

# **New Haven Planning Board Minutes**

## **Held Wednesday, June 17, 2026**

### **Call to Order**

Chairperson Mike Cutuli called the June 17, 2026, Planning Board Meeting to order at 6:00 PM at New Haven Town Hall.

### **Roll Call/Pledge of Allegiance**

- Present: Planning Board members - Mike Cutuli, Karen Valentino, Bettie Jo Cronk, Rhea Keller Knittel; Jessica Orteiz (Alternate) and Ron Marsden, Building Inspector/Code Enforcement Officer.
- Absent: Allen Chase, Planning Board member, and Cindi Giovio, Secretary to the Planning Board.
- Also, in attendance were Carl Schmidt, Town Attorney; Dan Gibbs, Town Constable; and members of the public.
- The Planning Board invited Jessica Ortiz, Alternate, to fill the absence of Planning Board member Allen Chase. She accepted.
- All stood, faced the flag and recited the Pledge of Allegiance.

### **Reports**

- **Planning Board – Approved By – Laws**

Chairperson Mike Cutuli reported that the 2026 Planning Board By – Laws have been signed by all parties.

- **Town Board Discussion of Fee Schedule**

Town Attorney Schmidt reported that the Town Board, at its June 19 meeting, considered and discussed an amended Permit Fee Schedule proposed by CEO Ron Marsden but did not move to adopt the same and tabled further discussion to future meeting(s).

### **Approval of Previous Minutes**

Motion made by Bettie Jo Cronk to accept the May 20, 2026 Planning Board Minutes. Seconded by Rhea Keller Knittel.

Mike Cutuli, aye; Karen Valentino, aye; Bettie Jo Cronk, aye; and Rhea Keller Knittel, aye; and Jessica Ortiz, aye. Motion carried.

**New Business – Shaine Smith – Application for Variance (Site Plan Amendment) at 97 Hickory Grove, Oswego, NY 13126 (tax map # 97.07-01-13.01)**

Applicant, Shaine Smith, appeared before the Planning Board and explained his application. He wants to operate a light and medium duty diesel repair garage. The business will operate out of an existing 36' X 24' garage structure on the property. The existing garage is approximately 20' from the edge of the roadway of the private East Catfish Drive.

He expects the business will operate on a part – time basis 15 to 20 hours per week during nights and weekends.

The property has two existing driveways. The applicant drew the approximate location of the driveways on a map shown to the Planning Board.

The applicant explained that parking for approximately five (5) vehicles is available on the property but that he only expects to have one (1) or two (2) vehicles at the garage under or in line for repair at any given time.

Notwithstanding, the application being designated as a variance application, the Planning Board determined to move forward with the same as an amended site plan application to address the new proposed use.

Board members have been provided with and independently reviewed Part 1 of the Short Environment Assessment Form (SEAF).

Motion made by Bettie Jo Cronk to accept the application as complete. Seconded by Karen Valentino.

Mike Cutuli, aye; Karen Valentino, aye; Bettie Jo Cronk, aye; Rhea Keller Knittel, aye; and Jessica Ortiz, aye. Motion carried.

Motion made by Bettie Jo Cronk to classify the application as a SEQR Type II Action under 6 New York Codes, Rules and Regulations (NYCRR) Section 617.5 (c) 9. Seconded by Karen Valentino.

Mike Cutuli, aye; Karen Valentino, aye; Bettie Jo Cronk, aye; Rhea Keller Knittel, aye; and Jessica Ortiz, aye. Motion carried.

Motion made by Bettie Jo Cronk to set a Public Hearing for July 15, 2026 at 6:10 PM. Seconded by Rhea Keller Knittel.

Mike Cutuli, aye; Karen Valentino, aye; Bettie Jo Cronk, aye; Rhea Keller Knittel, aye; and Jessica Ortiz, aye. Motion carried.

**New Business – The Villas Le Mélange, LLC – Application for Variance at 236 Butterfly Shores Rd, Mexico, NY 13114 (tax map # 082.18-02-01)**

Architect, Dave Mosier and Rebecca Ewald appeared before the Planning Board on behalf of the Applicant and spoke on the need for a variance to accommodate construction of a 6' X 32' front porch.

Mr. Mosier indicated that the proposed construction would encroach into the front setback and that the southerly edge of the deck constriction (stairs) is proposed to be 17' from the property line for the road right-of-way and approximately 20' from the physical road's edge. There is an existing fence along the same property line with the road right-of-way.

The Applicant stated that the proposed porch would cut into the existing driveway space but there will be adequate parking on the east and west side of the building.

The Applicant proposes an approximate construction schedule of two (2) weeks after receipt of all approvals.

Chairperson Cutuli noted that the proposed construction would encroach into setbacks on both southerly property line and the easterly property line. Chairperson Cutuli estimated that the proposal would require an approximate 4' easement to the easterly property line. Applicant indicated that it also owns the lot to the east.

Motion made by Bettie Jo Cronk to accept the application as complete. Seconded by Karen Valentino.

Mike Cutuli, aye; Karen Valentino, aye; Bettie Jo Cronk, aye; Rhea Keller Knittel, aye; and Jessica Ortiz, aye. Motion carried.

The Planning Board reviewed the Applicant's submission of Part 1 of the SEAF as annexed to the application.

Motion made by Karen Valentino to classify the application as a SEQR Type II Action under 6 NYCRR Section 617.5 (c) 16. Seconded by Bettie Jo Cronk.

Mike Cutuli, aye; Karen Valentino, aye; Bettie Jo Cronk, aye; Rhea Keller Knittel, aye; and Jessica Ortiz, aye. Motion carried.

Motion made by Bettie Jo Cronk to set a Public Hearing for July 15, 2026 at 6:20 PM. Seconded by Karen Valentino.

Mike Cutuli, aye; Karen Valentino, aye; Bettie Jo Cronk, aye; Rhea Keller Knittel, aye; and Jessica Ortiz, aye. Motion carried.

**Old Business**

## **Revisited Article IV – Site Plan Standards**

The Planning Board discussed the following sections of the Town's Site Plan Local Law to consider proposing legislative changes to the Town Board.

### **Section 4.25 – Non – Conforming Signs**

No changes proposed.

### **Section 4.26 – Setback Requirements (for signs)**

No changes proposed.

### **Section 4.30 – Landscape and Buffering**

The Planning Board discussed existing landscaping regulations and whether these are necessary. The Planning Board tabled further discussion to gather input from the Town/s Code Enforcement Officer and tabled further discussion of **Article IV**.

### **Adjournment:**

With no other business before the Board, a motion was made to adjourn the meeting by Bettie Jo Cronk at 7:30 PM. Seconded by Karen Valentino. All in favor. Motion carried.

Respectfully submitted,

Cindi Giovio

New Haven Planning Board Secretary

POSTING ON WEBSITE DISCLAIMER: THESE MINUTES HAVE NOT YET BEEN APPROVED BY THE PLANNING BOARD. PLEASE REFER TO NEXT MONTH'S MINUTES FOR ANY AMENDMENTS, CHANGES, OR MODIFICATIONS AND APPROVAL.