

Town of Urbana Planning Board  
Public / Regular Meeting  
February 7, 2023  
Minutes

The Town of Urbana Planning Board held a Public / Regular Meeting on February 7, 2023 at 6:00 p.m. in the Urbana Town Hall, located at 8014 Pleasant Valley Road, Bath, New York.

<b>Board Present:</b>	Julie Vargo	Chairperson
	Theresa Stopka	Vice Chairperson
	Richard Niles	Board Member
	Steve Jones	Board Member
	Heidi Lowenstein	Board Member – Absent
	Janel Barrows	Alternate Board Member – Absent
	Barb Fries	Alternate Board Member

**Public Present:** Richard and Debra Woolever, Marissa Cool (VaCasa)

Meeting was called to order at 6:00 pm by Chairperson Julie Vargo

Pledge of Allegiance

Motion to accept minutes from January 10, 2022 made by Steve Jones and seconded by Richard Niles.

Carried – ALL AYE

**Old Business – NONE**

**New Business –**

**2023-008 – Michael Snider-Held – 8812 County Rt 6, Town of Urbana.**

Site plan review, concept review and SUP application for Applicant seeking special use permit for a short-term rental, a single-story ranch home with 2 bedrooms, max occupancy for 4 people. Parking currently large enough for 2 cars.

Open public hearing 6:05 pm

Chairperson Vargo read a letter from a neighbor opposing short term rentals and voicing concerns over application. **Letter from neighbor attached.**

The management firm VaCasa has been hired by Mr. Snider-Held, who lives in Maryland, to oversee property. Marissa Cool representing Michael Snider-Held from the management firm VaCasa spoke during the public hearing about the project and responded to Board questions with the following answers:

\*There will be 2 local managers ,Kyle and Kelly, and housekeepers for any on call for any issues. Managers are located in Watkins Glen and Penn Yan, NY respectively and are each 30 minutes away from the property if issues arise.

\*Current plan is that the Snider-Held will occupy the house 20 percent of the time, the other 80 percent will be short-term rental. *Board advised the applicant representative that the SUP requires the property must be operational for six months out of the year and follow all Town of Urbana code.*

\*There is no security system on house at this time; front door has only digital lock boxes.

Public hearing was closed by chairperson Vargo at 6:12 pm.

### **Board Comment -**

Questions regarding liability issues, fees, insurance, consideration of neighbors, EMT, police and fire calls, removing single family dwellings from the housing pool by putting them on the short term rental market, impact on community, security and how the owner plans to address these issues.

- Discussion of Insurance requirements and having proper insurance from homeowner for pool on premises.
- Discussion of issue of smoke from outdoor fire pit.
- Must comply with NYS fire code. 4-foot fence around pool with a locking gate and alarm.
- Owner and Management firm - Familiarize with all codes and rules, including County regarding short term rentals.
- Must have inspections, as per code.

Motion to approve site-plan and waive any further review made by Theresa Stopka and seconded by Steve Jones.

Carried – ALL AYE

Board discussion of Special Use Permit, which does not transfer with the property by code. Must be in compliance with all codes and policies, including County's regarding short term rental and fees.

Special Use Permit special conditions will include:

1. DEC open burn policy for any fire pit. Any firepit must meet code, 4'x4' with no higher than 3' flame.
2. NYS fire prevention and building code, (pool 4' fence with self-locking gate and alarm).
3. County – submit copy of registration and proof of taxes paid to the town within 20 days of receiving certificate from county.
4. Provide 3<sup>rd</sup> party property management contact information to any of the first responders before any renting is begins.

5. Provide any 3<sup>rd</sup> party property management renter agreement to code officer at town office. 8014 Pleasant Valley Road, Bath NY 14810.
6. Must notify town code officer immediately if management company changes with a copy of the new renter agreement.

Motion to approve Special Use Permit made by Barb Fries and seconded by Theresa Stopka

Carried – ALL AYE

**2023-010** – Richard and Debra Woolever – 7359 Christler Rd, Town of Urbana.

Applicant seeking minor subdivision. One parcel will be retained by the owner and sold at a later date. Second parcel will be annexed to his brother's parcel. Being annexed to his brothers parcel he is not creating a land locked parcel of land.

Applicant explained circumstances regarding subdivision between family members.

Motion to approve made by Steve Jones and seconded by Richard Niles.

Carried – ALL AYE

Motion to Close meeting made by Steve Jones and seconded by Richard Niles.

Carried ALL AYE

Meeting Closed at 7:05 PM

Next Meeting scheduled for March 7, 2023 at 6 PM.

Board Training on Comprehensive Plan with a focus on overall plan and new short term rental language being considered by the town will be held February 21, 2023 at 5 PM.

Penny Wells  
Planning board Secretary