

MEMORANDUM

TO: Town of Kent Planning Board  
CC: Bill Walters  
John Andrews  
Bruce Barber  
FROM: Liz Axelson, AICP  
DATE: May 11, 2022  
RE: Holly Property/Winkler Farm Site Plan Review for possible Stipulation, 18-26 Winkler's Farm Court, Tax Parcel No. 33.16-1-8 / CPL#15998.00-00006

I reviewed the materials listed at the end of this memorandum; online mapping resources; and the Code of the Town of Kent, Chapters 77, Zoning; and 66A. Subdivision of Land. This review is also based on the September 16, 2021 letter from Planning Board Attorney Jeffrey Battistoni to Robert Bradley agent for Douglas and Lauren Holly, property owners, and several Planning Board discussions. Based on my review I offer the following comments for the Board's consideration:

Summary

1. The proposal is to review site plan materials for the purpose of negotiating a stipulation between the Planning Board and Town Board and the property owners to toward a resulting site development with a total of nineteen (19) dwelling units with thirty-six (36) bedrooms and thirty-two (32) bathrooms in seven (7) 'sites' (residential structures). This would be an increase over the existing site development consisting of 4 residential buildings, which would add twelve (12) dwelling units with twenty-five (25) bedrooms and twenty-four (24) bathrooms in three (3) proposed 'sites' (proposed residential structures). The site is located in the R-10 Residential District.
2. The basis for considering a stipulation is due to prior litigation resulting in a judgement dated January 30, 1985, which is described in the September 16, 2021 letter from Planning Board Attorney Jeffrey Battistoni.
3. Following consideration, review, and execution of a possible stipulation by the Town, the project will require full SEQRA review, site development plan approval and possibly other approvals by the Town of Kent Planning Board and other related approvals and permits by other agencies. Although an Environmental Assessment Form was submitted, it would be reviewed during actual site development plan approval.
4. The submittal received March 24, 2022 provide more information than the prior submittal, yet somewhat more detailed plans are needed. The plans would serve as a supportive attachment to any draft stipulation. Further offline consultation is suggested.

Review Pertaining to Consideration of a Stipulation

5. On November 4, 2021, in response to a sketch submittal on October 28, 2021, I had sent an email intended to provide guidance to the Applicant and their Representatives, with attached code excerpts with the following message:  
"Based on the materials submitted by the Holly/Winkler representatives, I believe it would help to provide them some guidance on the site plan that they must submit. Based on the letter prepared by Planning Board Attorney, Jeff Battistoni, dated September 16, 2021, wherein he



states, 'the site plan must be a formal one, prepared by an engineering firm, which complies with the definition of a conceptual plan and resource analysis as described in Chapter 66A-6 of the Town Code which includes all information typically shown on a site plan.', the submittal is insufficient.

I had expected a more detailed response than the plan sheet and table we received. More information is needed to move along in the Planning Board's review.

By way of Guidance, attached are the following excerpts of the Code of the Town of Kent:

- Chapter 77, section 77-60 Approval of site plans;
- Chapter 66A-6, sections 66A-6, 66A-8, 66A-16, regarding definitions, resource analysis for pre-application, and conceptual plans; and
- Chapter 77, section 77-15 to 77-18 regarding R-10 zoning district requirements and standards.

Jeff's letter of September 16, 2021 is also attached for reference. Let's discuss at the workshop tonight. Then I would like to forward this email and attachments to the Applicant's Representative Robert Bradley and Paul Lynch."

6. On November 12, 2021, in response to a sketch submittal received on November 12, 2021, I re-sent the November 4, 2021 email with attached code excerpts with the following update message:

"On November 12, 2021, Vera forwarded a message with an attached sketch plan for the Holly/Winkler project about a week after I sent the 11/4/21 email and attachments, re-attached hereto.

Vera's email noting the late submittal, indicated it would be reviewed for the December 2021 Planning Board workshop/regular meetings. However, upon comparison with the previously submitted sketch, and review per the guidance from Planning Board Attorney, Jeff Battistoni's letter, dated September 16, 2021, and the email and code excerpts attached to my 11/4/21 email, I found that there were minor clarifications, yet very little was revised compared to the sketch submitted on or about September 16, 2021.

Perhaps it was not intended to be a formal submittal. So, there is no reason to prepare a formal review.

A submittal must be provided as per the guidance in my email of 11/4/21, please see the email below and the items re-attached hereto."

7. Based on the discussion at the Planning Board's November 2, 2021 Workshop meeting, it was agreed that a formal review memorandum would be needed.
8. Based on the discussion at the Planning Board's May 5, 2022 Workshop meeting, it was agreed that an updated formal review memorandum would be needed.

### Zoning Requirements and Standards



9. It is noted that the plan sets continue to be dated September 8, 2022 even though this submittal is the third revision of the plans with submittals provided on or about 10/28/21, 11/12/21, and 3/24/22. Please show current revision dates on all sheets in the next submittal.
10. Regarding the R-10 zoning district lot and bulk requirements in Zoning section 77-16, with the proposal being reviewed as a single lot, address the following:
  - a. If the entire site is considered as a single lot with multifamily dwellings and the proposal does not propose separate lots per unit or building, based on the prior litigation and pending stipulation, then it is not clear whether zoning section 77-16. A. or H., regarding minimum lot area, would not be applicable. **I defer to the Planning Board Attorney.**
  - b. Based on the submitted sketch plan's zoning table, the proposal appears to generally meet the lot and bulk requirements in 77-16., B. through C., F., and G. (width, frontage, setbacks, etc.), as long as the entire site is considered as a single lot with multifamily dwellings and the proposal does not propose separate lots per unit or building.
  - c. The listed proposed setbacks are larger than the individual lot requirements, which is appropriate. It would make sense to consider the need for such reasonably larger setbacks than required in the R-10 district for appropriate buffering of the site, possibly as part of the stipulation. The closest front setback to a proposed building appears to be ninety-three feet (93'), the closest side a proposed building appears to be 155', and the closest rear setback to an existing building is 82'. Labelling these would provide clarity.
  - d. Regarding the building coverage and impervious coverage requirements in 77-16., D. and E., provide a table with a detailed breakdown of the values that were used to come up with the existing and proposed building and impervious coverage values. For example:
    - i. The existing and proposed lot coverage values should match the first-floor square foot (SF) values presented in the existing and proposed building bedroom count tables.
    - ii. The impervious values should be larger than the lot coverage values.
  - e. Support the breakdown of coverage values with impervious calculations for parking spaces, driveways, roads, sidewalks, and any other impervious features.
  - f. Show additional needed sidewalks to create a safe, navigable development.
11. Certain aspects of a site plan should be added to the plan as per zoning section 77-6-, F. (1), including the following:
  - a. Add a callout to indicate the proposed 4-dwelling-unit buildings.
  - b. Number the proposed buildings and/or apartments consistent with the numbering of the existing buildings. Specifically, label the locations of apartments 1 through 8, perhaps with callouts for 1-4 and 5-8; and apartments 25 to 28.
  - c. Show and label any:
    - i. areas of exposed bedrock or rock outcrops; and
    - ii. wooded areas.
  - d. Label all existing and proposed site surfaces, such as lawn and planted areas, paved or concrete areas, etc.
  - e. Label the existing width of the central access road.
  - f. A five-foot (5') wide sidewalk should be shown as a proposed improvement along the main access road.
  - g. I defer to the Planning Board's consulting engineer on the sufficiency of the plan showing proposed grading, drainage and stormwater management.
  - h. Show proposed wells, labelling which buildings would be served.



- i. Clarify whether the proposed septic and reserve areas would serve all of the existing and proposed buildings.
  - j. The plans show the location of a single refuse area, which may not be sufficient to serve 19 total apartments. Perhaps 2 refuse areas are needed.
  - k. Show and label any proposed maintenance building.
  - l. Will there be any storage area for residents? If so, show and label.
12. If the entire site is considered as a single lot with multifamily dwellings and the proposal does not propose separate lots per unit or building, based on the prior litigation and pending stipulation, then it is not clear whether zoning sections 77-71 through 77-73, regarding Environmentally Sensitive Lands would be applicable. **I defer to the Planning Board Attorney.**
13. Following the process of negotiating and potentially executing a stipulation, the plans will be reviewed in more detail during actual site plan review in accordance with SEQRA and pertinent zoning standards, regulations, and requirements; and any other pertinent Town code provisions.

#### Subdivision of Land Requirements and Standards

14. The site plan should provide the elements defined in subdivision section 66A-6, Definitions, for Resource Analysis, including items noted above, such as hydric soils, rock outcrops, and vegetation. I defer to the Planning Board's Environmental Consultant about whether ten percent (10%) slopes must be shown or whether 15% slopes suffice.
15. A resource analysis is required for a conceptual plan in section 66A-8.
16. Regarding section 66A-16, confirm whether the proposal would be a single lot development or whether a conservation subdivision is contemplated.
17. Address the following aspects of 66A-16 A.:
- a. If any parks or recreation areas are proposed, show, and label these areas.
  - b. Although a soils map has been provided, show any hydric soils or add reference to same in the soils table, to properly address 66A-16, A. (2).
  - c. I defer to the Planning Board's Environmental Consultant about whether the existing conditions plan properly addressed the requirements for a resource analysis map.

#### Recommendation

18. The Planning Board should direct the applicant to address the comments above.
19. The submitted plan set as a basis for considering a stipulation is more detailed yet is insufficient and additional information is needed for further review. Accordingly, no Planning Board action is recommended at this time.
20. Please provide written responses to the above comments.

If you have any questions, please do not hesitate to contact me at 845-686-2309, or e-mail at [eaxelson@CPLteam.com](mailto:eaxelson@CPLteam.com).

#### Materials Reviewed

- Full EAF Part 1, signed by Douglas Holly, dated March 14, 2022;
- Plans entitled Winkler Farm, prepared by Paul Lynch, Putnam Engineering, dated September 8, 2021, no revision date, received March 24, 2022, including the following sheets:
  - o Existing Conditions Plan;
  - o Site Plan Layout;
  - o Grading and Drainage Plan;
  - o Utilities and SSDS Plan; and



- Trees, Slopes and Limit of Disturbance Plan.

Materials Previously Reviewed

- Plan entitled Sketch Plan Layout, Winkler Farm, prepared by Paul Lynch, Putnam Engineering, dated September 8, 2021, no revision date, received November 12, 2021;
- Plan entitled Sketch Plan Layout, Winkler Farm, prepared by Paul Lynch, Putnam Engineering, dated September 8, 2021, no revision date, received October 28, 2021;
- Plan entitled Sketch Plan Layout, Winkler Farm, prepared by Paul Lynch, Putnam Engineering, dated September 8, 2021, no revision date, received September 16, 2021.



## Cornerstone Associates

*Environmental Planning Consultants*  
1770 Central Street  
Yorktown Heights, NY 10598  
Phone: (914)-299-5293

May 12, 2022

To: Planning Board

From: Bruce Barber  
Town of Kent Environmental Consultant

Re: **Holly-Winkler Farm Review**  
Winkler Farm Court  
Section 33.16 Block 1 Lot 8

Please be advised the following pertinent documents have been reviewed relative to the above referenced application:

1. Long-form EAF (Part I0 dated 03/14/22 prepared by Douglas Holly (not executed).
2. Plans entitled; "Sketch Plan Layout-Winkler Farm" prepared by Putnam Engineering dated 09/08/21, 5 sheets: C-020, C-120, C-130, C-140, C-160.

