

Minutes accepted and approved.

Motion made by: Lisa Jaeger

2<sup>nd</sup> by: Claudia Lane

In Favor: 4 Opposed: 0 Absent: 1

Signed and Dated: *Sandra Allen* 11/4/2021

**Town of Windham Planning Board Meeting**  
Thursday, October 21, 2021

Board Members Present: Chairperson: Thomas Poelker  
Members: Lisa Jaeger, Matthew Jordan, Claudia Lane,  
Recording Secretary: Sandra Allen

Board Members Absent: John O'Grady

Also Present: Darrin Elsom, Pawel Trzepaczka, Christian Denniston, Rob Allison, Melissa Forbes, Melanie Wesslock, Rick Jordan (see attached 1)

Chairperson, Poelker, called the meeting to order at 7:00 PM, followed by the Pledge of Allegiance.

Site Plan: Rick Jordan 118 Club Rd 95.09-2-32 requesting approval for a project on Windham Mountain however, as per the Building and Code Enforcer, Caropreso due to the strict HOA requirements for any building on Windham Mountain this Boards approval is not required. This is a new procedure, and this Board will inquire further.

Received a Letter of Approval from the HOA and a filled in Site-Plan application review pictures as Jordan presented the project again. To avoid any miss steps or further complications a motion to approve as presented was made by Chairperson Poelker, seconded by Member Lane, with 4 in favor and 1 absent. A motion to inform the Town Code Enforcer, Caropreso that this Board has received the approval letter from the HOA and approved this project was made by Member Jordan, seconded by Member Jaeger with 4 in favor and 1 absent. Secretary, Sandra will co-ordinate with the Town Supervisor, Hoyt, Town Clerk, Poehmel, and Town Code Enforcer, Caropreso regarding site-plans for Windham Mountain going forward.

Minor Sub-Division: Rose/Preston Big Hollow Rd TM# 97.00-3-33.

Received an email from the Town Attorney, Gardner stating "I have reviewed the map, and have no 'negative' comments. From my perspective the map can be approved."

Allison re-presented the proposed sub-division. Reviewed part 1 of the short EAF, and maps. The existing 8.17 acre lot to be sub-dived into one 3.81 acre lot to be sold to SAP. The remaining with 4.36 to stay with present owners, which has an existing residential house, shed, well and septic system. Motion to Classify SEQR as Unlisted was made by Member Jaeger, seconded by Member Jordan, with 4 in favor and 1 absent. Motion to set Public Hearing for Thursday, November 4<sup>th</sup> at 7:10 PM was made by Member Jaeger, seconded by Member Lane with 4 in favor and 1 absent.

Minor Sub-Division: Sketch Plan Review. Alpine Garden Village Inc. 57 & 61 State Route 296, TM# 79.00-4-79. Received a revised application. Applicant's representative, Denniston from Kaaterskill Associates presented the revised plans which is sub-dividing a 9.41-acre lot into 4 lots – A 6.41, B 0.97, C 1.63 and D

0.40 acres. Reviewed easements for access (shared drive and parking areas). Reviewed the deed. Reviewed the maps showing the proposed sub-divisions.

Reviewed Part I of the short EAF. Motion to classify SEQR as Unlisted was made by Chairperson Poelker, seconded by Member Jaeger, with 4 in favor and 1 absent.

Motion to set Public Hearing for Thursday, November 4<sup>th</sup> at 7:20 PM was made by Member Jaeger, seconded by Member Jordan, with 4 in favor and 1 absent.

Site-Plan: Mayan & Michele Metzler 165 Galway Rd TM# 79.00-1-30. No one in attendance for this project. Tabled.

Site-Plan: Serendipity Lake House (formerly White Birches) 40 Princess Nauvoo Rd TM# 62.00-1-4.112. Applicant presented the proposed plans with the requested engineer's map. Applicant wants to place three prebuilt tiny homes on above mentioned property which is 9.2 acres. The current proposed use for the tiny homes will be used for family and friends with the possibility of being used for wedding guest in the future. Requested a copy of the DOH letter with 'under threshold' comment. Reviewed the proposed placement for holding tanks for sewage. Discussed the amount of people that will be using the proposed prebuilt houses and whether they will be used for personal or business purposes. Chairperson, Poelker will confer with the Town Attorney, Gardner whether this parcel is considered commercial or residential.

Site-Plan: Aaron Mannella Indian Heights Rd TM# 78.00-6-50. Received a Letter to Represent from applicant naming Pawel Trzepaczka. Sketch plan review. Trzepaczka presented the proposed plans for a single family, 5-bedroom home. It is a two floor with finished basement structure. Town sewer hook-up is available. Will need a drilled well. Informed Trzepaczka of the necessary steps involved in a site-plan approval to be followed with a checklist of said steps.

Site-Plan: Pawel Trzepaczka 4268 State Route 23 TM# 80.00-1-50. Received copy of the Bargain and Sale Deed, a copy of a DEP Subsurface Sewage Treatment System (SSTS) Determination dated 1/11/2021 with approval. Received engineer's map. Trzepaczka presented the proposed plan for a single-family home. Reviewed the steps need for a site-plan approval to be followed with a checklist of said steps.

Inquiry: Melanie Wesslock was in attendance to inquire about the procedure of a 'pop-up' entertainment venue with no permanent structures. She was advised on some of the items/steps that would be needed - a permission letter from the landlord, proof of insurance, would need a sign permit, a site-plan application and a Public Hearing. This Board will follow-up with the Town Attorney, Gardner regarding pop-up venues. Applicant will try get us at much information prior to the next meeting.

The Minutes Reviewed: Motion to accept September 16, 2021 minutes as written was made by Member Jaeger, seconded by Member Jordan, with 4 in favor, 1 absent. Motion to accept October 7, 2021 minutes with minor typo corrections to be made was made by Chairperson Poelker, seconded by Member Jordan with 4 in favor and 1 absent.

Meeting was adjourned at 9:07 PM on a motion by Member Lane, seconded by Member Jager, with 4 in favor and 1 absent.

Respectfully Submitted,

Sandra Allen, Recording Secretary

