

**Town of Urbana
Planning Board Minutes
March 17, 2014**

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

Public Present: Brian Harris, Cameron Dunlap, Timothy Steed, Jodi Allen, Mr. and Mrs. Pat Curtiss, Judge Hewson, Mr. Charles Egresi, and Son

Special Concept Meeting: Opened 7:00 PM

Chairman opened the concept review meeting for the East Lake Investments-Keuka Hotel application. An overview of the Site Plan Review process was discussed. It was stressed that while the public's concerns and questions are welcomed, the meeting was intended to be a direct interaction between the applicants and the Board. A public hearing will be held in the future before any final decision is rendered.

The Planning Board was granted permission from the Urbana Town Board to acquire the consulting services of Mr. Timothy Steed, PE— Hunt Engineers. A motion was made by Jim Mitchell to retain Mr. Steed and seconded by Norm Hann. The applicants will be financially responsible for the services of Hunt Engineers throughout the Site Plan Review and SEQR process.

Roll call vote: Tom-aye, Norm-aye, Randy-aye, Betty-aye, Jim-aye Motion carried

Mr. Steed introduced himself and outlined how his services will benefit the interest of the town, insuring all involved regulatory agencies were notified and the Site Plan Review\SEQR process was complete. The Board was provided a "road map" to guide us. (See attached)

- The applicants shall be responsible for copies of submissions that will be forwarded to all involved agencies. Chair requested copies also be forwarded to the Town Clerk and Planning Board for the file.
- A review letter will be drafted for the Planning Board once Mr. Steed reviews the submissions.
- Mr. Steed provided an overview of the new SEQR process and recommended the Board pass a resolution stating the Town of Urbana Planning Board *intends* to be the lead agency.

Chair made a motion: The Town of Urbana Planning Board resolves and does hereby declare its intent to be declared the lead agency in the matter of East Lake Investments Keuka Hotel project; State of New York; Town of Urbana. The motion was seconded by Norm Hann.

Roll call vote: Tom-aye, Norm-aye, Randy-aye, Betty-aye, Jim-aye. Motion carried.

The Chair opened the floor for the applicants to discuss and outline their proposal. Mr. Dunlap introduced himself and provided a brief background of his business experience and his commitment to the Hammondsport and Keuka Lake area. Management structure of East Lake Investments (forward known as ELI) was discussed and Mr. Dunlap introduced his partner: Mr. Brian Harris. The proposed project will include a partnership with the Steuben County Industrial Development Agency and has been accepted to participate in the New York State Pilot program.

ELI acquired the former Clarks Specialty Company located on State Route 54 in February 2014 and is the current owner of record. Plans are to raze the former manufacturing complex and construct a 60 room hotel and suites. A feasibility study has been conducted by a Florida firm and concluded the project likely would enjoy an annualized average fill rate of 60 percent with 95 percent being tourist and destination driven. A branding of the hotel has yet to be determined. ELI is in talks with several chain hotel corporations and has not completely ruled out a private brand.

Plans for the hotel complex include 60 rooms/suites, an indoor pool, exercise room and lounge with a fireplace. There are no plans for a restaurant, ELI will promote and encourage the patronage of local restaurants, wineries and shops. A soft opening date for the proposed hotel is for the spring of 2015.

LaBella Associates, P.C. has been contracted by ELI to do the site engineering with Marathon Engineering to complete the Architectural plans and development. Jody Allen, P.E. Senior Project Engineer was present to cover the site engineering plans to date. Plans for the hotel are for a smaller impervious footprint than the former Clarks Specialty Co. The site will include a private wastewater treatment system designed for a flow rate of approximately 8000 gallons per day along with a Department of Health mandated reserve area for future expansion. The present grade at the site will not be substantially altered. One curb cut from State Route 54 will be required to provide ingress and egress to the site, there will be no access from the Back Valley Road. Potable water to the hotel will be purchased from the village of Hammondsport and will be supplied via a proposed Town main extension.

Current plans for the building are for a three story complex with a flat roof; however roof design and architectural plans are not final. Storm water management will be in the rear of the complex. Labella Associates is currently working with regulatory agencies to finalize the plans. A demolition permit has been issued by the Town Code Enforcement officials and Wargo Enterprises has been contracted to do the demolition work. Work will commence weather permitting.

In summary, upon the completion of the presentation by Ms. Allen the Board discussed concerns regarding comparable projects in the area and the lack of their completion. The Board will explore all means to ensure strict compliance with the terms and conditions if approved. Subsequent meetings regarding this project will be advertised and scheduled pending the receipt of required submissions from the applicants and review by Hunt Engineers.

Member Mitchell made a motion: I do hereby make a motion to move the ELI concept review to a full Site Plan Review. Second; Betty Fitzpatrick

Roll call vote: Tom-aye, Norm-aye, Randy-aye, Betty-aye, Jim-aye. Motion carried.

Motion to adjourn: by Jim Mitchell and seconded by Betty Fitzpatrick, all in favor. 8:37 pm

Respectfully Submitted,

Betty Fitzpatrick-Acting Recording Secretary