PLANNING BOARD
TOWN OF WOODSTOCK
planning@woodstockny.gov
45 COMEAU DRIVE, WOODSTOCK NY 12498
Ph: (845) 679-2113 Ext.16
Fax: (845) 679-8743
Colony of the Arts

MEETING MINUTES
SEPTEMBER 17, 2026
REGULAR MEETING (IN PERSON ONLY)
Held at the Comeau Town Offices
45 Comeau Drive, Woodstock

+ Meeting recorded via YouTube live and transcription available within that video.

6:00 PM Time: 6:00 PM
CALL TO ORDER, determination of quorum
Members Present: Peter Cross
Judith Kerman
James Conrad
Eugenie Tartell
Joseph Vescio
Melissa Lauprete, arrived at 6:05 pm

Members Absent: Jennifer Drue

Additional Present: John Lyons

Cassondra Britton, attorney for Woodstock Land Conservancy approached table and handed Ms. Melissa Gray a letter for the Board members that was emailed earlier in the day.

Updates to AGENDA:
Chairman Peter Cross asks Ms. Melissa Gray if there are any updates.
She states this meeting is being recorded via Youtube Live Stream. We're trying new avenues to avoid the hacking issues.
Also, Mr. Robert Gordon received the Board of Health permits and she will schedule the public hearing.

MINUTES: Sept 3

Make motion to approve minutes: Judith Kerman 2nd: Eugenie Tartell Aye: All

Chairman Peter Cross addresses the public and states all our meetings are open to the public and people will be able to speak during a public hearing.

NEW BUSINESS:
SCHEDULED BUSINESS:
SKETCH PLAN REVIEWS:

6:05 PM **ZENA DEVELOPMENT, LLC PB# 25-1237, SPR# 25-0390 & WWP# 25-0260: MEETING #5** of Subdivision, Site Plan Review and Wetlands & Watercourse Permit Applications to reconfigure lot lines decreasing from three to two parcels and modifications to existing site by expanding road in the R5 Zoning District located at Eastwoods Drive in Woodstock SBL# 38.2-1-38.100; 38.2-1-43 & 38.2-1-44 Reps: Cuddy & Feder, MJ Engineering and LaBella Associates

Present: Alec Gladd, Cuddy & Feder

Chairman Cross reads the above case summary.
Mr. Alec Gladd talks about the current plans. Conservation areas were added. He talks about impervious surfaces. They were last here in November of 2025 and for only the road in Woodstock. The only changes to the Woodstock plan is based on the last meeting here are orange construction fencing to be used during construction and it will be raised a foot for wildlife. They are adding Hudsonia recommended plants and the culverts with amphibian crossings. The have eliminated the invasive species plants and the plants are now to be chosen by the town of Woodstock. They will be adding signage. They added the turn around at the airstrip. They are 200 feet from the wetland and added another culvert. These are the seven things that have been changes within Woodstock. Mr. Gladd continues to discuss grass fitter strips, including trap and filtering within the outside of the wetland.
Mr. Gladd talks about the waivers. Two are from the road standards. Prior, there was a request from the Planning Board to remain gravel, but they will pave if that is what this Board wants. He talks about four foot graded shoulders to reduce potential for impacts. He quotes the determination of Mr. Francis Hoffman, Jr. 'Butch,' regarding extending to twenty feet.
Two waivers within the same topic are the two points of access. They are able to do the second road but it will require additional cutting and a wetland crossing. They do have plans for this.
He talks about the road design for fire compliance in the town of Ulster being 26 feet wide to comply with the fire code and able to carry a 75,000 pound truck. This would be asphalt concrete, etc.
He states the Ulster Fire Inspector and Planning Consultant talked about this not fitting with the character of the area. The Fire Inspector requests the shoulders stabilized. They are proposing that same thing in Woodstock. That is an open question.
They are sprinkling the homes in Ulster, which by doing that, they are not required to have the second access. He states that is it for his update.
Mr. John Lyons asks Mr. Gladd to refresh the Board of the subdivision / lot line revision being proposed.
Mr. Gladd states, yes, there are three existing parcels. They are taking three and turning it into two. With lot two being the road.
Member Melissa Lauprete states she has a question. She's new and she has been requesting all the information and she hasn't received it. She states no records were available, she has asked and she was told to FOIL for them. She wants to publicly state this. She continues to state that this is a difficult situation.
Mr. Gladd states he would be happy to send her that.
Mr. John Lyons states now we send this onto the Board's consultants. He states Nan Stolzenburg is the Planner that is just coming on. He is in the process of finding a civil engineer. There is Stephan Maffia, our traffic engineer, Erik Kiviat, Hudsonia Scientist and himself as attorney for the Board.
Member Lauprete states again she has requested and not received the historical documents.
Member Eugenie Tartell states she has read every letter that has come. She created a document and it has been posted on the website. There are three of them. She had this sent to Mr. Gladd and the Board Members. She created this for Woodstock, nothing to do with Ulster and SEQR. It's a pretty good

