

**Town of Urbana  
Planning Board Minutes  
May 7, 2012**

**Board Present:** Randy Robinson Chairman  
Betty Fitzpatrick Board Member  
Norm Hann Board Member  
Jim Mitchell Board Member  
Tom Marshall Acting Board Member  
Marietta Nye Recording Secretary

**Board Absent:** Andy Mazzella Board Member

**Public Present:** Catherine Powell, Daniel Williams, Carolyn Hopkins, Leonard P. Wood, Ed Stull, Ian S. Wydra.

**Open Regular Meeting at 7:02.**

**Minutes:**

- Board Member Betty Fitzpatrick noted a change needed in entry #3 in the notes from the public hearing for Douglass Schuckers to change 239 m to read 239 m referral.
- No other board comments.
- On motion to accept amended minutes made by Board Member Norm Hann and seconded by member Jim Mitchell , and carried, all voting Aye, the motion was approved.

**Old Business.**

**Concept Review/Site Plan Review**

- Heather Mitchell/Dan Walsh 2011-112, now new submissions. Board Member Mitchell will remind applicants that we need a release from them allowing Charles Schultz to represent them as their architect.
- Heather Mitchell/Dan Walsh 2012-014, no new submissions, for the same reason as stated above.

**Subdivisions:**

- Otracta 2011-111, no new submissions.
- Catherine Powell 2012-005, Ms. Powell was in attendance. The board reviewed the original application and Catherine noted some changes.
  1. Applicant is looking to subdivide her property and establish a road to run through her property.
  2. Due to changes in her needs, she is requested to amend her Master Application to show a subdivision into two parcels, one of two(2) acres and one 50 acres.
  3. Applicant needs to update her narrative.
  4. Submit a sketch map showing the current request for the subdivision. Showing where lot 1 ends and lot 2 starts.
  5. Supply a new survey showing the two parcels to be subdivided.
  6. Chairman Robinson also wanted the applicant to understand that should the board approve her application, it would be contingent upon meeting the TOWN OF URBANA specifications in the design and construction of the new road.
  7. Needs to fill out Part 2 of the SEQR.
- Rodkey/Winslow 2012-004, no new submissions, awaiting deed.

## **New Business:**

### **Concept Review/Site Plan Review**

- Daniel and Sandra Williams – 2012-020  
Applicants wish to use the existing barn on his property, on its main floor to establish a retail space and pottery studio. In addition they will use the basement of the barn for agricultural use.
  1. Applicant has already updated the barn to meet code. Applicant obtained proper permits to make repairs.
  2. The applicant has submitted a plan for septic to the Watershed Officer. They concern for clay sludge is being addressed by installing a system that caters to the pottery business.
  3. Chairman Robinson stated that a Public Hearing needed to be scheduled in regards to the Special Use Permit.
  4. Applicant needs to fill out a SEQR.
- Daniel and Sandra Williams – 2012-025
  1. Applicants seek a Building Permit to construct a single family dwelling and barn for use as a family farm.
  2. Board to defer to the Code Enforcer and The watershed engineer for approval.
- Carolyn Hopkins – 2012-018
  1. Applicant seeks a Special Use Permit to establish a retail business to sell art and antiques.
  2. Retail space will be housed in a building in the rear of the property, occupying 500 sq ft of the ground floor.
  3. Space is available for 5 parking spaces with the availability for more if so required.
  4. Applicant is requested to adjust her sketch and clearly mark the parking.
  5. Needs to fill out SEQR.
  6. Code Enforcement Officer Magee states that the property is zoning compliant.
  7. Need to schedule Public Hearing.

Chairman Robinson asked the applicant to update her previous application for a subdivision.

### **Subdivision**

- Leonard and Elsie Wood – 2012-026
  1. Applicant wishes to subdivide a parcel of land consisting of 25.60 acres lying on the south side of Rte 88, in the TOWN OF URBANA. The property would be divided into two parcels, parcel one would consist of 16.39 acres and parcel two would consist of 9.2 acres.
  2. There are no structures on this land.
  3. Parcel one has about 10 acres of wetlands and 400 ft of road frontage. Parcel two will have 250 ft of road frontage.
  4. Applicant must submit a SEQR and have the property surveyed. Once this is completed and on file, a public hearing will be scheduled.

**On the motion to adjourn made by Board Member Betty Fitzpatrick and seconded by Board Member Norm Hann, and being carried by all voting Aye, the meeting adjourned at 8:22 p.m.**

**Respectfully Submitted**

**Marietta Nye  
Recording Secretary**

**DRAFT**