

**Town of Ulster Planning Board  
Meeting Minutes  
November 14, 2023  
7:00 PM**

The meeting was called to order at 7:00PM.  
The Pledge of Allegiance was recited.  
Emergency Exits were noted.

Approval of October minutes  
Motioned by Mr. Stavropoulos  
Seconded by Mr. Almquist  
All in Favor

**Public Hearing**

7:00PM -     **Uncle B's – P-922**  
                  400-416 Old Neighborhood Rd  
                  SBL: 48.7-1-12.110  
                  Zone: RC  
                  *Minor Subdivision*

Open public hearing  
Motioned by – Mr. Almquist  
Seconded by – Mr. Decker  
All in favor

No residents showed for the public hearing.

Close public hearing  
Motioned by – Mr. Decker  
Seconded by – Mr. Stavropoulos  
All in favor

David Church read a resolution for approval with conditions.

Resolution:

**WHEREAS** Applicant and owner – Uncle B's Holding LLC, proposes a three (3) lot subdivision for lot SBL 48.7-1-12.100, a partially developed commercial lot fully fronting Old Neighborhood Road; and,

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**WHEREAS** the proposed lots comply with the minimum lot size and dimensional requirements of the RC Zoning District; and,

**WHEREAS**, pursuant to Section 161-9 & 10 of the Town Code, the Proposed Action is classified as a Minor Subdivision, which is subject to the approval of the Town of Ulster Planning Board; and

**WHEREAS** the application materials in support of the Proposed Action include:

Completed Application for Subdivision prepared and signed by Bart Panessa, for owner, dated 9/26/2023

Signed Escrow Agreement, by Bart Panessa, dated 9/26/2023

Map of Proposed Subdivision of Lands of Uncle B's Holding LLC, prepared by Brinnier & Larios, PC, dated 6/16/2023 and revised 8/28/2023

Completed Short Environmental Assessment Form, Part 1 signed by Bart Panessa, dated 9/26/2023; and,

**WHEREAS** referral to the Ulster County Planning Board was not required pursuant to the UCPB Land Use Referral Guide, since the Proposed Action involves fewer than 5 lots and access roads and structures are not situated within the 100-year floodplain; and

**WHEREAS** the Planning Board considered the application materials submitted by the applicant in support of the Proposed Action, along with the comments of its consultants and Town staff made via memoranda (which memoranda are incorporated herein by reference) as well as comments from a public hearing described below; and,

**WHEREAS**, in accordance with Town of Ulster Subdivision of Land Chapter 161, Section 161-9 the Proposed Action is a Minor Subdivision and the Planning Board must hold at least one (1) public hearing before it can take final action but can waive the requirement for a preliminary public hearing; and

**WHEREAS**, consistent with same Chapter 161, Section 161-10C the Planning Board held such Public Hearing on November 14, 2023 and considered all comments made at such Public Hearing; and,

**WHEREAS** the Planning Board declared its intent to be Lead Agency, and classified the Proposed Action as a SEQRA Unlisted Action at its October, 2023 meeting; and, upon review of the entire record, makes a SEQRA Negative Declaration after concluding that the Action does not pose any large or significant potential, adverse environmental impacts.

**NOW THEREFORE BE IT RESOLVED**, the Planning Board has determined they have complied fully with the procedural requirements of Part 617 of the State Environmental Quality Review (SEQR) Law; and

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**FURTHER BE IT RESOLVED**, the Town of Ulster Planning board hereby grants Minor Subdivision approval as described above subject to the conditions, limitations and restrictions set forth below:

1. The Plat may be filed with the office of County Clerk after signing by the Chairman of the Planning Board.
2. Compliance with any and all comments from the Town Superintendents of Highway, Water and/or Sewer.
3. Compliance with any and all comments on relevant easements as reviewed by the Town Attorney.
4. No changes, erasures, modifications, or revisions shall be made to any plat after approval by the Planning Board and endorsed in writing on the plat; and
5. The final Plat must be filed with the Office of the County Clerk within 62 days of the date final Plat is approved by the Planning Board; and
6. All fees, including consultant fees, shall be paid.

Motioned by: Mr. Almquist

Seconded by: Mr. Stowell

DATE: 11/14/2023

**New business**

**Willis Subdivision – P-923**

125-137 Hudson View Cir. & 530-600 Ulster Landing Rd

SBL: 40.13–1-22.132 & 34.100

Zone: R60 & OM

*Minor subdivision*

Town counsel recused regarding any input on this project.

Mike Vetere represented for JBW Properties of Ulster LLC & LHV Precast Inc.

David Church read a resolution to start SEQRA and schedule a public hearing.