summary. She wants to quote a letter received on the 16th, from Tana O'Sullivan. She has concerns and wants to know why the map was edited. She discusses the FAAR for road and first responders. She is quoting Tana O'Sullivan's letter publicly. Her question is why not make a primary road from Sawkill.
Mr. Gladd states this is the primary issue that we discussed before. It presents the same issue as the secondary.
Member Tartell states it is costly for applicant.
Mr. Gladd states no, it has potential environmental disturbances.
Member Tartell asks about different roads.
Member Lauprete asks about the county road.
Members Tartell and Lauprete in side conversation.
Chairman Cross asks if the Board members have any questions.
Vicechair Judith Kerman states she continues to be concerned about only one access. If a tree comes down, the road is closed. You've given us two bad options.
Public audience cheers.
Vicechair Kerman continues, she understands why you don't want a second road. She's concerned about wildfires. Sprinklers won't handle a wildfire.
Mr. Gladd states there will be on site water to access in Ulster.
Vicechair Kerman states this answers some of the questions, but not all of them.
Mr. Lyons states he had sent a memo out to the Board in response to Member Tartell's good questions. There is good information in there with the break down of the waivers requested, statutes and standards. This is a broad view brush of it.
He talks about granting waivers and the responsibility of the public health and safety being the Planning Board members responsibility during review. Ultimately, the decision lies within this Board and it is up to the applicant to apply for the waivers. The Board will use input from the consultants and public for the requested waivers.
He discusses the waiver applications based on the determination and each waiver should be set forth in writing with certain explanation with evidence in front of the Board with determinations and then you vote to adopt that resolution. There should be a recommendation for each waiver thoroughly and properly handled.
Mr. Lyons states we have Mr. Stephan Maffia as out traffic consultant. He is looking for a civil engineer. That's a birds eye view of the waiver requests.
Member Lauprete asks Mr. Lyons about the concept of the whole.
Mr. Lyons responds that the waivers are based on criteria request. If two points of access considerations you use with one versus two.
Vicechair Kerman states to Mr. Lyons that there are a number of different elements. There are three properties reconfiguring to two. That is straightforward. She asks Mr. Lyons if this is something we can deal with first.
Mr. Lyons states the three applications technically, as general practice, move concurrently.
Vicechair Kerman confirms together to Mr. Lyons.
Mr. Lyons states yes. Can we he states, yes, but he wouldn't recommend it.
Chairman Cross asks if the Board members have any questions. He states we can't speak to anything until we have our consultants reviews.
Mr. Lyons and Mr. Gladd discuss a new package submission with the version of the plans showed here tonight to be submitted for the Board and consultants to review. He tells the Board members they should be thinking is there anything in mind to be asked while reviewing the plans. We want to get the application as complete as possible for the consultants.
Vicechair Kerman states she would like to see alternatives with gravel versus paved. A civil engineer will

