reaction, drafted a letter to the Town Board, and thanked them for their quick action.

Mr. Rider stated that the Local Law passed unanimously on Monday evening. The County had no comments other than a Local Recommendation. The Law has been sent to the Town Clerk to be filed with the State.

The Chairman explained that this law includes the Special Exception Use under the Site Plan in the B District, delineated parking spaces, and accessory uses.

Comment Letters submitted by Uday K. Jinabhai, P.E., and Leslie Dotson were discussed by the Board, Mr. Rider, and Mr. Samuelson.

- Parking spaces, handicapped space.
- DOT approval needed for curb cut.
- Dumpster location and sufficient turnaround.
- Fire lane layout.
- Need for GML Referral, Lead Agency designation, DOT approval, and Fire Department comments.
- Existing and proposed utilities should be shown on plan.
- Water, sewer, drainage to be shown on the plan.
- Elevations to be developed.
- View from Route 9W to be illustrated.
- Grading and landscaping to be shown on plan.
- Sewer line will be located and testing to connect to existing line.
- Water service and possible back flow prevention.
- Erosion and vegetation situation.
- Site Plan to be completed and approved before any clearing is done.
- Stockpile area.
- Signage.
- Lighting, including minor light trespass on vacant property to southwest.
- Hours of operation to be shown on plan. Business plan.
- Public Hearing: more information should be available.

Protocol for necessary Contacts:

- GML Referral to be handled by Leslie Dotson.
- Jay Samuelson will contact DOT.
- The Chairman/Board will contact Emergency Services, including Fire, Ambulance, and Police for comment.

A motion was made for the Town Planning Board to declare itself Lead Agency for this project for an Uncoordinated Review.

Motion: Dr. Kelly Seconded: Mr. Dyroff Approved

A motion was made to set a Public Hearing for May 15, 2014 for this project.

Motion: Mr. Holt Seconded: Mr. Dyroff Approved

NEW BUSINESS

Village of Highland Falls Planning Board intent to be Lead Agency, Old Guard Hotel.

The Chairman explained that this project is a proposed 4-story hotel, at the location of the current Pointer's Echo Motel on Route 9W, inside the Village of Highland Falls. It is a Type I Action, with a 108,000 square foot floor area.

A reply will be sent stating that this Board has no objections to the Village of Highland Falls Planning Board taking Lead Agency status for this project.

Consultants

The Chairman feels perhaps the Board could do a better job of delineating responsibilities to avoid overlap. Costs should be a constant concern. Each project has its own individual required reviews.

Would there be a better way to delineating responsibilities? Examples discussed: Lighting, soil disturbance, and drainage - Engineers. Landscaping - Planning Consultant.

Ms. Dotson will forward to the Chairman an example of a Memo of Understanding used by another town that she has used.

Dr. Kelly and Mr. Hunter and other members of the Board feel there is a great collaboration with the way things are done now, and with this is good communication that works to the Board's and the Applicants' best interests.

Mr. Rider noted that on some of the zoning compliance issues, (engineering driven issues), we end up with some duplication.

PUBLIC COMMENT - None

At 8:07 P. M., a motion was made to adjourn the meeting.

Motion: Mr. Hunter Seconded: Dr. Kelly Approved

Respectfully submitted,

Fran DeWitt, Recording Secretary

**The next Regular Planning Board Meeting is
Thursday, May 15, 2014**