



**Town of New Lebanon
Planning Board of Minutes – unapproved
July 16, 2025**

Present: Elizabeth Brutsch, Planning Board Chairperson
Jim Carroll, Planning Board Member
Steve Muse, Planning Board Member
Becky Segal, Planning Board Member
Joshua Young, Planning Board Member
Greg Hanna, Planning Board Member
Michael Crosby, Planning Board Member
David McGinness, Alternate Planning Board Member
Jeff Zimmermann, Alternate Planning Board Member

Others: Ted Salem, Sharon Powers, Susan Roth, Joanne Amlaw, Alicia Legland, Amy Brueckmann, Bonnie Lichak, Ari Goldstein, Peggy Brueckman, Mary Linge, Connor Coons, Lukas Coons, Craig Skerkis, Matt Ng, Emily Gamble, Stephanie Ferradino, Susan Tipograph, Anthony Murad, Michael Pavelok, Gregory Smith

I. Call To Order

Chairperson Brutsch called the meeting to order at 7:02 PM.

II. Approval of Minutes

A motion to approve the Regular Meeting Minutes dated June 18, 2025 was made by Board Member Muse and seconded by Board Member Young and approved by a vote of 7-0-0.

III. Regular Meeting

Case No. PB-2025-012 – Matthew Ng – Special Permit -TM# 8.-3-22

Property Owner: Matthew Ng

Upon closing the Public Hearing, Applicant Ng was asked to address the comments and questions raised during the Public Hearing. Mr. Ng expressed surprise at the opposition stating he thought he had a good relationship with his neighbors. The Board requested clarification as to the property layout, specifically which areas are included in the marketing plan for the short term rental. Mr. Ng indicated the short term rental included the main house and a converted shed. The shed has a small kitchen, but no main water hookup. The main home can sleep six people and the shed can accommodate two additional individuals. Mr. Ng was asked if the shed had ever been inspected for a certificate of compliance and/or occupancy – he indicated that it has never been inspected. The Board then commenced additional discussion

regarding the definition of short term rentals when applicable to situations where established covenants and restrictions are included; local law is the deciding factor in such cases and as such, short term rentals are characterized as residential use so a conflict does not exist. The applicant what the intent of the short term rental was to be. Mr. Ng indicated that the intent was to be his primary residence and contribute to the community and there is no intent to create a resort or multiple property venture. The Board inquired as to the average length of stays at the short-term rental; Mr. Ng indicated the typical stay is about two to three days, usually over a weekend during the summer months. Members of the public asked the Board to review the marketing website under the Hyggeland LLC page, which they stated seemed to be marketing a resort destination rather than a “typical” Airbnb. Mr. Ng indicated said website is hardly used and was a marketing site offered by Airbnb to generate interest in the property. The Board inquired as to more specifics regarding the shed, which is marketed as a “tiny house.” Mr. Ng indicates that no certificate of occupancy for the tiny house exists and explain that it was initially used for shelter while the main house was being constructed. The Board advised Mr. Ng that once the Accessory Dwelling Unit (ADU) was inspected and signed off on by the Town of New Lebanon’s Code Enforcement Office and Building Inspector, that dwelling cannot be used for a term for three years as a Short Term Rental after the certificate is issued. Mr. Ng acknowledged his understanding of those terms. Additional inquires were made regarding the septic system, as it applies to the main home and the ADU and the Board was advised that the tiny house does not have a current septic connection.

At this time, the Board read a draft resolution to approve the applicant’s special use permit for a short term rental in the RA2 zoning district, which would be subject to several conditions. Those conditions are listed as follows:

- The applicant must obtain a certificate of occupancy for the tiny house and it cannot be utilized until it complies with ADU code provisions
- Any and all construction/renovations must be adhered to per the Town of New Lebanon Building and Fire Codes and permits must be obtained from the Town of New Lebanon Building Department.
- Local contact person within twenty miles must be on file with the Code Enforcement Officer and updated annually.
- The applicant must have a Columbia County Permit for short-term rental.
- A certificate of occupancy is required to use the tiny house as a short-term rental.
- The applicant must update all marketing to reflect occupancy of a maximum of six people, until such time as the tiny house may be used.