be helpful.
Ms. Lauprete questions a recommendations versus a determination.
Vicechair Kerman states this is not a done deal.
Mr. Lyons states this is a complex issue with public safety and welfare, community characteristics, road specifications, etc. Many communities have been trying to figure this out.
Vicechair Kerman states safety and durability.
Member Tartell begins to speak.
The public asks her to be louder.
Member Tartell states another thing, she talks about LaBella and MJ's reports and a determination of Eastwoods Drive.
Vicechair Kerman states that is a civil engineering question.
Member Tartell asks if Hudsonia is back in to review.
Mr. Lyons states yes. He explains the focus was on SEQR & inquiries for that part of the project, initially; for that part of the project. After Ulster, now we are moving into a new phase of applying zoning law and standards. What the consultants are looking at is different now.
Chairman Cross asks if the Board members have any questions.
Chairman Cross asks Mr. Lyons about the state weighing in on the road.
Mr. Lyons states with the Building Permit, the Building Inspector makes that determination using compliance. This is outside your determination, but you can make it a condition of approval for New York State to be complied with and demonstrate with approvals.
Mr. Lyons asks Mr. Gladd for the decision from the Town of Ulster.
Mr. Gladd states it will be in the plan set. He states the Department of State information is within the submission, as well. This was considered with Mr. Maffia and remains at twenty feet.
Mr. Lyons and Mr. Gladd discuss Department of Transportation and town highway.
Chairman Cross asks Mr. Lyons if he has any questions. He does not.
Mr. Lyons states to the Board, we will get our consultant team together, get the document package from Mr. Gladd, look at a timeframe for reviews to be submitted back to the Planning Board. We'll have an admin meeting to coordinate everyone for a time frame. Board members need to think about this – is this application complete, he states. He suggests the Board think about a date to open the public hearing. The Board has a lot to look at. He recommends the public hearing be left open during review to get public comments.
Chairman Cross states we would like to have a complete application before a public hearing.
Mr. Lyons states, yes, efficiency stand points.
Chairman Cross states we will set up timeframes after we receive the package from Mr. Gladd.
Mr. Lyons states he has inquiries out for a civil engineer. We'll talk to the consultants. We will look at timing and setting our next meeting.
Chairman Cross states ok, going to the next step.
Mr. Gladd states ok.
Mr. Lyons addresses the public and states when the public hearing is up, it helps if you have your comments in writing. Bullet points are helpful. It's like reaching into a file, there are lots to remember.
Chairman Cross addresses the public and thanks them for keeping quiet.

While the crowd leaves the building, inaudible side conversations amongst the Board members and John Lyons.

Ms. Gray ushers the people out.

Chairman Cross states to the Board we need to finish up.

UNFINISHED BUSINESS:
+ Make motion to return unused escrow to Centerline Communications SPR# 25-0322I & SUP# 25-0361I in the amount of $ 1,243.61

Make motion to return unused escrow: Peter Cross 2nd: Judith Kerman Aye: All

+ Site Visit Update MUSG South Beach LLC SUP# 26-0707
Member James Conrad went on the site visit. It is incredibly secluded and all looked fine. They have no neighbors because they own all the land around them.
Ms. Gray checks their file and confirms it's them and New York State.
Chairman Cross suggests waiving further review, the Board agrees.
Chairman Cross makes a motion to waive further review pending a draft resolution. Member James Conrad seconds the motion. All members present state Aye.
Ms. Gray will have the draft resolution at the next meeting.

+ Make motion to approve draft resolution for Rotron SPR# 26-0252B

Make motion to approve draft resolution: Judith Kerman 2nd: Eugenie Tartell Aye: All

Next Meeting is Oct 15

ADJOURNMENT Time: 6:50 PM
Make motion to end meeting: Peter Cross 2nd: James Conrad Aye: All

Approved Resolution:

RESOLUTION
TOWN OF WOODSTOCK PLANNING BOARD
MODIFICATION OF SITE PLAN REVIEW APPROVAL
ROTRON MANUFACTURING COMPANY, INC.
c/o David Smalley, EHC Manager
SPR #26-0252B

At a regularly scheduled meeting of the Town of Woodstock Planning Board on Sept. 17:

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

Absent: Jennifer Drue

A Motion was made by: Judith Kerman and Seconded by: Eugenie Tartell

The Vote was:

