

**Dutchess County Planning Board  
MINUTES – February 17, 2021**

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**Present**

Ryan Arket  
Gary Baright  
Colleen Cruikshank  
Edith Greenwood  
Hans Klingzahn  
J. Patrick Lambert  
Ken Migliorelli  
James Nelson  
Jill Way  
Rick Wilhelm

**Absent**

Dale Culver  
Phil DeRosa  
Randall Williams

Linda Fakhoury, *County Attorney Liaison*  
Ed Hauser, *County Legislative Liaison*  
Brad Barclay, *Staff*  
Emily Dozier, *Staff*  
Shelby Frangk, *Staff*  
Tara Grogan, *Staff*  
Heather LaVarnway, *Staff*  
Anne Saylor, *Staff*  
Lynn Schara, *Staff*  
Eoin Wrafter, *Staff*

Hans Klingzahn, Chairman, called the meeting to order at 3:37 PM. The secretary did a roll call, then department staff announced their attendance.

The Chairman then read the following statement:

*I have confirmed that tonight's meeting has been convened in accordance with the Governor's March 13, 2020 Executive Order 202.1, which suspends certain provisions of the Open Meetings Law to allow a municipal Board to convene a meeting via videoconferencing. In accordance with the Executive Order, the public has been provided with the ability to view tonight's meeting. I have done a roll call of the Board Members and there is a quorum present for this meeting.*

**Annual Reorganization:**

Eoin began by announcing the departure of two board members, Michael Dupree, and Warren Temple Smith. He welcomed our two new board members, Dale Culver, and Ken Migliorelli. All present board members then introduced themselves.

Nomination and Election of Officers - For election of officers, we did not receive any nominations for Chairman or Vice Chairman. Hans Klingzahn expressed interest in being reappointed as Chairman. Jill Way motioned to nominate Hans and Pat Lambert seconded. Rick Wilhelm made a motion to nominate Randall Williams as Vice Chairman; Pat Lambert seconded that nomination.

Eoin presented the proposed slate of officers, Hans Klingzahn as Chairman, and Randall Williams as Vice Chairman. Jill Way made a motion to accept the slate as is, Edie Greenwood seconded. A roll call was taken:

Aye

Hans Klingzahn  
Ryan Arket  
Gary Baright  
Colleen Cruikshank (via proxy)  
Edith Greenwood  
J. Patrick Lambert  
Ken Migliorelli  
Jill Way  
Frederick Wilhelm

Absent

Dale Culver  
Phil DeRosa  
James Nelson  
J. Randall Williams

With no nays or abstentions, the motion passed.

Review/Consider Adoption of Revised By-Laws – Each January, the Planning Board By-Laws are revisited and re-adopted. The By-Laws were distributed by email to the Board prior to the meeting with two changes:

- Addition of Local Law 4 of 2020, to establish a minimum of four meetings per year, which matches the County Charter.
- Section C of item 4 on page 5, we added a conflict of interest statement.

A resolution to adopt the by-laws as amended above was presented for the board's consideration. Rick Wilhelm made a motion to accept the resolution, Ken Migliorelli seconded that motion. A roll call was taken:

Aye

Hans Klingzahn  
Ryan Arket  
Gary Baright  
Colleen Cruikshank (via proxy)  
Edith Greenwood  
J. Patrick Lambert  
Ken Migliorelli  
Jill Way  
Frederick Wilhelm

Absent

Dale Culver  
Phil DeRosa  
James Nelson  
J. Randall Williams

With no nays or abstentions, the motion passed, and the by-laws were adopted.

Oaths of Office - For new members and reappointments, Oaths of Office are still needed from Dale Culver, Randall Williams, Ken Migliorelli and Pat Lambert.

Approve Minutes from November 18, 2020 Meeting

A motion to approve without change the minutes from November 18, 2020, was made by Edie Greenwood, and seconded by Jill Way. A roll call was taken:

Aye

Hans Klingzahn  
Ryan Arket  
Gary Baright  
Colleen Cruikshank (via proxy)  
Edith Greenwood  
J. Patrick Lambert  
Ken Migliorelli  
James Nelson  
Jill Way  
Frederick Wilhelm

Absent

Dale Culver  
Phil DeRosa  
J. Randall Williams

With no nays or abstentions, the motion passed, and the minutes were adopted.

