

**Town of Pound Ridge
Planning Board Meeting Minutes
Thursday, October 23, 2025 at 7pm**

Attendees:

Board Members:

John Bria
David Dow
Gail Jankus
Rob Knorr
Kelly MacMillan
Jonathan Stein
Rebecca Wing, Board Chair

Advisors:

John Loveless, Counsel
Kelly Morehead, Town Engineer
Jason Pitingaro, Town Engineer
Jim Perry, Building Inspector

Town Board Liaison:

Namasha Schelling

Conservation Board Liaison:

Melinda Avellino

Administrator:

Christeen CB Dür

Ms. Wing called the meeting to order at 7:02pm and noted that it was being recorded.

Old Business:

Alison Boak (Negative Declaration & Draft Resolution)

15 High Ridge Road

Block 9320, Lot 2

Application to subdivide 1 lot into 2 lots. Existing home & accessory structures will remain on 3.378-acre parcel, with a new dwelling considered for the remaining 2 acres.

Zoning District: R-2A, Acres: 5.38

Mr. Allen, engineer, stated that while the resolutions and determination looked fine, there was an issue regarding the DOT approval requirement in the approval resolution (page 3, item 3a, Roman numeral 5). He explained that the DOT now requires a work permit with a contractor and certificates of insurance for a final permit, which would be impossible to obtain at the subdivision stage when no construction is occurring.

Mr. Allen suggested writing a letter to the DOT to request a "no objection" type notification for the entrance at the subdivision level instead of requiring a full permit. The Board agreed with this approach, with Ms. Wing suggesting terms like "acceptance" or "acknowledgment" from the DOT rather than approval. The change will be made.

Ms. Wing first reviewed the notice of determination of non-significance under SEQR, which stated there would be no significant adverse impacts resulting from the subdivision and eventual single-family home. The Board unanimously approved the SEQR resolution to formally classify the action as unlisted.

Mr. Bria made a motion to approve the SEQR resolution, seconded by Ms. Jankus. All members voted in favor. The resolution is approved.

The Board then voted on the resolution to approve the subdivision with an amendment to modify the DOT permit requirement. Mr. Pitingaro amended item 3b to say "the applicant shall

obtain a notification of no objection from the New York State Department of Transportation for the location of the driveway."

Mr. Stein made a motion to approve the subdivision resolution as amended, seconded by Ms. Jankus. All members voted in favor. The subdivision resolution is approved.

Klaus Koenigshausen

56 West Lane

Block 9452, Lot 71

Application to build a 1st floor addition and extension of the pool terrace.

Zoning District: R-2A, Acres: 4.348

Mr. Lucio DiLeo, architect, reviewed the proposal to build a first-floor addition and extend the pool terrace. He noted they had previously discussed some items with the Town Engineer, and were presenting the same plan shown last time along with additional lighting and landscape plans. Mr. Nick Pouder, landscape architect, presented the lighting plan, which included two carriage lights outside the new children's play area, and several built-in lights within the stone walls as path lights, for a total of five dark-sky compliant fixtures. Ms. Wing requested that the applicant properly document the building-mounted lights on the architectural elevations. Mr. Pouder presented the landscape plan. He explained that the main change was removing part of the driveway that has poor sight distance. The proposal includes closing off this access with a gate and replacing it with grass. The property will use a loop driveway from the back as the primary access, reducing the number of curb cuts from two to one. The landscape plan also included removing pavement in certain areas, creating a stormwater management area with native wet meadow plants, and replacing a dying beech tree that has beech blight with a weeping willow. Most other plantings would be native species.

Ms. Wing confirmed they had walked the site and noted that the proposed work would be within previously disturbed areas, while reducing overall coverage and eliminating a dangerous curb cut. There was a brief discussion about construction access, with the applicant noting they would need to use the existing driveway temporarily with safety protocols in place before it would be permanently removed.

Ms. Wing requested a draft resolution be prepared for the next meeting, with a note clarifying that the existing driveway would be eliminated. Mr. Pitingaro mentioned there were a couple of minor engineering items that could be addressed before the next meeting. The Board requested that the lighting plans be properly submitted for the next meeting.

Victoria Minior, owner, Joe Potocki, applicant

193 Salem Road

Block 10263, Lot 5

Application to build a new 324sf cabana, remove existing 168sf pool shed, remove 66sf of pool patio.

