

Town of Catharine  
Planning Board  
January 11, 2023

Present: Mike Burns, Deb Albro, David Burke, Chris Conolly, Steve Bannister; Code Enforcement Officer Rick Carroll

Public Present: Roxanne Leyes, Christian Pursell

The meeting was called to order at 7:02 pm by Mike Burns.

Motion by Steven Bannister, seconded by Christopher Conolly, to approve the minutes from the December meeting. All in favor.

New Business: Christian Pursell, the new owner of 5853 County Road 11 in Alpine, came in to discuss his plans for the property. He explained that he travels for work, and purchased this property to be close to his son. He has been living in his travel trailer inside the barn on the property since fall of 2022, and the temporary plan is to continue living there when he is not traveling for work. Mr. Pursell stated that his title lawyer and Realtor found no state law prohibiting a person from living inside a travel trailer that is inside of another structure. He plans to get a building permit to continue to work on making the structure more insulated and livable. Mike Burns asked the CEO if there were any safety concerns regarding this matter, and Rick Carroll provided a list of possible issues including: fire and carbon monoxide detectors, two methods of entrance/exit, suitable number of windows, and the kitchen propane tank should be located on the outside of the structure.

The Planning Board members discussed the issues, and asked Mr. Pursell for his long-term plans for the property. Mr. Pursell's stated he plans to eventually convert the barn into a residence, keeping within the current footprint of the structure. The consensus of the Planning Board is that there is no problem with allowing the building permit he has applied for at this time. Mike Burns asked that Mr. Pursell meet with Rick Carroll to do a walkthrough of the property to ensure all safety concerns are addressed.

Resolution – Further discussion of Mr. Pursell's plans for this property will be tabled until after Mr. Pursell and Rick Carroll have gone through the property to check for safety issues that need to be addressed. Motion by Deb Albro, seconded by Steven Bannister. All members in favor, 0 opposed.

Old Business: Mike Burns and the Planning Board members discussed the Town Board's proposed changes to the zoning ordinance and addition of a noise ordinance. Chris Conolly stated that any changes would need a Public Hearing, and that the changes should start with the Planning Board. Mike Burns stated that the zoning ordinance was originally designed based on the Comprehensive Plan, and that it may be time to consider having another one done. Chris Conolly stated that he would email a copy of an updated noise ordinance proposal, and asked for it to be forwarded to everyone for the next Town Board meeting.

Kellie reminded the Planning Board members that they needed to vote on a Vice-Chairperson. Motion by Steven Bannister, seconded by Mike Burns to select Christopher Conolly as the Vice-Chairperson for the Planning Board. All members in favor, 0 opposed. Kellie also informed the Planning Board members that the Town Board appointed her as secretary for taking their meeting minutes.

Motion by Steven Bannister, seconded by Christopher Conolly to adjourn at 7:40. All in favor.

Respectfully submitted,



Kellie Kretchmer – Town Clerk/Tax Collector

Town of Catharine  
Planning Board  
March 8, 2023

Present: Mike Burns, David Burke, Chris Conolly, Steve Bannister; Code Enforcement Officer Rick Carroll.

Public Present: Roxanne Leyes

The meeting was called to order at 7:05 pm by Mike Burns.

Motion by Chris Conolly, seconded by David Burke, to approve the minutes from the January meeting. All in favor.

Old Business: The planning board members asked Rick Carroll for an update on Mr. Pursell's property on County Road 11 in Alpine. Rick said he spoke with Mr. Pursell regarding everything that needed to be done to the property for code and safety; Rick has not heard back from him yet and he will reach out to him again.

Chris Conolly said that Jim Allen has withdrawn his plans for the two cabins on the Connecticut Hill Road property.

New Business: Everyone received a copy of the proposed changes to the Town of Catharine's Zoning Ordinance, and the proposal to change it to a local law instead of an ordinance. Chris Conolly sent the planning board members a Word copy of his comments on the proposed changes to the current Town of Catharine Zoning.

The Planning Board members discussed several areas in the proposed zoning law that seem to have issues with definitions and/or the language used.

RESOLUTION – Motion by Mike Burns, seconded by David Burke to ask the town's lawyer to provide more precise language for Section 3 - Rural Agricultural Zone, part B – permitted principal uses, clause 12 regarding dwelling units. All in favor, 0 opposed.

