

Town of Urbana
Planning Board Minutes
May 2, 2011

Board Present	Randy Robinson	Chairman
	Norm Hann	Board Member
	Andy Mazzella	Board Member
	Betty Fitzpatrick	Board Member
	Robert Magee	CEO
	Tom Marshall	Alternate Board Member
Public Present	Carly McConnell	Recording Secretary
	David Pearce	Joe & Melissa Carroll
	Don Long	

Regular Meeting: Opened 7:01PM

A. Minutes:

- a. Minutes were reviewed from the regular meeting on April 4, 2011. Mr. Mazella made a motion to approve the minutes of April 4, 2011 as submitted. Seconded by Mr. Marshall. All in favor.

B. Old Business:

a. Site Plan Review:

- i. Gilstrap - David Pearce on behalf of property owner Doug Gilstrap. Board received approval notification for the Department of Health (DOH).
- ii. Mark Waldrop – Board reviewed new submissions submitted by the applicant. The Board received a written letter of compliance from CEO, Magee. Chairman, Robinson talked to a representative from the DOH; regarding the sampling of the water at this location. Applicant will be required by the DOH to provide sampling results to the DOH and random sampling by DOH. Also, the DOH does not recognize portable bathrooms for outdoor events and do not like to see them used. The occupancy rating as far as the DOH is concerned is for the property (including indoor space and outside event space). Terry Debuck has determined the maximum occupancy is 50. CEO, Magee meet with the Department of Transportation (DOT). CEO, Magee provided the Board with a written report based upon his meeting with DOT. Applicants are still waiting on permits from the DOT. Per applicants the DOT would recommend two drives and the property owner needs to complete the application. The Board discussed the DOT requirements and CEO, Magee's decision. The Board can not move forward until permits from the DOT are received.

C. New Business:

a. Subdivision:

- i. Donald Kelly – Applicant not present
- ii. Joe & Melissa Carroll – Applicants are looking to expand existing winery. This will be more of a production facility; rather than a tasting facility. Their current business is completely wholesale. Currently the property is owned by Maima Hardiman. The Carol's are in the process of purchasing the property. The Winery will be located in the front of the building & the Carol's will occupy the residential building as their resident. The Board held a discussion with the applicants. The Board reviewed the written decision submitted by CEO, Magee. The Board discussed the bathrooms and septic system with the applicant. The Board will require a written approval of the current septic system from Terry Debuck. Mrs. Fitzpatrick made a motion to move to full site plan review in conjunction with the Special use Permit. Seconded by Mr.

Mazzella. Roll Call Vote: Hann-aye, Mazzella-aye, Fitzpatrick-aye, Marshall-aye, Robinson-aye.

- iii. Claire Kuechera / Don Long – The Board did not receive any information regarding this project prior to the meeting. Don Long was present to represent Claire Rice (property owner). The property is located at 10691 East Lake Road. The proposed project is the raise the roof height on the existing cottage and adding 2 decks. The Board reviewed CEO, Magee’s written decision on this project. Mr. Long is a registered architect in NYS. All construction will remain with in the existing foot print. The cottage height will go from 19.5’ to 24’. Project involves reconstruction of the second floor, reducing the number of bedrooms, altering rooflines and updating windows and siding. Mrs. Fitzpatrick made a motion to move to concept review and full site plan review. Seconded by Mr. Hann. Roll Call Vote: Hann-aye, Mazella-aye, Fitzpatrick-aye, Marshall-aye, Robinson-aye.

D. ZBA Opinion:

- a. Michele Neff –
 - i. House -Board will submit a favorable opinion
 - ii. Garage – Board will not enter any formal opinion in this matter; but will request the ZBA to consider the substantial variance requirement.
- b. Karen Guinan - The Board will deny this application; due to not enough information provided to make an informed decision.

E. Old Business Cont.

- a. Gilstrap:
 - i. Special Use Permit:
 - 1. SEQR Short Form Part II Completed
 - a. Mr. Hann made a motion based on the information and analysis and supporting documentation, that the proposed action will not result in any significant adverse environmental impacts and provide attachments as necessary, the reasons supporting this determination. Unlisted classification. Seconded by Mrs. Fitzpatrick. Roll Call Vote: Hann-aye, Mazzella-aye, Fitzpatrick –aye, Marschall-aye, Robinson-aye
 - 2. Findings:
 - a. No negative environmental impacts found-SEQR, unlisted classification.
 - b. Application is complete.
 - c. Area Variances granted by Zoning Board of Appeals.
 - d. Public Hearing waived based on no attendees at the Zoning Board of Appeals public hearing.
 - e. Waste water management plan approval from the NYSDOH
 - f. No public input or participation during the review process
 - i. Mr. Marshall made a motion to approve the findings. Seconded by Mr. Hannl. Roll Call Vote: Hann-aye, Marshall-aye, Mazzella-aye, Fitzpatrick-aye, Robinson-aye.
 - 3. Mr. Mazzella made a motion to approve the Site Plan Application. Seconded by Mrs. Fitzpatrick. Roll Call Vote: Hann-aye, Marshall-aye, Mazzella-aye, Fitzpatrick-aye, Robinson-aye.

F. Planning Issues:

- a. The Board held a discussion regarding the issue of the receiving application for the first time at the night of meeting. Chairman, Robinson will discuss this issue with the Clerk's office and CEO, Magee and indicate that the Board will not review any application with out receiving the application prior to meeting in the monthly meeting packets.
- G. Motion to Adjourn:
- a. Mr. Hann made a motion to adjourn the meeting. Seconded by Mr. Marshall.
 - b. Meeting adjourned at 9:01PM

Respectfully Submitted,

Carly McConnell
Recording Secretary