

Town of Stanford
Meeting Minutes from Comprehensive Plan Review Committee
November 24, 2020

Committee Members Present via Video/Conference Call

Gary Lovett, Committee Chair
Rosemarie Miner, Secretary
Tom Angell
Conrad Levenson
Karen Mosher
Jeff Spiers
Richard Bell
James Sansum

Others Present

Wendy Burton, Town of Stanford Supervisor, Committee Liaison
Nina Peek, VP AKRF, Inc. Committee Consultant
Madeleine Helmer, Deputy Project Manager, Planning AKRF, Inc

Public Comment

Two members of the public were present: Charlie Shaw and Michelle Gluck.

The meeting opened at 7:30 pm via Zoom Webinar.

Gary invited members of the public to put comments or questions in the chat.

Gary reviewed the proposed agenda:

1. Approve minutes of Oct 27 and Nov 10 meetings.
2. Verify categorization of specific parcels in current land use map.
3. Discuss Nina's memo on encouraging business in Stanford.
4. Review maps to be included in Comprehensive Plan.
5. Begin discussion of alternative energy (if time permits).

The committee reviewed the minutes from October 27, 2020 and November 10, 2020 prior to the start of the meeting. The following amendments to the minutes from October 27 were proposed by Tom Angell:

- page 2. second full paragraph – floating y after accessory

The following amendments to the minutes from November 10 were proposed by Tom Angell:

- page 2, second full paragraph reads “like Rhinebeck of Millbrook”, should read “or”

A motion to approve the minutes as amended was made by Tom, seconded by Conrad, and carried unanimously. Gary will make corrections and then Wendy will post on the Town website.

Discussion about Land Use Map

- Gary vetted the multi-family parcels on the SW end of town-- most were larger lots with more than one house on the lot rather than a single, multi-unit dwelling
- Tom Angell reported the same for Bentley Farm as well
- The cards on the Parcel Access site appear to be correctly designated but the parcels appear to have been redesignated by the county since 2012
- Madeleine shared her screen to discuss parcels listed as multi-family (more than 3 dwellings) that may actually be in use as single family parcels

Questions that came up:

- James asked if there is any benefit to having a multi-family designation versus single family residential. The consensus was that this is a use designation for tax assessment.
- An example of a homeowner with a rental cottage came up and Nina suggested that it wouldn't constitute a multi-family designation. Conrad pointed out that the legal designation for multi-family is more than 3 dwellings on a parcel occupied by different residents.

Madeleine will follow up with Steve Gotovich to review parcels designated in Parcel Access and on the County's GIS as multi-family. Use of accessory dwellings as long-term rentals on single-family lots, would not change the use designation to multi-family unless there are more than 3 units on one parcel.

AKRF Memo on Attracting Business to Stanford

The memo (attached as Appendix 1) reviews the Strengths, Weaknesses, Opportunities and Threats that came out of the last few conversations. Goals for attracting businesses and strategies to do so are outlined in the memo. Nina asked to focus the conversation on the feasibility of the proposed strategies. It was decided that the Stanford Business Association (SBA) may not be the appropriate organization to develop a Rural Center Business District Plan but that a separate ad-hoc committee (or a Chamber of Commerce type committee) would be more appropriate. This committee would be responsible for the Plan, which would include:

- Preparing an inventory of all existing businesses (SBA members and non-members alike).
- Identifying other needs in the market.
- Identifying underutilized parcels that are vacant or can be converted.
- Identifying issues facing businesses in the rural center (s).
- Developing a Stanford Guidebook with natural areas as well as local businesses.
- Developing a short- and long-term plan for development.
- Collaborating with the Dutchess County Chamber of Commerce and neighboring communities.
- Promoting Stanford as a Right to Farm Community and following up on zoning amendments to support this goal.

Nina reviewed other recommendations that included zoning changes for outdoor markets, event venues, mixed-use establishments, and parking solutions. She also outlined some potential design

solutions to promote an active business district. Creating design guidelines for the hamlet(s) could also fall under the umbrella of the Rural Center Business Plan and the committee managing it.

Questions that came up:

- Is the Stanford Business Directory up-to-date? The businesses listed on the website have come from the SBA directory and includes some non-members who have reached out to be placed on that list. Nina suggested that all businesses, regardless of SBA membership, be listed on the website.
- Wendy asked if Nina has a list of grants for which the town may be eligible. Nina will include this list in the plan.
- Michelle Gluck introduced the concept of placemaking to the committee. Placemaking goes beyond marketing and the promotion of business to include the capture of an intention behind the sense of place that is created through initiatives like this. Placemaking can be likened to the culture of a place or the associations one makes with a place.
- In a memo to the previous Master Plan Review Committee, Larry McKeough listed businesses that are no longer in Stanford. The new committee could reach out to gather feedback and come to conclusions as to gain insight into exactly why businesses failed or left the town.
- Once we have a future land use map for the town, we will define the boundaries for the business center.

Review of Maps in the Comprehensive Plan

Charlie Shaw was asked to speak on the research he has been doing regarding the boundaries for the historic hamlets in the Town of Stanford and developing preservation plans with Kathy Spiers. Nina asked the committee if the preference would be to define these boundaries and include it in the plan or place this task in the list of recommendations. Charlie has found 12 historic hamlets in the Town of Stanford. Charlie will propose specific boundaries for each of the hamlets based on his research. Each hamlet has its own unique characteristics and Charlie thinks that each one should be treated a bit differently as far as historic preservation goes. Charlie is going to attend the Town Board meeting to request that the Town Historian job description be changed from a secretarial position to a research position. The historical preservation piece of the plan is an economic component in Charlie's opinion. Charlie asked for time on the agenda at the meeting in early January to present their recommendations and findings.

