

**Town of Ulster Planning Board  
Meeting Minutes  
September 12, 2023**

-Pledge of Allegiance was recited.  
-Emergency Exits were noted.

**Roll Call – All present**

Mr. Almquist	Mr. Decker
Mr. Stavropoulos	Mr. Stowell
Chairman Lee	

**Approval of August minutes**

**Motion** – Mr. Almquist

**Second** – Mr. Stowell

Abstained due to absence of last meeting – Mr. Stavropoulos

**Old Business**

**Wrap Around Services of the HV – P-909**

234 & 230 Tuytenbridge Rd

SBL: 39.20-1-24.220/.320

Zone: R60

*Site Plan*

Rich from Mauri Architects represented the Wrap Around Services of the HV and represented the project.

David Church read a resolution referring to Town Board for final approval.

**Resolution:**

Applicant and owner – Wraparound Service of the Hudson Valley (formerly known as United Cerebral Palsy of Ulster County), proposes to convert an existing one-story residence (group home) into classroom as part of a certified Dayhab facility, to construct a new 4,600 square foot classroom addition to this existing building, and to complete associated parking, landscaping, utilities and lighting.

Dayhab use, short for day habilitation, can be defined as charitable services that assist or support individuals in developing and maintaining life skills and community integration.

Eleemosynary (charitable) uses are permitted in the R60 Zoning District; and,

**WHEREAS** this application follows Town Planning Board approval in June, 2023 to combine the tow (2) existing lots into the single lot which is the location of this proposed site plan; and,

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**WHEREAS**, the materials submitted in support of this site plan application include:

Completed Application for Site Plan prepared by Richard Tompkins RA/AIA, Mauri Architects PC, dated 6/22/2023

Signed Application and Consent Form by Gerry Donrenwend, dated 6/22/2023

One page letter and Project Narrative, signed by Richard K. Tompkins, dated 6/23/2023

Short Environmental Assessment Form, Part 1, unsigned and undated

Proposed Additions & Alterations to Wraparound Services of the Hudson Valley – Dayhab, prepared by Mauri Architects PC, dated 6/27/2023 and revised 8/29/2023 consisting of four (4) sheets as follows:

S-1, Proposed Site Plan, Zoning Data Chart & Details

S-2, Existing Conditions Plan

S-3, Proposed Landscape & Lighting Plans & Details

S-4, Lighting Plan & Details (note – also shows building elevations)

With additional sheets prepared by Willingham Engineering, dated 6/27/2023 consisting of four (4) sheets as follows:

CP-1, Civil Plan

CP-2, Erosion & Sediment Control Plan

SD-1, Site Details

SD-2, Erosion & Sediment Control Details

Project Application Review memo (four (4) pages) submitted by David Church, AICP dated 07/05/2023

Comment memo via email from John Rose, Town of Ulster Water Superintendent, to Megan Hay dated 07/17/2023

Comment memo via email from Town of Ulster Sewer Department, to Town of Ulster Planning Department dated 08/01/2023

Three-page review memo from Bruce D. Utter, PE, Praetorius and Conrad, PC, to Rory Lee, Town of Ulster Planning Board Chairman, dated 08/08/2023 and including ten (10) itemized comments

Two-page review memo from Bruce D. Utter, PE, Praetorius and Conrad, PC, to Rory Lee, Town of Ulster Planning Board Chairman, dated 09/11/2023 as follow up to 08/08/2023 memo and providing two (2) comments; and,

**WHEREAS**, the Town Board of the Town of Ulster has final site plan approval authority in coordination with and based on recommendations from the Town of Ulster Planning Board; and,

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**WHEREAS**, the applicant has submitted a complete Site Plan application to the Town of Ulster Town Board and Planning Board including a submitted State Environmental Quality Review Act (SEQRA) Short Environmental Assessment Form, Part 1; and,

**WHEREAS**, the Town Board, in coordination with the Planning Board, previously determined the Town Board was lead agency, typed the application as an Unlisted Action, and initiated the coordinated review under the New York State Environmental Quality Review Act (SEQRA); and,

**WHEREAS**, this application is exempt from referral under New York State General Municipal Law 239 to the Ulster County Planning Board given the subject site is greater than 500 feet from features that require such referral; and,

**WHEREAS**, the Planning Board considered all of the application materials submitted by the applicant in support of the Proposed Action, along with the comments from Town consultants and staff; and,

**NOW THEREFORE BE IT RESOLVED**, the Town of Ulster Planning Board recommends the Ulster Town Board make a Negative Declaration under SEQRA for this Unlisted Action based on coordinated review with the Town Planning Board and others: and,

**BE IT FURTHER RESOLVED** that the Town of Ulster Planning Board recommends that the Ulster Town Board makes final review of this Application and grants Conditional Site Plan approval for the Proposed Action subject to the conditions, limitations and restrictions set forth below.

