

**TIOGA COUNTY PLANNING BOARD
MEETING MINUTES**

June 17, 2026

Tioga County Health & Human Services Building, Room #2139

I. CALL TO ORDER AND INTRODUCTIONS

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

II. ATTENDANCE

A. Planning Board Members:

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

Excused: None

B. Ex Officio Members: None

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

D. 239m Review Applicants: Joshua Cassidy, Puff Plaza, LLC; Jamie Mullen, Erie St. Business Park, Village of Waverly; Jennifer Richards, UHS Hospitals; Karen McElwee, UHS Hospitals; Chris Stastny, Griffiths Engineering & Architecture

E. Guests: Matt Freeze, Morning Times

F. 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 May 20, 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 2026-010: Village of Waverly, PUD Special Use Permit & Site Plan Review, Puff Plaza, LLC

The applicant is requesting a PUD site plan review and special use permit to locate and operate a new

NYS Office of Cannabis Management (OCM) Licensed adult-use cannabis microbusiness in the existing building on the property, which is roughly 1,600 square feet. The proposed operations include a dispensary only and will not involve cultivation, processing, manufacturing, or on-site consumption. The operating hours will be Monday-Sunday, 9:00am-9:00pm and will include 2 employees per shift, with a total of 10 employees. Security monitoring will be conducted remotely by a licensed third-party monitoring service. Security will include a panic button system, alarm system, full CCTV (see attached map for location of cameras), remote monitoring and controlled access. The applicant states there will be an estimated 100 customers per day and has included 5 on-site parking spaces. Delivery services will be offered and will be compliant with OCM regulations.

Deliveries will occur on-site daily with OCM compliant vehicles. Delivery hours will be during normal hours of operation as stated above. Loading will occur at the main entrance.

The applicant states that no structural changes to the existing building footprint or new construction are planned, only interior renovations and exterior refinements. The applicant will be leasing the property from Scott and Julie Delill. The interior layout of the building will include 500 square feet of sales space, an office and storage room that will be restricted to employees. Interior renovations have not been completed yet. No cannabis waste will be stored on site and all products will be sealed and packaged; no odor producing activities will occur on site. There will be a sign in the front window of the building that will comply with the Village of Waverly's sign regulations. This project will utilize existing Village of Waverly municipal water and sewer. The applicant states there will be no changes to existing exterior lighting unless required by OCM during security plan review. OCM has approved a drive-thru for this business but the applicant states they do not plan to install one at this time and will bring the project through site plan review again for any future drive-thru plans.

The applicant will utilize 24/7 interior and exterior security surveillance as well as institute a secure and controlled customer entry point for ID verification as customers must be age 21+. The applicant will submit a security plan to NYS OCM per requirements.

A majority of the existing building and property lies within FEMA's 1% annual chance Special Flood Hazard Area; therefore, the applicant must approach the Village of Waverly Building Code Enforcement Officer for a floodplain development permit.

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. The SEQR is for a change of use for an existing commercial structure with no new land disturbances.

Comments:

It is of benefit to the Waverly community that a business intends to occupy this existing building, which is within an existing commercial corridor. This NYS-licensed adult-use cannabis microbusiness is in harmony and compatible with the surrounding commercial area. The business will hire local employees and keep the property in productive use. The site plan has a logical layout and conforms with the stated applicable site plan approval objectives.

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.
2. That the applicant obtains a floodplain development permit from the Village of Waverly Code Enforcement Officer and the Code Enforcement Officer determines that the value of proposed improvements does not exceed 50% of current building's fair market value or latest appraisal. If the cost of improvements exceeds 50% of the current building's fair market value or most recent appraisal, this triggers substantial improvement regulations which means the building must either be elevated to two feet above base flood elevation or sealed watertight (dry floodproofing) to two feet above base flood elevation.

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

J. Cassidy – The actual number of parking spaces is 11.

Q. J. Tornatore – The map only shows 10, where is the 11th? **A. J. Cassidy** – There is one more not on the map. **S. Zubalakky-Peer** – There is less parking space than required per regulations, however the Village of Waverly has the flexibility to approve this parking under PUD zoning.