### **Summary of Proposed Action:**

The subject property is presently improved with seven existing dwelling units with a total of eleven bedrooms.

As described in the EAF, the applicant proposes to construct three, four-unit buildings in which each unit will contain two bedrooms. In addition it is proposed to construct one additional bedroom as part of an existing dwelling unit on the site.

The purpose of this review is to determine if the above referenced plans contain sufficient information relative to resource analysis information and a conceptual plan to reasonably support the proposed action. The resource analysis and conceptual plan was described in the letter dated September 16, 2021 from Planning Board Attorney Jeffrey Battistoni to the agent for the applicant Robert Bradley.

The Town of Kent Town Code defines "Resource Analysis" as follows:

*"A map depicting the environmental conditions of a lot, including but limited to the location of soils, wetlands, waterbodies, rock outcrops, vegetation, slopes, cultural resources and man-made improvements on a lot displayed as part of a concept plan."*

**Review:**

**A: Wetlands:**

A wetland delineation was completed. The date of the delineation, a statement that it was conducted in compliance with requirements found in Chapter 39A of the town code, and the name of the wetland professional should be included on the plans.

Review of the soils map indicates that there are Ridgebury soils on the site which are identified in Chapter 39A as hydric (wetland) soils. The plans should be modified to include these soils within the wetland boundary determination and the wetland buffer location adjusted accordingly.

The watercourse on the site is regulated by the town, NYSDEC and possibly the NYCDEP. A determination should be provided indicating if permits are required for the proposed action.

**B: Floodways/Flood Plains:**

Review of the EAF indicates that the subject site is located in a floodway and floodplain area. These areas should be shown on the plans as they may impact the locations of potential improvements.

**C: Vegetation:**

Information regarding the presence of vegetation and the potential for clear cutting as defined by the town code has not been provided:

**D: Steep Slopes:**

Information regarding the topography of the site is shown on the plan. The applicant has indicated in the EAF that 3% of the slopes on the site are greater than 15%.

The applicant has not provided information regarding rock outcropping. Please provide a response to question E2b of the EAF.

**E: Cultural Resources:**

Applicant has indicated in the EAF that there are no cultural or historic features on or near the site

The above referenced plans provide reasonable support for the proposed action with the recognition that the final design and unit count may be modified due to the submittal and review of a final site plan and/or permitting requirements.

This office defers to the Planning Board Engineer and Town Planner regarding additional review of the above referenced applicant's concept plan. Please do not hesitate to contact me should you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to be 'R' followed by a stylized flourish.

Bruce Barber, PWS, Certified Ecologist  
Town of Kent Environmental Planning Consultant

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- Best Buy\_HP c... 10
- Brook farm 2
- car info 32
- CAREMOUNT 52
- COLLECTIONS ...
- Corona Virus 13
- Denny files 8
- DSW 6
- facebook 1
- ford transit 2020 2
- GO LO 5
- Goodrx dp
- Goodrx vp 1
- GOOGLE
- haband
- Hallmark 18
- Handsome Re...
- HARRIET CARTER 1
- HP computer 2... 1
- ibm 5
- Ingersoll 14
- Judy
- KENT PLANNI... 68
- Kent Town Bd
- Kent Truck Stop 3
- KENT ZBA 1
- LTD COMMODI... 1
- mattress firm 2... 2

• Winkler Farm 2

Yahoo/Sent ★



• jandrews@rsaengrs.com • John John V. Andrews, Jr., P.E. ROHDE Fri, May 13 at 8:20 AM ★



• Vera Patterson <vpattsrn@yahoo.com> Fri, May 13 at 3:49 PM ★  
To: Planning Kent

Vera Patterson 9 Dicktown Road Carmel, NY 10512 (845) 225-2779 (H) (914) 438-4937 (C)  
vpattsrn@yahoo.com

▼ Hide original message

----- Forwarded Message -----

From: "jandrews@rsaengrs.com" <jandrews@rsaengrs.com>  
To: 'Jeffrey Battistoni' <jbattistoni@vandewaterlaw.com>  
Cc: 'Planning Kent' <planningkent@townofkentny.gov>; 'Phil Tolmach' <besiscapes1@hotmail.com>; 'Bruce Barber' <barberbruce@yahoo.com>; 'Elizabeth Axelson' <eaxelson@cpileam.com>  
Sent: Friday, May 13, 2022, 08:20:59 AM EDT  
Subject: Winkler Farm

Good morning -

At the Planning Board meeting held last evening, the Planning Board discussed the above referenced project. The Applicant has provided sufficient and adequate documentation to justify the proposed unit count and complete the Stipulation. The Planning Board by oral resolution has authorized you to complete the Stipulation and provide the Board with a draft for consideration at the June Planning Board meeting. The Planning Board further directed the Applicant to amend their plans in response to comments by us, Bruce Barber, and Liz Axelson. The intent is to attach the final conceptual plans as an exhibit to the Stipulation.

The current project for purposes of the Stipulation is summarized as follows: 7 existing residential units with a total of 11 bedrooms currently on the site; 12 additional 2-bedroom units and a one-bedroom addition on an existing unit are proposed. The total project consists of a total of 19 units with 36 bedrooms total. The counts are not to be viewed as guaranteed. They represent the maximum total development sought by the Applicant. The count may vary downward based on the ability to obtain all necessary approvals.

Please amend the Stipulation to reflect this count. Please arrange to provide the Planning Board with a completed draft for discussion at the June meeting.

Thanks - If you have any questions don't hesitate to contact me.

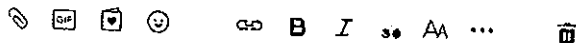
John

John V. Andrews, Jr., P.E.  
ROHDE, SOYKA & ANDREWS  
Consulting Engineers, P.C.  
40 Garden Street  
Poughkeepsie, NY 12601  
845-452-7515  
Fax 845-452-8335

medical records 34  
 Michaels 5  
 MICROSOFT 1  
 Miscellaneous 8  
 MISCELLANEO... 44  
 onstar 1  
 ORDERS RECEIV... 7  
 Overstock 5  
 paypal  
 personal 47  
 pettrainer 65  
 Publishers clrg... 66  
 QVC 1  
 receipts 6  
 recipes 995  
 Shop your way ... 1  
 Shoprite  
 Sirius Radio 45  
 Starcrest 1  
 state farm 1  
 stop kent truck...  
 Support Conn...  
 TBICO2010 13  
 TBICO8DDIR2010 9  
 TBICOGGRANTS...  
 TBICOSEPT09 4  
 toshiba computer 4  
 Tractor Supply  
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**ROHDE, SOYKA  
& ANDREWS**  
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Wilfred A. Rohde, P.E. • Michael W. Soyka, P.E. (Retired) • John V. Andrews, Jr., P.E.

## Memorandum

**To:** Planning Board  
Town of Kent

**Attn:** Philip Tolmach  
Chairman

**From:** John V. Andrews, Jr., P.E.

**Subject:** Conceptual Plan/Resource Analysis  
Comments

**Date:** May 10, 2022

**Project:** Winkler Farm  
TM # 33.16-1-8

The following materials were reviewed:

1. Full Environmental Assessment Form, Part 1, Winkler Farm, dated March 14, 2022-(unsigned)
2. Drawing Number C-020-Existing Conditions Plan-Winkler Farm, prepared by Putnam Engineering, PLLC, September 8, 2021, scale as noted.
3. Drawing Number C-120-Site Layout Plan-Winkler Farm, prepared by Putnam Engineering, PLLC, September 8, 2021, scale as noted.
4. Drawing Number C-130-Grading and Drainage Plan-Winkler Farm prepared by Putnam Engineering, PLLC, September 8, 2021, scale as noted.
5. Drawing Number C-140-Utilities and SSDS Plan-Winkler Farm prepared by Putnam Engineering, PLLC, September 8, 2021, scale as noted.
6. Drawing Number C-160-Trees, Slopes, and Limit of Disturbance Plan-Winkler Farm prepared by Putnam Engineering, PLLC, September 8, 2021, scale as noted.

We conducted our review pursuant to the letter from Jeffrey S. Battistoni, Esq to Robert Bradley, Authorized Agent for the Applicant dated September 16, 2021. Specifically, we call your attention to the section which reads as follows: *"The Planning Board may be willing to consider a revision to the draft Stipulation if a site plan is submitted showing what is actually proposed. The Site plan must be a formal one, prepared by an engineering firm, which complies with the definition of a conceptual plan and resource analysis as described in Chapter 66A-6 of the Town Code which includes all information typically shown on a site plan. If such plan is found to be acceptable in concept to the Planning Board, a revised Stipulation could be prepared based upon that conceptual site plan and resource analysis."*

The following comments are provided for the Planning Board's consideration:

1. The plans have been prepared by an engineering firm. The plans as submitted substantially comply with the definition of a conceptual plan and resource analysis as described in Chapter 66A-6 of the Town Code. The plan submitted is a site plan, as no subdivision is contemplated. The plans reflect the conceptual development, arrangement, layout, and design of a single parcel of land in general accordance with the site plan specifications of the Town Code. The plans as submitted do not fully address all the elements of a site plan yet. The plans do with some minor additions appear to be

Memorandum  
Conceptual Plan/Resource Analysis Comments  
Winkler Farm  
TM # 33.16-1-8  
May 10, 2022  
Page 2 of 2

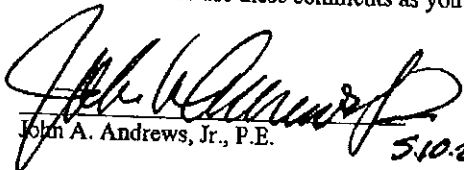
sufficient for the purpose of completing the stipulation. The modifications should be completed for the record.

2. The plans should have the details of the wetland delineation noted on the plan set. We defer to the Town's environmental consultant for the form and substance of the various notes
3. The parking calculations should be provided, covering both existing and proposed and clearly detailed on the plan.

The information submitted provides sufficient documentation to evaluate the proposed development and complete the Stipulation. In summary, there are 7 existing residential units with a total of 11 bedrooms currently on the site. The proposal is to provide 12 additional 2-bedroom units and incorporate a one-bedroom addition on an existing unit. The total project with all development is proposed, based on this submittal, to be a total of 19 units with 36 bedrooms total. This is less than the original court decision and appears to be within the ability of the property to support considering the applicable current development standards. The numbers should not be viewed as guaranteed, rather they reflect the maximum number to be pursued by the Project Sponsor. The actual number may vary (downward) depending on all approvals once obtained.

The comments contained herein relate to the information necessary to complete the Stipulation. The comments should not and are not intended to be comments associated with the advancement of the site plan. Once the Stipulation has been completed and the project moves into the formal review and approval phase, additional comments can be anticipated.

Please feel free to use these comments as you see fit. If there are any questions, please advise.

  
John A. Andrews, Jr., P.E. 5.10.2022

cc: Bruce Barber  
Liz Axelson, AICP  
Bill Walters, Building Inspector  
Jeff Battistoni, Esq.  
20-261-254

ROHDE, SOYKA & ANDREWS CONSULTING ENGINEERS, P.C.

