

**TIOGA COUNTY PLANNING BOARD
MEETING MINUTES
February 19, 2025
Tioga County Health & Human Services Building, Room #2139**

I. CALL TO ORDER AND INTRODUCTIONS

- Chair D. Chrzanowski called the meeting to order at 7:02 PM.

II. ATTENDANCE

A. Planning Board Members:

Present: Doug Chrzanowski, Joe Budney, Art Cacciola, John Current, Vicki Davis, Jim Marzen, James Tornatore, Grady Updyke

Excused: Sam Davison, Georgeanne Eckley, Bryan Goodrich, Pam Moore

B. Ex Officio Members: None

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

D. 239m Review Applicants: David Allen LPL Financial/Allen Investments

E. Guests: None

F. Staff: Elaine Jardine, Colleen Chrzanowski

III. APPROVAL OF AGENDA

- Approval of agenda as presented:

J. Current/J. Tornatore/Carried
None Opposed
No Abstentions

IV. APPROVAL OF MINUTES

- Approval of January 15, 2025 minutes as written:

J. Current/J. Bundy/Carried
None Opposed
No Abstentions

V. PRIVILEGE OF THE FLOOR

- None

VI. NEW BUSINESS

A. 239 Reviews

1. County Case 2025-003NA: Village of Waverly, PUD Site Plan Review and Special Use Permit, 1-1-4 Howard Candle Company

E. Jardine stated this business is going into an existing commercial building on Cayuta Avenue with sufficient parking and no new signage. No impact resulting in non-action.

2. County Case 2025-004NA: Village of Waverly, PUD Site Plan Review and Special Use

Permit, B&C Redemption Center

E. Jardine stated this business is going into an existing commercial building on Cayuta Avenue with sufficient parking and no new signage. No impact resulting in non-action.

3: County Case 2025-005: Village of Owego, Site Plan Review, Area Variance and Floodplain Development, Allen Investments

The applicant is requesting site plan review to construct a 475 square foot addition to the rear of his current 1,593 square foot business building to add two new offices that will increase the capacity and services offered by the existing business. The existing rear deck will be demolished to make way for the addition. The property is .30 acres.

The building is within FEMA's 1% Annual Chance Special Flood Hazard Area; therefore, the first-floor level of the new rear addition must be elevated to at least two feet above the base flood elevation. Additionally, the southwest corner of the new addition will be placed closer to the side property boundary than allowed in the Village's Industrial zoning district setbacks, consequently, an area variance from the Village Zoning Board of Appeals is required.

Hours of operation will be 8:30 AM to 4:00 PM Monday through Friday. The existing parking area will be used, which has plenty of parking spaces for the four employees and expected maximum traffic generation of six cars per day with an average of just two client visits per day. One small exterior light will be placed at the new rear entrance, which will become the main entrance to the business. The current front entrance exterior light will be removed. There will also be a lift installed on the exterior of the new addition's eastern side for ADA compliance. All other site features will remain the same.

The applicant proposes to elevate the building addition via a crawl space foundation with flood vents incorporated. NYS DEC's Floodplain Management webpage states under the Construction Regulations heading, 'Elevation may be by means of properly compacted fill, a solid slab foundation, or a "crawl space" foundation which contains permanent openings to let flood waters in and out.'

This proposed building addition and associated side-yard setback area variance will pose little to no impacts to the neighborhood or floodplain. It is beneficial for the Village of Owego to have this small business expand in compliance with regulations and keep the property on the tax roll.

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.

For the side yard setback area variance considerations, while the request is quite substantial at 83%, the impact to the neighborhood is little to none. In fact, the new addition will improve the adjoining property situation as the existing deck actually lies over the western property boundary, where the new addition will be 20 inches away from that property boundary.

Regarding the Village of Owego's Flood Damage Prevention Law construction standards, this proposed project will comply with non-residential construction requirements as the addition will be elevated by a crawl space with appropriate flood vents resulting in the first floor level being at the required BFE + two feet as BFE is 815.2 feet from the applicant's elevation certificate and the FEMA map and the first floor level is proposed at 817.3 feet amsl.

Condition:

- That the applicant complies with requirements and comments from the NYS DOT Region 9 Site Plan Review Committee.

Staff advises the County Planning Board to recommend Approval of the Site Plan Review and Area Variance with the condition noted.

Q. D. Chrzanowski – Is there access into the crawl space missing? **A. D. Allen** – The crawl space will be a concrete slab with flood vents. This space will be accessible for repairs. **D. Chrzanowski** – There will not insulation which would get wet during a flood event? **D. Allen** – No, it will consist of concrete.

Motion to recommend Approval of the Village of Owego Site Plan Review, Area Variance and Floodplain Development with the Condition noted:

J. Current/J. Marzen/Carried	
Yes	8
No	0
Abstentions	0

B. Election of 2025 Officers

The group discussed the naming of officers to the Tioga County Planning Board for 2025. The Board suggested D. Chrzanowski as Chair, A. Cacciola as Vice Chair and P. Moore as Secretary.

Motion to recommend Approval of officials to the Tioga County Planning Board:

J. Current/J. Bundy/Carried	
Yes	8
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)**
 - Not in attendance.
- 3. Town of Candor (A. Cacciola)**
 - A. Cacciola reported there was a fire last night that sadly consumed the Thunderbird Atlatl factory. Mr. Berg does plan to rebuild.
- 4. Town of Newark Valley (J. Marzen)**
 - J. Marzen reported that the Planning Board for Newark Valley has not had a meeting since September. This has been restarted and the first meeting was February 12, 2025.
- 5. Town of Nichols (P. Moore)**

- Not in attendance.
6. **Town of Owego** (J. Current)
 - No report.
 7. **Village of Owego** (G. Eckley)
 - Not in attendance.
 8. **Town of Richford** (V. Davis)
 - No report.
 9. **Town of Spencer** (J. Budney)
 - No Report.
 10. **Town of Tioga** (D. Chrzanowski)
 - D. Chrzanowski wanted to make the towns and villages aware of the NYSEG STAR West project that will be replacing and upgrading electric transmission lines and replacing old substations from the Town of Owego to the Bath/Corning area. Lines will be dug up, poles replaced and stations upgraded and/or moved depending on need. The substation in the floodplain in Nichols will be moved to Tioga. Affected areas will have received a packet from the NYSEG lawyers.
 11. **Village of Waverly** (vacant)
 - No report.
 12. **Alternates** (B. Goodrich and/or J. Tornatore)
 - B. Goodrich – Not in attendance.
 - J. Tornatore reported that the Village of Newark Valley does not have an active Planning Board. When the reorganization happens in March, he will request the Chair and Board members to work on some items.
 - J. Tornatore reported that the Village of Newark Valley is working on a Restore New York grant to renovate two buildings for reuse.
 - J. Tornatore reported that E. Jardine will be doing a 239 Presentation at the Council of Governments meeting tomorrow night, February 20, 2025 at 7:00 p.m. If planning or zoning board members attend, a Elaine will provide a certificate for one hour of training.

B. Staff Report:

- No report.

VIII. OLD BUSINESS

None.

IX. ADJOURNMENT

- A. Next Meeting March 19, 2025 @ 7:00 PM at HHS Building Room #2139.
- B. Motion made to adjourn at 7:30 PM. J. Current/J. Marzen/Carried.

APPROVED

Respectfully submitted,

Colleen Chrzanowski
Tioga County Planning Board Recording Secretary