

Draft Procedural Resolution

Ernesto Castillo & Marianne Dugan

Site Plan & Special Use Permit

TMP# 135089-135089-6069-06-428824

The Town of Rhinebeck Planning Board hereby acts as follows on the application by Ernesto Castillo and Marianne Dugan for Site Plan and Special Use Permit under Town Code Chapter 125, Section 125-72, 125-69 & 125-65, for the addition of rooftop solar panels at 26 Kelly Street (TMP# 135089-6069-06-428824) within the Rc-H (Rhinecliff Hamlet) and Rc-O (Rhinecliff Overlay) Zoning Districts.

1. Accepts the application and supporting documents as adequate for further review by the Planning Board, its advisors and the public.
2. Classifies the Proposed Action as unlisted for which coordinated environmental quality review is not required.
3. Schedules a Public Hearing on the Application for _____, 2026 no earlier than 6:05pm and directs the Clerk to undertake or otherwise cause the noticing and posting thereof in accordance with the requirements set forth in Town Code Chapter 125 Section 125-75.
4. Delegates Planning Board Members _____ and _____ to conduct a field visit to the project site and report their observations at the time of Public Hearing.
5. In accordance with Town Code Chapter 9, Conservation Advisory Board refers the application to the Conservation Advisory Board for review and written comment concerning environmental factors.
6. In accordance with Town Code Chapter 118, Waterfront Advisory Committee, refers the application to the Waterfront Advisory Committee for review and written comment concerning consistency with the LWRP.
7. In accordance with Town Code Chapter 125, Section 125-62.1.B.2.g.1, refers the application to the HAPAC for review and written comment concerning historic and/or archaeological elements.
8. Authorizes, without prejudice to any information or comment that may be presented at the Public Hearing or may arise based on both the above-cited field visit and referral, preparation of a working draft of an Approvals Resolution for the Planning Board's consideration on _____, 2026 or as may be later timely.

Annexed Document: Draft Notice of Public Hearing

Draft Approval Resolution

Rhinecliff Hotel

Site Plan (Amendment) & Special Use Permit

TMP# 135089-6069-06-355952

The Town of Rhinebeck Planning Board hereby acts as follows on the application by the Rhinecliff Hotel for Site Plan and Special Use Permit under Town Code Chapter 125, Section 125-65, Section 125-69 and Section 125-72, respectively for construction/realignment of 9 off-street parking spaces at 4 Grinnell Street (TMP# 135089-6069-06-355952), within the RC-B (Rhinecliff Business) Zoning District and Rc-O (Rhinecliff Overlay).

1. Reaffirms the Proposed Action as Type II (617.5.c.9) under SEQRA for which coordinated environmental quality review is precluded.
2. Based upon submitted information and reviews undertaken, including reports from Planning Board members, HAPAC and CAB/WAC member(s), finds that the proposed work is consistent with the objectives and regulations of Chapter 125.
3. With respect to the application for Special Use Permit to construct new parking spaces:
 - a. Finds the proposed work and intended use to be consistent with the "General Standards" for special use permits set forth in the Town Code Chapter 125, Section 125-67.
 - b. Grants the requested Special Use Permit conditional upon receipt of site plan approval by the Planning Board.
4. With respect to the application for site plan approval:
 - a. Finds the proposed work and intended use to be consistent with Town Code Chapter 125, Section 125-75, and approves the application inclusive of the application materials and Site Plan by Labella Associates dated January 30, 2026.
 - b. Authorizes the Planning Board Chair to stamp and sign the above cited site plan upon the Applicant's satisfaction of the below conditions and/or requirements within six (6) calendar months of the adoption of this resolution:
 - i. Submission of the above cited site plan in the form and number specified within Town Code Chapter 125, Section 125-78. B, except as may be modified as to lesser number by the Chair in consideration of filing and distribution requirements, and including thereon all required stamps, seals and certifications.
 - ii. Payment of any outstanding fees and/or reimbursable amounts due to the Town of Rhinebeck related to the review and processing of Applications subject to this Resolution.
 - iii. Receipt of all approvals, authorizations, or certifications required herein or from any other Town, County, State or other agency as required to undertake the proposed action(s).

In taking this action the Planning Board further authorizes the Planning Board Secretary to provide the approval resolution to the applicant along with details on next steps required to finalize the Planning Board process, authorizes the Town Zoning Enforcement Officer/Zoning Administrator and/or Building Inspector, to issue any required permits for the proposed use upon their determination that both the terms of this Resolution and all other applicable codes, laws, rules or regulations, including but not limited to the provisions of the New York State Uniform Fire Prevention and Building Code, within the purview of the ZEO/ZA and/or Building Inspector have been satisfied.

Plans, sketches, and other materials submitted to the Town of Rhinebeck Building Department for any required permits, including a Certificate of Occupancy and Certificate of Completion, must match the materials approved by the Planning Board. Any submissions to the Building Department that include changes to the Planning Board approved plans/materials are subject to rejection and/or requirement for resubmission to the Planning Board for (re)approval, as determined by and at the discretion of, the Town Zoning Enforcement Officer/Zoning Administrator and/or Building Inspector.