RESOLUTION – Motion by Chris Conolly to inquire about the need for the statement in Article 3, Section 2, subsection H-Noise Control, clause 6 – permits, subsection i, that states the Town Board may, at their sole discretion, waive the holding of public hearing due to unique and extenuating circumstances. The phrase unique and extenuating circumstances needs to be defined, seconded by Mike Burns. All in favor, 0 opposed.

The Planning Board members discussed the section regarding Noise Control.

RESOLUTION – Motion by Chris Conolly to strike the section under section H – Noise Control, section 4 Sound Reproduction Devices, part a, subsection 3, where it states "in an area where houses or dwellings are within 100 feet of each other," so that it is not limited to just that area. Seconded by Mike Burns. All in favor, 0 opposed.

RESOLUTION – Motion by Chris Conolly, seconded by Mike Burns, to include "watercraft" in the Noise Control definitions section. Seconded by Mike Burns. All in favor, 0 opposed.

The Planning Board members discussed the proposed changes to the required lot size, and referred back to the original intentions of the Comprehensive Plan. More effort should be put into adding additional rural

RESOLUTION – Motion by Chris Conolly, seconded by Mike Burns, to choose between “house trailer zone” and “mobile home park zone” for wording in the zoning law to only use one or the other. All in favor, 0 opposed.

The Planning Board members discussed the proposed Campground zone. Chris Conolly stated that this legitimizes campgrounds, and he wants to see where these zones will be located. He asked Rick Carroll what he thought about this section, and Rick stated the he thinks that it's a good thing for the campgrounds to be more regulated.

The planning board members felt that it would be hard to comment further on the proposed Campground Zone section(s) without a map showing their location(s). Chris Conolly said that campgrounds were specifically left out of the comprehensive plan because the town didn't see a need to have campgrounds, and the original plan was to eliminate nonconforming entities over time. He feels that this proposed change to the zoning will give campgrounds more freedom to expand.

RESOLUTION – Motion by Chris Conolly, seconded by Mike Burns to table further discussion on the Campground Zone section until the next meeting. All in favor, 0 opposed.

RESOLUTION – Motion by Chris Conolly to clean up the definitions of front yard to include definitions of flag lots and waterfront lots. Seconded by Mike Burns. All in favor, 0 opposed.

Motion by Mike Burns, seconded by Steve Bannister to adjourn at 8:37 pm. All in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kellie A. Kretchmer". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Kellie Kretchmer – Town Clerk/Tax Collector

Town of Catharine  
Planning Board  
April 12, 2023

Present: Mike Burns, Deb Albro, David Burke, Chris Conolly, Steve Bannister; Code Enforcement Officer Rick Carroll.

Public Present: Eric Kenney, Kristin VanHorn, Guy Krogh

The meeting was called to order at 7:00 pm by Mike Burns.

Motion by Steve Bannister, seconded Deb Albro, to approve the minutes from the March meeting. All in favor.

New Business:

Eric Kenney came in to apply for a subdivision of the property he owns at 2250 County Road 10 in Alpine. He has already done a simple subdivide of the property within the last year. He wants to put a 60-foot right-of-way between the two lots in the front, and have a third parcel behind these two parcels. The planning board discussed Mr. Kenney's plans, and told him that current zoning only allows one division of property every three years. He would need to go before the zoning board of appeals to request a variance. If a variance is granted, he will then have to bring his proposal back before the planning board for further review. Mr. Kenney will check with Kellie on setting up a ZBA meeting.

Guy Krogh, the attorney for the Town of Catharine, introduced himself to the members of the planning board. Several points of the current proposed changes to the Zoning Ordinance were discussed – including the wording regarding multiple dwelling units on a single lot. Mike Burns and other members of the planning board felt the word “generally” in this section was too vague, and a list of circumstances where multiple units would be allowed should be listed in detail. A list of requirements is also needed regarding septic, well, and setback requirements. Some members of the planning board were in favor of allowing second dwelling units on properties, but felt that there should be regulations that are clear on what would be required written in the ordinance. Mr. Krogh will work on adding regulations to this area of the proposed zoning law.