D. Chrzanowski – Remember that handicap parking is required as well and will require extra spacing. The Village of Waverly will have to figure this out.

D. Chrzanowski – I looked up the base assessment of the building. For the business owners' information, if your improvements exceed approximately \$55,000, it will trigger the substantial improvement regulations. **J. Cassidy** – I do not own the building and am only renting it and don't plan to make any improvements to the building. **D. Chrzanowski** – The cameras as well as the interior and exterior renovations are all considered as part of the improvements.

Motion to recommend Approval of the PUD Special Use Permit & Site Plan Review with the conditions noted:

J. Current/J. Tornatore/Carried

Yes 11

No 0

Abstentions 0

2. County Case 2026-011: Village of Owego, Adoption of Local Zoning Law Ag District Overlay & Inclusion of Tax Map # 128.07-2-14 in the Agricultural Overlay District, Village of Owego

The Village of Owego is proposing to amend Section 195-3(b) of the Village Code of the Village of Owego to include agriculture-related activities in an Agricultural Overlay District (AO). The Agriculture

Overlay District is proposed to promote limited agriculture related educational, recreational, and commercial activities that support community character; provide flexibility for agricultural-associated uses without permitting full-scale farming operations; mitigate potential conflicts between agriculture related activities and nearby non-agricultural land uses; and to preserve the intent and function of the underlying zoning districts. The Village feels that certain areas of the Village of Owego are appropriate for limited agriculture-related activities and are compatible with the existing development pattern and the comprehensive plan for the Village. The AO district is supplemental to the underlying zoning district(s). Please see the attached proposed local law. Tioga County Planning staff have conducted an informal review of this proposed law prior to going through the local approvals process.

As part of the adoption of the proposed Agricultural Overlay District, the Village is also proposing to include Tax Map Parcel # 128.07-2-14, utilized by the Tioga County Agricultural Society, as part of the AO district and to amend the Village of Owego Zoning Map accordingly. The village proposes to include the 6-acre property, which is located behind Marvin Park and is zoned Residential 3, in the Agricultural Overlay District. This action will allow the Agricultural Society to have more flexibility in what they can do on this parcel beyond residential uses.

Pursuant to 6NYCRR Part 617 SEQR, the Village of Owego Board of Trustees, as Lead Agency, has categorized this as an Unlisted action and has provided a complete, signed and dated Short Environmental Assessment Form Part 1 from the applicant.

Comments:

It is perfectly logical and acceptable for the Village of Owego Board of Trustees to adopt an Agricultural Overlay District and to include this property in this new zoning district. This property has had a nonresidential use to occupy the site in conjunction with the Tioga County Fair for decades. The proposed 1 overlay district and inclusion of this property within it would allow the Agricultural Society to utilize the parcel for educational, recreational, and limited commercial purposes to further promote the organization's mission and the long history of agriculture in Tioga County.

Conditions:

None

After thorough consideration of the above, Staff advises the County Planning Board recommend Approval of the adoption of the local law for creation of an Agricultural Overlay District and the adoption of the local law overlaying Tax Map Number 128.07-2-14 with the Agricultural Overlay District.

Motion to recommend Approval of the adoption of the local law for creation of an Agricultural Overlay District and the adoption of the local law overlaying Tax Map Number 128.07-2-14 with the Agricultural Overlay District:

J. Current/P. Moore/Carried	
Yes	10
No	0
Abstentions	1 (G. Eckley)

3. County Case 2026-012: Village of Waverly, Site Plan Review & Special Use Permit, Jamie Mullen

The applicant is requesting site plan review & special use permit to occupy the existing commercial structure, roughly 7,300 sq ft, located at 241 Erie Street in Waverly NY to establish and operate a vehicle repair, detailing, and sales shop. No modifications to the existing buildings or new construction are being proposed. According to the map provided by the applicant, there is ample parking provided for the business, with 60 potential parking spots noted. The applicant plans to install a 4'x8' vinyl banner to the building to act as a sign.