**RESOLUTION**  
**ADOPTED May 12, 2022**  
**Town of Kent Planning Board Resolution of Re-Affirmation of**  
**SEQRA Determination of Non-Significance (Negative Declaration)**  
**and**  
**Re-Approvals with Conditions for: Site Plan; and**  
**Steep Slope and Erosion Control Permit for**  
**Viebrock / Kent Self Storage Route 311**  
**TM: 22.-2-17**

**Whereas**, the Town of Kent Planning Board had previously received an application from Richard Viebrock, Kent Self-Storage of Putnam, Inc., for approval of a site plan for the construction of a self-storage facility and truck rental services and other uses, including two self-storage buildings with office (management) and retail spaces, parking areas, driveway, utilities, electric and stormwater management systems on a 2.7-acre site in the IOC (Industrial Office Commercial) zoning district located at 164 Route 311, Carmel, in the Town of Kent, Putnam County, New York (tax parcel identification number 22.-2-17); and

**Whereas**, the Town of Kent Planning Board had conducted a review of the previous application in beginning in April 2019, which involved site development of vacant land for the proposed storage facility, which is a principal permitted use in the IOC zoning district; and

**Whereas**, the project was depicted on a detailed set of site plans, including erosion and sediment control plans, prepared by Site Design Consultants, Civil Engineers & Land Planners, dated May 14, 2019, last revised October 16, 2019; and a Full EAF, dated January 22, 2019 was submitted, which was revised in May 2019; and

**Whereas**, the proposal also involved a Steep Slopes and Erosion Control Permit approval; and

**Whereas**, in accordance with the New York State Environmental Quality Review Act ("SEQRA"), the Planning Board took the following actions to initiate review on September 12, 2019:

- classified the proposed action as an Unlisted Action under SEQRA as per 6 NYCRR part 617, sections 617.4 and 617.5;
- declared its intent to serve as Lead Agency in a coordinated review of the Project and circulated a notice of its intent to all other involved and interested agencies; and
- referred the application to the Putnam County Department of Planning, Development and Public Transportation pursuant to Section 239-l, m, and n of the General Municipal Law; and

**Whereas**, the Town of Kent Planning Board, as lead agency under SEQRA, concluded its SEQRA review and determined on November 14, 2019, that the proposed action described in the plans, Full EAF and other application materials would not have any significant adverse environmental impacts and an Environmental Impact Statement would not be required; and

**Whereas**, the Town of Kent Planning Board, had originally held a public hearing on October 10, 2019, which was adjourned and continued to November 14, 2019, and was then closed; and

**Whereas**, on November 14, 2019, the Town of Kent Planning Board pursuant to Kent Code Chapter 66, Article III the Planning Board granted Steep Slope and Erosion Control Permit approval; and pursuant to Kent Chapter 77, Zoning, granted final approval with conditions to the proposed site plan and steep slope and erosion control plan approvals based on the plans and materials described herein; and

**Whereas**, the Town of Kent Planning Board conditional site plan approval of November 14, 2019 expired 12 months from the date of approval as set forth in the Code of the Town of Kent section 77-61 C., which would be November 13, 2020; and

*Town of Kent Planning Board Resolution of  
Re-affirmation of SEQRA Negative Declaration; and  
Re-Approvals with Conditions for Site Plan; and Erosion Control  
for Viebrock / Kent Self Storage Route 311  
May 12, 2022*

**Whereas**, the Town of Kent Planning Board had received a letter dated December 4, 2020, requesting re-approval from Joseph C. Riina, P.E., Site Design Consultants, an updated application form and other materials on behalf of the Applicant, Richard Viebrock, Kent Self-Storage of Putnam, Inc., for re-approval of a Site Plan, which also involves a Steep Slope and Erosion Control Permit; and

**Whereas**, the submitted re-approval request letter stated that there had been no change to the project; that progress was made in pursuing other required approvals; and that the proposed project and plans remain the same as those granted a SEQRA Determination of Non-Significance (Negative Declaration) and conditional site plan and steep slope and erosion control plan approvals;

**Whereas**, on December 10, 2020, the Town of Kent Planning Board adopted a resolution reaffirming its prior determination that the proposed action described therein would not have any significant adverse environmental impacts and an Environmental Impact Statement would not be required; and granted renewed final approval with conditions to the proposed Site Plan and Steep Slope and Erosion Control plan approvals (Re-Approvals); and

**Whereas**, a letter was submitted requesting two 90-day extensions of the prior re-approval, which request letter stated that responses have been made to prior comments, but that some items remain to be address; and review by the Planning Board and its consultants confirms that the proposed project and plans remain the same as those granted a SEQRA Determination of Non-Significance (Negative Declaration) and conditional site plan and steep slope and erosion control plan approvals;

**Whereas**, on December 9, 2021, the Town of Kent Planning Board adopted a resolution reaffirming its prior determination that the proposed action described therein would not have any significant adverse environmental impacts and an Environmental Impact Statement would not be required; and granted two 90-day extensions of the prior re-approval of the final approval with conditions to the proposed Site Plan and Steep Slope and Erosion Control plan approvals (extensions of Re-Approvals); and

**Whereas**, since the two 90-day extensions of the prior re-approval, the Town of Kent Planning Board had received submittals from Site Design Consultants, the Applicant's representatives on December 20, 2021; December 28, 2021; January 13, 2022; and February 22, 2022; and the Applicant's representatives attended a Planning Board meeting on February 10, 2022 to discuss the project with the Planning Board, including progress on addressing conditions and the possible terms of a sidewalk easement; and

**Whereas**, the Town of Kent Planning Board had received a letter dated April 26, 2022, requesting re-approval from Joseph C. Riina, P.E., Site Design Consultants, on behalf of the Applicant, Richard Viebrock, Kent Self-Storage of Putnam, Inc., for re-approval of a Site Plan, which also involves a Steep Slope and Erosion Control Permit; and

**Now Therefore Be It Resolved**, the Town of Kent Planning Board, as lead agency under SEQRA, and given there has been no change to the proposed action, hereby reaffirms its prior determination that the proposed action described herein will not have any significant adverse environmental impacts and an Environmental Impact Statement will not be required; and

*Town of Kent Planning Board Resolution of  
Re-affirmation of SEQRA Negative Declaration; and  
Re-Approvals with Conditions for Site Plan; and Erosion Control  
for Viebrock / Kent Self Storage Route 311  
May 12, 2022*

**Be It Further Resolved**, that the Planning Board relies on the following supporting reasons in reaffirming this determination of non-significance (Negative Declaration):

1. The proposal will involve land disturbance on a vacant, vegetated site. Impervious coverage of developed site would be about thirty-five percent (34.8%). Land disturbance and construction activities will occur on just under 2 acres of the 2.7-acre site. Proposed grading, stormwater management practices and erosion and sedimentation control measures will be implemented to manage runoff and potential erosion effects. The site development includes extensive landscaping, which would serve to stabilize the site after construction.
2. The proposed action also involves an application for a Town Erosion Control Permit. The proposed limits of disturbance are defined on the site plans with corresponding erosion and sedimentation control measures.
3. The proposed site plan is consistent with the IOC zoning district's principal uses; lot and bulk requirements and design standards. The commercial use would be visible from Route 311, which is both a rural and suburban road leading to nearby recreational uses (Powerline Trail and Wonder Lake State Park); and nearby residences. Any effects on aesthetic resources or community character would be mitigated by the proposed architecture, including decorative veneer on retaining walls; and landscaping. Additionally, a proposed sidewalk easement provides for future potential development of pedestrian facilities; and

**Be It Further Resolved**, as per the waiver request from the Applicant and in accordance with zoning provisions for site plan procedures, the public hearing for this project is hereby waived; and

**Be It Further Resolved**, that pursuant to Kent Code Chapter 66, Article III the Planning Board hereby grants re-approval of the prior Steep Slope and Erosion Control Permit extensions and re-approval; and

**Be It Further Resolved**, that the Planning Board hereby grants re-approval of the prior extensions and re-approval of final approval with conditions to the proposed Site Plan and Steep Slope and Erosion Control plan approvals, as depicted on the following maps:

- Plans prepared by Joseph C. Riina, P.E., entitled Kent Self Storage of Putnam, Inc., dated November 27, 2018, revised February 16, 2022, except as noted below, including the following:
  - o Title Sheet, dated January 2019, revised November 2021;
  - o Vicinity Plan and Topographic Map;
  - o Site Plan;
  - o Existing Conditions and Slope Map;
  - o Grading and Utility Plan;
  - o Septic Plan, Profile and Notes;
  - o Erosion and Sediment Control Plan and Notes;
  - o Site Lighting Plan, Photometrics and Specifications;
  - o Intersection Site Distance Plan and Road Profiles;
  - o Storm Sewer Profiles;

*Town of Kent Planning Board Resolution of  
Re-affirmation of SEQRA Negative Declaration; and  
Re-Approvals with Conditions for Site Plan; and Erosion Control  
for Viebrock / Kent Self Storage Route 311  
May 12, 2022*

- Development Area Profiles;
- Wall Profiles;
- Site Improvement Details;
- Stormwater Management Details;
- Septic Details; and
- Erosion and Sediment Control Details; and

**Be It Further Resolved**, that the Planning Board grants re-approval of the prior two 90-day extensions of the prior re-approval of final approval with conditions to the proposed Site Plan and Steep Slope and Erosion Control plan approvals; and

**Be It Further Resolved**, that these site plan and steep slope and erosion control plan re-approvals are expressly conditioned on the completion of the compliance with the following:

1. Address the comments of the Planning Board's Professional Engineer as set forth in a memorandum dated November 30, 2021, or any later review memorandum.
2. Address the comments of the Planning Board's Environmental Consultant as set forth in a memorandum dated December 9, 2021, or any later review memorandum.
3. Address the comments of the Planning Board's Planning Consultant as set forth in a memorandum dated March 7, 2022, or any later review memorandum.
4. Obtain the approval of the Planning Board's Consulting Professional Engineer in regard to the final Steep Slope and Erosion Control Permit plan.
5. Obtain the approval of the Putnam County Department of Health for the individual sewage disposal and water supply system.
6. Obtain all required approvals from the New York City Department of Environmental Protection.
7. Obtain all required approvals from the New York State Department of Transportation.
8. Certification by the Planning Board's Attorney that the forthcoming easements and agreements, noted in the above review memorandums, are acceptable as to form and sufficiency, including but not limited to:
  - a. Stormwater maintenance and access agreements with the Town; and
  - b. Legal instruments for review by the Planning Board's Attorney describing the use of the easement for future sidewalk development, including any necessary agreements and a metes and bounds description.