No later than two weeks prior to six months beyond the date of adoption of this resolution, and upon specific written request by the applicant, a time extension may be made per Section 125-78 D-2.

Draft Approval Resolution

Edwin & Mary Jo Henke

Site Plan Amendment

TMP#135089-6069-06-386813

The Town of Rhinebeck Planning Board hereby acts as follows on the application by Edwin and Mary Jo Henke for a Site Plan amendment under Town Code Chapter 125, Section 125-72, for the addition of two heat pumps at 11 Jones Street (TMP 135089-6069-06-386813) within the RC-H (Rhinecliff Hamlet) Zoning District and Rc-O (Rhinecliff Overlay).

1. Reaffirms the Proposed Action as Type II SEQRA (617.5.C.3) for which coordinated environmental quality review is precluded.
2. Based upon submitted information and reviews undertaken, including reports from Planning Board members, HAPAC and CAB/WAC member(s), finds that the proposed work is consistent with the objectives and regulations of Chapter 125.
3. With respect to the application for Special Use Permit to construct new parking spaces:
 - a. Finds the proposed work and intended use to be consistent with the “General Standards” for special use permits set forth in the Town Code Chapter 125, Section 125-67.
 - b. Grants the requested Special Use Permit conditional upon receipt of site plan approval by the Planning Board.
4. With respect to the application for site plan approval:
 - a. Finds the proposed work and intended use to be consistent with Town Code Chapter 125, Section 125-75, and approves the application inclusive of the application materials and Site Plan by Warren Temple Smith Architects, LLC dated April 10, 2025.
 - b. Authorizes the Planning Board Chair to stamp and sign the above cited site plan upon the Applicant’s satisfaction of the below conditions and/or requirements within six (6) calendar months of the adoption of this resolution:
 - i. Submission of the above cited site plan in the form and number specified within Town Code Chapter 125, Section 125-78. B, except as may be modified as to lesser number by the Chair in consideration of filing and distribution requirements, and including thereon all required stamps, seals and certifications.
 - ii. Payment of any outstanding fees and/or reimbursable amounts due to the Town of Rhinebeck related to the review and processing of Applications subject to this Resolution.
 - iii. Receipt of all approvals, authorizations, or certifications required herein or from any other Town, County, State or other agency as required to undertake the proposed action(s).

In taking this action the Planning Board further authorizes the Planning Board Secretary to provide the approval resolution to the applicant along with details on next steps required to finalize the Planning Board process, authorizes the Town Zoning Enforcement Officer/Zoning Administrator and/or Building Inspector, to issue any required permits for the proposed use upon their determination that both the terms of this Resolution and all other applicable codes, laws, rules or regulations, including but not limited to the provisions of the New York State Uniform Fire Prevention and Building Code, within the purview of the ZEO/ZA and/or Building Inspector have been satisfied.

Plans, sketches, and other materials submitted to the Town of Rhinebeck Building Department for any required permits, including a Certificate of Occupancy and Certificate of Completion, must match the materials approved by the Planning Board. Any submissions to the Building Department that include changes to the Planning Board approved plans/materials are subject to rejection and/or requirement for resubmission to the Planning Board for (re)approval, as determined by and at the discretion of, the Town Zoning Enforcement Officer/Zoning Administrator and/or Building Inspector.

No later than two weeks prior to six months beyond the date of adoption of this resolution, and upon specific written request by the applicant, a time extension may be made per Section 125-78 D-2.

Draft Approval Resolution

Ethan Smith & Monica Ramos

Site Plan

TMP# 135089-06171-00-229768

The Town of Rhinebeck Planning Board hereby acts as follows on the application by Ethan Smith and Monica Ramos for a Site Plan amendment under Town Code Chapter 125, Section 125-72, for changes to the existing home at 608 River Road (TMP 135089-06171-00-229768) within the RA10 (Rural Agricultural) Zoning District.

1. Reaffirms the Proposed Action as Type II SEQRA (617.5.C.11) for which coordinated environmental quality review is not required.
2. Based upon review of submitted information, finds that the proposed work is consistent with the objectives and regulations of Chapter 125.
3. With respect to the application for Site Plan approval:
 - a. Find the proposed work and intended use to be consistent with Town Code Chapter 125, Section 125- 75, and approves the application inclusive of the plan set by John Bassett Architecture last revised December 30, 2025.
 - b. Authorizes the Planning Board Chair to stamp and sign the above cited Site Plan upon the Applicant's satisfaction of the below conditions and/or requirements within six (6) calendar months of the adoption of this resolution:
 - i. Submission of the above cited site plan in the form and number specified within Town Code Chapter 125, Section 125-78.B, except as may be modified as to lesser number by the Chair in consideration of filing and distribution requirements, and including thereon all required stamps, seals, and certifications.
 - ii. Payment of any outstanding fees and/or reimbursable amounts due to the Town of Rhinebeck related to the review and processing of Applications subject to this Resolution.
 - iii. Receipt of all approvals, authorizations, or certifications required herein or from any other Town, County, State, or other agency as required to undertake the proposed action(s).

