



**MEETING AGENDA**  
**TIOGA COUNTY PLANNING BOARD**  
**March 19, 2025 at 7:00 PM**  
**Tioga County Health and Human Services Building, Room #2139**  
**1062 State Route 38, Owego NY 13827**

- I. CALL TO ORDER**
  - A. Introductions
  
- II. ATTENDANCE**
  - A. Members:
  - B. Ex Officio Members:
  - C. Local Officials:
  - D. 239m Review Applicants:
  - E. Guests:
  
- III. APPROVAL OF AGENDA**
  
- IV. APPROVAL OF MINUTES**
  - A. February 19, 2025
  
- V. PRIVILEGE OF THE FLOOR**
  
- VI. NEW BUSINESS**
  - A. 239 Reviews
    - 1. County Case 2025-006: Village of Waverly, Site Plan Review, Paint Perfection, LLC
    - 2. County Case 2025-007: Town of Nichols, Telecommunications Facilities Special Use Permit, Tectonic Engineering for Motorola
    - 3. County Case 2025-008: Village of Owego, Rezoning, Elston Enterprises, LLC
  
- VII. REPORTS**
  - A. Local Bits and Pieces
  - B. Staff Report
  
- VIII. OLD BUSINESS**
  - None
  
- IX. ADJOURNMENT**
  - A. Next Regular Meeting April 16, 2025 at the HHS Building
  - B. Adjourn

**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:**

<b>J. Current/J. Marzen/Carried</b>	
<b>Yes</b>	<b>8</b>
<b>No</b>	<b>0</b>
<b>Abstentions</b>	<b>0</b>

**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:**

<b>J. Current/J. Bundy/Carried</b>	
<b>Yes</b>	<b>8</b>
<b>No</b>	<b>0</b>
<b>Abstentions</b>	<b>0</b>

**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.

**DRAFT**

Respectfully submitted,

Colleen Chrzanowski  
Tioga County Planning Board Recording Secretary

**Economic Development and Planning  
Legislative Committee Report  
February 4, 2024  
Prepared By: Elaine Jardine**

**Meetings**

- Village of Owego Climate Smart Communities Taskforce meeting
- Village of Owego BRIC Direct Technical Assistance meeting
- NYS Association of County Planning Directors meeting
- Southern Tier 8 Regional CEDS Collaborative meeting
- Southern Tier 8 Regional Planners meeting
- Southern Tier 8 Regional Sustainability meeting
- NYS CONNECT ALL Digital Equity and Capacity grant funding webinar
- Tioga County Public Arts Plan meeting with Tioga Arts Council and Tioga Tourism
- Hea Hea Open House
- Tioga County Planning Board meeting
- Tioga County Agricultural Resource Group meeting
- Tioga County Water Quality Coordinating Committee meeting
- Owego Historic Preservation Committee meeting for Restore NY and Village of Owego DRI 48-50 Lake Street project

**Active Projects**

- Refining the Live Tioga recruitment website with Tourism and Deluge Media.
- North Tioga Agricultural District 8-Year Review – Bryan Goodrich in GIS has prepared a preliminary map with associated existing, new and deleted properties. The Agricultural & Farmland Protection Board and the EDP Legislative Committee must now meet to make a recommendation to the County Legislature. The County Legislature will hold the required public hearing on February 18.
- Assisting the Neighborhood Depot Non-Profit Hub with HUD's National Objective income data compliance, which is required for CDBG funding.
- Assisting NY Power Authority and the Village of Owego with municipal issues regarding the EV fast charging stations in the Courthouse parking lot.
- Facilitating communication between the Village of Owego officials and NYS DOT Region 9 regarding the Village of Owego wastewater treatment plant access road culvert condition and emergency access needs. Held the first meeting between the two parties. NYS DOT cannot take over the culvert and private driveway access. The Federal Highway Administration will not allow gated emergency access directly from the highway. NYS DOT, however, committed to working with the Village of Owego to find appropriate grant funds to replace the culvert.

**Grants**

**Active**

- FEMA HMGP DR 4567 – Tioga County IDA stream crossing in Town of Richford preliminary engineering services – FEMA awarded this grant. Larson Design Group submitted their preliminary engineering report to the TCIDA.
- Appalachian Regional Commission FY2022 – Develop preliminary engineering to expand the Lounsberry Industrial Park area and make it shovel ready. HUNT Engineers has begun engineering work on this project.
- NYS Department of Agriculture & Markets Land Trusts Outreach Grant Program – Committee has performed the required GIS inventory of viable agricultural lands and screening of farm operators to participate in upcoming AFT workshops.
- Tioga County Water Quality Coordinating Committee SRBC mini grant to purchase rain barrels for the Villages of Owego and Waverly to distribute to residents and businesses – SRBC has awarded the mini-grant to Tioga County Soil & Water Conservation District. Notified both Village's Mayors.

**Pending**

- Completed work plan and budget for Tioga County/Village of Owego NYS SWIMS lifeguard grant and submitted to NYS DOS. Still waiting for NYS DOS to release the funds.
- Wrote and submitted on behalf of the Village of Newark Valley a Strategic Planning & Feasibility Studies grant application to NYS Empire State Development to fund a consultant to develop a new downtown strategic economic development or revitalization plan. Still awaiting award announcement from ESD.
- In partnership with TCSWCD, wrote and submitted on behalf of the Town of Berkshire a grant application to NYS DHSES for FEMA DR-4755 Hazard Mitigation Grant Program to fund scoping or preliminary engineering and design for a mitigated replacement bridge of Letter S Hill Road Bridge over Wilson Creek. Still waiting on FEMA grant announcements.
- Submitted a federal grant application to the Environmental Protection Agency (EPA) for a countywide assessment of “brownfield” sites in the amount of \$500,000 to fund a consultant to evaluate environmental contamination and plan for reuse of targeted sites throughout Tioga County. EPA will announce these awards in May 2025.
- Town of Berkshire ARC READY Local Governments grant application to fund a consultant to develop a Master Plan for George Smith Park.

### **Potential**

- Village of Candor culvert right-sizing grant with FEMA BRIC funding

### **Plans/Studies**

- Gathered, compiled and formatted various demographic, economic, socioeconomic and housing data to start an updated housing needs assessment. Added ALICE – Asset Limited Income Constrained Employed and Poverty data to this document.

### **Reviews (239)**

- 2025-001: Village of Owego, Zoning Amendment, Board of Trustees – Applicant wishes to repeal §195-32 of their zoning code which requires a special use permit from the Zoning Board of Appeals for every project requiring a building permit in areas subject to flooding. Staff advised the County Planning Board to recommend approval of the zoning amendment and the County Planning Board voted unanimously to recommend approval of the zoning amendment.
- 2025-002: Town of Owego, Livestock Special Use Permit, Marshall – Applicant wishes to establish a horse farm and keep three horses on their 7-acre property on Bornt Hill Road. Staff advised the County Planning Board to recommend approval of the livestock special use permit and the County Planning Board voted unanimously to recommend approval of the livestock special use permit.

### **• Resolutions –**

- B15 – Appoint member (J Tornatore) to the Tioga County Planning Board
- B16 – Appoint member (R Ciotoli) to the Agricultural & Farmland Protection Board
- B17 – Set Public Hearing for the North Tioga Agricultural District 2025 8-Year Review
- B18 – Set Public Hearing for the 2025 Annual Agricultural District Inclusions