

New Haven Planning Board Minutes

Held Wednesday, February 18, 2026

Call to Order

Vice Chairperson Mike Cutuli called the February 18, 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, Bettie Jo Cronk, Allen Chase, Alternate - Rhea Keller Knittel and Cindi Giovo, Secretary to the Planning Board.
- Absent: Chairperson Karen Valentino, Carl Schmidt, Town Attorney; and Ron Marsden, Building Inspector/Code Enforcement Officer.
- It was noted that Melissa Windey resigned from her Planning Board position on February 17, 2026. The Planning Board is waiting on the Town Board's acceptance of Melissa Windey's resignation then replacing that position with Rhea Keller Knittel.
- Also, in attendance were Dan Gibbs, Town Constable, and members of the public.
- All stood, faced the flag and recited the Pledge of Allegiance.

Vice Chairperson, Mike Cutuli invited Alternate Rhea Keller Knittel to participate in the meeting. She accepted.

Approval of Previous Minutes

Motion made by Bettie Jo Cronk to accept the January 21, 2026 Planning Board Minutes with the inclusion of: *"Chairperson Karen Valentino invited Planning Board Alternate, Rhea Keller Knittel to participate in the January 21, 2026 Planning Board meeting. Rhea Keller Knittel accepted."* Seconded by Mike Cutuli.

Mike Cutuli, aye; Allen Chase, aye; Bettie Jo Cronk, aye; and Rhea Keller Knittel, aye. Motion carried.

Reports

Secretary Cindi Giovo reported Town Attorney, Carl Schmidt requested to table the: Town of New Haven Planning Board By – Laws and the Chairperson Nominations until all Planning Board members are present at next month's meeting.

Additionally, on Tuesday, February 17, 2026, at the Town Board meeting, representatives from the Fulton Community Solar Project & US Light Energy were present to discuss finalizing the \$50,000 Solar Project Host Community Benefit Agreement.

Carl Schmidt, Town Attorney, will collect required signatures and provide the document to the Planning Board soon.

Old Business - Town of New Haven Local Laws Pertaining to Building Site Plan Review

Article III- Application for Site Plan Review Section 3.30 – SUBMISSION OF APPLICATION FOR SITE PLAN REVIEW

Vice Chairperson Mike Cutuli started the Planning Board's discussion to review Section 3.30 – Submission of Application for Site Plan Review.

The following are the updates/changes in **red**:

Section 3.30 – SUBMISSION OF APPLICATION FOR SITE PLAN REVIEW

- A. The applicant shall submit a site plan and supporting data prepared by an architect, engineer, land surveyor or planner, and shall include the following information presented in drawn form and accompanied by a written text format including the number of copies as per the Building Code Officer:
 1. Copy of deed or land contract. Consent of owner and/or lean holder if owner is not the applicant or if property is under land contract.
 2. Survey of the property to scale with north arrow and date, showing existing features of the property, including contours, large trees, stonewalls, buildings, structures, streets, utility easements, rights of way, land use and ownership of surrounding property including all structures within 20 feet of subject property at a minimum scale of 1" = 50' or larger for parcels of up to 10 acres and 1" = 100' or larger for parcels of more than 10 acres.
 3. Site plan showing proposed lots, blocks, building locations and land use areas. The setback of all existing and proposed buildings from rear and side property lines, public road rights-of-way, lines of existing and proposed sidewalks, streets with street names.
 4. Traffic circulation, pedestrian walks, the location and dimensions of existing and proposed driveways along with the location, dimension and delineation of all required parking spaces, loading areas and driveway ingress and egress, the location of existing or proposed septic systems and wells within 100' of the subject property.
 5. Landscaping plans, including site grading, landscape design and open areas.
 6. Preliminary engineering/architectural drawings for buildings to be constructed including proposed building heights and number of stories.