*Town of Kent Planning Board Resolution of  
Re-affirmation of SEQRA Negative Declaration; and  
Re-Approvals with Conditions for Site Plan; and Erosion Control  
for Viebrock / Kent Self Storage Route 311  
May 12, 2022*

9. Approval of the amount of the performance bond or security for the Steep Slope and Erosion Control Permit required per Kent Code section 66-6 D.(4) by the Planning Board's Consulting Professional Engineer; approval of the form of the bond or security by the Planning Board Attorney; and acceptance of the bond or security by the Town Board.
10. Payment of an inspection fee for the Steep Slope and Erosion Control Permit.
11. Payment of all consultant fees accrued by the Planning Board to review the project plans and the application.
12. The re-approval granted in this resolution shall be subject to the procedural conditions stated herein above. This conditional site plan re-approval shall expire 12 months from the date of this re-approval as set forth in the Code of the Town of Kent section 77-61 C., which states that the approval would be "... void if construction is not started within one year of the date of Planning Board approval, and completed within two years of the date of such approval."; and unless otherwise extended by the Planning Board upon the express written request of the applicant prior to the date of expiration.
13. It is the responsibility of the application/project sponsor to submit to the Town Planning Board proof that each of the conditions of this Site Plan Approval; and Steep Slope and Erosion Control permit approvals have been completed; and the signature of the Planning Board Chairman shall be withheld pending receipt of a written memorandum from the Planning Board's Planning Consultant verifying that each of the conditions of this approval have been completed. The final drawings shall not be accepted by the Planning Board without submission of proof of completion.

*Town of Kent Planning Board Resolution of  
Re-affirmation of SEQRA Negative Declaration; and  
Re-Approvals with Conditions for Site Plan; and Erosion Control  
for Viebrock / Kent Self Storage Route 311  
May 12, 2022*

Motion:	<u>Hugo German</u>
Second:	<u>Giancarlo Gattucci</u>
Phil Tolmach, Chairman	<u>Aye</u>
Dennis Lowes, Vice Chairman	<u>Aye</u>
Simon Carey	<u>Absent</u>
Sabrina Cruz	<u>Aye</u>
Giancarlo Gattucci	<u>Aye</u>
Hugo German	<u>Aye</u>
Stephen Wilhelm	<u>Aye</u>

I certify that the above resolution was adopted by the Town of Kent Planning Board at a meeting of the Board held on May 12, 2022.

  
Vera Patterson, Clerk  
Town of Kent Planning Board

**RESOLUTION**  
**PUTNAM NURSING & REHABILITATION CENTER**

**ADOPTED May 12, 2022**

**Town of Kent Planning Board Resolution of Extension of Re-Approvals with Conditions  
for: Site Plan; Wetland Permit; and Steep Slope and Erosion Control Permit for  
Putnam Nursing & Rehabilitation Center**

**TM: 12.-3-40 & 41**

Whereas, the Town of Kent Planning Board had received an application from David Schlosser of Schopfer Architects, LLP, for approval of a site plan; erosion control; and wetland permits for the renovation of and addition to an existing nursing home and other improvements to be made on an approximately 10.9-acre developed and partially wooded lot (see tax parcels listed above) as a principal permitted use in the R-80 (One Family Residence) zoning district located at 404 Ludingtonville Road, Holmes, in the Town of Kent, Putnam County, New York; and

Whereas, the project was depicted on a detailed set of site plans, including erosion and sediment control plans, prepared by David Schlosser, RA, Schopfer Architects, LLP, entitled Renovations and Additions, Putnam Nursing and Rehabilitation Center, dated August 23, 2019, last revised November 21, 2019; and prepared by David A. Getz, P.E., Lehman & Getz, PC, entitled Renovations and Additions Putnam Nursing and Rehabilitation Center, dated February 21, 2018, revised October 22, 2019; and a Full EAF, dated October 22, 2019 was submitted; and

Whereas, the proposal also involves Wetland; and Steep Slopes and Erosion Control Permit approvals; and

Whereas, in accordance with the New York State Environmental Quality Review Act ("SEQRA"), the Planning Board took the following actions to initiate review on October 10, 2019:

- classified the proposed action as an Unlisted Action under SEQRA as per 6 NYCRR part 617, sections 617.4 and 617.5;
- declared its intent to serve as Lead Agency in a coordinated review of the Project and circulated a notice of its intent to all other involved and interested agencies; and
- referred the application to the Putnam County Department of Planning, Development and Public Transportation pursuant to Section 239-l, m, and n of the General Municipal Law; and

Whereas, on December 12, 2019, the Town of Kent Planning Board, as lead agency under SEQRA, determined that the proposed action described herein would not have any significant adverse environmental impacts (Determination of Non-significance, or Negative Declaration) and an Environmental Impact Statement would not be required, relying on the following supporting reasons:

1. The proposal will involve land disturbance on a previously developed site. The resulting impervious coverage of the redeveloped site would be about twenty-three percent (22.7%), which complies with the zoning requirement of 30%. Land disturbance and construction activities will occur on just under 2 acres of the 10.9-acre site. Proposed grading, stormwater management practices and erosion and sedimentation control measures will be implemented to manage runoff and potential erosion effects. The site development includes extensive landscaping, which would serve to stabilize the site after construction.

2. The proposed action involves an application for a Wetland Permit from the Town of Kent for disturbance within the adjacent area (buffer) of a wetland. However, no disturbance is proposed within the wetland itself. The proposal includes wetland buffer plantings and preservation of existing meadows as mitigation for disturbance within portions of the adjacent area. Additionally, the limits of disturbance are defined on the site plans with corresponding erosion and sedimentation control measures. An article 24 permit from the New York State Department of Environmental Conservation (NYSDEC) will also be required.
3. The proposed action also involves an application for a Town Erosion Control Permit. The proposed limits of disturbance are defined on the site plans with corresponding erosion and sedimentation control measures.
4. The proposed site plan is consistent with the R-80 zoning district's principal uses; lot and bulk requirements and design standards. The continued institutional use and site redevelopment includes additional landscaping to enhance views of the site from Ludingtonville Road; and

Whereas, that the public hearing for this project, which was originally held on November 14, 2019; and was adjourned and continued to December 12, 2019; and was then closed; and

Whereas, on December 12, 2019, the Town of Kent Planning Board, took the following actions in its approval of the project:

1. Pursuant to Kent Code Chapter 39A, Freshwater Wetlands, granted Wetland Permit approval;
2. Pursuant to Code Chapter 66, Article III, granted Steep Slope and Erosion Control Permit approval;
3. Granted final approval with conditions to the proposed Site plan; wetland permit; and steep slope and erosion control plan approvals, as depicted on the following plans and maps:
  - Partial plan set prepared by David Schlosser, RA, Schopfer Architects, LLP, entitled Renovations and Additions, Putnam Nursing and Rehabilitation Center, dated August 23, 2019, last revised as noted below, including the following:
    - o Sheet T1.0 Title Sheet, revised November 20, 2019; and
    - o Sheet L1.6 Proposed Landscape Plan and Details, revised November 21, 2019; and
  - Partial plan submittal prepared by David A. Getz, P.E., Lehman & Getz, PC, entitled Renovations and Additions Putnam Nursing and Rehabilitation Center, dated February 21, 2018, Erosion and Sediment Control Plan sheet, revised October 22, 2019; and
  - Plans prepared by David Schlosser, RA, Schopfer Architects, LLP, entitled Renovations and Additions, Putnam Nursing and Rehabilitation Center, dated August 23, 2019, last revised October 22, 2019, including the following:
    - o Title Sheet;
    - o Proposed Landscape Plan and Details;
    - o Photometrics Plan; and
    - o Miscellaneous Details.
  - Topographic Survey of Property Situate in the Town of Kent, Putnam County, New York, prepared by Eric J. Link, LS, Link Land Surveyors, P.C., dated July 11, 2013, revised October 15, 2019;

- Plans prepared by David A. Getz, P.E., Lehman & Getz, PC, entitled Renovations and Additions Putnam Nursing and Rehabilitation Center, dated February 21, 2018, revised October 22, 2019, except as noted below, including the following:
- Layout Plan;
  - Grading and Utility Plan; and
  - Erosion and Sediment Control Plan; and

**Whereas**, on December 12, 2019, the Planning Board's site plan; wetland permit; and steep slope and erosion control plan approvals were expressly conditioned on the completion of and the compliance with the conditions numbered 1 through 13 set forth in that resolution; and

**Whereas**, several submittals were made to address a number of the conditions of the December 12, 2019 approvals and some conditions remain to be addressed; and

**Whereas**, on December 10, 2020, in response to a written request, the Planning Board granted two 90-day extensions of the December 12, 2019 final approval with conditions to the proposed Site plan; wetland permit; and steep slope and erosion control plan approvals, as depicted on the plans and maps listed above, which extensions would have expired on June 8, 2021; and

**Whereas**, the Applicant's Architect, David Schlosser of Schopfer Architects, sent an email on April 16, 2021, with an attached letter dated April 15, 2021 requesting a re-approval of the previously extended December 12, 2019 approvals noting difficulties in proceeding "... Due to the pandemic, NYS Department of Health has placed an unofficial moratorium on nursing home expansions until all COVID transmission and resident occupancy issues get back to normal. ..."; and

**Whereas**, on May 13, 2021, the Planning Board granted the requested reapproval since the previously granted two 90-day extensions of the December 12, 2019 final approval with conditions would have expired on June 8, 2021, 2 days before the Planning Board's regular meeting on June 10, 2021;

**Whereas**, the May 13, 2021 re-approval would have expired on June 8, 2022, the applicant's architect submitted a later dated April 28, 2022 requesting two ninety-day (2 90-day) extensions of the re-approval;

**Whereas**, the Planning Board is mindful of the stated reasons for delays in fulfilling the conditions; and understands that there have not been any project changes since the December 12, 2019 approvals with conditions; or the December 10, 2020 extensions were granted; or since the May 13, 2021 re-approvals were granted; and

**Whereas**, the December 12, 2019 approvals indicated that the site plan approval may be renewed by written request of the applicant for up to two additional ninety-day periods, two 90-day extensions (180 days), which extensions were granted on December 10, 2020; and a condition of the extensions in 2020 indicated that an application may be submitted to the Planning Board for renewed approvals, which re-approval was requested and subsequently granted on May 13, 2021;

**Now Therefore Be It Resolved**, that pursuant to Kent Code Chapter 39A, Freshwater Wetlands the Planning Board hereby grants two ninety-day (2 90-day) extensions of the May 13, 2021 re-approval, noting the previously granted two 90-day extensions of the December 12, 2019 Wetland Permit approval, granted on December 10, 2020, and re-approval of May 13, 2021, would have expired on June 8, 2022; and

**Be It Further Resolved**, that pursuant to Kent Code Chapter 66, Article III the Planning Board hereby grants re-approval, noting the previously granted two 90-day extensions of the December 12, 2019 Steep Slope and Erosion Control Permit approval, granted on December 10, 2020, and re-approval of May 13, 2021, would have expired on June 8, 2022; and

**Be It Further Resolved**, that the Planning Board hereby grants two ninety-day (2 90-day) extensions of the May 13, 2021 re-approval with conditions, to the proposed Site plan; wetland permit; and steep slope and erosion control plan approvals, as depicted on the plans and maps listed above, noting the previously granted two 90-day extensions of the December 12, 2019 final approval with conditions, granted on December 10, 2020, and re-approval of May 13, 2021, would have expired on June 8, 2022; and

**Be It Further Resolved**, that the Planning Board grants the above-described two ninety-day (2 90-day) extensions of the May 13, 2021 re-approvals with conditions, effective and running forward from June 8, 2022, so that any future expiration would occur one-hundred and eighty (180) days from June 8, 2022, noting the previously granted two 90-day extensions of the December 12, 2019 final approval with conditions, granted on December 10, 2020, and re-approval of May 13, 2021, would have expired on June 8, 2022; and

**Be It Further Resolved**, that the 2 90-day extensions of re-approvals with conditions of the proposed Site plan; wetland permit; and steep slope and erosion control plan approvals, granted herein, are subject to the following procedural conditions:

1. Prior to the expiration date of the first 90-day extension, the Applicant and/or their Representatives shall return to the Planning Board at a regularly scheduled meeting and by means of written documentation demonstrate and substantiate good faith progress in satisfying any remaining conditions of approval; and
2. The Planning Board, in its discretion, retains the right to rescind the second 90-day extension in the event the Applicant has made unsuitable progress or fails to demonstrate, in the opinion of the Planning Board, a good faith effort to advance the project; and

**Be It Further Resolved**, that these extended site plan; wetland permit; and steep slope and erosion control plan approvals are expressly conditioned on the completion of and the compliance with the following:

1. Address the comments of the Planning Board's Professional Engineer as set forth in a memorandum dated December 11, 2019.
2. Address the comments of the Planning Board's Environmental Consultant as set forth in a memorandum dated December 9, 2019.
3. Address the comments of the Planning Board's Planning Consultant as set forth in a memorandum dated December 5, 2019.
4. Obtain the approval of the Planning Board's Consulting Professional Engineer in regard to the final Steep Slope and Erosion Control Permit plan.

