

GERMANTOWN PLANING BOARD  
MINUTES  
SEPTEMBER 25, 2025

The meeting was held at the Town Hall with the following members in attendance: Chairman Garrett Montgomery, Chris Brown, Simon Burstall, Jennifer Crawford, Benjamin Davidson and Lauren Williams. Secretary Jami DelPozzo attended via zoom.

The meeting was opened at 7:00pm.

Pledge of Allegiance

The draft minutes of August 28, 2025 were reviewed and on a motion by Lauren, seconded by Chris, with all in favor and none opposed were accepted with the following amendments:

- P.2 paragraph 2 change and to “an escrow” and add escrow to “sign the agreement”

**Public Hearing:**

**Mark Scherzer** returned before the board for the continued review and Public Hearing for a proposed Subdivision at his property located at 110 Lasher Avenue from one parcel into two.

Motion was made by Ben to open the Public Hearing, seconded by Jen, with all in favor and none opposed.

The board confirmed the application is complete at their initial review, the application is an Unlisted action and no referral to the Columbia County Planning Board is required, in addition they are acting Lead Agency and no further documentation was requested from the applicant.

No comments were received from the audience or zoom attendees and no written or emailed comments were received.

Motion was made by Ben to close the Public Hearing, seconded by Lauren, with all in favor and none opposed.

The board proceeded to Parts 1, 2 and 3 of the Short Environmental Assessment Form and undertook the required “hard look” at the project. On a motion made by Chris, seconded by Simon, with all in favor and none opposed the board then made a “negative declaration” determining that it had not received evidence of a significant negative environmental impact. Motion was made by Ben to approve the Subdivision with no conditions, seconded by Lauren, with all in favor and none opposed.

**Arlene Liepshutz/Resurrection Catholic Church** returned before the board for the continued review and Public Hearing for a proposed Subdivision at 9 Church Avenue, Germantown from one parcel into two.

The board proceeded to review the requested documents submitted by the applicant which included updated maps with sewer and well locations, Ingress/Egress, Parking and Driveway agreement with adjoining business and had the applicant sign the Escrow agreement. The following was discussed:

- Town owns and maintains the sewer
- Well location on maps
- Attorney review of new Parking and Driveway Easement
- Ingress/Egress were confirmed

Motion was made by Ben to open the Public Hearing, seconded by Lauren, with all in favor and none opposed.

The board confirmed that at their initial review that this application is an Unlisted action, no referral to the Columbia County Planning Board is required and that they are acting Lead Agency.

No comments were received from the audience or zoom attendees and no written or emailed comments were received.

Motion was made by Ben to close the Public Hearing, seconded by Lauren, with all in favor and none opposed.

The board proceeded to Parts 1, 2 and 3 of the Short Environmental Assessment Form and undertook the required “hard look” at the project. On a motion made by Jen, seconded by Ben, with all in favor and none opposed the board then made a “negative declaration” determining that it had not received evidence of a significant negative environmental impact. Motion was made by Lauren to approve the Subdivision with the following conditions:

- Provide a copy of updated and approved Parking and Driveway easement after a completed Town Attorney review between the Church and Tracy Martin

Seconded by Ben, with all in favor and none opposed.

**J. Lotus** returned before the board for the continued review and Public Hearing for a proposed Special Use Permit to transform a studio/garage into an Accessory Dwelling at her property located at 1185 Woods Road, Germantown.

Motion was made by Ben to establish a \$500 Escrow agreement for Town Attorney review of setbacks, and to open the Public Hearing, seconded by Lauren, with all in favor and none opposed.

The board proceeded to review the requested documents submitted by the applicant which included maps, height and square footage of structure, well location and be stamped by surveyor. The applicant stated that she will be updating the 500-gallon septic to 1000 gallons and that the ADU Grant approval she applied for is contingent on the Planning Boards approval and building permit.

The board confirmed that at their initial review that this application is a Type II action, no referral to the Columbia County Planning Board is required and that they are acting Lead Agency.