7. Preliminary engineering plans, including street improvements, storm drainage system, public utility extensions, water supply and sanitary sewer facilities.
8. Engineering feasibility studies of any anticipated problems which might arise due to the proposed development, as required by the Planning Board.
9. Construction sequence and time schedule for completion of each phase for buildings, parking spaces, and landscaped areas.
10. A description of the proposed uses, including hours of operation, number of employees, expected volume of business, type and volume of traffic expected to be generated, and a description of any hazardous materials, fumes, noise to be generated and/or stored on site.
11. A completed Short Form Environmental Assessment Form as provided in Part 617 of the State Environmental Quality Review Regulations, Part 617 of Title Six (6) of the official Compilation of Codes, Rules and Regulations of the State of New York.
12. A list of all federal, state, county, and local permits required for the proposed use, including, but not limited to, SPEDES permit for storm water discharge.
13. A drainage plan for the property. For sites with a developed area of 5 acres or more, a storm water retention and grading plan in conformance with NYS guidelines.
14. An erosion control and sedimentation control plan for; during and post construction, based on NYS guidelines for urban erosion and sediment control.
15. Names and addresses of property owners no less than 300 feet of the boundaries of the subject parcel, or property owners deemed a reasonable distance that the Planning Board agrees to be appropriate. These property owners are to be notified of the Public Hearing in accordance with Section 3.40 – Public Notifications.

B. Submission Requirements Which May Be Waived

All applications for site plan review shall also include the following information. (However, these requirements may be waived or amended by the Planning Board at the sketch plan conference held by the Building Code Officer. If a sketch plan conference was not held, these requirements must be addressed for the application to be considered complete.)

1. A topographical survey with a sufficient level of detail to fit the scale of the project.
2. The location, design and dimensions of any existing or proposed signs.
3. Delineation of any areas with slopes greater than 15%, wetlands, flood hazard areas, agricultural districts or other significant natural, cultural or historical characteristics.
4. Traffic generation estimates.
5. The location of refuse storage and removal areas.
6. Grading plan.

7. Engineering feasibility studies.
8. Construction sequence and phasing plan.
9. A list of all federal, state, county, and local permits required for the proposed use, including, but not limited to, SPEDES permit for storm water discharge.
10. An erosion control and sedimentation control plan.

Section 3.35 – PLANNING BOARD REVIEW

- A. All Site Plan Review Applications shall be acted upon only after a Public Hearing is performed by the Planning Board. The Planning Board shall review the site plan and supportive data before they approve; approve with modifications or disapprove the application.

The Planning Board shall take into consideration the following:

1. Location, arrangement, size, design and general site compatibility of buildings, lighting and signs.
 2. Adequacy and arrangement of vehicular traffic access and circulation, including interactions, road width, pavement surfaces, dividers and traffic controls.
 3. Location, arrangement, appearance and sufficiency of off-street parking and loading.
 4. Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of interactions with vehicular traffic and overall pedestrian convenience.
 5. A list of all federal, state, county, and local permits required for the proposed use, including, but not limited to, SPEDES permit for storm water discharge.
 6. Adequacy, type and arrangement of trees, shrubs and other landscaping constituting a visual and/or noise buffer between the applicant's and adjoining lands, including maximum retention of existing vegetation, and other similar environmental considerations.
 7. Adequacy of fire lanes and other emergency zones and the provision of fire hydrants.
 8. Special attention to the adequacy and impact of structures, roadways and landscaping in areas with susceptibility to ponding, flooding and/or erosion.
 9. Cumulative impact upon the area.
 10. Any other conditions that the Planning Board may deem relevant for review and consideration.
- B. Should changes or additional facilities be required by the Planning Board, final approval of the site plan should be conditional upon the satisfactory compliance by the owner to the changes or additions.

- C. Any owner wishing to make changes to an approved site plan shall submit a revised site plan to the Planning Board for review and approval.

Adjournment

With no other business before the Board, a motion was made by Bettie Jo Cronk and seconded by Allen Chase to adjourn the meeting at 6:52 PM. All in favor. Motion carried.

Respectfully submitted,

Cindi Giovo

New Haven Planning Board Secretary

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