The proposed rental registrations law and noise ordinance were also discussed. Mr. Krogh said that these are difficult to regulate, and the Town would need to be very careful about how the law is written. The planning board members also questioned Mr. Krogh regarding the “campground zone” in the proposed zoning law. Chris Conolly said that the comprehensive plan did not want campgrounds to be expanded, but rather to contract over time, and worried that this new zone would legitimize campgrounds. Mike Burns is in favor of making what already exists legitimate, or conforming, but there should be rules to keep it under control. Mr. Krogh stated that the comprehensive plan is meant to be a guide, and not a straight jacket. All comprehensive guides have competing concerns for development vs. keeping the town the “way it is now.” The planning board members discussed their worries about the current campgrounds expanding services offered, and Mr. Krogh stated that offering new things is already a part of campgrounds as a business. Campgrounds often offer new things to their customers.

Chris Conolly wanted to know whether it was the town board or the planning board who modifies the town's zoning map. Kristin VanHorn and Guy Krogh agreed that it was the town board. The planning board can make recommendations to the town board for approval. Kristin VanHorn offered to provide a copy of the original zoning map to the town. Other areas of the proposed Zoning Law were discussed, and Kristin VanHorn mentioned there were consistency issues throughout the draft. The words “mobile home park zone” and “house trailer zone” were used; we need to pick between the two and stick with one or the other. Chris Conolly will send his copy of the proposed changes to Mr. Krogh for review, as it marks several areas that need to be cleaned up. Kristin VanHorn mentioned that the section that says things should “generally” be sent to the county planning board should be removed and replaced with a list of the actual times when it is required for projects to be sent to the county. She added that the Town of Catharine has not been sending any projects to the county for a long time.

Chris Conolly asked the lawyer whether the noise ordinance would be enforceable. Mr. Krogh said that noise ordinances are hard to enforce and Kristin VanHorn agreed. The law would have to state how the noise would be measured to help with enforcing.

Motion by Steve Bannister, seconded by Deb Albro to adjourn at 8:15 pm. All in favor.

Respectfully submitted,



Kellie Kretchmer – Town Clerk/Tax Collector

Town of Catharine  
Planning Board  
May 10, 2023

Present: Mike Burns, Deb Albro, David Burke, Chris Conolly, Steve Bannister

Public Present: Roxanne Leyes, Joshua Bumford

The meeting was called to order at 7:00 pm by Mike Burns.

Motion by Steve Bannister, seconded by Deb Albro, to approve the minutes from the April meeting. All in favor.

New Business: Joshua Bumford came in to discuss his plan to replace an old cabin on his campground property. The floor is rotted out and too far gone to repair. He has plans being drawn up to replace the cabin. Rick Carroll sent him to the planning board because campgrounds are nonconforming per current zoning. He plans to live in the new cabin temporarily, and then will probably use it as a rental property. The only addition to the original footprint of the cabin will be the new front porch. He was advised he would need to start building within one year, and he has plans to start soon.

Resolution – The Town of Catharine Planning Board recommends that Joshua Bumford's building permit application be referred to the building inspector for approval.

Motion by Steve Bannister, seconded by David Burke. All in favor, 0 opposed.

Old business: The town board requested comments from the planning board on the changes to the town's zoning. The planning board members discussed the remaining sections of the proposed zoning law in detail. The additions of more rural neighborhood zones were discussed, as well as what these zones entail.

Resolution – The planning board recommends that the town clarify existing rural neighborhood zones, as the zoning map from the county shows two (area by Schuyler County Veterans Memorial Park and the hamlet of Alpine) while the town zoning map only shows the one in the hamlet of Alpine.

Motion by Deb Albro, seconded by Mike Burns. All in favor, 0 opposed.

Resolution – The planning board recommends that the "Catharine Corners" area be converted into a rural neighborhood zone, with the area shown circled in red on the attached map.

Motion by Mike Burns, seconded by Deb Albro. All in favor, 0 opposed.

Campground zones – The planning board members discussed where the boundaries of proposed campground zones should be, and drew borders on printed maps for the four current campgrounds.

Resolution – The proposed campground zones should be as outlined in red on the maps attached to these minutes.

Motion by Steve Banister, seconded by Mike Burns. All in favor, 0 opposed.

The planning board also mentioned that Section 8, campground zone part A section 3 needs clarification regarding overnight transient occupancies.

Resolution - House trailers should not be in campground zones.

Motion by Chris Conolly, second by Deb Albro. All in favor, 0 opposed.

Previous minutes from March 2023 have additional recommendations from the planning board to the town board regarding proposed changes to the town's zoning. The planning board members also wanted to be sure the town board added "motorized watercraft" to the noise ordinance section.