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.

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

S. Zubalsky-Peer – The property borders NYS Interstate 86 which is not shown on the map.

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

J. Current/S. Davison/Carried

Yes 11

No 0

Abstentions 0

4. County Case 2026-013: Village of Newark Valley, Site Plan Review, United Health Services

The applicant is requesting site plan review to replace the Northern Tioga Family Care Center (UHS Primary Care Newark Valley) facility located at 119 Whig Street in Newark Valley, NY 13811 with a new, updated facility. The proposed project will involve demolition of the current 2,300 square foot modular facility and proposes replacing it with a new 4,845 square foot modular facility to accommodate

updated features and more patients. The new facility will be located on the same parcel but will be positioned perpendicular to the road rather than parallel to the road as the current building stands. The current facility will remain operational during proposed construction of the new facility and traffic/parking will be managed as part of that construction. There is no expected long-term increase in traffic, and the new parking lot is being expanded to meet village parking code.

Pursuant to NYS Agricultural Districts Law Article 25 AA, the Village of Newark Valley researched this parcel, as well as adjacent parcels. This project location is within 500 feet of a property enrolled in the NYS Agricultural Districts Program. Therefore, an Agricultural Data Statement has been prepared and will be mailed to the property owners listed on the form.

Pursuant to 6NYCRR Part 617 SEQR, the Village of Newark Valley 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:

The proposed project will increase access to healthcare in the community and will be completed within the existing, developed site.

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 regulations and requirements, even those that might not be cited in this document.

Conditions:

None

After thorough consideration of the above, Staff advises the County Planning Board recommend Approval of the Site Plan Review.

Q. Cacciola – How long will this take? **A. K. McElwee** – We hope to be open by the end of the year. It is a modular building. Site prep will be completed while the modulars are built off site. It will take a couple of months to assemble it then the NYS Department of Health will need to inspect before occupancy can occur. Once this is completed and we move in, then we remove the existing building.

Q. D. Chrzanowski – It looks like you are putting it where the parking area is? **A. C. Stastny** – It will be off the South edge of the parking lot.

Motion to recommend Approval of the Site Plan Review:

J. Tornatore/A. Cacciola/Carried

Yes 11

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 reported on an ongoing concern of a bridge on S. Hill Road in Berkshire. Due the bridge's weight limit, fire trucks are unable to cross it. They would need to go a long way around to attend a fire of the houses which are near the bridge. A NYS grant process for improvement is being considered.
 3. **Town of Candor** (A. Cacciola)
 - A. Cacciola reported that the Candor July 4th celebration will be held.
 4. **Town of Newark Valley** (J. Marzen)
 - No report.
 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 old Richford Fire Department has been removed for construction of a new building.
 9. **Town of Spencer** (J. Budney)
 - J. Budney reported that a representative of Tioga County's Soil and Water gave an excellent presentation at the last Spencer Town Board meeting on the two dams in Spencer. This presentation explained and highlighted the issues involved with these two dams and the need of replacement.
 10. **Town of Tioga** (D. Chrzanowski)
 - D. Chrzanowski reported that the Diamond Valley Bridge reconstruction will be delayed and not start until materials will be available onsite.
 11. **Village of Waverly** (Vacant)
 - No report.
 12. **Alternates** (J. Tornatore)
 - J. Tornatore reported that there are now two grants for Slossan Creek.

- J. Tornatore reported that on June 27th the Fort Drum 10th Mountain Division will be playing at the Depot with two other bands weather permitting. It will be moved to the high school if weather is an issue.

B. Staff Report:

- No report.

VIII. OLD BUSINESS

None.

IX. ADJOURNMENT

- A.** Next Meeting July 15, 2026, @ 7:00 PM at HHS Building Room #2139.
- B.** Motion made to adjourn at 7:36 PM. V. Davis/J. Marzen/Carried.

Respectfully submitted,

Colleen Chrzanowski
Tioga County Planning Board Recording Secretary