

**Town of Pound Ridge
Planning Board Meeting Minutes
Thursday, January 22, 2026 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 7pm and noted that it was being recorded.

Old Business:

Jeffrey Haller (draft resolution)

40 Lower Trinity Pass Road

Block 9455, Lot 9

Application to build a detached garage.

Zoning District: R-1A, Acres: 11.96

Ms. Wing reviewed the application and the draft resolution. She noted that the site had been previously walked and circulated for GML 239 review due to proximity to the border, with no comments received. No new materials had been submitted and there were no new memos. Ms. Wing explained that a draft resolution with updated numbers was available for review.

Mr. Matthew Gironda, engineer, provided an update that they were in the process of obtaining a DEC freshwater wetland permit, which would fall under general permit guidelines and was expected shortly. His only question concerned the Common Driveway Performance Restoration Bond amount determination process.

Mr. Pitingaro explained that his office prepares a bond estimate, forwards it for review, and then the applicant can post the bond and proceed. Ms. Dür confirmed this was different from a Water Control Bond. A Common Driveway Restoration Bond is an actual paper bond.

Ms. Jankus made a motion to approve the resolution, Mr. Stein seconded. All voted in favor. Motion carried unanimously and the application is approved.

Hollow, LLC (draft resolution)

116 Honey Hollow Road

Block 10255, Lots 1, 2, 3

Application to build a 5-bedroom residence & septic & stormwater management system & convert existing house to a pool house.

Zoning District: R-3A, Acres: 19.65

Ms. Wing reviewed the application and the draft resolution. She noted the site has been and recirculated for GML 239 review due to proximity to parkland. No comments were received from Westchester County. No new materials had been submitted, though there were several open engineering comments from the previous month.

Mr. Jan Johannessen, engineer, reported that minor items remained in the engineering memo, and they had agreed to eliminate some lighting on the gable ends of the pool house as discussed in the previous meeting. The client had agreed to this change, which would be reflected in future submissions. Westchester County Health department approval had been received, which was a condition in the draft resolution.

Ms. Wing noted that all engineering comments would be resolved as conditions of the building permit. Mr. Johannessen questioned a condition requiring staking of a 150-foot setback, noting they didn't have a 150-foot buffer setback on the property. Mr. Pitingaro confirmed this could be removed and asked the Board to review the lighting timing condition requiring exit lighting to utilize a timer set to go off no later than 10pm, which had been captured per the Board's request at the last meeting.

Mr. Bria made a motion to approve the resolution with the minor edit removing the 150-foot setback statement, Mr. Dow Board member seconded the motion. All voted in favor. Motion carried unanimously and application is approved.

Wendy Goldman

265 Westchester Avenue

Block 9820, Lot 34.3

Application to make several interior improvements to an existing house including additional bathrooms, changes to the driveway and pool area.

Zoning District: R-2A, Acres: 2.068

Ms. Wing discussed the application and the site walk. She noted the revised location and extent of the new parking court. Mr. Seth Ticehurst, engineer, proposed updating the driveway layout to provide additional parking, modest building additions to the house, adding a seating area by the pool, and legalizing an existing shed. No new plans had been submitted since the initial submission as they wanted to get through the site walk first.

Mr. Ticehurst announced modifications to reduce the original 4-car parking court to accommodate 2 cars, removing hatched areas that would result in a reduction of impervious surface by 384 square feet. This reduced the preferred lot coverage from 151.3% to 140.8% of the allowable threshold. They also proposed installing plant material within the extended vegetated buffer.

Regarding the existing shed, Mr. Ticehurst noted it was surrounded by dense hemlock trees and separated from adjacent properties by a 6-foot solid wood fence. The closest adjacent property was commercially zoned with a storage structure about 10 feet from the property line. The closest residential property owner, Georgina Coleman, had submitted a letter to the Planning Board supporting keeping the shed in its current location.

The Board discussed the shed extensively. Board members had differing opinions - some felt it was adequately screened and moving it would be more disruptive, while others emphasized

the importance of maintaining setbacks to preserve Pound Ridge's character. Ms. Wing and Mr. Perry noted that a zoning variance would be required for the shed regardless of their decision.

Mr. Ticehurst confirmed they would need to apply to the Zoning Board before returning to the Planning Board. The Board discussed timing and suggested the applicant could potentially appear between applications depending on deadlines. Several engineering comments remained to be addressed when they resubmitted with the revised layout and updated stormwater solution.

Ms. Wing expressed positive feelings about the reduced parking court size after walking the site, understanding the need for turnaround space given current difficulties. They noted that lighting in the area would be contained and not impact neighboring properties. A letter from Georgina Coleman 261 Westchester Avenue was received in support and would be added to the application file.

The Board decided to wait until the next meeting for a draft resolution, pending the Zoning Board application and updated submissions addressing engineering comments.

New Business:

Frank & Conte Bottino

276 Salem Road

Block 10048, Lot 75

Application to install a pool, patio, fence and drainage system.

Zoning District: R-2A, Acres: 2.9

Ms. Wing reviewed the new application. Mr. Brian Hildebrandt, engineer, presented the application. He said the project was relatively straightforward, involving a proposed 20 by 40 pool with a sun shelf and patio behind the existing house and deck. The rear yard was currently all lawn with no trees requiring removal. Soil testing had been conducted and an infiltration system designed to mitigate increased impervious coverage. A wetland across Salem Road was outside the required setback. Mr. Hildebrandt noted they could address all engineering comments without issues. The owner mentioned an existing garden with a fence around it within the setback that could be easily relocated if needed.