In taking this action the Planning Board further authorizes the Planning Board Secretary to provide the approval resolution to the applicant along with details on next steps required to finalize the Planning Board process, authorizes the Town Zoning Enforcement Officer/Zoning Administrator and/or Building Inspector, to issue any required permits for the proposed use upon their determination that both the terms of this Resolution and all other applicable codes, laws, rules or regulations, including but not limited to the provisions of the New York State Uniform Fire Prevention and Building Code, within the purview of the ZEO/ZA and/or Building Inspector have been satisfied.

Plans, sketches, and other materials submitted to the Town of Rhinebeck Building Department for any required permits, including a Certificate of Occupancy and Certificate of Completion, must match the materials approved by the Planning Board. Any submissions to the Building Department that include changes to the Planning Board approved plans/materials are subject to rejection and/or requirement for re-submission to the Planning Board for (re)approval, as determined by and at the discretion of, the Town Zoning Enforcement Officer/Zoning Administrator and/or Building Inspector.

No later than two weeks prior to six months beyond the date of adoption of this resolution, and upon specific written request by the applicant, a time extension may be made per Section 125-78 D-2.

Draft Approval Resolution

Justin & Kate McLeod

Site Plan

TMP #135089-6268-00-718720

The Town of Rhinebeck Planning Board hereby acts as follows on the application by Justin and Kate McLeod for Site Plan Review under Town Code Chapter 125, Section 125-72 to undertake renovations at 531 Wurtemberg Road (TMP#135089-6268-00-718720) within the RC5 (Rural Countryside) Zoning District.

1. Reaffirms the proposed action as Type II (617.5.c11) for which coordinated environmental quality review is not required.
2. Based upon review of submitted information, finds that the proposed work is consistent with the objectives and regulations of Chapter 125.
3. With respect to the application for Site Plan approval:
 - a. Find the proposed work and the intended use to be consistent with Town Code Chapter 125, Section 125-75, and approves the application inclusive of the materials submitted by the art of building dated November 20, 2025 with a site plan by Willingham Engineering dated August 8, 2025, last revised November 11, 2025.
 - b. Authorizes the Planning Board Chair to stamp and sign the above cited Site Plan upon the Applicant's satisfaction of the below conditions and/or requirements within six (6) calendar months of the adoption of this resolution:
 - i. Submission of the above cited site plan in the form and number specified within Town Code Chapter 125, Section 125-78.B, except as may be modified as to lesser number by the Chair in consideration of filing and distribution requirements, and including thereon all required stamps, seals, and certifications.
 - ii. Payment of any outstanding fees and/or reimbursable amounts due to the Town of Rhinebeck related to the review and processing of Applications subject to this Resolution.
 - iii. Receipt of all approvals, authorizations, or certifications required herein or from any other Town, County, State, or other agency as required to undertake the proposed action(s).

In taking this action the Planning Board further authorizes the Planning Board Secretary to provide the approval resolution to the applicant along with details on next steps required to finalize the Planning Board process, authorizes the Town Zoning Enforcement Officer/Zoning Administrator and/or Building Inspector, to issue any required permits for the proposed use upon their determination that both the terms of this Resolution and all other applicable codes, laws, rules or regulations, including but not limited to the provisions of the New York State Uniform Fire Prevention and Building Code, within the purview of the ZEO/ZA and/or Building Inspector have been satisfied.

Plans, sketches, and other materials submitted to the Town of Rhinebeck Building Department for any required permits, including a Certificate of Occupancy and Certificate of Completion, must match the materials approved by the Planning Board. Any submissions to the Building Department that include changes to the Planning Board approved plans/materials are subject to rejection and/or requirement for re-submission to the Planning Board for (re)approval, as determined by and at the discretion of, the Town Zoning Enforcement Officer/Zoning Administrator and/or Building Inspector.

No later than two weeks prior to six months beyond the date of adoption of this resolution, and upon specific written request by the applicant, a time extension may be made per Section 125-78 D-2.

APPLICATION NAME HERE
PLANNING BOARD MEETING DATE HERE

DENIAL RESOLUTION TEMPLATE
FOR USE AS-NEEDED

**TOWN OF RHINEBECK PLANNING BOARD
FINDINGS STATEMENT & DECISION**

In the Matter of the Application of _____

For a permit pursuant to Chapter ____ of the Town
of Rhinebeck Code entitled _____

- A. Proposed Applicant Action(s):
- B. Discussion & Town Code/Other References:
- C. Decision and Findings.

In applying the above noted discussions/Town Code/Other references to the above referenced application, the Planning Board concluded the following which resulted in the denial of the permit application.

- i. _____
- ii. _____
- iii. _____

- D. Addendum/References

The foregoing constitutes the Findings of this Board.

Dated: _____