Zoning District: R-2A, Acres: 4.38

Mr. Joe Potocki presented the application to build a new 324sf cabana, remove a 168sf pool shed, and remove 66sf of pool patio. He explained that after discussions with the Westchester Land Trust, he had to relocate the pool house slightly, which created a gap between the existing patio and pool house. This would require increasing the patio by 80 square feet to connect with the existing patio. Mr. Potocki confirmed he had received an email from the Westchester Land Trust stating there was no conflict with the easement, and agreed to submit this letter for the next meeting. Mr. Potocki addressed most of the engineering review comments, with a few

minor notes still to address regarding the amount of disturbance and clarification of existing setbacks. Ms. Wing noted that during their site walk, they observed a concrete dumpster pad not shown on the site plan. She explained that this needed to be shown on the drawings and included in coverage calculations. Additionally, she pointed out that if the pad were to be used for a dumpster for horses, a zoning variance would be required because it's within 100 feet of the property line. Mr. Potocki stated that the current homeowners don't plan to have horses.

Ms. Wing also identified what appeared to be a recently constructed greenhouse or accessory building along the property line next to the stables. This structure was not shown on any plans and would require zoning board approval due to its location within the setback. The applicant was instructed to either apply for a zoning variance if they intend to keep it or plan for its removal. She explained they could not proceed with a resolution until these issues were addressed. Mr. Potocki was advised to adjust the plans to show the existing structures and indicate what would be done with them. If a zoning variance would be pursued for the greenhouse structure, that would need to be completed before the Planning Board could finalize approval.

Thomas Madden

75 Millertown Road, Block 9816, Lot 54

Application to subdivide a lot into 2 lots. The existing dwelling would remain in Bedford and a driveway extension to a proposed dwelling in Pound Ridge.

Zoning District: R-3A, Acres: 3.28, existing 6.997 lot is in both Bedford and Pound Ridge

Mr. Dave Sessions, engineer, provided an update on the application to subdivide a lot with the existing dwelling remaining in Bedford and a driveway extension to a proposed dwelling in Pound Ridge. He reported that they had addressed most of the Town Engineer's comments but were still waiting for an updated title report with corrections. Mr. Sessions informed the Board that they were working with the WCDOH.

Ms. Wing noted they had completed their site walk and confirmed the application complied with all subdivision requirements. They had previously circulated the application for GML review and declared their intent to serve as lead agency. Ms. Wing said a public hearing for the November meeting will be noticed and asked for both a SEQRA determination and draft resolution be prepared for that meeting. Mr. Sessions confirmed that the wetland boundaries shown on the plans were accurate based on field delineation, rather than relying on the less accurate mapper referenced in DEP comments. Mr. Sessions inquired about timing for returning to the Bedford Planning Board, as this subdivision crosses Town boundaries. Ms. Wing suggested he could proceed with the Bedford application now since the plans appeared to be in final form without any suggested changes from Pound Ridge. Ms. Dür confirmed Bedford will be notified as part of the public hearing process.

Ms. Wing reiterated that for the November meeting, the Board would notice the public hearing, prepare draft resolutions (both SEQRA and subdivision), and assuming no significant public comments, could potentially vote on the application at that time.

Minutes Approval: Adoption of the Minutes from July 24, 2025 and September 25, 2025

The Board reviewed and approved the minutes from the July 24, 2025 and September 25, 2025 meetings.

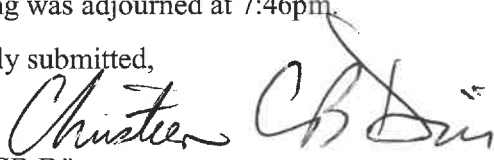
Mr. Stein made a motion to approve the July minutes, Mr. Bria seconded the motion. All members voted in favor. The Minutes were approved as distributed.

The Board also reviewed the September 25, 2025 meeting Minutes, noting a typo in the Boak application where the existing lot coverage was incorrectly stated as 25% and should be approximately 125% of the threshold.

Mr. Stein made a motion to approve the September minutes with the adjustment, seconded by Mr. Bria. All members voted in favor. The Minutes were approved with the correction of the one typo.

The meeting was adjourned at 7:46pm.

Respectfully submitted,


Christeen CB Dür