

**TIOGA COUNTY PLANNING BOARD
MEETING MINUTES
August 20, 2025
Tioga County Health & Human Services Building, Room #2139**

I. CALL TO ORDER AND INTRODUCTIONS

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

II. ATTENDANCE

A. Planning Board Members:

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

Excused: Sam Davison, Bryan Goodrich

Absent: Kasey Traub

B. Ex Officio Members: None

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

D. 239m Review Applicants: David Allen, David Allen LPL Financial/Allen Investments, Tracy Keener, Richford Fire Department; April Anderson, Richford Fire Department; Chris Thomas, CPL for Richford Fire Department; Caleb Monell, Legacy Fitness of the Southern Tier; Shauna Monel, Legacy Fitness of the Southern Tier.

E. Guests: Lauren Royce, Owego Pennysaver/Morning Times; Sara Zubalsky-Peer, Tioga County Economic Development & Planning

F. Staff: Elaine Jardine, Colleen Chrzanowski

III. APPROVAL OF AGENDA

- Approval of agenda as presented:

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

IV. APPROVAL OF MINUTES

- Approval of June 18, 2025 minutes noted corrections:

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

V. PRIVILEGE OF THE FLOOR

- None

VI. NEW BUSINESS

A. 239 Reviews

1. County Case 2025-017: Village of Owego, Site Plan Review, Area Variance,

Floodplain Development, David Allen LPL/Allen Investments

The applicant is coming back through the local approval process because his previous proposal to construct a 475 square foot addition to the rear of his current 1,593 square foot business building triggered FEMA's substantial improvement regulations, which would have required elevation of the original building to two feet above BFE, as well as the addition. This time the applicant is proposing to construct a 475 separate accessory structure to the rear of the original building with the appropriate fire-code required distance between the accessory structure and the original structure.

The building is within FEMA's 1% Annual Chance Special Flood Hazard Area; therefore, the first-floor level of the new accessory structure must be elevated to at least two feet above the base flood elevation. Additionally, the rear platform and steps required by fire code are 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, because it 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 structure's front entrance and there will also be a lift installed on the front exterior for ADA compliance. All other site features will remain the same.

The applicant proposes to elevate the accessory structure 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.'

Pursuant to 6NYCRR Part 617 SEQR, the Village of Owego Code Enforcement has categorized this accessory structure project as an Unlisted action. Therefore, the Village has provided a Short EAF Part 1 that has been completed, signed and dated by the applicant.

This proposed accessory structure 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.

Conditions:

1. That the Village of Owego ZBA grants the area variance.

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

D. Allen – Reported that the deck on the existing building will be removed and a smaller deck will be built to replace it. By doing this, the smaller deck will no longer encroach on Norfolk Southern Railroad property.

Motion to recommend Approval of the Village of Owego Site Plan Review and Area Variance with the condition noted:

J. Tornatore/J. Budney/Carried

Yes	10
No	0
Abstentions	0

2. County Case 2025-018: Village of Waverly, PUD Site Plan Review and (PUD) Special Use Permit, Santalucia, LLC

The applicant is requesting a PUD site plan review and special use permit to construct a new 30x40 (1,200 square foot) building to store cans and bottles associated with the existing redemption center business located on the adjacent 493 Cayuta Ave property. The applicant owns both these 491 and 493 Cayuta Ave properties. He has already torn down the residential structure that shows on the attached aerial map. The applicant is proposing to place the storage building on the common property line of both properties, therefore resulting in a 0’ side yard setback, when a 20-foot side yard setback is required by the Waverly Zoning Code in PUD zoning districts. This building placement/arrangement will allow the redemption center and candle business to retain all the parking spaces in the parking lot on 493 Cayuta Ave.

However, because paragraph C in the PUD District area regulations section (see below) allows modification of these setback regulations, the Village of Waverly Planning Board has the authority to waive the relevant regulations. Furthermore, as the properties are owned by the same owner, no neighbor will be impacted, and this storage building project will not change the character of this commercial neighborhood.

Pursuant to 6NYCRR Part 617 SEQR, the Village of Waverly 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.

It is of benefit to the Waverly community that this commercial business continues to expand, making the property productive and the property taxes paid.

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 that this project complies with all local codes and regulations, 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.

Staff advises the County Planning Board to recommend Approval of the PUD Special Use Permit and Site Plan Review with the condition noted.

Motion to recommend Approval of the Village of Waverly PUD Special Use Permit and Site Plan Review with the condition noted:

J. Marzen/J. Current/Carried

Yes	10
No	0
Abstentions	0

3. County Case 2025-019: Town of Richford, Site Plan Review, Richford Fire District

The applicant is requesting site plan review to demolish the existing fire station and construct a new 4,620 square foot fire station which will have two overhead door truck bays for the fire trucks to provide access on both the north side from State Route 79 and the south side from Bowery Lane. There is an option to expand the fire station building with another truck bay, presumably if funding allows.

Although the area of disturbance will be less than 1 acre and, therefore, no SWPPP is required, there is still a dry attenuation pond (infiltration basin) planned where the old fire station used to stand that has the capacity to collect flood water for a 100-year flood. A new private septic system will be installed, with the leach field located on the south side of Bowery Lane. Other new appurtenances include a propane storage tank, a diesel backup generator, building mounted lighting, a retaining wall and four parking spaces. The current water well will be tested to determine if a new potable water well is required.

Pursuant to 6NYCRR Part 617 SEQR, the Town of Richford Planning Board, as Lead Agency, has categorized this site plan review as an Unlisted Action. Therefore, the Town has provided a SEQR Short Environmental Assessment Form Part 1 that the applicant has completed, signed and dated.

The Richford Fire District has been diligently working for over 20 years to replace their old, outdated fire station. It is beneficial for the safety of the entire Richford community that this new fire station project is finally coming to fruition.

