

New Haven Planning Board Minutes

Held Wednesday, August 19, 2026

Call to Order

Chairperson Mike Cutuli called the August 19, 2026, Planning Board Meeting to order at 6:01 PM at New Haven Town Hall.

Roll Call/Pledge of Allegiance

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

Chairperson, Mike Cutuli made a motion to invite Jessica Ortiz (Alternate) to participate in tonight's discussions. Seconded by Karen Valentino. Jessica Ortiz accepted.

Mike Cutuli, aye; Karen Valentino, aye; Bettie Jo Cronk, aye; Allen Chase aye; and Jessica Ortiz, aye. Motion carried.

Approval of Previous Minutes

The Planning Board members noticed two (2) typos in the July 15, 2026 Planning Board Minutes (on p. 1 – correction to: Ortez as it should be spelled: Ortiz. Then on p. 3- riffraff should be: riprap).

Motion made by Allen Chase to accept the July 15, 2026 Planning Board Minutes with the amended typos shown in the above sentence. Seconded by Jessica Ortiz.

Mike Cutuli, aye; Karen Valentino, aye; Bettie Jo Cronk, aye; Allen Chase aye; and Jessica Ortiz, aye. Motion carried.

Reports

- **Amended 2026 Short and Full SEQR Forms**

Carl Schmidt, Town Attorney explained the additions to the wording for the Short Environmental Assessment Form Part 1 – Project Information, which can be found on page 3 (pertaining to the 500-year flood plan and disadvantage communities) and on Part 2 – Impact Assessment (page 1); as well as: The Full Environmental Assessment Form Part 2 – Identification of Potential Project Impacts (pages 3,4,12,13) showing the wording to include 500-year flood plan and the disadvantaged communities).

In addition, Carl Schmidt said the NYS Government has addressed the Department of the Environment and Conservation (DEC) to develop regulations applying with extra scrutiny to projects in disadvantaged communities.

Planning Board member, Allen Chase said he has seen the documents online as well as the maps showing the disadvantaged communities in NYS and indicated that the Town of New Haven is not included in current disadvantaged communities mapping.

- **PB 2027 Budget**

The Planning Board members discussed and calculated increases in the pay for the chairperson and members in the 2027 Budget. The Planning Board Secretary and Alternate member requested no increase in pay. Under personal services, the Planning Board reduced the .4 contractual amount by \$1000, and the Town Attorney will review the budget with the Town Bookkeeper for Section .4B Solar Project Co Rt 6 but no additional Planning Board expenses are expected for the same project.

- **2026 Tree Raffle Flyer/Sign – Up**

Cindi Giovo, Planning Board Secretary explained the 2026 Tree Raffle Flyer/Sign-Up under .4B Contractual of the 2027 Budget. This is the last chance for the residents to receive a tree funded by US Light Energy. The flyers are in the town office, on the New Haven website and at the New Haven Post Office.

Old Business- Review: Shaine Smith Application for Site Plan Approval (Automotive and Diesel Repair) at 97 Hickory Grove, Oswego, NY 13126 (tax map # 097.07-01-13.01).

Owner Shaine Smith of Shoreline Diesel was present for the review of his: Application for Site Plan Approval (Automotive and Diesel Repair) at 97 Hickory Grove, Oswego, NY 13126 (tax map # 097.07-01-13.01).

The Planning Board completed the SEQR Short Environment Assessment Form at the June 17, 2026 Planning Board meeting and had determined the Application to be a Type II SEQR Action. The Planning Board addressed additional questions with the Applicant as they reviewed the public comments presented at the July 15, 2026 Public Hearing on the Shaine Smith Application for Site Plan Approval (Automotive and Diesel Repair) at 97 Hickory Grove, Oswego, NY 13126.

