



MEETING AGENDA
TIOGA COUNTY PLANNING BOARD
July 19, 2023 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. June 21, 2023

- V. PRIVILEGE OF THE FLOOR

- VI. NEW BUSINESS
 - A. 239 Reviews
 - 1. County Case 2023-017: Town of Nichols, Lot Frontage Local Law, Town Board

- VII. REPORTS
 - A. Local Bits and Pieces
 - B. Staff Report

- VIII. OLD BUSINESS
 - None

- IX. ADJOURNMENT
 - A. Next Regular Meeting August 16, 2023 at the HHS Building
 - B. Adjourn

**TIOGA COUNTY PLANNING
BOARD MEETING MINUTES**

June 21, 2023

Tioga County Health & Human Services Building, Room #2139

I. CALL TO ORDER AND INTRODUCTIONS

- Chairman D. Chrzanowski called the meeting to order at 7:01 PM.

II. ATTENDANCE

A. Planning Board Members:

Present: Art Cacciola, Doug Chrzanowski, John Currant, Bryan Goodrich, Pam Moore, Chelsea Robertson, Matt Tomazin, Grady Updyke

Excused: Georgeanne Eckley

B. Ex Officio Members: none

C. Local Officials: Jane Frieman, Village of Newark Valley Planning Board; Sue Hills, Village of Newark Valley Planning Board; Jim Tornatore, Mayor, Village of Newark Valley

D. 239m Review Applicants: Craig Wademan, Delta Engineers & Architects; Steve Sanyshyn, Delta Engineers & Architects – both on behalf of Style Edit; Jakob Pepper, Peyper Fields; Jennifer Peyton, Peyper Fields; Brian Doak, Doak Engineering & Design – on behalf of Peyper Fields

E. Guests: none

F. Staff: Elaine Jardine, Karen Warfle

III. APPROVAL OF AGENDA

- Approval of agenda as presented.

C. Robertson/D. Chrzanowski/Carried
None Opposed
No Abstentions

IV. APPROVAL OF MINUTES

- Approval of May 17, 2023 minutes as distributed.

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

V. PRIVILEGE OF THE FLOOR

- None

VI. NEW BUSINESS

A. 239 Reviews

- 1. County Case 2023-015: Town of Owego, Site Plan Review, Style Edit**

The applicant is requesting site plan review to transform the current showroom/office building into a warehouse for cosmetics. Hours of operation for delivery and shipping will be Monday through Friday 8AM – 5PM. There will be two to four deliveries on pallets every week with a similar schedule for shipping. There will be two to four workers on site. The current driveway will remain as is. The existing parking lot to the east of the building will be restriped and there will be a new parking lot just north of the building.

The adaptive reuse of this long-vacant building is of benefit to the Town of Owego and Tioga County. To have a productive business and use there again is a gain for all, without impact on the neighborhood.

Staff advises the County Planning Board recommend approval of the Site Plan Review with the conditions noted:

- 1. That the applicant obtains all required state, county and local permits, licenses and registrations.
- 2. That the applicant complies with the NYS DOT Region 9 Site Plan Review Committee’s comments and requirements.

Q. C. Robertson – Are you re-striping 113 parking spaces?

A. C. Wademan – No, just the existing and handicapped parking spaces. Future parking spaces are indicated on the northern end, if needed. The additional parking spaces are indicated due to the requirements of a 1954 standard in the Town of Owego Zoning law to provide parking based on the square feet of the building. There are no current plans to add on to the building size. There is an existing gate in poor condition and the client is ready to replace and position the gate behind the NYS Right-of-Way. The largest truck size to enter will be 24’ box trucks, so there is no need to accommodate larger trucks.

Motion to recommend approval of the Site Plan Review, with the conditions noted above:

M. Tomazin/J. Current/Carried	
Yes	8
Opposed	0
Abstentions	0

2. County Case 2023-016: Village of Newark Valley, Site Plan Review, Peyper Fields

The applicant is requesting site plan review to establish and operating a glamping camp facility on their currently vacant 4-acre property. The campground will contain 20 tent platform units. A bath/storage building, and a store will be constructed as well. While there is FEMA Special Flood Hazard 1% Annual Chance Area on the property back by the creek, no tents will be placed in the floodplain. The campground will use the Village of Newark Valley’s municipal water system and a new septic system designed and installed. Signs will be installed at the railroad crossing. Quiet hours will be 11:00 PM to 8:00 AM.

The establishment of this campground will offer an attraction for people to visit Newark Valley overnight and hopefully spend locally while they are there.

Staff advises the County Planning Board recommend approval of the Site Plan Review with the conditions noted:

- 1. That the applicant obtains all required state, county and local permits, licenses and registrations.
- 2. That the applicant complies with the NYS DOT Region 9 Site Plan Review Committee’s comments and requirements.

Ms. Jardine provided the Planning Board members with a copy of updated drawings to review at this meeting.

