New Haven Planning Board Minutes
Held Wednesday, October 21, 2026

Call to Order

Chairperson Mike Cutuli called the October 21, 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, Rhea Keller Knittel and Cindi Giovo, Planning Board Secretary.
- Absent: Planning Board Member – Jessica Cummings (formerly Jessica Ortiz), Carl Schmidt, Town Attorney and Ron Marsden, Building Inspector/Code Enforcement Officer.
- Also, in attendance were Dan Gibbs, Town Constable; and members of the public.
- All stood, faced the flag and recited the Pledge of Allegiance.

Approval of Previous Minutes

Motion made by Bettie Jo Cronk to accept the September 16, 2026 Planning Board Minutes as written. Seconded by Karen Valentino.

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

Reports

Chairperson Mike Cutuli stated the 12 winners for the final tree distribution funded by US Light Energy have been posted and available at tonight's meeting.

Public Hearing @ 6:10 PM

David J. von Holtz Jr – Application for Proposed Development (FOCUS Outdoors, LLC) at 529 Green Rd, Mexico, NY 13114 (tax map # 133.00-01-14)

Before the Public Hearing was opened, Chairperson Mike Cutuli read the Town of New Haven Rules of Conduct and Decorum at Public Meetings.

Motion made by Rhea Keller Knittel at 6:10 PM to open the Public Hearing on the David J. von Holtz Jr - Application for Proposed Development (FOCUS Outdoors, LLC) at 529 Green Rd, Mexico, NY 13114 (tax map # 133.00-01-14). Seconded by Bettie Jo Cronk.

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

PUBLIC COMMENT:
DISCLAIMER: ***The opinions expressed by visitors are their own and do not necessarily reflect the opinions of the Town or Planning Boards.***

Chairperson Mike Cutuli asked applicant David J. von Holtz Jr to come forward to explain his application.
David J. von Holtz Jr recapped his proposed development application for a sporting goods company, which includes a laser engraver in his detached building. He will be the owner of the business and has received his Federal Firearms (FFL) license.

New Haven resident and neighbor, Harold Smart signed in and questioned how much added traffic there would be in his area.

The Planning Board Secretary received emails from Terry Valenzuela, who resides in the state of Texas and owns property within one thousand (1000) ft from David J. von Holtz Jr's proposed development; was discussed. Mr. Valenzuela had no complaints.

Motion made by Rhea Keller Knittel to close the Public Hearing at 6:15 PM on the David J. von Holtz Jr - Application for Proposed Development (FOCUS Outdoors, LLC) at 529 Green Rd, Mexico, NY 13114 (tax map # 133.00-01-14). Seconded by Karen Valentino.

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

The Planning Board members then asked the applicant how many cars a week will add to the traffic and the hours of operation of his business: FOCUS Outdoors LLC.

David J von Holtz Jr responded, "There would be up to six (6) cars a week and the hours of operation will be by appointment in the evening (5 – 8 PM) as I still work a fulltime job."

The Planning Board discussed the following Bases of Consideration.

Bases of Consideration:
- Open 5 – 8 PM
- Up to six (6) cars for parking
- Increase in traffic will be minimal with up to six (6) cars a week
- Applicant obtained his FFL license and in the process of obtaining licensing for other state and local law requirements
- No new construction is needed
- Distance of the building to the creek is two hundred (200) ft and one thousand (1000) ft from the road

- Blink Security System and existing lighting are already available with no signage presently
- No customer firearms will be discharged at the business: FOCUS Outdoors, LLC

Motion made by Karen Valentino to approve the Bases of Consideration for: David J. von Holtz Jr - Application for Proposed Development (FOCUS Outdoors, LLC) at 529 Green Rd, Mexico, NY 13114 (tax map # 133.00-01-14). Seconded by Bettie Jo Cronk.

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

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

Finalize: **Article III – Application and Review Procedures Section 3.30 Submission of Application for Site Plan Review**

Allen Chase read this section and asked to **strike out in: A 13 - "*a drainage plan for the property"***

The Planning Board tabled and requested Ron Marsden, Building Inspector/Code Enforcement Officer to clarify in ***Section 3.30 Article III A. numbers 13, 14, 15 ,16*.**

The Planning Board agreed: **Article III - Section 3.36 PERFORMANCE BOND REQUIREMENTS** needed no changes.

In **Article III Section 3.37 – REIMBURSEMENT COSTS; a correction will state:** ***"An escrow account may be required in an amount determined by the Planning Board."***

In **Article III Section 3.38 – FEE SCHEDULE; the changes are:**
Strike out: "The Planning Board requests the Town Board to update the FEE SCHEDULE." As well as: strike out: …"and added the recommendation to include an application fee of $75.00"
Therefore, Article III Section 3.38 - FEE SCHEDULE will read:" All fees required to be paid in accordance with this Local Law shall be contained in a FEE SCHEDULE, set by the Town Board."

In Article III: 3.40 PUBLIC NOTIIFICATIONS

The Planning Board tabled this section and requested Carl Schmidt, Town Attorney, to review the wording.

Chairperson Mike Cutuli requested the Planning Board members read over and write questions/thoughts for the New Haven Local Laws in **Article III Sections 3.45, 3.50, 3.55, and 3.60** to share at the November 18, 2026 Planning Board meeting.

Allen Chase spoke on his idea to broadcast the Planning Board meetings, have a laptop available and if Planning Board members aren't in attendance, then they can participate remotely through a team meeting.

Bettie Jo Cronk questioned the legality of the remote team meeting.

Karen Valentino suggested calling Association of Towns for input.

Allen Chase said he would make a phone call to Supervisor Dale Little and share the information at the November 18, 2026 Planning Board meeting

Adjournment:

With no other business before the Board, a motion was made to adjourn the meeting by Bettie Jo Cronk at 7:08 PM. Seconded by Rhea Keller Knittel. 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.