No comments were received from the audience or zoom attendees and no written or emailed comments were received.

Motion was made by Ben to close the Public Hearing, seconded by Lauren, with all in favor and none opposed.

Chairman Montgomery stated he consulted with the Town Attorney and confirmed that the breezeway connection between the house and studio/garage makes this one structure, the studio/garage square footage is 730sq ft. and the height of the structure must not exceed 26ft. Upon further review the following was then discussed by the board:

- Site Plan Review
- Front setback is less than 50 feet
- Consult Town Attorney for ZBA referral
- Surveyor to indicate map is revised

The board proceeded to Parts 1, 2 and 3 of the Short Environmental Assessment Form and undertook the required “hard look” at the project, Chairman Montgomery filled the answers for questions 1-no, 5-yes and 9-yes and had the applicant initial all. On a motion made by Lauren, seconded by Ben, with all in favor and none opposed the board then made a “negative declaration” determining that it had not received evidence of a significant negative environmental impact. Motion was made by Lauren to approve the Special Use Permit as Permanent with the following conditions:

- Indicate new map revision
- Town Attorney review for referral to the ZBA for an Area Variance for Front Yard Setback
- If non-use of this apartment exceeds 2 years a new Special Use Permit will be needed

Seconded by Ben, with all in favor and none opposed.

#### **New Business:**

**Conrad Hanson** appeared before the board for a proposed Lot Line Adjustment of his two parcels to convey from 1281 Woods Road, Germantown .507 acres to 1291 Woods Road, Germantown to become 1.507 acres. He stated that he owns the abutting properties and that parcel addressed 1291 is a Pre-existing Non-conforming undersized lot and the adjustment would not increase it non-conformity.

The board proceeded to review all submitted documents and map and discussed the following:

- Building/Barn on property of 1291 and its location to the property line
- Septic is not shown
- Well needs clarification if it is active or not
- Referral to ZBA for Area Variance

Motion is made to waive the Public Hearing by Jen, seconded by Ben, with all in favor and none opposed.

Chairman Montgomery will consult with the Town Attorney and Code Enforcement Officer Brandon Mullins for recommendation to refer the applicant to the ZBA for an Area Variance for setbacks and if no

referral is suggested the applicant will be advised to return to the Planning Board for their scheduled October 30, 2025 meeting.

**Elizabeth Frank** appeared before the board for a proposed Subdivision of one 22.61-acre parcel located at 227 Church Avenue, Germantown into 2: Parcel 1: 7.18 acres Parcel 2: 15.43 acres.

The board proceeded to review all submitted documents and discussed the following:

- Road width to be shown on map
- No utilities on Parcel 1
- No wells on Parcel 1
- Description of prior Lot Line Adjustment in 2019
- Description of 4 Lot Subdivision in 2007

after their completed review and discussion, the board requested the following from the applicant be submitted:

- New maps indicating: lot width, the stamped word “preliminary” be removed, stamped seal by surveyor and Lot 2 16.09 acres be labeled once (two are indicated)
- Ag data statement needs to be amended as an active farm was identified: Horse Sanctuary

Motion was made by Jen to list the application as an Unlisted Action, seconded by Simon, with all in favor and none opposed.

Motion was made by Ben to appoint the Germantown Planning Board as Lead Agency, seconded by Lauren, with all in favor and none opposed.

Motion is made by Ben to set a Public Hearing for October 30, 2025, seconded by Lauren, with all in favor and none opposed.

**Other Business:**

- NYPF Training will be held November 8, 2025 at Town Hall from 11-1
- Members request enforcement of scaled maps to size and copies for each member be submitted by all applicants, if not received they will not be placed on Agenda

**Adjourn:** On a motion made by Lauren, seconded by Jen, with all in favor and none opposed the meeting was closed at 8:55pm.

Jami L. DelPozzo- Planning and Zoning Secretary

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