

**TIOGA COUNTY PLANNING BOARD
MEETING MINUTES**

April 15, 2026

Tioga County Health & Human Services Building, Room #2139

I. CALL TO ORDER AND INTRODUCTIONS

- Chair D. Chrzanowski called the meeting to order at 7:00 PM.

II. ATTENDANCE

A. Planning Board Members:

Present: Doug Chrzanowski, Joe Budney, John Current, Vicki Davis, Sam Davison, Georgeanne Eckley, Pam Moore, James Tornatore, Grady Updyke

Excused: Art Cacciola, Jim Marzen

B. Ex Officio Members: None

C. Local Officials: Charles Davis, Town of Richford Supervisor

D. 239m Review Applicants: Jamie Mullen, Erie St Business Park.; Jonnathan Perz, JP Motrix & Sales VIP Corp; Tommy Armigos, JP Motrix & Sales VIP Corp; Stephen Lounsberry, Applied Technology Manufacturing Corp.; Deven Brown, Applied Technology Manufacturing Corp.

E. Vanessa Marshall, Town of Owego Resident

F. Guests: None

G. Staff: Sara Zubalsky-Peer, Colleen Chrzanowski

III. APPROVAL OF AGENDA

- Approval of agenda as presented:

J. Current/P. Moore/Carried
None Opposed
No Abstentions

IV. APPROVAL OF MINUTES

- Approval of March 18, 2026 minutes noted corrections:

P. Moore/J. Current/Carried
None Opposed
No Abstentions

V. PRIVILEGE OF THE FLOOR

- None

VI. NEW BUSINESS

A. 239 Reviews

1. County Case 2026-007: Village of Owego, Site Plan Review & Area Variance, Applied Technology Manufacturing Corp.

The applicant is requesting site plan review and area variance to construct an approximately 1,700

square foot pole barn storage building on the corner of Central Avenue and Temple Street in the Village of Owego, zoned Business. The parcel is approximately 45 feet by 62 feet and is currently vacant, fenced, and used for outdoor storage of pallets and vehicles. The applicant proposes a 34 foot by 50-foot storage building with a concrete slab floor. The building will be heated and used solely for storage in support of operations at 71 Temple Street. No manufacturing, retail activity, or customer traffic will occur at this location. There are no set hours proposed as the building will be used solely for storage and there will be no employees. There are no proposed exterior lights. A completed, signed SEQR is on file. The building is within FEMA's 1% Annual Chance Special Flood Hazard Area; therefore, must meet Flood Damage Prevention Construction Standards, Chapter 117, Article V. Additionally, the building will not meet Village Code 195-97 for yard requirements. Due to the corner lot configuration, compliance to the required 25-foot front yard setback is not feasible. The proposed setbacks are approximately 13' 8" and 9'9" from the respective street frontages. The proposed building maintains adequate sight distance for the four-way controlled intersection. The proposed building does not meet Village Code 195-96 for lot coverage as the maximum permitted coverage is 40% and the proposed building results in approximately 65% coverage. The proposed project does not meet Village Code 195-97 for parking requirements as five parking spaces would be required based on the building size. However, the proposed use does not create any parking demand. The proposed project does not meet Village Code 195-113 for off-street loading. However, the proposed building does not involve regular receipt, distribution, or shipment of goods, and any incidental loading will be infrequent and minimal. Area Variances from the Village Zoning Board of Appeals are required.

Comments:

This proposed building and associated maximum lot coverage variance, front-yard setback variance, off street parking variance, and off-street loading variance will pose little to no adverse impacts to the neighborhood. It is beneficial for the Village of Owego to have this business expand in compliance with regulations and make the storage of materials on this parcel more secure. The proposed building must meet flood damage prevention construction standard requirements. It is the applicant's responsibility to obtain all required state, county and local permits, licenses and registrations. It is the Village of Owego's responsibility to ensure this proposed project complies with all applicable zoning regulations, even those that might not be cited in this document.

Conditions:

1. The applicant obtains all required state, county, and local permits, licenses, and registrations.
2. That the applicant complies with requirements and comments from the NYS DOT Region 9 Site Plan Review Committee.
3. That the Village of Owego ZBA grants the area variances.
4. That the applicant complies with the requirements of Village of Owego Code Chapter 117 Flood Damage Prevention Article V, 117-17.

After thorough consideration of the above, Staff advises the County Planning Board recommend Approval of the *Site Plan Review and Area Variances with the conditions noted*.

S. Lounsberry – Stated that this proposed building is no worse than what would be allowed already.

There has been a great effort to model the building after Home Central’s building to keep the aesthetics of the neighborhood.

Q. D. Chrzanowski – Who owns the vacant neighboring properties? **A. S. Zubalsky-Peer** – The Land Bank owns the vacant flood plain lots. **A. S. Lounsberry** – The adjacent house is empty due to a fire and the County owns the land on the Fire Station side for parking.

J. Current – Voiced a general concern that the Tioga County Planning Board keeps recommending variances to allow Special Use Permits for situations like this. **A. S. Zubalsky-Peer** – Her role and that of the Planning Board is to weigh the positive and negative effects of recommending these variances.

A. D. Chrzanowski & J. Tornatore – These variances are needed due to historic laws that may not be applicable to current situations. Until those laws can be reviewed and addressed, this is the only proper way to proceed.

Q. P. Moore – Could the Village of Owego consider a zoning change? **A. S. Zubalsky-Peer** – This is a possibility and it would be a bigger discussion that the Village of Owego would have to have. **A. G. Eckley** – Agreed this building is a perfect use for this lot and fits into the area. Attempting to change the zoning laws would be a cumbersome and lengthy task.

