PLANNING BOARD
TOWN OF WOODSTOCK
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Colony of the Arts

MEETING MINUTES
JULY 30, 2026
WORKSHOP MEETING (IN PERSON ONLY)
Held at the Comeau Town Offices
45 Comeau Drive, Woodstock

6:00 PM Time: 6:00 PM
CALL TO ORDER, determination of quorum
Members Present: Peter Cross
Judith Kerman
James Conrad
Eugenie Tartell
Members Absent: Joseph Vescio
Jennifer Drue
Updates to AGENDA: REMINDER – Meeting next week! Need all members here!
MINUTES: June 18 & July 5
Make motion to approve minutes: Peter Cross 2nd: Judith Kerman Aye: All

UNFINISHED BUSINESS:
+ Approve draft resolution for Huber & Drotning Trust SUP# 26-0460A
Make motion to approve draft resolution: Judith Kerman 2nd: James Conrad Aye: All

+ Make a motion to approve return of performance bond for SUP# 25-0702 Stang Timber Harvest
Make motion to return bond: Judith Kerman 2nd: James Conrad Aye: All
NEW BUSINESS:
SCHEDULED BUSINESS:
WORKSHOP:
6:05 PM **INVASIVE SPECIES PREVENTION** for Planning Boards
Presentation and IMAP Training by Catskill Visitor Center Naturalist & Catskill Regional Invasive Species Partnership (CRISP)
WALK IN SURROUNDING WOODS to identify & support invasive species

***Please Bring Your Cell Phone** to download the IMAP Invasive Application**



Chairman Cross states we opened this up to everyone and he is happy to see members from the Tree Committee, WEC and the Town Board here. He thanks them for coming.
Ms. Gray thanks Mr. John Thompson and Ms. Angela Cross.
We are going to view the presentation then adjourn our meeting to continue the part two walk outside.
Thank you, everyone!

Please see recording for workshop content

ADJOURNMENT Time: 7:18 PM
Make motion to adjourn meeting: Peter Cross 2nd: Judy Kerman

APPROVED RESOLUTION:

RESOLUTION
TOWN OF WOODSTOCK PLANNING BOARD
JOHN HUBER & LUCY DROTNING TRUST
SPECIAL USE PERMIT APPROVAL WITH CONDITIONS
SUP #26-0460A

At a workshop meeting of the Town of Woodstock Planning Board on July 30, 2026:

Present: Peter Cross, Judith Kerman, James Conrad, Eugenie Tartell and Melissa Lauprete

Absent: Jennifer Drue and Joseph Vescio

A Motion was made by: Judith Kerman and Seconded by: James Conrad

The Vote was:	Peter Cross	Aye
	Judith Kerman	Aye
	James Conrad	Aye
	Eugenie Tartell	Aye
	Melissa Lauprete	Aye

WHEREAS, the Planning Board of the Town of Woodstock, located in Ulster County, New York, is considering an application (the proposed action) from the John Huber and Lucy Drotning Trust (the applicant(s) for Special Use Permit (SUP) approval; and

WHEREAS, the proposed action involves the construction of a two (2) car carport in the R5 and Scenic Overlay Districts located at 116 Valley View Way in Lake Hill; and

WHEREAS, the parcel is designated on the Tax Map of the Town of Woodstock as Section 15.3, Block 5, Lot 13.321; and

WHEREAS, the following plans and materials were reviewed by the Planning Board:

1) *Special Use Permit application* received June 12, 2026, including Short *Environmental Assessment Form* (EAF) dated June 16, 2026 received June 18, 2026 completed by John Huber and *Referral from Zoning Enforcement Officer* (ZEO) dated June 11, 2026 and received June 12, 2026;

2) *Map Showing Lands Surveyed for John Huber & Lucy Drotning* prepared by Kenneth M. Keefe and dated February 2, 2018 with drawn in location of car port by applicant received June 12, 2026;
3) Plans Packet including *Drawing Summary, Plans & Details and Structural Details for Huber Car Port* prepared by Proper & O'Leary Engineering, dpc dated May 14, 2026 and received June 12, 2026;
4) *Proposed Electric for Huber / Drotning Car Port at 116 Valley View Way in Lake Hill* prepared by applicant and received June 12, 2026; and

WHEREAS, in accordance with SEQRA 6 NYCRR Part 617.5(c)(9), and by reference to TWEQR, the proposed action is considered a Type II Action for which a SEQR review & determination are not necessary; and

WHEREAS, pursuant to General Municipal Law Sections 239(l)(m)(n) and the referral exemption criteria as agreed to in the Memorandum of Agreement signed January 2009 with the Town of Woodstock Planning Board, referral to the Ulster County Planning Board (UCPB) was deemed unnecessary as the proposed action does not exceed thresholds requiring referral; and

WHEREAS, in accordance with Woodstock Town Code Chapter 65, *Environmental Quality Review* (TWEQR), copies of the application and Short EAF were offered to the Woodstock Environmental Commission (WEC) for its review. No WEC comments were received with respect to the proposed action; and