The applicant is responsible for obtaining all required federal, state or local permits, licenses and registrations. It is the municipality’s responsibility to ensure the project complies with all aspects of this site plan review law, even those that might not be cited in this document.

Conditions:

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

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

E. Jardine – Congratulated the Town of Richford on diligently working through this lengthy process.
Q. P. Moore – How is the storm water that is collected going to be treated? **A. C. Thomas** – The water will be going into an infiltration basin which is an approximately 3-foot-deep retention area. This area allows the ground to organically filter the water absorbed. There are no chemicals involved.
Q. D. Chrzanowski – Has anyone calculated the fuel supply needed for the generational system? **A. C. Thomas** – The generator size has not been selected yet. Fuel supply will be calculated for full load

usage for a 2-to-3-day timeframe. The generator will most likely be diesel. **C. D. Chrzanowski** – Reported that due to the remote locations of cell towers, 5 to 6 days of fuel are used for this calculation. This may be useful since the Town of Richford is in a remote location and the fire station may be used as an emergency shelter.

Motion to recommend Approval of the Town of Richford Site Plan Review with the condition noted:

A. Cacciola/V. Davis/Carried	
Yes	10
No	0
Abstentions	0

4. County Case 2025-020: Town of Owego, Town Board Outdoor Recreation Special Permit, Legacy Fitness of the Southern Tier

The applicant is requesting a Town Board special permit to establish and operate Legacy Fitness of the Southern Tier with the existing building and 3.4-acre property, which is proposed to be a new indoor/outdoor recreational sports facility. The applicant proposes that this multi-purpose sports complex will contain indoor activities of three batting cages, a youth and competitive wrestling area, an exercise classroom and an equipment training space as well as a snack and smoothie bar. The outdoor area will be used for cross-fit style workout classes. The applicant states that hours of operation will be 7:00 AM – 9:00 PM seven days a week with a maximum of 50 patrons daily. As the applicant will be leasing the building and property, the property owner has provided a letter of consent for this use.

Pursuant to 6NYCRR Part 617 SEQR, the Town of Owego Planning & Zoning Administrator has categorized this outdoor recreation permit as an Unlisted action. Therefore, the Town has provided a Short EAF Part 1 that has been completed, signed and dated by the applicant.

Pursuant to NYS Agricultural Districts Law Article 25 AA, §305-b, the Town of Owego Planning and Zoning Administrator has researched that an adjacent parcel is enrolled in the NYS Agricultural Districts Program. Therefore, the Town has completed Parts 1 and 2 of the provided Ag Data Statement Form and sent the farmland owners, via certified mail, said Form and the project materials.

It is beneficial to the Town of Owego that another small business is being established and the property will continue to be productive and maintained. There is plenty of parking on site to accommodate 50 patrons per day.

Staff advises the County Planning Board to recommend Approval of the Town Board Outdoor Recreation Special Permit.

Q. J. Current – Are the batting cages going to be for baseball or softball? **A. C. Monell** – They will be meant for younger kids and will be a little smaller, however can be used for both.

Motion to recommend Approval of the Town Board Outdoor Recreation Special Permit:

P. Moore/G. Eckley/Carried	
Yes	10
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 that the project to repave State Route 96 from the edge of the Village of Candor to the Town of Spencer line is almost complete.
 - A. Cacciola reported that the obstruction blocking the view on the corner of Honeypot Road and Route 96 has been removed.
4. **Town of Newark Valley** (J. Tornatore)
 - J. Tornatore reported that the Town of Newark Valley, guided by Tioga County Soil & Water Conservation District, will clean out Slossen Creek due to the July 13th flooding.
 - J. Tornatore reported that the mixed-use housing and commercial use project on Bridge Street is moving along but slowly.
 - J. Tornatore reported on the need for licensed dog shelters as Stray Haven has been having issues meeting New York State standards and requirements.
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 was granted \$27,000 from the New York State Parks and Recreation to replace the Town's pavilion roof. E. Jardine congratulated the Town of Richford on this achievement as it is one of only three awarded for the entire Southern Tier and the only one for Tioga County.
9. **Town of Spencer** (J. Budney)
 - J. Budney reported that the Town of Spencer Summer Picnic is set for August 23rd with a parade.
10. **Town of Tioga** (D. Chrzanowski)
 - No report.
11. **Village of Waverly** (K. Traub)

- Not in attendance.

12. Alternates (B. Goodrich)

- Not in attendance.

B. Staff Report:

- E. Jardine reported that an invitation will be sent out to Planning Board and zoning board members for a joint Broome County and Tioga County Land Use Training on September 11.
- E. Jardine reported that she will be sending personal invitations to four Tioga County municipalities for a no-cost three-day Clean Energy training course hosted by the Land Use Leadership Alliance held in late October at the Greek Peak Resort in Virgil. This training is open to all pertinent municipal officials such as Town Supervisors, Village Mayors, Code Enforcement Officers, and planning board and zoning board members. E. Jardine will copy the County Planning Board member for each municipality on the outreach/invitation email. She asked that County Planning Board members who receive this email to encourage their municipal officials to attend.
- E. Jardine introduced S. Zubalsky-Peer to the Planning Board. She is currently a Tioga County EDP Economic Development Specialist and will be training under E. Jardine to be working with the Planning Board in the future.

VIII. OLD BUSINESS

None.

IX. ADJOURNMENT

- A.** Next Meeting September 17, 2025, @ 7:00 PM at HHS Building Room #2139.
- B.** Motion made to adjourn at 7:59 PM. P. Moore/J. Marzen/Carried.

Respectfully submitted,

Colleen Chrzanowski
Tioga County Planning Board Recording Secretary