5. Obtain all required approvals from the New York City Department of Environmental Protection.
6. Obtain any and all required approvals from the Putnam County Highways and Facilities.
7. Obtain the approval of the Article 24 permit from the NYSDEC.
8. Certification by the Planning Board's Attorney that the forthcoming easements and agreements, noted in the above review memorandums, are acceptable as to form and sufficiency, including but not limited to:
  - a. Stormwater management facility maintenance agreements; access easements and agreements; and bond documents with the Town; and
  - b. Deed amendments to include reciprocal cross easements and access rights of way for the two separate parcels that make up the project site, including the Applicant's submitted draft declaration of easement, which describes an easement for use for construction; maintenance; and access, which would address certain aspects of the combined use of 2 lots as a single land development.
9. Approval of the amount of the performance bond or security for the Steep Slope and Erosion Control Permit required per Kent Code section 66-6 D.(4) by the Planning Board's Consulting Professional Engineer; approval of the form of the bond or security by the Planning Board Attorney; and acceptance of the bond or security by the Town Board.
10. Payment of an inspection fee for the Steep Slope and Erosion Control Permit.
11. Payment of all consultant fees accrued by the Planning Board to review the project plans and the application.
12. The extended conditional site plan approval shall be void if construction is not started within 180 days of the date of Planning Board extended approval; and completed within two years of the date of such extended approval. Said conditional approval shall thereafter expire; and an application may be submitted to the Planning Board for renewed approvals.
13. It is the responsibility of the application/project sponsor to submit to the Town Planning Board proof that each of the conditions of this Site Plan Approval; Wetland Permit; and Steep Slope and Erosion Control permit approvals have been completed; and the signature of the Planning Board Chairman shall be withheld pending receipt of a written memorandum from the Planning Board's Planning Consultant verifying that each of the conditions of this approval have been completed. The final drawings shall not be accepted by the Planning Board without submission of proof of completion.

*Town of Kent Planning Board Resolution of  
Extension of Reapprovals with Conditions  
for Site Plan; Wetland; and Erosion Control  
for Putnam Nursing & Rehabilitation Center  
May 12, 2022*

Motion:	<u>Stephen Wilhelm</u>
Second:	<u>Hugo German</u>
Phil Tolmach, Chairman	<u>Aye</u>
Dennis Lowes, Vice Chairman	<u>Aye</u>
Simon Carey	<u>Absent</u>
Sabrina Cruz	<u>Aye</u>
Giancarlo Gattucci	<u>Aye</u>
Hugo German	<u>Aye</u>
Stephen Wilhelm	<u>Aye</u>

I certify that the above resolution was adopted by the Town of Kent Planning Board at a meeting of the Board held on May 12, 2022.

Vera Patterson  
Vera Patterson, Clerk  
Town of Kent Planning Board



**ROHDE, SOYKA  
& ANDREWS**  
*Consulting Engineers, P.C.*

40 Garden Street  
Poughkeepsie, NY 12601  
Phone: (845) 452-7515 Fax: (845) 452-8335  
E-Mail Address: [jandrews@rsaengrs.com](mailto:jandrews@rsaengrs.com)

*Wilfred A. Rohde, P.E. • Michael W. Soyka, P.E. (Retired) • John V. Andrews, Jr., P.E.*

# Memorandum

To: Planning Board  
Town of Kent

Attn: Philip Tolmach  
Chairman

From: John V. Andrews, Jr., P.E.

Subject: Erosion Control Plan -  
Completeness

Date: May 6, 2022

Project: Clearpool – Maintenance Building  
TM # 32.-1-9.1

The following materials were reviewed:

- Drawing SL-1-Steep Slopes and Soils Map-Clearpool /Maintenance Building prepared by Insite Engineering, Surveying & Landscape Architecture, P.C., dated June 17, 2021, last revised May 2, 2022, scale 1" =20'.
- Drawing EC-1-Erosion and Sediment Control Plan-Clearpool /Maintenance Building prepared by Insite Engineering, Surveying & Landscape Architecture, P.C., dated June 17, 2021, last revised May 2, 2022, scale 1" =20'.

The project proposes construction of 1200 SF Maintenance Building with associated parking, outdoor storage, a salt shed and a new individual well. The project further includes the demolition and removal of two existing houses on the site and the reuse of an existing onsite wastewater disposal system. The project will require Putnam County Health Department approval for the new well and the reuse of the existing onsite wastewater treatment system.

The subject Erosion and Sediment Control Plan is approved. The following comments are provided for the Planning Board's consideration :

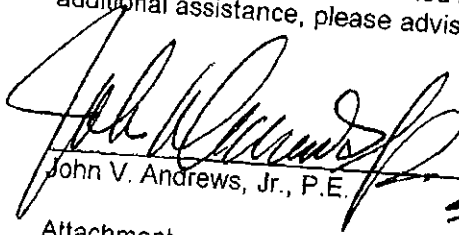
1. Engineering comments have been satisfied.
2. Putnam County Health Department approval for the new well and proposed reuse of the onsite wastewater treatment system has been received.
3. The bond and bond amount were accepted by the Town Board by Resolution #4 of the year 2021 on November 4, 2021. The Chairman may sign the Final Plans. Vera Patterson, Planning Board Clerk should verify the number of plan sets required for the Chairman's signature.
4. The applicant is responsible for full payment of actual costs of erosion control inspections. An initial inspection fee deposit of \$1000 is to be paid to the Town in accordance with the Town of Kent Fee Schedule. This fee may have already been paid. The comment remains as a reminder only.
5. If not already done, prior to the Planning Board Chairman's signature on plans, all Planning Board costs and fees including the erosion control bond, initial inspection fee

Memorandum  
Clearpool Maintenance Building ECP  
Completeness Review  
TM # 32.-1-9.1  
May 6, 2022  
Page 2 of 2

deposit and all professional review fees incurred during the review and approval of the application must be paid in full.

6. Attached hereto is the signed MS4 SWPPP Acceptance Form. Please forward to the Engineer for the Applicant. The Owner/ Applicant or the authorized representative shall forward a copy of the NYSDEC letter of acknowledgment of the Notice of Intent upon its receipt.

We trust the comments contained herein are satisfactory for your purposes. If we can be of additional assistance, please advise.

  
John V. Andrews, Jr., P.E. 5.4.2022

Attachment

cc: Planning Board via email  
Bill Walters via email  
21-261-999-174

Bruce Barber via email  
Liz Axelson via email  
Jamie LoGiudice, RLA-Insite

David A. Schlosser, AIA  
Robert J. Seigart, AIA

April 28, 2022

Vera Patterson  
Town of Kent Planning Board  
25 Sybil's Crossing  
Kent Lakes New York 10512

RE: Final Adopted Resolution  
Putnam Nursing & Rehabilitation Center  
MAY 13, 2021  
TM: 12.-3-40 & 41

In the attached 5/13/2021 Planning Board Resolution, the Putnam Nursing & Rehabilitation Center Project approvals were granted extensions until June 8, 2022.

Due to continued NYS Department of Health delays in approving nursing home expansions, the Putnam Nursing Home Project remains on hold. As such, acting on behalf of the Owners, Schopfer Architects is requesting two 90-day extensions of the Project Planning Board approvals.

WE would note that the Owner remains encouraged by NYS DOH's verbal support of the Project but is unable to secure the necessary financing to move the Project forward until NYS DOH formally issues a Letter of Acceptance and Notice to Proceed.

With respect to any extension granted by the Planning Board, there is no proposed change in the Project scope of work and/or conditions previously adopted.

Please advise if the extensions are granted or if there is something else we need to provide.

Sincerely,

Schopfer Architects LLP



David A. Schlosser, AIA  
Partner

DAS/sjb

Cc: Elizabeth Axelson,  
Lizer Jozefovic,  
Joe J.,  
Phil Tolmach,  
Bruce Barber  
J. Andrews,  
Jeffrey S Battistoni,

⏮ Reply all ▼ 🗑 Delete 🗑 Junk 🚫 Block sender ...

## RE: Putnam Nursing Home adopted resolution 5/13/21, expiring 6/8/22, need request for 2 90-day extensions before 5/12/22 meeting

Red category X

① This message was sent with High importance.

EA Elizabeth Axelson <EAxelson@CPLteam.com>

Mon 2/7/2022 1:49 PM

🔗 👍 ↶ ↷ → ...

To: Dave Schlosser <DSchlosser@Schopfer.com>; lizer jozefovic (lizerj@epicmgt.com); joseph horowitz

Cc: Planning Kent; bestscapes@hotmail.com; barberbruce@yahoo.com; jandrews@rsaengrs.com; jbattis

📎 Putnam Nursing Home Final ...  
205 KB ▼

### TOWN OF KENT NOTICE

THIS EMAIL IS FROM AN EXTERNAL SENDER!

DO NOT click links, DO NOT open attachments, DO NOT forward if you were not expecting this email or if it seems suspicious in any way! REMEMBER: NEVER provide your user ID or password to anyone for any reason!

Hello Dave and Everyone – Thank you so much for reaching out in a timely manner about the Putnam Nursing Home adopted resolution of re-approval adopted last May 13, 2021, which corrected resolution is attached for reference. I am hearing of agency delays in many communities in the region.

The resolution was adopted on 5/13/21 to prevent the project's approvals from expiring in June 2021, so the re-approval established that it would run forward from June 8, 2021. Accordingly the re-approvals would have expired on June 8, 2022, which I note is 1 day before the regular June meeting of Thursday June 9, 2022. So please send a letter request for two 90-day extensions on the submittal deadline before May 12, 2022 meeting.

The Planning Board would like to hear any updates you have on the project's status and, of course, state your reason for the need for the extensions as you've mentioned in your email below. Planning Board Chairman Phil Tolmach and the Board's Consultants and Attorney are all copied. Please reply-to-all with any further questions and comments. Thank you!

Please call me with any questions. My cell phone number is: 914-388-4035.