1. Compliance, as shown on signed plans, with all comments via memos provided by Town of Ulster Water Superintendent, the Town of Ulster Sewer Department, and the Town of Ulster Engineer (Praetorius and Conrad, PC) as cited above;
2. Compliance, as shown on signed plans, with any additional comments as may be provided from the Town Engineer;
3. Compliance with any and all comments from the Ulster County Fire District No. 5 and from the Town of Ulster Highway Superintendent regarding access, vehicle circulation and any other emergency services matters;
4. Inclusion of and compliance with the Town of Ulster Planting Notes to be placed on the Site Plan map sheet S-1 and the Landscape Plan sheet S-3 cited above;
5. Compliance with applicable zoning and building laws, rules and regulations.
6. Compliance with all representations made by the applicant;
7. Compliance with documentation, site plan, design plans and all details as cited herein;
8. The Town's consulting planner and Building Inspector are hereby authorized to approve minor Site Plan changes of a ministerial nature, which may arise due to unforeseen circumstances in the project site development; and
9. All fees, including consultant fees, shall be paid.

**Motioned by:** Mr. Almquist

**Seconded by:** Mr. Stavropoulos

All in favor  
9/12/2023

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**New Kingdom Hall – P-915**

298 Memorial Dr  
SBL: 48.66-2-3.200

Zone: OM

*Site plan – Discussion on comments only*

A new environmental study will be done to include bat nests and provided when completed. Documents were given to the Planning board after the deadline for submittal, which wasn't enough time to review before the meeting. There for, New Kingdom Hall will be pushed to the October 10, 2023, Planning Board meeting.

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**New Business**

**Michael Moore – P-920**

61 Brabrant Rd  
SBL: 48.14-3-9

Zone: R30

*Lot Line Revision*

Michael Moore owns 55 & 61 Brabrant Rd (vacant lot), and now 63 Brabrant Rd (near UCSPCA). Looking to redraw the property line to make the 63 Brabrant property acreage the minimum of 30,000 sq ft. The maps that they currently have, has an extra line on them that needs to be taken off before it is signed off on by the chairman.

Andrew Stavropoulos proposed to amend the resolution for changes that need to be made on the survey maps (removing a line from map) in result adding a sixth condition to the resolution

**Motion to vote on the amendment of the resolution.**

**Motion** – Mr. Almquist

**Second** – Mr. Decker

All in favor

David Church read a resolution.

Resolution:

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**WHEREAS**, the applicant Michael Moore and Kevin Pope propose a lot line adjustment on lands that they own; and,

**WHEREAS**, the proposed new lots comply with the minimum lot size and dimensional requirements of the R30 zoning district; 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 08/18/23  
Signed Owner Consent Form for Filing

Project Narrative, prepared by Michael Moore & Kevin Pope, dated 08/18/23

Short Environmental Assessment Form, Part 1 prepared by Michael C. Moore, dated 08/22/23

Map of Lot Line Adjustment for Moore & Pope, consisting of two (2) maps titled "Existing" and "Proposed", prepared by Steven J. Green PLS, dated 04/12/23; 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 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 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,
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

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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.
6. Prior to signature by the Chairman of the Planning Board receipt of a map or plat to be revised to correct and show a lot line adjustment consistent with the application documentation and the discussion by the Planning Board at their 9/12/2023 meeting. Said map shall show only three (3) contiguous lots under same ownership.

**Motioned by:** Mr. Decker

**Seconded by:** Mr. Almquist

All in favor

DATE: 9/12/2023

**Approve the resolution as read.**

**Motion** – Mr. Decker

**Second** – Mr. Almquist

All in favor

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**Hurley Excavating & Landscaping – P-919**

Route 28

SBL: 48.13-2-16

Zone: HC

Site Plan

Chris Zell represented for the applicant. Looking to make for room for contractor storage and parking of equipment. This will entail a special use permit which needs to be referred to the Town Board for approval.

They are also looking to put a 6 ft fence in the front of the property which will need a variance from the zoning board.

David Church read a resolution.