Board Member Segal read the proposed draft decision document approving the application and made a motion to approve the draft decision, pending the above modifications as discussed. Board Member Carroll seconded the motion and the resolution was approved by the following vote:

Chairperson Brutsch – Aye
Board Member Carroll – Aye

Board Member Hanna – Aye
Board Member Muse – Aye
Board Member Segal – Aye
Board Member Young – Aye
Board Member Crosby - Aye

Case No. PB-2025-014 -Jojo’s Dream LLC – Site Plan Review / Special Permit – TM# 19.2-1-69

Applicants: Lukas Coons and Connor Coons

The applicants discussed the proposed plan for the application they are seeking, which is to construct one self-storage building as an expansion to the existing site. Board Member Carroll and Chairman Brutsch indicated to the applicants that new zoning regulations require landscaping and screening. Discussion ensued between the Board and the applicants as to the definition of screening – the applicants indicating they were amenable to investing additional funds into landscaping. The Board indicated that there could be an agreeable solution to the requirements and requested a landscaping plan in lieu of simply planting a line of trees along the Route 20 corridor. Chairman Brutsch inquired if the neighbor located across Route 20 had been consulted regarding screening and landscaping. The applicants indicated the rear neighbor had been approached but the adjacent parcel located across Route 20 had not been. Board Members also inquired if the possibility to update the existing signage was within the scope of this application as well. Chairperson Brutsch indicated that a newer sign should be included in the application and should be consistent with the neighborhood. The upgraded sign design was requested to be brought to the next meeting. Discussion commenced regarding trash dumping at the property. The Board recommended including a trash and debris site away from the Route 20 corridor be included if possible. The applicants indicated that they pick up any and all trash when it is noticed with Chairperson Brutsch recommending more frequent site checks. The Board requested a plan with elevations for the building including panel colors, roofing, and parking areas be provided at the next meeting.

Case No. PB-2025-013 – Woodlife Farm Market – Site Plan Review/Special Permit – TM# 20.-1-5

Applicant: Emily Gamble

Woodlife Farm Market is seeking a special permit in order to establish a Sunday Farmer’s Market running from 9AM to 2PM. Vendor’s would be invited to sell various items without a vendor fee and would be run seasonably from May to October. Board discussion ensued regarding parking as a discrepancy appears, as the plan presented and submitted at the application shows 15 existing parking spaces and 18 farm market spaces, but the submitted narrative mentions 50 additional parking spots. The additional parking spots are located along the storage units behind the current greenhouse and along the on-site farm road. Ms. Gamble indicated that parking has never been a concern due to the availability of the existing and spaces. The Board inquired if any additional events such as live music would be considered for during the Farmer’s Market – Ms. Gamble indicated that any such events would be held on a separate day, typically Saturday’s. The Board requested a text box and arrow be added to the existing plan to indicated the overflow parking area in advance of the next meeting. Ms. Gamble requested that said application be accepted as preliminary conference and have the application sent to public hearing for August 20th. Board Member Muse made a motion to accept the application as preliminary and set the Public Hearing for August 20th. Said motion was seconded by Board Member Segal and approved by the following vote:

Chairperson Brutsch – Aye
Board Member Carroll – Aye
Board Member Hanna – Aye
Board Member Muse – Aye
Board Member Segal – Aye
Board Member Young – Aye
Board Member Crosby - Aye

Case No. PB-2025-015 - Tilden Project LLC – Site Plan Review/Special Permit-TM# 19.2-1-69

Applicant: Joshua Young

Mr. Young began his presentation as to his request which addressed 39 requests which were made by the Board at the Planning Board's June meeting. The presentation addressed engineering, zoning code requirements, plan review and SEQR.

Mr. Goldstein, Architect on the project, then presented four main topics – zoning code/comprehensive plan adherence, site access parking and building style. The project is located in the Central Commercial district which is the town Center of New Lebanon. The zoning code aims for a “vibrant customer intensive commercial activity” center to attract residents and visitors and create a walkable downtown location. The project proposed will replace, in his opinion, an existing, non-conforming building with a conforming one, aligning with the design code's intent. The proposed building is less wide and closer to the road center line, meeting the zoning minimum setback requirements.