Final recommendation for the proposed zoning changes is to change all references to Trailer Park Zone to Mobile Home Park Zone for clarity.

Motion by Steve Bannister, seconded by CC to adjourn at 8:15 pm. All in favor.

Respectfully submitted,

A handwritten signature in blue ink that reads "Kellie A. Kretchmer". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Kellie Kretchmer – Town Clerk/Tax Collector



Town of Catharine  
Planning Board  
June 14, 2023

Present: Mike Burns, Deb Albro, David Burke, Chris Conolly, Steve Bannister

Public Present: Roxanne Leyes

The meeting was called to order at 7:09 by Mike Burns.

Motion by Steve Bannister, seconded by Chris Conolly, to approve the minutes from the May meeting. All in favor.

**Old business:** The planning board members discussed the proposed changes to the Town's zoning; they are waiting on feedback from the town board and the code enforcement officer with final suggestions for changes. The town board will need to appoint someone to take charge of the SEQR portion of the zoning changes. After next week's town board meeting, the members will discuss through email a good date for the public hearing and advise the town clerk when to have it advertised.

The members of the planning board asked the town clerk to email the approved minutes of the planning board meetings to Kristin VanHorn. Also, all ZBA applications should be sent to Kristin VanHorn as well as projects that go before the planning board.

**New Business:** The members of the planning board were given copies of the new building permit application. Chris Conolly suggested that the town board should cross reference the new application with the town's current zoning. Mike Burns thinks the language could be changed so that it isn't so intimidating. Also, our zoning uses setbacks, and doesn't require measuring distance from neighbors' buildings. Several areas need clarification to match current town zoning. A copy of suggested changes is attached to the minutes of this meeting.

Chris Conolly attended the lake association meeting. Members of the association asked about the changes being proposed, and Chris told them where to find the proposed changes on the website. Kellie will send approved planning board minutes to Kristin VanHorn.

Motion by Steve Bannister, seconded by Deb Albro to adjourn at 7:45 pm. All in favor.

Respectfully submitted,



Kellie Kretchmer – Town Clerk/Tax Collector



Town of Catharine  
Planning Board  
July 12, 2023

Present: Mike Burns, Deb Albro, David Burke, Chris Conolly, Steve Bannister, Code Enforcement Officer - Tony Nevone.

Public Present: Roxanne Leyes.

The meeting was called to order at 7:07 by Mike Burns.

Motion by Steven Bannister, seconded by Deb Albro, to approve the minutes from the June meeting. All in favor.

**Old business:** The members of the planning board discussed where we are at with the proposed zoning changes. At this time, we are waiting on input from the town's code enforcement officer and any other suggested changes from the town board members.

**New Business:** The planning board members discussed a proposed carport project a Cottage Road resident was planning. The property owner did not come in for the meeting, so further discussion will be tabled.

Motion by Steve Bannister, seconded by Chris Conolly to adjourn at 7:15 pm. All in favor.

Respectfully submitted,



Kellie Kretchmer – Town Clerk/Tax Collector

Town of Catharine  
Planning Board  
September 13, 2023

Present: Deb Albro, David Burke, Chris Conolly, Steve Bannister, Code Enforcement Officer - Tony Nevone.

Absent: Mike Burns

Public Present: Sharon Bradford, Christian Pursell, Roxanne Leyes, Kristi Allen, Anne Wilson, Bird Southern.

The meeting was called to order at 7:00 pm by Chris Conolly.

Motion by Steve Bannister, seconded by Deb Albro, to approve the minutes from the July meeting. All in favor.

**New Business:**

Christian Pursell came in to discuss his plans for the property at 5853 County Road 11 in Alpine. He would like to convert the existing barn on the property into a house. Tony has been advising him on what needs to be done to meet code requirements. Mr. Pursell provided sketches to the planning board members and talked about history of the house; he also discussed the existing well, septic, and electric panel on the property. Mr. Pursell said that he hasn't applied for a new building permit as he was going off the "old one" that he had applied for previously. He would like to move forward and start the interior work before winter.

