

Town of Urbana Planning Board  
Public / Regular Meeting  
August 1, 2023  
6 p.m.  
Minutes

The Town of Urbana Planning Board held a Public / Regular Meeting on August 1, 2023 at 6:00 p.m. in the Urbana Town Hall, located at 8014 Pleasant Valley Road, Bath, New York.

**Board Present:**

Theresa Stopka	Vice Chairperson
Richard Niles	Board Member
Steve Jones	Board Member
Heidi Lowenstein	Board Member
Barb Fries	Alternate Board Member

**Julie Vargo**

**Chairperson**

**Absent**

**Public Present:** - Kala Halbert, Brady Halbert, Laurie Halbert, Shelly Fisher, Cheryl Ambrosone

Meeting was called to order at 6:01 pm by Vice Chairperson Theresa Stopka

Pledge of Allegiance

Minutes from July 11, 2023 – Motion to approve by Richard Niles and seconded by Steve Jones.

Carried – ALL AYE

**Old Business – NONE**

**New Business –**

**Open Public Hearing by Vice Chair Stopka at 6:02 PM**

**2023-036** – Special Use Permit Application submitted by Kala and Brady Halbert, 9365 County Route 76 Hammondsport, Town of Urbana.

Applicant states that the home has been under renovation since July 2022. Their intention is to prepare it for a Short -Term Rental. Certificate of Authority received and placed in file.

Public Comments – Brady Halbert asked about being grandfathered in with the memorandum, Vice Chair Theresa Stopka explained – NO grandfathering. Community developing compressive plan – mission of the town and community.

Montion to close public hearing made by Richard Niles and seconded by Barb Fries.

Carried – ALL AYE

Public Hearing closed at 6:04 p.m.

SEQR 2

- |       |        |        |
|-------|--------|--------|
| 1. No | 6. No  | 11. No |
| 2. No | 7. No  |        |
| 3. No | 8. No  |        |
| 4. No | 9. No  |        |
| 5. No | 10. No |        |

Based on the information and analysis above, and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts.

On a Motion by Richard Niles and seconded by Barb Fries, The SUP application was approved as worded.

Carried – ALL AYE

**SUP Short Term Rental      Applicant: Kala and Brady Halbert**

**Address: 9365 County Route 76, # 2023-036**

1. Applicant is denoting this address as their second residence to be a STR.
2. Occupancy per application: 5 bedrooms
3. 7 spots used for parking
4. Must follow noise ordinance.
5. Occupancy of 10 people
6. The DEC Open Burn Policy must be followed with fire pit no larger than 4 feet across, fire pit must be attended when lit.
7. All structures must comply with the New York State Fire Prevention and Building Code.
8. Applicants must submit a copy of the Steuben County Tax Registration Certificate to the Town zoning office within 20 days of receipt. Received 8/1/2023.
9. Applicant must provide rental agreement to the Zoning Code officer immediately.
10. Applicant must provide contact information for owner/responsible party managing property and any other contact persons who will oversee the property while the owner is out of town to the Zoning Code Officer immediately.
11. The Zoning Code officer must be notified immediately if a different third-party management company is retained, along with contact information and new rental agreements to include the name of third-party management company, address, contact info.

12. The Zoning officer must be notified immediately if the owner chooses to terminate any third-party management company to manage property themselves.

**2023-060** – Area Variance submitted by Carrie Zimmerman, 9174 West Lake Road – Town of Urbana

Applicant is seeking several setback reliefs from several points of reference on the property in regards to the new steps and landing being placed on the property.

On a motion to deny and send to the Zoning Board of Appeals for relief Area Variance made by Heidi Lowenstein and seconded by Richard Niles

Carried – ALL AYE

**NO SHOW**

**2023-038** – Special Use Permit submitted by Mark Musso, 7643 Snell Hill Rd – Town of Urbana

**NO SHOW**

**2023-055** – Special Use Permit submitted by Joseph Cafarella, 8537 Coryell Rd – Town of Urbana

On a motion to deny 2023-038 and 2023-055 for missing two consecutive monthly meetings and the 60 days from the memorandum Special Use Permits and for applicants to reapply made by Steve Jones and seconded by Richard Niles

Carried – ALL AYE

On a Motion to close the meeting made by Heidi Lowenstein and seconded by Richard Niles

Carried – ALL AYE

Meeting closed at 6:33pm

Penny Wells  
Planning board Secretary