Take care,  
Liz




**Elizabeth (Liz) Axelson, AICP**  
Direct: 845.686.2309  
ARCHITECTURE. ENGINEERING. PLANNING.  
**CPLteam.com**

EA

Elizabeth Axelson <EAxelson@CPLteam.com>

Mon 2/7/2022 1:49 PM

To: Dave Schlosser <DSchlosser@Schopfer.com>; lizer jozefovic (lizerj@epicmgt.com); joseph horowitz  
Cc: Planning Kent; bestscapes@hotmail.com; barberbruce@yahoo.com; jandrews@rsaengrs.com; jbattis

 Putnam Nursing Home Final ...  
205 KB

#### TOWN OF KENT NOTICE

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The Planning Board would like to hear any updates you have on the project's status and, of course, state your reason for the need for the extensions as you've mentioned in your email below. Planning Board Chairman Phil Tofmach and the Board's Consultants and Attorney are all copied. Please reply-to-all with any further questions and comments. Thank you!

Please call me with any questions. My cell phone number is: 914-388-4035.

Take care,  
Liz



Elizabeth (Liz) Axelson, AICP

Direct: 845.686.2309

ARCHITECTURE. ENGINEERING. PLANNING.

[CPLteam.com](http://CPLteam.com)

*CPL has moved! Our new location is:  
26 IBM Road  
Poughkeepsie NY 12601*

---

**From:** Dave Schlosser <DSchlosser@Schopfer.com> **Sent:** Monday, February 7, 2022 12:32 PM **To:** Elizabeth Axelson [eaxelson@cplteam.com](mailto:eaxelson@cplteam.com) **Cc:** lizer jozefovic (lizerj@epicmgt.com) <lizerj@epicmgt.com>; joseph horowitz (jhorowitz@dialyzedirect.com) <jhorowitz@dialyzedirect.com>; Planning Kent [planningkent@townofkentny.gov](mailto:planningkent@townofkentny.gov) **Subject:** RE: Putnam Nursing Home adopted resolution May 2021

With NYS DOH's moving very cautiously on nursing home projects, this project continues to be delayed. With site plan approvals due to expire in June of this year, will the Planning Board consider an additional extension of the site plan approvals and if so, what will be the procedure this time??

RE: Send a letter request for two 90-day extensions for a new Putnam  
Nursing Home adopted resolution May 2021

① You forwarded this message on Thu 4/28/2022 4:03 PM

DS

Dave Schlosser <DSchlosser@Schopfer.com>

Thu 4/28/2022 3:02 PM

To: eaxelson@cplteam.com; Planning Kent

Cc: lizer jozefovic (lizerj@epicmgt.com); joej@epicmgt.com; bestscapes@hotmail.com; barberbruce@y.



Patterson Letter 4-28-2022.d...

71 KB



Putnam Nursing Home Final ...

205 KB

2 attachments (276 KB) ☁ Save all to OneDrive - Town of Kent NY ⬇ Download all

### TOWN OF KENT NOTICE

THIS EMAIL IS FROM AN EXTERNAL SENDER!

DO NOT click links, DO NOT open attachments, DO NOT forward if you were not expecting this email or if it seems suspicious in any way! REMEMBER: NEVER provide your user ID or password to anyone for any reason!

Attached is our request for extension. Please advise if anything else is needed and when this might come before the Planning Board?

---

**From:** Elizabeth Axelson <EAxelson@CPLteam.com>

**Sent:** Thursday, April 28, 2022 1:14 PM

**To:** Dave Schlosser <DSchlosser@Schopfer.com>

**Cc:** lizer Jozefovic (lizerj@epicmgt.com) <lizerj@epicmgt.com>; joej@epicmgt.com; Planning Kent <planningkent@townofkentny.gov>; Phil Tolmach (bestscapes@hotmail.com) <bestscapes@hotmail.com>; Bruce Barber (barberbruce@yahoo.com) <barberbruce@yahoo.com>; JAndrews@rsaengrs.com; Jeffrey S. Battistoni, Esq. (JBattistoni@VanDeWaterLaw.com) <jbattistoni@vandewaterlaw.com>

**Subject:** Send a letter request for two 90-day extensions ASAP RE: Putnam Nursing Home adopted resolution May 2021

**Importance:** High

Hello Dave, Phil, Vera and Everyone – It is nice to hear from you Dave. I hope all is well with you.

Please see the attached February 7, 2022 email from me explaining the status of your project in response to your email inquiry in February, with the attached adopted, corrected May 13, 2021 resolution.

Since the Town of Kent Planning Board submittal date was Tuesday, please submit a letter request for two 90-day extensions as soon as possible. If possible, please provide any updates on the project. Then I would prepare a draft resolution for the Planning Board's May 12, 2022 regular meeting. Given the number of projects needing extensions and re-approvals, the Planning Board would like a project representative to attend the meeting.

Please note that I will be out Friday April 29, 2022. I'll be back at the office Monday May 2, 2022!

Happy Weekend!

David A. Schlosser, AIA  
Robert J. Seigart, AIA

April 28, 2022

Vera Patterson  
Town of Kent Planning Board  
25 Sybil's Crossing  
Kent Lakes New York 10512

RE: Final Adopted Resolution  
Putnam Nursing & Rehabilitation Center  
MAY 13, 2021  
TM: 12.-3-40 & 41

In the attached 5/13/2021 Planning Board Resolution, the Putnam Nursing & Rehabilitation Center Project approvals were granted extensions until June 8, 2022.

Due to continued NYS Department of Health delays in approving nursing home expansions, the Putnam Nursing Home Project remains on hold. As such, acting on behalf of the Owners, Schopfer Architects is requesting two 90-day extensions of the Project Planning Board approvals.

WE would note that the Owner remains encouraged by NYS DOH's verbal support of the Project but is unable to secure the necessary financing to move the Project forward until NYS DOH formally issues a Letter of Acceptance and Notice to Proceed.

With respect to any extension granted by the Planning Board, there is no proposed change in the Project scope of work and/or conditions previously adopted.

Please advise if the extensions are granted or if there is something else we need to provide.

Sincerely,

Schopfer Architects LLP



David A. Schlosser, AIA  
Partner

DAS/sjb

Cc: Elizabeth Axelson,  
Lizer Jozefovic,  
Joe J.,  
Phil Tolmach,  
Bruce Barber  
J. Andrews,  
Jeffrey S Battistoni,

**FINAL ADOPTED RESOLUTION**  
**PUTNAM NURSING & REHABILITATION CENTER**

**May 13, 2021**

**Town of Kent Planning Board Resolution of Re-Approvals with Conditions for:  
Site Plan; Wetland Permit; and Steep Slope and Erosion Control Permit for  
Putnam Nursing & Rehabilitation Center**

**TM: 12.-3-40 & 41**

**Whereas**, the Town of Kent Planning Board had received an application from David Schlosser of Schopfer Architects, LLP, for approval of a site plan; erosion control; and wetland permits for the renovation of and addition to an existing nursing home and other improvements to be made on an approximately 10.9-acre developed and partially wooded lot (see tax parcels listed above) as a principal permitted use in the R-80 (One Family Residence) zoning district located at 404 Ludingtonville Road, Holmes, in the Town of Kent, Putnam County, New York; and

**Whereas**, the project was depicted on a detailed set of site plans, including erosion and sediment control plans, prepared by David Schlosser, RA, Schopfer Architects, LLP, entitled Renovations and Additions, Putnam Nursing and Rehabilitation Center, dated August 23, 2019, last revised November 21, 2019; and prepared by David A. Getz, P.E., Lehman & Getz, PC, entitled Renovations and Additions Putnam Nursing and Rehabilitation Center, dated February 21, 2018, revised October 22, 2019; and a Full EAF, dated October 22, 2019 was submitted; and

**Whereas**, the proposal also involves Wetland; and Steep Slopes and Erosion Control Permit approvals; and

**Whereas**, in accordance with the New York State Environmental Quality Review Act ("SEQRA"), the Planning Board took the following actions to initiate review on October 10, 2019:

- classified the proposed action as an Unlisted Action under SEQRA as per 6 NYCRR part 617, sections 617.4 and 617.5;
- declared its intent to serve as Lead Agency in a coordinated review of the Project and circulated a notice of its intent to all other involved and interested agencies; and
- referred the application to the Putnam County Department of Planning, Development and Public Transportation pursuant to Section 239-l, m, and n of the General Municipal Law; and

**Whereas**, on December 12, 2019, the Town of Kent Planning Board, as lead agency under SEQRA, determined that the proposed action described herein would not have any significant adverse environmental impacts (Determination of Non-significance, or Negative Declaration) and an Environmental Impact Statement would not be required, relying on the following supporting reasons:

1. The proposal will involve land disturbance on a previously developed site. The resulting impervious coverage of the redeveloped site would be about twenty-three percent (22.7%), which complies with the zoning requirement of 30%. Land disturbance and construction activities will occur on just under 2 acres of the 10.9-acre site. Proposed grading, stormwater management practices and erosion and sedimentation control measures will be implemented to manage runoff and potential erosion effects. The site development includes extensive landscaping, which would serve to stabilize the site after construction.

2. The proposed action involves an application for a Wetland Permit from the Town of Kent for disturbance within the adjacent area (buffer) of a wetland. However, no disturbance is proposed within the wetland itself. The proposal includes wetland buffer plantings and preservation of existing meadows as mitigation for disturbance within portions of the adjacent area. Additionally, the limits of disturbance are defined on the site plans with corresponding erosion and sedimentation control measures. An article 24 permit from the New York State Department of Environmental Conservation (NYSDEC) will also be required.
3. The proposed action also involves an application for a Town Erosion Control Permit. The proposed limits of disturbance are defined on the site plans with corresponding erosion and sedimentation control measures.
4. The proposed site plan is consistent with the R-80 zoning district's principal uses; lot and bulk requirements and design standards. The continued institutional use and site redevelopment includes additional landscaping to enhance views of the site from Ludingtonville Road; and

**Whereas**, that the public hearing for this project, which was originally held on November 14, 2019; and was adjourned and continued to December 12, 2019; and was then closed; and

**Whereas**, on December 12, 2019, the Town of Kent Planning Board, took the following actions in its approval of the project:

1. Pursuant to Kent Code Chapter 39A, Freshwater Wetlands, granted Wetland Permit approval;
2. Pursuant to Code Chapter 66, Article III, granted Steep Slope and Erosion Control Permit approval;
3. Granted final approval with conditions to the proposed Site plan; wetland permit; and steep slope and erosion control plan approvals, as depicted on the following plans and maps:
  - Partial plan set prepared by David Schlosser, RA, Schopfer Architects, LLP, entitled Renovations and Additions, Putnam Nursing and Rehabilitation Center, dated August 23, 2019, last revised as noted below, including the following:
    - o Sheet T1.0 Title Sheet, revised November 20, 2019; and
    - o Sheet L1.6 Proposed Landscape Plan and Details, revised November 21, 2019; and

