

PLANNING BOARD
TOWN OF WOODSTOCK
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June 23, 2026

Dear Zoning Board of Appeals,

Re: ZBA Case #26-05 Glasco Ridge LLC c/o Aaron Yassin: Request for a variance for an undersized lot.

In reference to § 260-103 Powers & duties of the Woodstock Town Code, an excerpt of the section of the law states, "... Notwithstanding the above provision, upon a determination by the Planning Board that a plat or site plan contains one or more features which do not comply with the dimensional requirements of this chapter, application may be made to the Zoning Board of Appeals for an area variance without the necessity of a decision or determination by the Zoning Enforcement Officer."

Yes, all subdivisions go through the Planning Board office. The precedent that the Zoning Board of Appeals has set, is accepting referrals only from the Zoning Enforcement Officer, for many years. The Planning Board submitted (one) application for a variance for an undersized lot about a year ago and the ZBA would not accept it unless the ZEO sent an official referral to them. They would NOT accept the PB referral (determination) although, this exact statute was listed within the memo and application. Typically, all variance requests are sent to the ZBA through the ZEO. In preparation, most applications have all been vetted by the Planning Board office in conjunction with the ZEO. This specific application was, also, vetted by the Planning Board office and ZEO for months prior to being submitted to the ZBA.

For transparency, process and precedent purposes, the Planning Board will not give a determination for a variance request for an undersized lot. At the regular meeting on June 18, after brief Board discussion proceeded with a motion made by Chairman Cross to send this response, said motion was approved by all Board members present except one Nay vote by newest member, Melissa Lauprete. This was her first meeting with the Board and she was given options of Abstain, Nay, or Aye. Overall, the Planning Board Members feel this is a request that is not their purview or has ever been. If the ZBA grants the request, the application will come to the Planning Board for the actual subdivision. If the ZBA denies the request, the applicant must seek other compliant options, to proceed. This is truly a precedent this Board doesn't feel comfortable weighing in on.

This is a process and precedent that has been followed for years, and the Planning Board will not change how we review all applications due to this request. While, we seek to be collaborative with all Boards, committees and town entities, this is a request that isn't cohesive in ethical practices for all applications under the town of Woodstock.

Simply, the Boards' majority opinion is this is a request for a variance for an undersized lot. That decision is within the ZBA's expertise. Please consider this response a formal declination to your request. Thank you.

PC/mg