Chris Conolly asked Tony if there were any issues; Tony replied that there are many issues – it's an unsafe structure, the travel trailer can't be lived in inside of the barn, there is no occupancy permit, and he needs to get a new permit with all his plans on it so that they can discuss what has to be done to meet code requirements. Mr. Pursell can't live in the travel trailer inside of the barn without an occupancy certificate, and the structure doesn't have one right now. Mr. Pursell said that not being able to live in the trailer in the barn is a problem, as it would be too cold to live in it outside of a structure in the winter. There was much discussion among the members of the planning board and public present regarding this situation, and Tony reiterated that it is a code violation to live in the structure as there is no occupancy certificate, and he will not be issued one due to code requirements. Kristi Allen, a member of the public present for the meeting, asked Mr. Pursell for clarification on what he was seeking from the planning board. He stated that he just wants to convert his building into a livable structure. Kristi stated that the planning board should only be discussing that part of his plan, and not the living in the trailer in the barn part of the issue; that should be handled between Mr. Pursell and the code officer. She advised the board members and Mr. Pursell that the purpose of the planning board meeting is just to advise on zoning matters, and not code enforcement issues.

Chris Conolly asked Mr. Pursell to explain what he is planning for the structure. Mr. Pursell stated that there was a three-bedroom structure on the property originally, and he's just planning a one-bedroom structure. Chris stated that Mr. Pursell would need to go before the Zoning Board of Appeals to ask for variances in regards to the lot size and setback issues. Tony Nevone stated that there are many things that need to be looked into before the ZBA meeting. There was again much discussion back and forth between Mr. Pursell, Tony Nevone, and the members of the public present regarding Mr. Pursell's plans to reside in the trailer in the barn this winter. Tony reiterated that it's a safety issue, and violates code regulations. Tony and Mr. Pursell will need to meet separately to discuss these issues. Chris Conolly asked for a consensus from the board members.

Motion by Chris Conolly, seconded by Steve Bannister, for a Zoning Board of Appeals meeting with Mr. Pursell to ask for variances for setbacks and lot size. All in favor, 0 opposed.

### **Old Business:**

Sharon Bradford was here to discuss the public hearing for the proposed zoning changes. Sharon stated that Supervisor Lewis told her that the public hearing would be scheduled tonight. Chris Conolly explained why that wouldn't be happening right now as we have not received a new draft of the proposed changes from the town's lawyer. Sharon was very frustrated with the lengthy delays in getting this done, and stated she's been given different answers from Mike Burns and Supervisor Lewis and wanted to know what the holdup was in the process. Chris suggested that Sharon should come to next week's board meeting, and also suggested separating the Noise Control section out of the proposed zoning changes and working on that separately to get things moving more quickly. Tony Nevone asked Sharon to send him an email with the details of her noise complaint issues, and then he could bring it to the board to try to handle the nuisance. He can't enforce things that aren't written as part of town's law(s). Sharon was angry about the buck being passed back and forth between the town board and the planning board. Tony explained how the planning board can only do things if they have a copy of the draft in their hands, and said that they can't make decisions without a copy of the proposed changes.

Chris Conolly asked if there were any further items for public discussion. Members of the public present and Tony Nevone discussed the town's travel trailer permit form, and who was responsible for renewing the permits.

Motion by Steve Bannister, seconded by Deb Albro to adjourn at 7:52 pm. All in favor.

Respectfully submitted,



Kellie Kretchmer  
Town Clerk/Tax Collector

## **Planning Board Meeting Minutes – 12/13/23**

### **Attendees:**

- Mike Burns
- Deb Albro
- Steve Bannister
- Chris Conolly

**Call to Order:** The meeting was called to order at 7:08 pm.

**Approval of Minutes:** Due to unavailability, the approval of the minutes from the last meeting was postponed.

**Recap of Christian Purcell Variance Request:** A recap of the Christian Purcell variance request was provided to bring all board members up to speed. No further developments on this matter have been presented to the planning board.

**Planning Board Meeting Minutes on Town Website:** Chris made a motion to have the Planning Board meeting minutes posted on the Town website. Deb seconded, and the motion was approved by all.

**Communication of Meeting Cancellations:** Discussion ensued on how to communicate meeting cancellations to the public. It was decided that cancellation notices would be posted on the website one week prior to the meeting. Additionally, meeting materials should be distributed to the planning board and made available to the public 72 hours before the meeting (Monday morning prior).

**Initiation of Town Comprehensive Plan Update:** Chris made a motion to begin the process of updating the Town Comprehensive Plan. Deb seconded, and the motion was approved by all.

**Adjournment:** The meeting was adjourned at 7:57 pm.

*Minutes Provided by Chris Conolly*