Madeleine reviewed maps with the committee by sharing her screen.

- Aerial map
- Parcel Distribution map: The table with parcel size distribution will stay in the plan.
- Land Conservation map: Gary will reach out to Winnakee Land Trust for GIS coverage for their conservation lands in Stanford
- Wetland map
- Surface Waters map
- Topography map: The red color wasn't reader friendly and it didn't show ridgelines clearly enough.
- Surficial Geology map: Richard suggested including the main roads to orient readers. The roads can be darkened and the parcel boundaries can be lightened.
- Soils map: The soil type designations are tiny, and difficult to read.

- Open Space map: The parcel designated #7 is open space that allows you to walk along the creek. It is a natural walk but not a traditional recreation space. Number 4 (the Town landfill) should be removed. The new Winnakee conservation area (near Shunpike and Ludlow Woods Road) will need to be added. The Millbrook School will not be designated as open space. Any other open space properties that come to mind can be relayed to Madeleine who will update the mapping.
- Historic Resources map: Stanford has 252 historic properties that Charlie and Kathy are researching and there are 12 properties listed in the national register. The Plan will include the map and an accompanying Table.

Questions that came up:

- Wendy asked Charlie about whether he had brought up hamlet zoning versus more universal zoning. Charlie will talk about this in his presentation but ultimately it will be up to the committee to decide how to handle the zoning recommendations in the Comprehensive Plan. Gary clarified that the Plan may include a recommendation to map each hamlet's boundaries and/or include zoning protection, but this Committee will not make any zoning decisions.
- Wendy asked if cemeteries would be marked on the Historic Resources map. It appears that the cemeteries have been accounted for but aren't being highlighted. Jeff will get a list of the cemeteries to Madeleine for cross-referencing.
- Tom mentioned the lack of contrast on the maps is making it difficult to read. Nina said the colors are more vibrant than what appears on the Zoom. AKRF will upload the maps to the Google drive and committee can offer additional feedback on readability.

Discussion on Alternative Energy

This discussion was tabled for the next meeting.

Nina suggested cancelling the meeting on December 22, 2020 to give AKRF time to consolidate information and write some chapters. We would reconvene in January. Tom requested a proposed schedule to track our progress.

Meeting adjourned at 9:15 pm.

Next Committee meeting will be held on:

December 8, 2020

The public is invited to listen to these meetings by signing on through the following

Zoom link: <https://zoom.us/j/99284835503>

Meeting minutes submitted by:

Rosemarie Miner

CPRC Secretary

Appendix 1. AKRF memo on business in Stanford

Memorandum

To: Town of Stanford Comprehensive Plan Update
From: AKRF, Inc.
Date: November 12, 2020
Re: Attracting Businesses to Stanford
cc: 200318 File

SWOT ANALYSIS

<i>Strengths</i>	<i>Weaknesses</i>	<i>Opportunities</i>	<i>Threats</i>
<ul style="list-style-type: none"> • Town's natural beauty and tourism opportunities • Reasonable rents • Drivers passing through on Rte 82 • Active farming community • Available retail space • Large estate properties source goods and services from local commercial/retail providers and skilled tradespeople 	<ul style="list-style-type: none"> • No walkable village center • Limited year round population • Limited parking for some businesses • Lack of central water and sewer • Lot sizes in hamlets are too small to accommodate on site septic 	<ul style="list-style-type: none"> • A growth in affluent residents • Popular routes for cyclists • Tourists in the region • Busy Route 82 • New residents moving to the area because of COVID • New library and Big Rock create a nucleus for a Town Center 	<ul style="list-style-type: none"> • Decrease in younger population and middle-aged adults • Other nearby towns are more successful in attracting retail and restaurants

GOALS

1. Support existing businesses
2. Attract new business and business opportunities
3. Encourage a vibrant residential/commercial mix in the Stanfordville and Bangall hamlets

STRATEGIES

Outreach and Incentives

- Collaborate with the Stanford Business Association (<https://www.stanfordbusinessassociation.org>) to develop a Downtown Business Plan;
- Ensure that Stanford business directory (<http://www.townofstanford.org/stanford-town-businesses/>) is complete and maintained with current information;
- Create a “Welcome to Stanford” tourism/attraction website;
- Pursue grants to support conversion of existing structures, streetscape improvements, façade improvements;
- Create a Town fund to incentivize adaptive reuse of properties for commercial activities;
- Collaborate with the Dutchess County Chamber of Commerce and neighboring communities to cross promote existing tourism opportunities, existing and new businesses
- Promote Stanford as a Right to Farm Community, with farm markets, tours and agriculture based businesses;
- Promote Stanford’s natural resource attractions;
- Promote existing businesses and attractions; and
- Identify vacant or underutilized commercial properties in the hamlets.

Regulatory

Consider revisions to the zoning code that would:

- Encourage home-based businesses;
- Encourage temporary outdoor gatherings of merchants such as farmers markets, crafts fairs, flea markets, food trucks;
- Allow/permit event venues; and
- Create flexible off-street parking requirements in Stanfordville and Bangall hamlets. [Current requirements for retail businesses or service shops: 1 off-street parking space per 175 square feet of retail floor area, or 1 per 225 square feet of gross square area (whichever is greater)].

Design

- Prepare a Complete Streets plan for the Stanfordville Hamlet, incorporating bicycle lanes, pedestrian crosswalks and traffic calming measures;
- Encourage (and potentially create design guidelines for) pedestrian-scaled lighting and streetscape improvements in the hamlets; and

- Identify opportunities for shared parking in the Bangall and Stanfordville hamlets. [Congress for New Urbanism (CNU) notes shared parking reduces the number of spaces between 20 and 60%, leading to fewer – and smaller – surface parking lots.]