Partnership for Manageable Growth (PMG) Updates

Brad Barclay provided an update on the status of PMG projects. We will solicit RFP responses May 1, with July 1 as the deadline for the land trusts to submit their potential project list, then site visits on July 14, application submission deadline of September 1, presentations by the applicants and land trusts will be done at the September 15 meeting. Scoresheets will be due October 15, then at the November 19 meeting, we can discuss and vote on recommended projects. County Executive award to be determined (late this year, early next). The amount we have to work with is \$672,000, available from prior years funding.

A new category, pocket park applications, is proposed, along with open space and farmland preservation. The land would need to be within ¼ to 2.5 acres, be within walking or biking distance to 500-1,000 residents, and have municipal ownership and community volunteers to maintain the park. They would also need a funding partner for any program work that would happen in the park.

### Housing Initiative

Rental Housing Survey – Heather LaVarnway, Senior Planner, gave an update on the Rental Housing Survey (RHS). Despite 562 new units being constructed last year, our vacancy rate is the lowest it has been in the 40 years that we have been keeping records, at 0.9%. The indicator of a healthy market is a 5% vacancy rate. Several things are causing this low vacancy rate, such as the pandemic, residents relocating from New York City, plus households are smaller, due to divorce or seniors wanting to age in place, etc., so that means it takes more space to house the same number of people.

Housing Needs Assessment – Eoin spoke about the Housing Needs Assessment. While our population is decreasing, the need for housing is increasing. The number of households are growing, but the number of people in the household is shrinking, so people are looking for smaller units to live in. The department will be working with consultants to identify needs and affordability county-wide, as well as determine where the gap in housing is.

Homelessness – Anne Saylor, Deputy Commissioner for Housing, spoke of the critical impact that housing has on homelessness. Currently, the County is using the former jail pods as a homeless shelter, since it can accommodate distancing needs required by the pandemic. The County's goal is to design a facility to house the homeless, which would also provide them the tools to become self-sufficient. We are looking for a location within ½ mile of bus routes so that people can access services, and we have not determined yet whether we would buy and build or just lease a space.

### Commissioner's Update

Eoin reported that in 2020, the department responded to 336 referrals, which was 84% of our year's projection.

The existing IMA referral exemption agreements that expired at the end of 2020 have been extended by all thirty municipalities.

RAMP – This is the electronic submission tool for municipalities to send referral actions. The department is training all municipalities on how to use it to submit referrals and major projects.

Climate Action Planning Institute – this is the second phase of our Climate Smart Communities and should help us get to silver certification. We'll be partnering with nine municipalities to do a greenhouse gas emissions inventory for governmental functions and develop a Climate Action Plan to reduce those emissions.

The Dutchess County Transportation Council is working on the largest consultant project ever, the Route 9/44/55 project. Work has been completed identifying potential solutions to the 9/44/55 interchange near the bridge and they are now moving onto the arterial portion. For more information, visit [www.poughkeepsie94455.com](http://www.poughkeepsie94455.com). They're also working on their long-range transportation plan and we hope to have a presentation on this at our next meeting in April.

The department is also going to be assisting the Legislative Reapportionment Commission, which will be developing the redistricting of the legislative lines. The census data will not be available until September, but we will assist that commission in developing the new districts.

Finalize 2021 Meeting Dates - The 2021 schedule of meeting dates was distributed to the board via email, but based on the new PMG schedule, Eoin proposed changes:

April 21 – no change

July 14 – Field Visits to PMG Applications

September 15 –Presentations by Applicants

November 17 – Final Recommendations on PMG Projects

Pat Lambert motioned to accept, Jill Way seconded; a roll call vote was taken:

Aye

Hans Klingzahn  
Ryan Arket  
Gary Baright  
Colleen Cruikshank  
Edith Greenwood  
J. Patrick Lambert  
Ken Migliorelli  
Jill Way  
Frederick Wilhelm

Absent

Dale Culver  
Phil DeRosa  
James Nelson  
J. Randall Williams

With no nays or abstentions, the motion passed, and the 2021 Meeting Schedule was adopted.

Correspondence

None.

Adjournment

The next meeting will be held on April 21, 2021. With no further business, a motion to adjourn was made by Jill Way and Gary Baright seconded.

Aye

Hans Klingzahn  
Gary Baright  
Colleen Cruikshank  
Edith Greenwood  
J. Patrick Lambert  
Ken Migliorelli  
Jill Way  
Frederick Wilhelm

Absent

Ryan Arket  
Dale Culver  
Phil DeRosa  
James Nelson  
J. Randall Williams

With no nays or abstentions, the motion passed, and the meeting was adjourned at 4:39 PM.

Respectfully submitted,

Lynn Schara