- Partial plan submittal prepared by David A. Getz, P.E., Lehman & Getz, PC, entitled Renovations and Additions Putnam Nursing and Rehabilitation Center, dated February 21, 2018, Erosion and Sediment Control Plan sheet, revised October 22, 2019; and
- Plans prepared by David Schlosser, RA, Schopfer Architects, LLP, entitled Renovations and Additions, Putnam Nursing and Rehabilitation Center, dated August 23, 2019, last revised October 22, 2019, including the following:
  - o Title Sheet;
  - o Proposed Landscape Plan and Details;
  - o Photometrics Plan; and
  - o Miscellaneous Details.
- Topographic Survey of Property Situate in the Town of Kent, Putnam County, New York, prepared by Eric J. Link, LS, Link Land Surveyors, P.C., dated July 11, 2013, revised October 15, 2019;
- Plans prepared by David A. Getz, P.E., Lehman & Getz, PC, entitled Renovations and Additions Putnam Nursing and Rehabilitation Center, dated February 21, 2018, revised October 22, 2019, except as noted below, including the following:
  - o Layout Plan;
  - o Grading and Utility Plan; and
  - o Erosion and Sediment Control Plan; and

**Whereas**, on December 12, 2019, the Planning Board's site plan; wetland permit; and steep slope and erosion control plan approvals were expressly conditioned on the completion of and the compliance with the conditions numbered 1 through 13 set forth in that resolution; and

**Whereas**, several submittals were made to address a number of the conditions of the December 12, 2019 approvals and some conditions remain to be addressed; and

**Whereas**, on December 10, 2020, in response to a written request, the Planning Board granted two 90-day extensions of the December 12, 2019 final approval with conditions to the proposed Site plan; wetland permit; and steep slope and erosion control plan approvals, as depicted on the plans and maps listed above, which extensions would have expired on June 8, 2021; and

**Whereas**, the Applicant's Architect, David Schlosser of Schopfer Architects, sent an email on April 16, 2021, with an attached letter dated April 15, 2021 requesting a re-approval of the previously extended December 12, 2019 approvals noting difficulties in proceeding "... Due to the pandemic, NYS Department of Health has placed an unofficial moratorium on nursing home expansions until all COVID transmission and resident occupancy issues get back to normal. ..."; and

Whereas, the Planning Board is considering the requested reapproval now since the previously granted two 90-day extensions of the December 12, 2019 final approval with conditions would have expired on June 8, 2021, 2 days before the Planning Board's regular meeting on June 10, 2021;

Now Therefore **Be It Resolved**, that the Planning Board is mindful of the stated reasons for delays in fulfilling the conditions; and understands that there have not been any project changes since the December 12, 2019 approvals with conditions were granted; or since the December 10, 2020 extensions were granted; and

**Be It Further Resolved**, that the December 12, 2019 approvals indicated that the site plan approval may be renewed by written request of the applicant for up to two additional ninety-day periods, two 90-day extensions (180 days), which extensions were granted on December 10, 2020; and a condition of the extensions in 2020 indicated that an application may be submitted to the Planning Board for renewed approvals;

**Be It Further Resolved**, that pursuant to Kent Code Chapter 39A, Freshwater Wetlands the Planning Board hereby grants re-approval, noting the previously granted two 90-day extensions of the December 12, 2019 Wetland Permit approval, granted on December 10, 2020, would have expired on June 8, 2021; and

**Be It Further Resolved**, that pursuant to Kent Code Chapter 66, Article III the Planning Board hereby grants re-approval, noting the previously granted two 90-day extensions of the December 12, 2019 Steep Slope and Erosion Control Permit approval, granted on December 10, 2020, would have expired on June 8, 2021; and

**Be It Further Resolved**, that the Planning Board hereby grants re-approval with conditions, to the proposed Site plan; wetland permit; and steep slope and erosion control plan approvals, as depicted on the plans and maps listed above, noting the previously granted two 90-day extensions of the December 12, 2019 final approval with conditions, granted on December 10, 2020, would have expired on June 8, 2021; and

**Be It Further Resolved**, that the Planning Board grants the above-described re-approvals with conditions, effective and running forward from June 8, 2021, so that any future expiration would occur one year from June 8, 2021, noting the previously granted two 90-day extensions of the December 12, 2019 final approval with conditions, granted on December 10, 2020, would have expired on June 8, 2021; and

**Be It Further Resolved**, that these extended site plan; wetland permit; and steep slope and erosion control plan approvals are expressly conditioned on the completion of and the compliance with the following:

1. Address the comments of the Planning Board's Professional Engineer as set forth in a memorandum dated December 11, 2019.
2. Address the comments of the Planning Board's Environmental Consultant as set forth in a memorandum dated December 9, 2019.

3. Address the comments of the Planning Board's Planning Consultant as set forth in a memorandum dated December 5, 2019.
4. Obtain the approval of the Planning Board's Consulting Professional Engineer in regard to the final Steep Slope and Erosion Control Permit plan.
5. Obtain all required approvals from the New York City Department of Environmental Protection.
6. Obtain any and all required approvals from the Putnam County Highways and Facilities.
7. Obtain the approval of the Article 24 permit from the NYSDEC.
8. Certification by the Planning Board's Attorney that the forthcoming easements and agreements, noted in the above review memorandums, are acceptable as to form and sufficiency, including but not limited to:
  - a. Stormwater management facility maintenance agreements; access easements and agreements; and bond documents with the Town; and
  - b. Deed amendments to include reciprocal cross easements and access rights of way for the two separate parcels that make up the project site, including the Applicant's submitted draft declaration of easement, which describes an easement for use for construction; maintenance; and access, which would address certain aspects of the combined use of 2 lots as a single land development.
9. Approval of the amount of the performance bond or security for the Steep Slope and Erosion Control Permit required per Kent Code section 66-6 D.(4) by the Planning Board's Consulting Professional Engineer; approval of the form of the bond or security by the Planning Board Attorney; and acceptance of the bond or security by the Town Board.
10. Payment of an inspection fee for the Steep Slope and Erosion Control Permit.
11. Payment of all consultant fees accrued by the Planning Board to review the project plans and the application.
12. The conditional site plan reapproval shall be void if construction is not started within one year of the date of Planning Board approval; and completed within two years of the date of such approval. Said conditional approval shall thereafter expire unless otherwise extended by the Planning Board after receipt of a written request of the applicant prior to the date of expiration. The site plan approval may be renewed by written request of the applicant for up to two additional ninety-day periods.

*Putnam Nursing Home Final Adopted  
Town of Kent Planning Board Resolution of  
Reapprovals with Conditions  
for Site Plan; Wetland; and Erosion Control  
for Putnam Nursing & Rehabilitation Center  
May 13, 2021*

13. It is the responsibility of the application/project sponsor to submit to the Town Planning Board proof that each of the conditions of this Site Plan Approval; Wetland Permit; and Steep Slope and Erosion Control permit approvals have been completed; and the signature of the Planning Board Chairman shall be withheld pending receipt of a written memorandum from the Planning Board's Planning Consultant verifying that each of the conditions of this approval have been completed. The final drawings shall not be accepted by the Planning Board without submission of proof of completion.

Motion:	<u>Dennis Lowes</u>
Second:	<u>Simon Carey</u>
Phil Tolmach, Chairman	<u>Aye</u>
Dennis Lowes, Vice Chairman	<u>Aye</u>
Simon Carey	<u>Aye</u>
Giancarlo Gattucci	<u>Aye</u>
Hugo German	<u>Aye</u>
Charles Sisto	<u>Absent</u>
Stephen Wilhelm	<u>Aye</u>

I certify that the above resolution was adopted by the Town of Kent Planning Board at a meeting of the Board held on May 13, 2021.



Vera Patterson, Clerk  
Town of Kent Planning Board

⏪ Reply all    ✖    🗑 Delete    🚫 Junk    Block    ...

**FYI**    Green category ✖

① You forwarded this message on Thu 6/9/2022 10:28 AM

LC    Lana Cappelli  
Wed 6/8/2022 11:24 AM  
To: Planning Kent; Accountant



**Resolution # Authorizing Release of Escrow Account**

On a motion by Councilman Ruthven  
Seconded by Councilman Tompuri

**WHEREAS**, the owner of a parcel of land at 208 Route 52, Kent, New York, identified as Tax Map No. 44.9-2-23 (the "Lot") has submitted a request to the Planning Board that the remaining escrow fees for approval of signs in the amount of \$250 be released to the Owner; and

**WHEREAS**, the Planning Board, at their meeting held on April 14, 2022, adopted Resolution #7 approving the signs and by email dated May 24, 2022, Vera Patterson informed the Town of the applicants request for a return of the balance of the escrow account;

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Kent hereby authorizes the release of the remaining escrow fees in the amount of \$250 to the Owner.  
Motion carried unanimously

*Golanda "Lara" Cappelli*

Town Clerk  
Town of Kent  
25 Sybil's Crossing  
Kent Lakes, New York 10512  
845-225-2067 Telephone  
845-306-5282 Fax  
lcappelli@townofkentny.gov

⏪ Reply

⏪ Reply all

➡ Forward

Town of Kent Planning Board  
25 Sybil's Crossing  
Tel: 845-225-7802

email: [planningkent@townofkentny.gov](mailto:planningkent@townofkentny.gov)  
Kent, NY 10512  
Fax: 845-306-5283

Resolution #9

Year 2022

Date: May 12, 2022  
From: The Kent Planning Board  
To: Ms. Tina Cornish-Lauria  
C/O CAREERS SUPPORT SOLUTIONS, INC.  
400 Columbus Avenue –  
2<sup>nd</sup> Floor – Suite 1235  
Valhalla, NY 10595

CC:

Re: CAREERS SUPPORT SOLUTIONS, INC.  
400 Columbus Avenue –  
2<sup>nd</sup> Floor – Suite 1235  
Valhalla, NY 10595  
TM: 44.9-2-23  
Release of funds in Escrow Account

Resolved: On May 12, 2022 the Kent Planning Board reviewed material pertaining to the recommendation noted above and agreed that it was appropriate to approve the signs as submitted.

Mr. Tolmach asked for a motion to release funds remaining in the escrow account for the above mentioned property.


The motion was made by Mr. German and seconded by Mr. Wilhelm. The roll call votes were as follows:

Phillip Tolmach, Chairman	<u>Aye</u>
Dennis Lowes, Vice Chairman	<u>Aye</u>
Jacky Beshar, Alternate	<u>Aye</u>
Simon Carey	<u>Absent</u>
Sabrina Cruz	<u>Aye</u>
Giancarlo Gattucci	<u>Aye</u>
Hugo German	<u>Aye</u>
Stephen Wilhelm	<u>Aye</u>

The motion carried.

I, Vera Patterson, Planning Board Secretary of the town of Kent, County of Putnam, State of New York, do hereby certify that the foregoing is a true excerpt from the minutes of a meeting of the Planning Board of the Town of Kent held on May 12, 2022.

Dated: May 12, 2022

  
\_\_\_\_\_  
Vera Patterson  
Planning Board Secretary

Town of Kent Planning Board  
25 Sybil's Crossing  
Tel: 845-225-7802

email: [planningkent@townofkentny.gov](mailto:planningkent@townofkentny.gov)  
Kent, NY 10512  
Fax: 845-306-5283

# Memorandum

DATE: June 9, 2022  
TO: Finance Department  
CC:  
FROM: Vera Patterson  
RE: Careers Support - TM: 44.9-2-23

Please process the following invoice from the Escrow Account for the property noted above. Attached is a cop of the escrow account.

Please note that, as requested, the remaining \$250.00 in the escrow was discussed at the Planning and Town Board meetings and it will be refunded to you directly.

