



Town of Hillsdale Zoning Board of Appeals

Board Meeting, Tuesday, May 3, 2022 Minutes (Final)

Board Members Present: Chairman Craig Norton, Steve Smith, Bill Sullivan, Barbara Barrantes, Jeff Sills and Robert Bradway (Alternate). ZBA secretary, Ramona Bellamy, recorded the Minutes.

Board Members Not Present: All Present

Other Attendees: Valerie Saunders, Steve Bluestone (neighbor), Jim Carden, and Andy Didio of Taconic Engineering.

Chairman, Craig Norton called the public meeting to order at 7:30 p.m

The applicant, James Carden (Applicant) was seeking a Special Permit for an expansion of the limitations of their current special use permit at 2846 State Route 23, Hillsdale, NY (**Tax Map #: 146.-1-53.2**). This hearing was a continuation from April 6, 2022, which was tabled until receipt of documentation was received. A revised Event Management Plan with the Certificate of Liability Insurance was received detailing conditions imposed on the applicant as part of their expansion and is attached hereto. The board was in agreement with everything.

A motion to approve the Applications for a Special Permit was made by Bill Sullivan. Seconded by Steve Smith. All approved.

The second applicant, Valerie Saunders (Applicant) was applying for a Special Permit for a change of use; short term rental at 22 Springbrook Lane, Hillsdale, NY (Tax Map #: 116.-2-38). The Applicant wishes to rent her second home, which has 5 bedrooms with 5 baths. The Applicant would allow 6-8 people with a max at 10, and might rent as only a 4 bedroom. The Applicant will contact the ZBA Secretary with local contact name, address, phone, and email to be forwarded to the Building & Zoning Enforcement Officer. Applicant will contact Mr. Heim for a walk-through.

A motion to approve the Applications for a Special Permit was made by Bill Sullivan. Seconded by Jeff Sills. All approved.

Meeting adjourned at 7:55 p.m.

Respectfully submitted,
Ramona A. Bellamy, ZBA Secretary

EVENT MANAGEMENT PLAN
TACONIC RIDGE FARM
(Events: 200 Person Capacity)

INTRODUCTION

Taconic Ridge Farm (TRF) is a large site which contains (but not limited to), a residence, cottage, a barn, and pavilion used for events. The site is surrounded by agricultural fields and both commercial and residential uses.

TRF has been issued a special use permit (SUP) to hold wedding events onsite since March 2018. Events, vary in character and size, ranging from family weddings to workshop events, such as those hosted in previous years like the Grillsdale Food Event. TRF would like to formally modify the SUP to include non-wedding events. This SUP would authorize a total of twenty- six (26) events between May 1st and October 31st, including both wedding and non-wedding events which may be held during the week and or on weekends. An “event” shall constitute the main event and any affiliated gatherings surrounding the event (i.e. rehearsal dinner, wedding, and Sunday Brunch shall be deemed one “event”). Only one wedding shall be permitted per weekend.

Any deviations from the terms set forth within this plan shall require returning to the Zoning Board of Appeals (ZBA) to request an amendment to the SUP.

This Event Management Plan is intended to address the health, safety, and welfare of the visitors, as well as the neighborhood and the surrounding community. These protocols are put in place as the standard protocols for any non-wedding event that takes place on the premises.

EVENT COORDINATION

1. Staff and Attendees:

The maximum number of guests at any event is 200 as permitted by the Zoning Board of Appeals on March 6, 2018.

Events that are open to the public will sell tickets in advance through Eventbrite, or a similar ticketing platform. When the event sells out, an announcement will be made on the website that the event is sold out and no tickets will be sold at the door. This will ensure compliance with the permitted occupancy of the SUP.

Ticket-buyers will be given information about parking and facility details at the time of ticket purchase. Additionally, a reminder email is sent to attendees before the event and can reflect any parking or other changes made due to weather or other reasons.

There will be a 10’x10’ Entry Tent that guests must visit after parking and prior to entry. In the event people show up without a ticket to a sold-out event, they will be asked to leave. Additionally, parking attendees will be informed about the sold-out status and will be instructed to inform guests should the question arise at the parking area.

TRF will provide at minimum two (2) parking attendants to direct traffic and assist in parking vehicles in allocated parking areas. Additional outside staffing, including, but not limited to, event planners, catering staff and performers are anticipated but may not be required at all events planned.

2. Traffic and Parking Management:

All vehicles arriving for an event will enter at the TRF entrance. Appropriate, small-scale temporary directional signage and parking attendants will direct guests' where to park. There will be two (2) Parking Attendants at the entrance of TRF. Parking Attendant 1 is responsible for directing vehicles to the correct parking area while Parking Attendant 2 will be directing vehicles to their parking space. Upon the termination of the event, the parking attendees will be available to direct traffic off-site as needed.

The Site Plan shows two (2) designated parking areas, designated as "Parking Area A" and "Parking Area - B" on Site Plan C102.

Parking Area A: Parking Area A is located near the Event Barn and is gravel parking. This is reserved for handicap parking and performers/vendors who need to be close to the site. There is also room for a shuttle bus turnaround in the event of rain or bad weather. Parking Area A can hold up to fourteen (14) vehicles including three (3) handicap spaces as shown on the Site Plan C102.

Parking Area B: Parking Area B is located east of the driveway in the cleared field. There is currently an agreement with the neighbor to use this space and has been used for parking for all events onsite, to-date. This lot is used for guests/attendees. It can hold up to (sixty-one) 61 vehicles.

The Project Site has off-street parking for seventy-five (75) cars, distributed amongst designated Parking Areas A and B (See Site Plan C102). In the event that more parking is needed, there is overflow parking at Four Brother's Restaurant parking lot as approved by the Zoning Board of Appeals at the March 6, 2018 meeting.