Peter Cross	Aye
Judith Kerman	Aye
James Conrad	Aye
Eugenie Tartell	Aye
Joseph Vescio	Aye
Melissa Lauprete	Aye

WHEREAS, the Planning Board of the Town of Woodstock, located in Ulster County, New York, has considered a Site Plan Review (SPR) application received from Rotron Manufacturing Company, Inc. (the Applicant) for a site plan modification to add a concrete pad for storage and forklift access (the proposed action); and

WHEREAS, the proposed use is located in the LI Zoning District at 55 Hasbrouck Lane in Woodstock and is designated on the Tax Map of the Town of Woodstock as Section 27.18, Block 5, Lot 2; and

WHEREAS, this proposed use requires Planning Board review and approval under Town of Woodstock Local Law #1 of 2020, *Zoning,* Section 260-74, *Site Plan Review and Approval, 260 Attachment 1; Article VII, Site Plan Review and Approval, Sections A, B & C; and*

WHEREAS, the following plans and materials were reviewed by the Planning Board:
1. *Site Plan Review application* and *Short Environmental Assessment Form* received on August 14, 2026;
2. *Referral from Town of Woodstock Zoning Enforcement Officer* (ZEO) dated and received August 14, 2026;
3. *Ulster County Parcel Viewer screen shot* of parcel with location of proposed concrete pad location depiction received August 14, 2026;
4. *SW Construction Estimate # de3* dated 2/11/2026 and received August 14, 2026;
5. Photos of Site, Existing Storage Containers, and examples of Contents, received at the September 3, 2026 meeting, prepared by David Smalley; and

WHEREAS, the Planning Board determined that the proposed Type II Action will not require environmental review under SEQRA 6 NYCRR Part 617.5 (14) and (15), with reference to TWEQR, and in accordance with the Planning Board's adopted list of Type II Actions not requiring further environmental review; 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 (updated December 2018) with the Town of Woodstock Planning Board, referral to the Ulster County Planning Board (UCPB) was deemed not necessary; 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; and a member of WEC attended the September 3 meeting and viewed the plans in respect to the proposed action; and

WHEREAS, pursuant to the Town of Woodstock Zoning Law *Schedule of Use Regulations, 260 Attachment 1*, and *Area and Bulk Regulations, 260 Attachment 2,* Zoning Board of Appeals (ZBA) variance(s) are not required for the proposed action; and

WHEREAS, a sketch plan review of the application was held on September 3, 2026 in which the applicant, David Smalley, the EHC Manager, and the Board discussed the application and the proposal of the addition to the existing site. The Board agreed that this addition to the site is minor in scope and won't affect any surroundings. At the September 17, 2026 meeting, the Board approved this draft resolution; and

WHEREAS, the Planning Board has fully reviewed the application and relevant materials submitted and has also taken into account its knowledge of the site and surrounding neighborhood; Be it Further

RESOLVED, That the Planning Board hereby **grants approval** to the Rotron Manufacturing Company, Inc. Site Plan Review application to modify the existing site plan SPR #26-0252B **subject to the conditions below**:

1. Three (3) copies of the final plan shall be submitted for Planning Board endorsement; *plans have been received*;
2. The signed owners' compliance statement to be completed; *included and to be signed and returned to Planning Board office to be included in your final plans;*
3. Final Development Fee in the amount of $ 75 shall be paid in accordance with Section 1.22 of the Town of Woodstock Development Fee Schedule;
4. The Applicants shall adhere to the final, signed and filed plans. Any and all future modifications shall conform to and comply with all applicable sections of the Town of Woodstock Zoning Law;
5. This Site Plan shall be valid indefinitely subject to the provisions of the Town of Woodstock Zoning Law with regard to Schedule of Use Regulations;

RESOLVED, That any alteration or deviation from the signed, final plans shall require the prior review and approval by the Planning Board; Be it Further

RESOLVED, That any proposed amendments to the approved site plan shall comply with the requirements of Section VII of the Zoning Law; and Be it Further

RESOLVED, That this Resolution authorizes only the activities approved herein and as delineated on the signed and 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 or Certificate of Occupancy or Compliance pertaining thereto.