The project is located on Route 20 and Tilden Road. Tilden Road has a few homes, an apartment building and a repair shop. The project aims to be an anchor and destination, encouraging walking and seeding other local businesses. New renderings of the project were displayed, showing the full lot size of 177,000 square feet; 20,000 square feet of which is allocated for a public park with a small pavilion. The park size was reduced in order to accommodate parking. The plan includes 130 parking spaces with vehicle ingress only from Route 20 and ingress and egress from Tilden Road. Mr. Goldstein indicated that the zoning code requires 1 space per apartment unit and 1 space per 50 square feet of retail space – indicating that the plan would call for 111 spaces and the newly proposed 130 spaces exceeds that requirement. Chairman Brutsch inquired about parking for employees in consideration of the 9,500 square feet of retail space. The applicant estimates 10 employees at peak times, bringing the required numbers of spaces to 121. The loading dock, dumpster and generator have now been relocated on Tilden Road away from the entrance and parking. Susan Roth, Engineer for LaBarge engineering, inquired as to the number of dumpsters for commercial versus residential and the calculations regarding trash consumption. The applicants indicated those specific numbers have not yet been calculated, but it is anticipated that daily trash collection will occur by the building maintenance staff as each floor will contain a trash room. Discussion then turned to the proposed building generator. Board Member McGuinness did inquire what were to happen should some of the housing units be used for residents requiring life saving items (such as oxygen). The applicant indicated the plan was to install a 50,000kw

generator which would run on either propane or diesel, but the fuel source had not yet been decided due to cost. Chairman Brutsch inquired as a follow up to Board Member McGuinness's question if a Whole House Generator had been considered. The applicant indicated it had been considered; however, the cost and affordability of said generator may be prohibitive. The applicants indicated that selective backup power for certain units may be considered. Building Layout and design were then discussed with the commercial grocery located in the front with a large open space and high ceiling. There is a separation from the grocery to the apartments. One-, two- and three-unit bedroom apartments are dispersed throughout the first, second and third floors with a courtyard for residents in the back. Architectural features were then discussed in keeping with the proposed Shaker design. Chairman Brutsch indicated that while most of the building keeps with the proposed design, the current windows included seem to be seemingly standard window version and perhaps did not fit the aesthetic trying to be achieved. She suggested pairing windows together in living areas and considering different size windows for bathrooms and kitchens. Discussion then turned to the daycare facility initially proposed; Mr. Young indicated the daycare facility is now no longer included due in part to setback issues and changes in access points. Funding and targeted occupants were then discussed. Mr. Young indicated the project is now focused on middle-income housing due to state funding priorities. The project is open to any age groups, not solely for seniors. Susan Roth indicated that from her initial review of the narrative, the average rental amount for a one-bedroom apartment in the Town of New Lebanon was approximately \$676.00, however the proposed narrative indicated almost \$1,000.00 for a one bedroom. Additional discussion commenced between the Board, the Applicant, and Susan Roth, LaBarge Engineering's representative as to clarification regarding funding, environmental factors (including but not limited to wastewater, water filtration systems, traffic, stormwater, waste effluent discharge, soil testing.) Chairman Brutsch inquired if any feedback was provided from any interested entities – the applicants indicated that NYSEG has been contacted and load sheets have been submitted for a load study on the electrical grid; discussions with the Highway Superintendent have been initiated with a potential to increase Tilden Road size.

After discussions ceased, a motion was made by Board Member McGuinness to instruct the Planning Clerk to send the project to the County Planning Board for review. The motion was seconded by Board Member Muse and approved by the following vote:

Chairperson Brutsch – Aye
Board Member Carroll – Aye
Board Member Hanna – Aye
Board Member Muse – Aye
Board Member Crosby – Aye
Alternate Board Member McGuinness – Aye
Alternate Board Member Zimmerman – Aye

Additional discussion continued regarding feedback from the Department of Transportation surrounding the existing curb cut. The applicant indicated that an engineer with the

Department of Transportation was familiar with the project and the applicants would attempt to get in touch with him surrounding these concerns.

IV. Board Discussion

Chairman Brutsch discussed the possibility of holding a joint, special meeting of the Planning Board and the Town of New Lebanon Zoning Board of Appeals to specifically address Case No. PB-2025-015 regarding Tilden Project LLC. The Board approved a joint meeting, to be held on August 13, 2025.

V. Adjournment

Motion to adjourn the meeting made at 10:07 by Board Member Carroll and seconded by Board Member Muse and approved by the following vote:

Chairperson Brutsch – Aye
Board Member Carroll – Aye
Board Member Hanna – Aye
Board Member Muse – Aye
Board Member Crosby – Aye
Alternate Board Member McGuinness – Aye
Alternate Board Member Zimmerman – Aye

Respectfully submitted,

Courtney Potter
Planning/Zoning Clerk