If weather precludes the use of Parking Area B, the Four Brother's Restaurant parking lot will be used. Attendees will be emailed ahead of time about the parking area change. There will be a sign in front of the entrance that says "Please Use Parking at Flour Brothers Pizza" with an arrow. Parking Attendee 2 will be stationed at the entrance of TRF to help answer questions. Another Parking Attendant will be stationed at the Four Brothers parking lot to direct cars where to park and communicate with the shuttle van. TRF will provide a 15-passenger van that will shuttle guests to and from Four Brothers Pizza parking lot to the event. TRF will also provide a 10' x 10' tent in that lot that will allow people to stand under cover.

TRF has the ability to communicate easily with ticket-buyers through the Eventbrite ticketing platform and can update ticket-buyers with real time information if these changes are implemented.

3. Facilities

TRF has two (2) restrooms that will be open to the public during events for up to 150 guests. Per 2020 NYS Building Code, one (1) restroom per seventy-five males (75) and one (1) restroom per seventy-five (75) females is required for “banquet halls”. Temporary restrooms will be brought onsite for events that are over 150 guests to accommodate the 200-maximum capacity. Restroom facilities will either be waterless, have integral potable water tanks filled via an onsite potable well, or be delivered with water reservoirs pre-filled. These variations will depend on the size of the event and vendors chosen by the client. All temporary restroom facilities will be removed from the site following an event for offsite disposal of wastewater by the licensed provider.

Refer to the Site Plan C102 for location of the existing restroom and location of temporary restroom trailers.

4. Hours of Operation

The hours of operation for events may vary depending on the event. As approved at the March 2018 meeting, events will end no later than 11pm and music to terminate at 10pm. Amplified music is only permitted inside a permitted building.

5. Noise Abatement

The Barn and Pavilion used for events are located towards the center of the site and meets all required Town setbacks. The property is surrounded by agricultural fields and forest. Additional screening trees are to be planted to mitigate sound to the neighboring property to the east, as this is the closest neighbor to the event area.

Any band or other amplified music will take place within the barn as suggested and approved by the Zoning Board of Appeals at the March 6, 2018 Meeting. Any event held during the week will not play music that is audible beyond the property line.

It is a priority of TRF that, in no case, will the commencement, operation or termination of an Event impact the health, safety or welfare of the neighborhood and surrounding community. Music providers hired by clients will be subject to these same requirements.

6. Emergency Services/Notification

The Owners of TRF will be responsible for administering the Events Management Plan. In order to provide Town and safety officials’ constant contact with TRF, the following individuals may be reached any time:

- James Carden - Owner
p: 518-938-1433
Jim@taconicridgefarm.com

TRF shall continue to provide the Town official designated by the Town with updated contact

information if any information were to change.

The Event Administrator/Owner shall oversee all notifications to provide notice of individual events to the Town Building Department and Zoning Board of Appeals at the beginning of each season and any new event that may be scheduled throughout the season. The Building Department will also be notified each week before an event to allow for inspection of any event specific signage (parking instruction, etc.).

The Event Administrator/Owner shall maintain a current list of contacts for specific distress or emergency situations, including names and addresses of medical and emergency personnel, including:

- Town Building Inspector..... o: (518)325-5073
Cell: (518)755-4657
- Community Rescue Squad (518) 329-2200
- Hillsdale Fire Department (518) 325-4721
- Columbia County Sheriff’s office (518) 828-3344
- New York State Police – New Lebanon (518)794-8445
- New York State Police – Millerton (518) 789-4411

This list will be made available to the client of any event and all event planners and their subcontractors for the event. At the beginning of each season, the complete list of events scheduled for that season will be provided to these agencies. If additional events are scheduled after the beginning of the season (still within the 26-event maximum), an updated list will be provided.

7. General Safety

The existing bridge on site is 14’ wide and is in working condition. In Fall 2022, the bridge will be replaced in-kind, remaining 14’ wide. The Hillsdale Fire Chief has reviewed the site and is comfortable with a 14’ wide, single lane bridge for emergency access to the site.

Permanent and temporary lighting will be used during gathering or events for attendee safety and pedestrian circulation in all public areas. The temporary lighting will also help delineate the areas in which guests will congregate. Backup generators are available onsite and are ready to use in the event of loss of power for emergency lighting.

In both the Barn and Pavilion, there are fire extinguishers that are checked annually to ensure they are in working condition.

Any food vendors for the events are required to provide proper permitting from the NYS Department of Health prior to any event.

8. Alcohol

TRF’s plan is to procure a One Day Beer and Wine permit from the NY State Liquor Authority prior

to any event where alcohol is to be served. If this permit is successfully procured, we will sell beer and wine at the event. IF THE PERMIT IS NOT SECURED, NO ALCOHOL WILL BE SOLD OR SERVED.

9. Insurance

TRF will maintain an insurance policy with a minimal aggregate general liability limit of \$2,000,000.

The events held on the property shall name the Town of Hillsdale as an indemnified party in the policy. A copy of the insurance coverage will be provided to the Town of Hillsdale including any subsequent changes in the policy.

EVACUATION PROTOCOL

During every event, TRF will monitor weather and be aware of approaching inclement weather. If it is determined that conditions are unsafe, the event will be stopped, and an announcement will be made on the PA system for guests to return to their vehicles, if appropriate.

During any event where an evacuation needs to take place from an imminent danger, such as structure fire, automobile fire, tornado, terrorism, etc., guests will be directed to a safe space away from danger. Vehicles will be ordered to stay put, until all emergency personnel, if necessary, has entered the site. At that time, guests will then be able to get to their vehicles and exit the site once deemed safe and appropriate to do so.