Date	INVOICE #	VOUCHER NAME	AMOUNT	COMMENTS
06/02/22	Billing Period Ending 05/06/22	CPL Invoice 83083	\$ 250.00	<u>See attached bill for breakdown \$</u> 250.00 <u>Total Labor:</u> \$ 250.00 <u>Total Reimbursables:</u> \$ 0.00  <u>Total Amount Due:</u> \$ 250.00

**Careers Support Solutions TM: 44.9-2-23**

**Date**

03/21/22 TD Bank Ck 6130 Sign App  
03/21/22 TD Bank Ck 6130 Review fee  
06/02/22 CPL 83083

**Deposits**

**150.00**

**Fees**

**Balance**

500.00

500.00

(250.00)

250.00

25 Sybil's Crossing  
Kent Lakes, NY 10512

DO NOT WRITE IN THIS BOX

Claimant's  
Name And  
Address

CPL  
205 St. Paul Street  
Rochester, NY 14604

Tax I.D. # 16-1283651

DATE VOUCHER RECEIVED		
FUND - APPROPRIATION	AMOUNT	
TOTAL		

ABSTRACT NO.

VENDOR'S REF. NO.

VOUCHER NO.

[illegible]

### CLAIMANT'S CERTIFICATION

I, Timothy Moot, CERTIFY THAT THE ABOVE ACCOUNTING IN THE AMOUNT OF \$ 250.00 IS TRUE AND CORRECT; THAT THE ITEMS, SERVICES AND DISBURSEMENTS CHARGED WERE RENDERED TO OR FOR THE MUNICIPALITY ON THE DATES STATED; THAT NO PART HAS BEEN PAID OR SATISFIED; THAT TAXES, FROM WHICH THE MUNICIPALITY IS EXEMPT, ARE NOT INCLUDED AND THAT THE AMOUNT CLAIMED IS ACTUALLY DUE.

DATE \_\_\_\_\_

SIGNATURE

(SPACE BELOW FOR MUNICIPAL USE)

TITLE

DEPARTMENT APPROVAL

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are in effect.

6/9/22  
DATE

AUTHORIZED OFFICIAL

APPROVAL FOR PAYMENT

This Claim is approved and ordered paid from the appropriations indicated above.

DATE \_\_\_\_\_

AUDITING BOARD



CPL  
ARCHITECTURE  
ENGINEERING  
PLANNING  
CPLteam.com

## Invoice

Town of Kent  
Attn: Vera Patterson  
25 Sybil's Crossing  
Kent, NY 10512

Career Support Sign  
Tax ID #44.9-2-23

Professional Services for the period ending May 6, 2022  
Professional Personnel

June 1, 2022  
Project No: 16570.05  
Invoice No: 83083

	Hours	Rate	Amount
Axelson, Elizabeth 4/22/2022	1.50	125.00	187.50
4/12/22 Revw submtl/plans per code/mapng resorcs/Plang Bd Workshp nots; prep revw comnt nots/sig aprovl lang;			
Axelson, Elizabeth 4/22/2022	.50	125.00	62.50
4/14/22 Prep fr/Atnd Plang Bd mtg;			
Totals	2.00		250.00
<b>Total Labor</b>			<b>250.00</b>
<b>Total this Invoice</b>			<b>\$250.00</b>

Timothy Moot, PG

26 IBM Road | Poughkeepsie, NY 12601 | 845.454.3411 | cplteam.com

Please remit payment to our corporate office at 255 Woodcliff Dr, Suite 200, Fairport, NY 14450

\*\* PLEASE REFERENCE INVOICE NUMBER ON PAYMENT \*\*

⏮ Reply all ✓ 🗑 Delete 🗑 Junk Block ...

FYI Green category X

① You forwarded this message on Thu 6/9/2022 10:28 AM

LC Lana Cappelli  
Wed 6/8/2022 11:24 AM  
To: Planning Kent; Accountant

🔗 📌 ⏮ ⏪ ⏩ ⏭ ...

**Resolution # Authorizing Release of Escrow Account**

On a motion by Councilman Ruthven

Seconded by Councilman Tompuri

**WHEREAS**, the owner of a parcel of land at 208 Route 52, Kent, New York, identified as Tax Map No. 44.9-2-23 (the "Lot") has submitted a request to the Planning Board that the remaining escrow fees for approval of signs in the amount of \$250 be released to the Owner; and

**WHEREAS**, the Planning Board, at their meeting held on April 14, 2022, adopted Resolution #7 approving the signs and by email dated May 24, 2022, Vera Patterson informed the Town of the applicants request for a return of the balance of the escrow account;

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Kent hereby authorizes the release of the remaining escrow fees in the amount of \$250 to the Owner.  
Motion carried unanimously

*Yolanda "Lara" Cappelli*

Town Clerk  
Town of Kent  
25 Sybil's Crossing  
Kent Lakes, New York 10512  
845-225-2067 Telephone  
845-306-5282 Fax  
lcappelli@townofkentny.gov

⏮ Reply

⏮ Reply all

⏭ Forward

Town of Kent Planning Board  
25 Sybil's Crossing  
Tel: 845-225-7802

email: [planningkent@townofkentny.gov](mailto:planningkent@townofkentny.gov)  
Kent, NY 10512  
Fax: 845-306-5283

Resolution #9

Year 2022

Date: May 12, 2022  
From: The Kent Planning Board  
To: Ms. Tina Cornish-Lauria  
C/O CAREERS SUPPORT SOLUTIONS, INC.  
400 Columbus Avenue –  
2<sup>nd</sup> Floor – Suite 1235  
Valhalla, NY 10595

CC:

Re: CAREERS SUPPORT SOLUTIONS, INC.  
400 Columbus Avenue –  
2<sup>nd</sup> Floor – Suite 1235  
Valhalla, NY 10595  
TM: 44.9-2-23  
Release of funds in Escrow Account

Resolved: On May 12, 2022 the Kent Planning Board reviewed material pertaining to the recommendation noted above and agreed that it was appropriate to approve the signs as submitted.

Mr. Tolmach asked for a motion to release funds remaining in the escrow account for the above mentioned property.

The motion was made by Mr. German and seconded by Mr. Wilhelm. The roll call votes were as follows:

Phillip Tolmach, Chairman	<u>Aye</u>
Dennis Lowes, Vice Chairman	<u>Aye</u>
Jacky Beshar, Alternate	<u>Aye</u>
Simon Carey	<u>Absent</u>
Sabrina Cruz	<u>Aye</u>
Giancarlo Gattucci	<u>Aye</u>
Hugo German	<u>Aye</u>
Stephen Wilhelm	<u>Aye</u>

The motion carried.

I, Vera Patterson, Planning Board Secretary of the town of Kent, County of Putnam, State of New York, do hereby certify that the foregoing is a true excerpt from the minutes of a meeting of the Planning Board of the Town of Kent held on May 12, 2022.

Dated: May 12, 2022



Vera Patterson  
Planning Board Secretary

Town of Kent Planning Board  
25 Sybil's Crossing  
Tel: 845-225-7802

email: [planningkent@townofkentny.gov](mailto:planningkent@townofkentny.gov)  
Kent, NY 10512  
Fax: 845-306-5283

# Memorandum

DATE: June 9, 2022

TO: Finance Department

CC:

FROM: Vera Patterson

RE: Careers Support – TM: 44.9-2-23

Please process the following invoice from the Escrow Account for the property noted above. Attached is a copy of the escrow account.

Please note that, as requested, the remaining \$250.00 in the escrow was discussed at the Planning and Town Board meetings and it will be refunded to you directly.

Date	INVOICE #	VOUCHER NAME	AMOUNT	COMMENTS
06/02/22	Billing Period Ending 05/06/22	CPL Invoice 83083	\$ 250.00	See attached bill for breakdown \$ 250.00 Total Labor: \$ 250.00 Total Reimbursables: \$ 0.00 Total Amount Due: \$ 250.00

Careers Support Solutions TM: 44.9-2-23

Date

03/21/22 TD Bank Ck 6130 Sign App  
03/21/22 TD Bank Ck 6130 Review fee  
06/02/22 CPL 83083

Deposits

150.00

500.00

Fees

(250.00)

Balance

500.00

250.00

25 Sybil's Crossing  
Kent Lakes, NY 10512

DO NOT WRITE IN THIS BOX

Claimant's  
Name And  
Address

CPL  
205 St. Paul Street  
Rochester, NY 14604

Tax I.D. # 16-1283651

DATE VOUCHER RECEIVED		
FUND - APPROPRIATION	AMOUNT	
TOTAL		

VOUCHER NO. \_\_\_\_\_

ABSTRACT NO.

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VENDOR'S REF. NO.

DATES	QUANTITY	1ST QUARTER 2022	UNIT PRICE	AMOUNT
6/2/2022		Invoice # 83083 CPL 16570.00 - 00005		
		Phase 5 Career Support Sign - TM: 44,9-2-23		250 00
(SEE INSTRUCTIONS ON REVERSE SIDE)			TOTAL	\$250 00

### CLAIMANT'S CERTIFICATION

I, Timothy Moot, CERTIFY THAT THE ABOVE ACCOUNTING IN THE AMOUNT OF \$ 250.00 IS TRUE AND CORRECT; THAT THE ITEMS, SERVICES AND DISBURSEMENTS CHARGED WERE RENDERED TO OR FOR THE MUNICIPALITY ON THE DATES STATED; THAT NO PART HAS BEEN PAID OR SATISFIED; THAT TAXES, FROM WHICH THE MUNICIPALITY IS EXEMPT, ARE NOT INCLUDED AND THAT THE AMOUNT CLAIMED IS ACTUALLY DUE.

DATE \_\_\_\_\_

SIGNATURE

TITLE

DEPARTMENT APPROVAL

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are in effect.

APPROVAL FOR PAYMENT

This Claim is approved and ordered paid from the appropriations indicated above.

6/9/22

DATE \_\_\_\_\_

Phil Tolach

AUTHORIZED OFFICIAL

DATE \_\_\_\_\_

AUDITING BOARD



CPL  
ARCHITECTURE  
ENGINEERING  
PLANNING  
CPLteam.com

## Invoice

Town of Kent  
Attn: Vera Patterson  
25 Sybil's Crossing  
Kent, NY 10512

June 1, 2022  
Project No: 16570.05  
Invoice No: 83083

Career Support Sign  
Tax ID #44.9-2-23

**Professional Services for the period ending May 6, 2022**

**Professional Personnel**

	Hours	Rate	Amount
Axelson, Elizabeth 4/22/2022	1.50	125.00	187.50
4/12/22 Revw submt/plans per code/mapng resorcs/Plang Bd Workshop nots; prep revw comnt nots/sig aprovl lang;			
Axelson, Elizabeth 4/22/2022	.50	125.00	62.50
4/14/22 Prep fr/Atnd Plang Bd mtg;			
Totals	2.00		250.00
Total Labor			250.00
Total this Invoice			\$250.00

Timothy Moot, PG

26 IBM Road | Poughkeepsie, NY 12601 | 845.454.3411 | cplteam.com

Please remit payment to our corporate office at 255 Woodcliff Dr, Suite 200, Fairport, NY 14450

"PLEASE REFERENCE INVOICE NUMBER ON PAYMENT"