Ms. Wing inquired about lighting. Mr. Hildebrandt initially stated no lighting was proposed but then acknowledging pool lights might be included depending on budget. The Board requested any proposed exterior lighting be shown on the plan. The Code Conformance Worksheet needed corrections and rounding of numbers, and modified setbacks needed to be shown on the site plan.

The Board questioned whether proposed work would be inside the increased minimum setbacks. Mr. Hildebrandt believed not, as the pool sat over 100 feet from side yards and even more from the rear, with room to shift if necessary given the wide-open backyard.

Mr. Perry noted what appeared to be a shed on the left side, 17 feet from the side yard setback line. Mr. Hildebrandt clarified the owner had described this as a garden with just a fence that they were willing to relocate. The Board confirmed that if it was just a garden fence, no variance would be required. The application will be circulated for GML 239 review.

The Board will schedule a site walk and requested resubmission for the next meeting with missing information addressed, including proper labeling of the garden area and any lighting proposals.

Paul Roth
17 Eastwoods Road
Block 9821, Lot 17
Application to relocate the driveway.
Zoning District: R-3A, Acres: 3.35

Mr. Kevin McKenna, engineer, presented plans with slight changes that shifted the proposed driveway to an already clear area to avoid a stone wall and large trees near the road.

Mr. McKenna noted he had will address the Town engineer's memo. Mr. Pitingaro suggested considering waivers for several requirements such as house elevations, detailed landscaping plans, and lighting since the project was fairly minor and wouldn't approach the house. However, he noted trees would be removed, so a tree plan showing trees to be cut down would still be required. Most engineering comments related to the actual curb cut location should be addressed, while those relating to the rest of the site weren't relevant.

Mr. Bria noted there was a stone wall right on the road and questioned sight line distance. Mr. McKenna confirmed they would address highway department requirements including drainage considerations.

Ms. Lauren Teton, a next-door neighbor, noted that the property line bisected the two driveways shown on the site plan. She asked about plans for the old driveway and remediation. Mr. Roth confirmed they would replant and landscape the area, remove the old cut, and plant appropriate buffering while ensuring new plantings wouldn't obstruct sight distances.

The Board confirmed they would schedule a site walk with the area flagged and requested updated plans addressing engineering comments and showing the old driveway restoration for the next meeting.

Informal Review:

PMNG Management LLC
54 Westchester Avenue
Block 9455, Lot 25
Application for a change of use; convert 2 office spaces into residential apartments on the 2nd floor. 2 one-bedroom apartments, 1 two-bedroom apartment. Interior buildout only.
Zoning District: PB-B, Acres: 1.6321

The Board conducted an informal review for a change of use application to convert 2 office spaces into residential apartments on the second floor at 54 Westchester Avenue. Mr. Mark Gjelij, owner of PMNG Management, appeared via Zoom apologizing for not realizing Planning Board approval was needed earlier.

Mr. Gjelij explained financing was in process and time was of the essence, needing approvals or a continuing resolution by the end of February or they would lose project funding. They sought to change 2 offices into apartments, having received Westchester County Department of Health approval after a 6-month process. Architectural drawings had been submitted along with requested application paperwork.

Ms. Wing explained this was essentially an amended site plan application. Since no additional site work was proposed beyond interior conversion, they needed a site plan demonstrating the site meets parking requirements for the commercial zone with 4 residential units plus remaining

commercial space. Ms. Wing believed requirements could be met and documentation should be straightforward. The Board will go on their site walk to ensure no issues. Based on the timeline, there was opportunity for a site walk, parking documentation submission, and potentially voting on a draft resolution at the February meeting while waiving other typical requirements.

Mr. Pitingaro confirmed no exterior work was involved, with parking and water/sewer usage as main factors. Health department approval was received, and parking should be adequate given past uses included offices and studios.

Mr. Dow raised concerns about the parking area's poor condition and difficult entrance, suggesting the change of use provided an opportunity to address these issues. Mr. Gjelaj explained they hadn't addressed parking yet due to planned septic system changes and excavations over the next 7-8 months, not wanting to repave and then destroy it again. The parking lot would be completely new within 18 months.

The Board requested the parking improvement plan be included in what they approved as the site plan. Ms. Wing questioned the relationship between health department approval and separate septic system work. Mr. Gjelaj explained they were studying consolidating 5 different septic systems into one area - a costly, long-term study completely separate from the change of use. The WCDOH had approved the residential conversion using existing septic systems in good working order.

The Board agreed to schedule a site walk and requested a parking plan demonstrating code compliance. The application would be noticed for neighbor notification and public hearing at the next meeting as a new business item, with potential for resolution approval if the site walk went well and proper documentation was submitted by the February 12th deadline.

Minutes Approval: Adoption of the Minutes from December 18, 2025.

Adoption of the December Minutes was postponed until the next meeting.

The meeting was adjourned at 7:49pm.

Respectfully submitted,

Christeen CB Dür

A handwritten signature in cursive script that reads "Christeen CB Dür". The signature is written in black ink and is positioned to the right of the typed name.