

Town of Urbana Planning Board
Public / Regular Meeting
May 2, 2023
Minutes

The Town of Urbana Planning Board held a Public / Regular Meeting on May 2, 2023 at 6:00 p.m. in the Urbana Town Hall, located at 8014 Pleasant Valley Road, Bath, New York.

Board Present:	Julie Vargo	Chairperson
	Theresa Stopka	Vice Chairperson - Absent
	Richard Niles	Board Member
	Steve Jones	Board Member
	Heidi Lowenstein	Board Member
	Barb Fries	Alternate Board Member

Public Present: - Amy Robbins, Steve and Joan Tarcza, Lauren Kearney, Steven Tarcza II, Shelly Fisher, Victoria Mutarelli

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

Pledge of Allegiance

Minutes from April 4, 2023 – Motion to approve by Heidi Lowenstein and seconded by Barb Fries with correction to typo word complaint, which should be compliant – Third paragraph of New Business 2023-014.

Carried – ALL AYE

Old Business – NONE

New Business –

Open Public Hearing by Chair Vargo at 6:05 PM

2023-23 – Concept Review Application and Special Use Permit Application submitted by Steven and Joan Tarcza, 8471 County Route 87, Hammondsport – Town of Urbana

Applicant is seeking a Concept Review and Special Use Permit approval for a Short-Term Rental consisting of multiple dwellings on 6.5-acre site, one 3 bedrooms, 2 bath home and three 1-bedroom, 1-bath tiny houses. Applicant is in contact/working with DEC, County, Highway Dept, Septic and Urbana Town Zoning officer.

Public hearing was adjourned at 6:25 PM so applicants make a decision on narrative of their application.

2023-25 – Concept Review Application and Special Use Permit Application submitted by Amy Robbins, 8524 West Lake Road, Hammondsport – Town of Urbana.

Applicant is seeking a Concept Review and Special Use Permit approval for a Short-Term Rental.

Ms. Robbins was informed her application was going to have to be tabled to the next meeting June 6, 2023 due to being incomplete with new County requirements regarding SEQR. The applicant has supplied her forms to the County.

Commissioner Heidi Lowenstein asked for clarification on Ms. Robbin's application regarding parties and 50 people at the STR and dock. The applicant responded she would address this concern in her narrative for the next meeting.

On a motion by Heidi Lowenstein, seconded by Barb Fries, the application was tabled to June 6, 2023.

Carried ALL AYE

2023-27 – Concept Review Application and Special Use Permit Application submitted by John and Victoria Mutarelli, 8626 West Lake Road Hammondsport, Town of Urbana.

A pre-existing site already in existence and listed requesting an SUP for Short-Term Rental and is listed on Air B&B

Ms. Mutarelli was informed her application was going to have to be tabled to the next meeting June 6, 2023, due to being incomplete with new County requirements regarding SEQR. The applicant will supply her forms to The Town of Urbana Code Officer.

Applicant was asked to review her narrative for correctness based on correct usage of terms such as STR, unoccupied, residence, vacation home ital. and will amend any incorrect language in the application.

On a motion by Heidi Lowenstein, seconded by Barb Fries, the application 2023-27 was tabled to June 6, 2023.

Chairman Vargo reopened the Public Hearing for application 2023-23 at 6:55 PM.

Applicant amended their narrative to cite main house as vacation home and not residence. Commissioners discussed aspects of demands of property on lake, erosion control, view corridor, site plan review, rain runoff.

Discussion was held regarding site pan review for properties on the lake. Applicant reminded by board that none of these four dwellings could be sold separately; any subsequent sale would require the applicant to apply for a subdivision. The applicant responded that they understood.

Public Hearing Closed 7:00 PM

Following discussion, a motion to approve concept and waive full site plan was made by Steve Jones, seconded by Barb Fries.

Carried ALL AYE – Dick Niles – NAY

SUP DISCUSSION

- 1. Wording must be submitted to the Zoning Officer clarifying that the main building in the application is a vacation second home and not a residence prior to issuance of SUP.**
- 2. The Main House will be no larger than 1750 square feet.**
- 3. Each of the three approved 1-bedroom cottages will be no larger than 750 square feet.**
- 4. The DEC Open Burn Policy must be followed.**
- 5. All structures must comply with the New York State Fire Prevention and Building Code.**
- 6. Applicant must submit a copy of the Steuben County Tax Registration Certificate to the Town Zoning Office for each structure within 20 days after receiving it.**
- 7. Provide rental agreement to the Zoning Code officer immediately.**
- 8. Provide contact information for responsible party managing property and any contact persons to the Zoning Code Officer.**
- 9. Zoning Code Officer must be notified immediately if a third-party management company is retained, along with provision of contact information and new rental agreements.**

On a Motion by Heidi Lowenstein, seconded by Steve Jones, the SUP application was approved as worded.

Carried ALL AYE

On a Motion by Heidi Lowenstein, seconded by Steve Jones, Meeting Closed 7:42 PM.

Carried ALL AYE

Next Meeting scheduled for June 6, 2023 at 6 PM.

Penny Wells
Planning board Secretary