WHEREAS, pursuant to the Town of Woodstock Zoning Law, no Zoning Board of Appeals (ZBA) variances were required for the proposed action; and

WHEREAS, pursuant to Woodstock Town Code Section 260-77A (7) & (8) and Section 260-66A, the Planning Board can request further documentation in preserving the scenic overlay and protecting the integrity of the landscape; and

WHEREAS, a sketch review of the application was held on July 2, 2026, at which time the Planning Board (PB) reviewed the approved plans from 2016 and discussed the location of the proposed car port. They discussed the lack of visibility within the proposed location, materials being used, and roofing color. The Board used its prior knowledge of the site and approved plans and SUP# 16-0460 to determine the proposal is going to continue to be inconspicuous to the scenic overlay viewshed. The Planning Board unanimously waived further review; and

WHEREAS, the Planning Board has reviewed the application and relevant materials and documentation submitted, and has also taken into account its knowledge of the site and the surrounding neighborhood; deemed the application complete and approved this resolution at the July 30 meeting; and

NOW, THEREFORE, BE IT RESOLVED, That with regard to the John Huber and Lucy Drotning Trust SUP #26-0460A, the Planning Board makes the following determinations for this addition in the Scenic Overlay District:

1. No Zoning Board of Appeals variances were necessary for proposed action to comply with the Area & Bulk Regulations of Town of Woodstock Zoning Law.

2. The proposal is a Type II Action under SEQRA Part 617.5(c)(9) as it involves "construction or expansion of a primary or accessory / appurtenant… involving less than 4,000 square feet of gross floor area and not involving… ";

3. Section 260-66(A) of Woodstock Zoning Law has been reviewed and the following findings are made:

   a.) Extensive cut and fill activities are not planned. Minimal to no tree removal is planned and the proposed structure will not be visually conspicuous; therefore, a vegetation restoration plan is not needed. Applicant intends to only take down a few dead, smaller trees where the footprint of the car port will be.

   b.) The Scenic Overlay section of the Zoning Law requires that chosen building materials, colors and textures blend well with the natural environment. Applicant will be using appropriate materials and colors within the parameters on the Scenic Overlay Law.

   c.) The project must respect natural drainage ways, contours and landforms and the Planning Board finds that proposed action meets these objectives. The area of disturbance is minimal and is not expected to exceed thresholds requiring an additional stormwater prevention plan.

   d.) The law prohibits development along and/or projecting above ridgelines or in a visually prominent area. The proposal is within the parameters of the town code and was deemed by the Planning Board that the area of disturbance is not located on an escarpment or ridge, and structure is not located in a visually prominent area.

   e.) The project must maintain natural buffers or other vegetative screening between land uses, developed areas and public roadways. Due to the minimal scope of the proposal, the existing natural buffers and vegetative screening will be maintained.

   f.) The law requires that outdoor lighting fixtures in the Scenic Overlay District be shielded. "Dark-skies" compliant, shielded light fixtures will be required. Lighting will be required to be down-cast to avoid spread onto neighboring properties. Applicant plans minimal lighting with a path of ground-based lighting to create a path.

4. Location, size and intensity of the proposed action are in keeping with existing residential uses/clearings in the area. Adequate natural buffers are being maintained between land uses. The character and appearance of the proposed action is in general harmony with other approved actions in this vicinity and the Scenic Overlay District; Be it Further

RESOLVED, That the Planning Board hereby **grants approval** to the John Huber & Lucy Drotning Trust application for Special Use Permit (SUP) #26-0460A, **subject to the conditions** cited below:

1. Three (3) complete copies of site plan with compliance statement signed by the applicants included on plans, shall be submitted for endorsement by the Planning Board.

2. The Final Development Fee of $200, in accordance with Section 1.62 of the Town of Woodstock Development Fee Schedule, shall be paid prior to Planning Board endorsement of final plans; Be it Further

RESOLVED, That Special Use Permit (SUP) #26-0460A shall be issued **under the following conditions:**

1. The applicant shall adhere to the final signed and filed Site Plan and exterior elevations. Any and all future modifications shall conform to and comply with all applicable sections of the Town of Woodstock Zoning Law.

2. Exterior lighting, materials and colors shall be as specified herein, or applicant shall request Planning Board approval of any modifications;

3. There will not be any windows to prevent obstructing views; Be it Further

RESOLVED, That this Special Use Permit and plans **shall expire if the approved activity is not commenced or diligently pursued within twelve (12) months of the date of this Resolution**; Be it Further

RESOLVED, That any alteration or deviation from the *final signed* plans shall require the prior review and approval by the Planning Board, and shall comply with the requirements of Section 260-66 of the Zoning Law; Be it Further

RESOLVED, That this Resolution shall be deemed to authorize only one particular use as defined herein and as delineated on the *filed final* plans; Be it Finally

RESOLVED, That failure to comply with any of the conditions set forth herein shall be deemed a violation of this approval, which may cause the revocation of said approval, or the revocation by the Building Inspector of any issued Building Permit and/or Certificate of Occupancy or Compliance pertaining thereto.