Resolution:

**WHEREAS**, the applicant – Hurley Excavating & Landscaping (Andrew Zell), seeks special use permit and site plan approval for a contractor storage yard. Improvements proposed to the approximate 0.602 acre property include a new pole building, gravel parking

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area and perimeter fencing. Contractor storage yard is permitted in the HC zoning district subject to approval of special use permit and site plan; and,

**WHEREAS**, the applicant has submitted a Special Use Permit / Site Plan application to the Town of Ulster including a submitted State Environmental Quality Review Act (SEQRA) Short Environmental Assessment Form, Part 1, and,

**WHEREAS**, the Town Board of the Town of Ulster has final review and approval authority for the special permit use in coordination with the Town of Ulster Planning Board while said Town Planning Board has final review and approval for the site plan application; and,

**WHEREAS**, said Planning Board has reviewed the application documents submitted to date; and,

**NOW THEREFORE BE IT RESOLVED**, the Planning Board recommends to the Town Board that the special use permit and site plan application is an Unlisted Action under the New York State Environmental Quality Review Act and that the Ulster Town Board should act to designate as Lead Agency; and,

**NOW BE IT FURTHER RESOLVED**, subject to application documentation updates provided as requested by the Town Planning Board at their September 12, 2023 meeting, the Planning Board recommends that the Town Board formally refers the special use permit and site plan application to the Ulster County Planning Board for review consistent with the Ulster County Planning Board Land Use Referral Guide and NYS General Municipal Law 239, and schedules a public hearing as soon as possible for this special use permit application.

**Motioned by:** Mr. Almquist

**Seconded by:** Mr. Stavropoulos

**Votes:** All in favor

**DATE:** 9/12/2023

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**Spark Carwash – P-918**

1316 Ulster Ave

SBL: 48.8-1-1.22

Zone: RC

*Site Plan*

A team of representatives came to present the proposed project of Spark Carwash. This is a proposed 4,834 sq ft car wash located at 1316 Ulster Avenue (Currently Slice of Italy). This will be more of a Modern Carwash that uses state of the art equipment. They are environmentally friendly, recycling 80-85% of the water that is used, filtered through a high-

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tech reverse osmosis method. Not only cleans the water but leaves your vehicle with a spotless wash.

The board mentioned that Comments from DOT are needed (provided by the applicant). Town of Ulster Sewer Superintendent provided a letter expressing that the Ulster sewer district is experiencing hydraulic limitations along ulster avenue and Boices Ln sewer mains. There is uncertainty about the Sewer collection system being able to handle the flow from the proposed carwash. Problems could arise because of the change in flow, and He cannot sign off on the site plan approval until this is further investigated.

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**I.Park 87 – P-908**

Enterprise Dr/ Boices lane

SBL: multiple

Zone: OM

*Site Plan*

Multiple Representatives appeared before the Planning board to present the plan for the residential phase on the southern part of the site. Trying to create variety through different types of uses mainly residential , 800 units (studio, one bedroom, and two bedroom units). Commercial and retail components, amenity buildings, public parks with green spaces. Commercial buildings will be single story with dormer windows for lighting. There will be 4 phases for the residential part.

Residential site has direct lines to the wastewater treatment plant. They would be connecting to the first manhole on Dogwood St. that flows directly to the facility. They have installed a flow meter in one of the manholes further down on Dogwood St. to get more data to see current flow to determine how it will affect future hookups to this line.

There is an existing town water main that runs through the site that they would like to utilize for water supply and have been in contact with John Rose, TOU Water superintendent and Supervisor James E. Quigley III in regard to possible connection to Town water.

David Church read a resolution referring to the Town Board for site plan/rezoning approval.

*Resolution:*

**WHEREAS**, the Applicant – iPark 87 LLC (aka National Resources), seeks approval of Redevelopment Overlay District zoning as well as site plan approval to redevelop the “east



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campus” of the former IBM Kingston facility (formerly aka TechCity) previously foreclosed and owned by Ulster County and subsequently transferred to the Ulster County Economic Development Alliance prior to sale to current owner; and,

**WHEREAS**, the applicant has submitted a Rezoning Application and Site Plan application to the Town of Ulster including a submitted State Environmental Quality Review Act (SEQRA) Full Environmental Assessment Form, Part 1 and Supplemental Generic Environmental Impact Statement (SDEIS); and,

**WHEREAS**, the Town Board of the Town of Ulster has final review and approval authority for the rezoning as well as the site plan application in coordination with the Town of Ulster Planning Board; and,

**WHEREAS**, said Planning Board has reviewed the applications as submitted; and,

**NOW THEREFORE BE IT RESOLVED**, the Planning Board recommends to the Town Board that the rezoning and site plan application should be defined as a Type 1 Action under the New York State Environmental Quality Review Act (SEQRA), and that said Town Board declare intent to be Lead Agency and circulate that intent to all Involved and Interested Agencies: and,

**NOW THEREFORE BE IT FURTHER RESOLVED**, the Planning Board supports the application rezoning request to Redevelopment Overlay District with amended provisions for residential uses as proposed, subject to final review and acceptance of the Supplemental Generic Environmental Impact Statement.

**Motioned by:** Mr. Almquist

**Seconded by:** Mr. Stowell

All in favor

DATE: 9/12/2023

Respectfully submitted,

*Megan Hay*

***Planning/Zoning Secretary***