Q. S. Davison – What happens to this variance if/when this business is sold? **A. S. Zubalsky-Peer** – If there is any plan on changing of use of the building by the current or new owner, then a variance for change of use would need to be requested.

Q. G. Eckley – Will there be a parking issue? **A. S. Lounsberry** – Parking is not required due to the building not housing employees.

Motion to recommend Approval of the Site Plan Review and Area Variance:

J. Current/P. Moore/Carried	
Yes	9
No	0
Abstentions	0

2. County Case 2026-002: Village of Waverly, Site Plan Review & Special Use Permit, JP Motrix & Sales VIP Corp.

The applicant is requesting Site Plan Review & Special Use Permit to occupy the existing commercial structure, roughly 2,200 sq ft, located at 261 Erie Street in Waverly NY to establish and operate a vehicle repair shop and used car dealership. No modifications to the existing buildings or new construction are being proposed. The applicant will be the only employee to start and plans to work towards 2-to-4 employees in the future. The hours of operation will be Monday – Friday 8:00 AM to 6:00 PM. The applicant states the services offered will include oil changes, brake repair, tire service, electrical system repair, heating and air conditioning repair, engine diagnostic service, suspension and steering system repair, transmission repair, engine repair, and the sale of used cars. According to the signed tenant/landlord form, 12 off-street parking spaces have been painted for this business (as indicated in green on the attached image). No disassembled vehicles or auto parts are permitted outside the unit. Pursuant to 6NYCRR Part 617 SEQR, the Village of Waverly Deputy Clerk has categorized this site plan review as an Unlisted Action under SEQR. Therefore, the Village has provided a Short Environmental Assessment Form Part 1 completed, signed and dated by the applicant.

Comments:

It is of benefit to the Waverly community that a small business/owner intends to utilize an existing

commercial structure and property. It keeps the property productive and the real property taxes paid. This proposed vehicle service business is in harmony and compatible with the surrounding commercial area. It is the applicant’s responsibility to obtain all required federal, state or local permits, licenses and registrations. It is the municipality’s responsibility to ensure this proposed project complies with all applicable Village of Waverly Code regulations and requirements, even those that might not be cited in this document.

Conditions:

1. That the applicant complies with NYS DOT Region 9 Site Plan Review Committee’s comments and requirements.
2. If the applicant plans to install a sign, it must meet the Village of Waverly code.

After thorough consideration of the above, Staff advises the County Planning Board recommend Approval of the *Site Plan Review and Special Use Permit with the conditions noted.*

Q. S Zubalsky-Peer – Are the number of parking spots still correct from what you submitted? **A. J. Mullen** – There was some confusion on what we needed to submit. We have an updated map for the Planning Board that shows addition parking that is needed.

Q. D. Chrzanowski – Does New York State own the vacant land across the street? **A. J. Mullen** – I believe they own that land.

D. Chrzanowski – Just wanting to make sure you know that whether it is owned by the municipality or New York State that there cannot be any use of their land without their approval.

Q. J. Mullen – Does this Special Use Permit pertain to the whole site or that specific unit? **A. D. Chrzanowski** – You will have to address that with the Village of Waverly.

Motion to recommend Approval of the Site Plan Review and Special Use Permit:

J. Current/G. Eckley/Carried	
Yes	9
No	0
Abstentions	0

VII. REPORTS

A. Local Bits and Pieces

1. **Town of Barton** (G. Updyke)
 - No report.

2. **Town of Berkshire** (S. Davison)
 - S. Davison stated that in the Town of Berkshire there are homes that are impacted by flooding issues related to the railroad tracks. Who has responsibility or can be contacted to help with those issues? S. Zubalsky-Peer stated that Wendy Walsh at Tioga County Soil & Water can help direct inquiries.

3. **Town of Candor** (A. Cacciola)
 - Not in attendance.

4. **Town of Newark Valley** (J. Marzen)
 - Not in attendance.

5. **Town of Nichols** (P. Moore)
 - No report.
6. **Town of Owego** (J. Current)
 - No report.
7. **Village of Owego** (G. Eckley)
 - No report.
8. **Town of Richford** (V. Davis)
 - V. Davis reported that the Town of Richford will be opening bids for the new fire station on April 23rd.
9. **Town of Spencer** (J. Budney)
 - No report.
10. **Town of Tioga** (D. Chrzanowski)
 - D. Chrzanowski reported that the bid for rebuilding the bridge at Ross Hill and Diamond Valley was awarded. The road will be closed around the end of school until approximately October.
 - D. Chrzanowski reported that there are a lot of changes to the NYS Coding regulations for floodplain management. There will be a huge impact on towns and cities within areas considered 100-year floodplain.
11. **Village of Waverly** (Vacant)
 - No report.
12. **Alternates** (J. Tornatore)
 - J. Tornatore reported that a grant has been approved for the Slossan Creek in the Village of Newark Valley. Engineers have started working on this.
 - J. Tornatore reported that the Village of Newark Valley rebuilding of the DPW building has just started. Drawings are being worked on.

B. Staff Report:

- S. Zubalsky-Peer reported that there are flyers for the upcoming NFIP Floodplain Management Training on May 14th if you want to post in your municipalities. This will be hosted by Tioga County at the Town of Owego shared services building.
- S. Zubalsky-Peer reported that the development of the master plan for the Arts and Culture of Broome and Tioga is underway. They are developing the listing of arts and culture activities as well as mapping of assets. If anyone would like to have input on this, there is a flyer with information provided.

VIII. OLD BUSINESS

None.

IX. ADJOURNMENT

- A.** Next Meeting May 20, 2026, @ 7:00 PM at HHS Building Room #2139.
- B.** Motion made to adjourn at 7:41 PM. J. Current/G. Eckley/Carried.

Respectfully submitted,

Colleen Chrzanowski
Tioga County Planning Board Recording Secretary