Resolution:

**WHEREAS** Applicant and owner –JBW Properties of Ulster LLC (aka Willis), proposes a two (2) lot subdivision with a lot line adjustment for property fronting Hudson View Circle and Ulster Landing Road; and,

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**WHEREAS** the applicant has submitted a complete subdivision application including a submitted State Environmental Quality Review Act (SEQRA) Short Environmental Assessment Form to the Town of Ulster Planning Board; and,

**WHEREAS**, the Town of Ulster Planning Board has final subdivision review and approval authority for this application.

**NOW THEREFORE BE IT RESOLVED**, based on a review of the application the Town of Ulster Planning Board takes the following actions:

**BE IT RESOLVED**, that the Town of Ulster Planning Board determines that this Minor Subdivision application is an Unlisted Action under the New York State Environmental Quality Review Act (SEQRA) and that the Planning Board declares intent to be Lead Agency; and,

**BE IT RESOLVED**, that as a minor subdivision this application is exempt from referral to the Ulster County Planning Board as per the Ulster County Planning Board Land Use Referral Guide; and,

**NOW BE IT FURTHER RESOLVED**, the Planning Board waives the procedural requirement for preliminary plat submission as well as a preliminary hearing consistent with Town of Ulster Subdivision of Land Chapter 161 Section 161-10B and schedules the Final Public Hearing for December 12, 2023.

Motioned by: Mr. Stowell

Seconded by: Mr. Almquist

Votes: All in favor

DATE: 11/14/2023

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**Big Green Real Estate – P-924**

677 Sawkill Rd

SBL: 39.18-1-5.100 & 5.2

Zone: R60

*Lot Line Revision*

Town Counsel recused regarding any input on this project.

There was a revision to the LLR map made on November 14, 2023.

David Church read a resolution approving the Lot Line Revision.

**WHEREAS** the applicant - Big Green Real Estate LLC proposes a lot line adjustment between lands that they own and land of Patrice Maloney and Francis R. Baker III; and,

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**WHEREAS** the one of the new lots fully complies with the minimum lot size and dimensional requirements of the R60 zoning district while the other pre-existing lot will now meet setback requirements and will improve compliance with minimum lot size with approval of the lot line adjustment as requested; and,

**WHEREAS**, pursuant to Section 161-9 of the Town Code, the Proposed Action is classified as a Lot Line Adjustment, which is subject to the approval of the Town of Ulster Planning Board; and

**WHEREAS** the application materials in support of the Proposed Action include:

Completed Application for Subdivision/Lot Line Revision, dated 10/30/2023  
Signed Owner Consent Form for Filing, signed by Alexander Lehnen, Big Green Real Estate LLC, dated 10/17/2023

Project Narrative, unsigned and undated

Short Environmental Assessment Form, signed by Alexander Lehnen, dated 08/22/2023

Lot Line Revision Prepared for Big Green Real Estate LLC and Macauley Baker III, consisting of one (1) map, prepared by John J. Post, Jr, PLS, Ingalls & Associates, LLP, dated 10/30/2023 and revised 11/14/2023; and,

**WHEREAS** referral to the Ulster County Planning Board was not required pursuant to the UCPB Land Use Referral Guide, since the Proposed Action is not a subdivision and involves fewer than 5 lots; and,

**WHEREAS** the Planning Board considered the application materials submitted by the applicant and by Town consultants and staff; and,

**WHEREAS**, in accordance with Chapter 161, Section 161-9 and 11.1 the Proposed Action is a Lot Line Adjustment and no public hearing is required; and

**WHEREAS** the Planning Board classifies the Proposed Action as a SEQRA Type II action and no further action is required upon review of the entire record (including SEQRA Short Form EAF Part 1).

**NOW THEREFORE BE IT RESOLVED**, the Planning Board has determined they have complied fully with the procedural requirements of Part 617 of the State Environmental Quality Review (SEQRA) Law; and

**FURTHER BE IT RESOLVED**, the Town of Ulster Planning Board hereby grants Lot Line Adjustment approval as described above subject to the conditions, limitations and restrictions set forth below.

1. Consistent with §161-11.1B the Applicant has filed with the Town of Ulster a map for this Lot Line Adjustment prepared by a licensed surveyor; and,

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2. Upon filing of the map noted above, said map or Plat may be filed with the office of County Clerk after being signed by the Chairman of the Planning Board
3. No changes, erasures, modifications, or revisions shall be made to any plat after approval by the Planning Board and endorsed in writing on the plat; and,
4. The final Plat must be filed with the Office of the County Clerk within 62 days of the date final Plat is approved by the Planning Board; and,
5. All fees, including consultant fees, shall be paid.

Motioned by: Mr. Almquist

Seconded by: Mr. Stowell

Rory Lee, Chair

Frank Almquist, Vice Chair

DATE: 11/14/2023

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**I.Park 87** - for discussion on proposed lot line adjustments / re-plating for the southern portion of the East Campus and Phase 2 of site plan.

George Distefano represented from Labella Associates. Proposing a Lot line Revision for 6 lots. There was a small discussion on how they are planning the lot line revision.

The board agreed that I.Park will be on the December Agenda for Lot Line Revision, to go into more detail.

**Adjourn the meeting**

Motioned by – Mr. Almquist

Seconded by – Mr. Decker

All in favor

Respectfully Submitted,

*Megan Hay*

Planning/Zoning Secretary