Shaine Smith answered the following from the Planning Board about his business named: Shoreline Diesel

- Heavy work will be inside the garage, reducing noise (working on personal vehicles at present)
- The Applicant expected to use a 55 gal drum for waste diesel fuel or oil; the Applicant did not expect to exceed any volume restrictions requiring a Bulk Petroleum Storage certification
- Traffic will come from Hickory Grove (not from E Catfish Dr) as parking for five (5) vehicles will be in the front of the garage and house
- The Applicant estimated 10 additional vehicle trips per week on Hickory Grove
- There is another business (New Haven Building Supply) on Hickory Grove
- Hours of operation for Shoreline Diesel will be seven (7) days a week from 8 AM – 6 PM, by appointment only
- Smith estimated his operation will be 400 yards from Catfish Creek and two (2) football fields from Lake Ontario
- Smith also estimated his property to be 140 feet or more from the nearest house (which is behind his house and garage)

Planning Board member, Allen Chase read from the Section 1.10 of the Site Plan Ordinance indicating the purpose of site plan review is to regulate the arrangement, layout and design of certain proposed uses of parcels of land. Member Chase advised that the Planning Board's site plan review permits regulation of arrangement, layout and design of uses but does not allow for prohibition or zoning of uses.

The Planning Board discussed several potential conditions that should be required as part of any site plan approval.

Carl Schmidt, Town Attorney, read the proposed conditions that the Planning Board intended to apply for site plan approval:

1. Business hours 8 AM – 6 PM (no business activities past 6 PM), seven (7) days a week
2. No more than four (4) vehicles under or in line to be worked on at any time. No more than two (2) of which vehicles associated with the business use may be parked outside of the garage at any time.
3. Applicant must follow all Federal, State, Local Laws/Regulations regarding the business and its use
4. No business traffic associated with the proposed use is permitted to travel on East Catfish Rd

The Planning Board members reread and discussed the following summary of public comments from the June 17, 2026 Planning Board Minutes:

"Four (4) residents from East Catfish Dr or Hickory Grove as well as one (1) resident from Fulton, NY all stated Shaine Smith is a good neighbor but had the following repeated concerns:

1. Noise level
2. Increased traffic in and out of East Catfish Dr
3. Questions about available parking areas and as to where the vehicles can park while waiting to be worked on

4. Pollution of ground water
5. Chemicals clean-up and where the chemicals will go/disposal of
6. Certain laws/regulations from the DMV as well as the DEC needs to be addressed pertaining to emission of particles into the air
7. Impact on local property value
8. Is it ideal for such a business in this area
9. A resident has been on East Catfish Dr since 1963 and is concerned with the young children in the area he believes is strictly residential.”

After rereading and discussing the same summary of public comments, the Planning Board members agreed Shaine Smith’s answers addressed the nine (9) concerns as he will need to follow Federal, State, Local Laws/Regulations for noise, pollution, chemical disposal, and addressed further concerns with traffic, noise and parking.

The Planning Board discussed and proposed several findings that would comprise its Bases of Consideration.

Bases of Consideration:

- The Town of New Haven doesn’t have zoning – the Planning Board cannot consider whether this is the “best location”
- No significant increase in noise or traffic
- Existing motion lights with no additional lighting needed
- Business sign (Shoreline Diesel) on the building
- Business hours are limited to 8 AM – 6 PM (not past 6 PM), seven (7) days a week
- No more than four (4) vehicles under or in line to be worked on (two in the garage, two outside to be serviced at any given time and no more than two can be parked outside for business use)
- Applicant must follow Federal, State, Local Laws/Regulations regarding the business and its use
- No business traffic by Shoreline Diesel on East Catfish Rd
- No variance needed

The Planning Board moved with the findings.

Motion made by Bettie Jo Cronk to approve and with subject to the conditions on Shaine Smith’s Application for Site Plan Approval (Automotive and Diesel Repair) at 97 Hickory Grove, Oswego, NY 13126 (tax map # 097.07-01-13.01). Seconded by Karen Valentino.

Mike Cutuli, aye; Karen Valentino, aye; Bettie Jo Cronk, aye; Allen Chase aye; and Jessica Ortiz, aye. Motion carried.

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

The Planning Board tabled the discussions for the following sections: **revisiting** Article IV – Section 4.40 and 4.50; **reviewing** Article IV – Section 4.60; Article V – Section 5.00, 5.10, 5.15, 5.20, and 5.26 until the next Planning Board Meeting.

Adjournment:

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

Respectfully submitted,

Cindi Giovo

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.