- Q. C. Robertson** - There is nothing else in the flood plain? **A. E. Jardine** – No, nothing is in the flood plain.
- Q. B. Goodrich** – You will be accessing municipal water on the east side of the tracks? **A. J. Pepper** – Yes.
- Q. D. Chrzanowski** – Are the tents each set on a pad? **A. J. Pepper** – No, they are on temporary decks which can be moved in the event of flooding and will be leveled in the off-season.
- Q. M. Tomazin** – They are canvas tents; is there anything inside them? **A. J. Pepper** – Yes. We provide a bed, seating and table.
- Q. P. Moore** – There is just one toilet for men and one toilet for women, total, for all the sites? **A. J. Pepper** – Yes, that is all that is required.
- Q. D. Chrzanowski** – There is a portion that is ADA compliant? **A. B. Doak** – Yes, there will be on ADA tent with a ramp and the bathrooms are at grade.
- Q. B. Goodrich** – Are there any setbacks from the creek for sewage? **A. J. Tornatore** – Yes, through the County.
- A. D. Chrzanowski** – The County Public Health Department would direct this.
- Q. D. Chrzanowski** – Does each site have water? **A. J. Pepper** – The main building will have water.
- Q. M. Tomazin** – Will there be 20 parking spaces? There are 20 sites. **A. B. Doak** – Yes, but it is not required.
- Q. D. Chrzanowski** – But it is similar to hotel parking requirements, 1:1, correct? **A. B. Doak** – Yes.
- Q. D. Chrzanowski** – Is at least one campsite accessible by a vehicle? The state would require a parking space for accessibility. **A. J. Pepper** – Yes **A. B. Doak** – They are all 36’ x 36’, providing ample room for parking and a ramp.
- Q. D. Chrzanowski** – No mechanical heating or cooling is provided? **A. J. Pepper** – No. Season of operation will be Memorial Day through Labor Day.
- Q. D. Chrzanowski** – Is there any electric? **A. J. Pepper**- Battery only.

Motion to recommend approval of the Site Plan Review, with the conditions noted above:

M. Tomazin/J. Current/Carried	
Yes	8
No	0
Abstentions	0

VII. REPORTS

A. Local Bits and Pieces

- 1. Town of Candor (A. Cacciola)**
 - The Town Board denied the request for a moratorium regarding tiny homes.
 - The Village of Candor paving is finishing up with the municipal water project.
 - The Town Planning Board is working with Cornell on the comprehensive plan survey/questionnaire.

- 2. Town of Tioga (D. Chrzanowski)**
 - No report.

- 3. Town of Berkshire**
 - No report.

- 4. Town of Newark Valley (M. Tomazin)**
 - No report.

- 5. Town of Barton (G. Updyke)**

- No report.
- 6. **Town of Owego** (J. Current)
 - No report.
- 7. **Town of Nichols** (P. Moore)
 - No report.
- 8. **Village of Waverly**
 - No report.
- 9. **Village of Owego** (G. Eckley)
 - Not in attendance.
- 10. **Alternates** (B. Goodrich, C. Robertson)
 - B. Goodrich reported the Village of Owego Strawberry Festival looked successful.

B. Staff Report:

- B. Goodrich inquired about the Legislature Worksession minutes on the County website that mentions options for the Planning Board if not enough members. E. Jardine said she presented to the Legislature regarding duties of the County Planning Board and the struggle we are having with getting members and presented options for resolving it. Disbanding the County Planning Board was one option, but the Legislature did not approve of it. C. Robertson said she would favor writing a press release about it.

VIII. OLD BUSINESS

- None

IX. ADJOURNMENT

- A. Next Meeting July 19, 2023, @ 7:00 PM at HHS Building Room #2139.
- B. Motion made to adjourn at 7:30 PM. B. Goodrich/P. Moore/Carried.

Respectfully submitted,

Karen Warfle, OSII
Tioga County Economic Development and Planning

**Economic Development and Planning
Legislative Committee Report
July 5, 2023
Prepared By: Elaine Jardine**

Meetings

- Tioga County Planning Board meeting
- Village of Owego Climate Smart Communities Taskforce meeting
- ST8 Climate Smart Communities meeting
- REDEC Lenders' Roundtable
- HMP Update Steering Committee Meeting
- NYS Association of County Planning Directors meeting
- ST8 ARC FY2024 Pre-applications review meeting

Active Projects

- Gateway beautification project in Waverly with school students to paint murals at strategic gateway locations. Students have painted the mural on panels. The mural is now going to be a free-standing sign at the intersection of Chemung Street and US Route 220. Estimate now is that the mural will be erected in springtime 2023.
- Town of Richford – Assisting the Town Planning Board with developing a solar energy law. The Town is taking a second turn on this and rewriting the entire proposed law.
- Assisting Ec Dev with environmental compliance and local approvals for five new Village of Owego DRI projects. Additionally, became the grant Project Manager for 231 Main, LLC project.
- Assisting with local approvals for a proposed housing project in the Village of Waverly.
- Assisting Ec Dev with environmental compliance for two of three TCPDC demolition projects.

Grants

Active

- ESD Planning and Feasibility Study Program – Village of Waverly downtown economic market analysis (\$50,000) – The Village provided the final MRB Group report to ESD, who reviewed it and provided the Village with grant closeout paperwork. Assisting the Village with this paperwork. Waiting for final word from ESD.
- FEMA HMGP DR 4567 – Tioga County IDA stream crossing in Town of Richford preliminary engineering services – FEMA awarded this grant. Work will begin after the subrecipient contract is executed between NYS DHSES and the IDA.
- FEMA HMGP DR 4480 – Grant to update the County's Hazard Mitigation Plan has been awarded to NYS by FEMA.
- Appalachian Regional Commission FY2022 for Strategic Plan – ARC awarded the grant.
- Appalachian Regional Commission FY2022 – Assisted TCIDA Executive Director with grant application to fund 50% of consultant cost to develop preliminary engineering to make the Lounsberry Industrial Park site shovel ready. ARC has now approved this application.

Pending

Potential

Plans/Studies

- Strategic Operations Plan – The Steering Committee held a kick-off meeting with the consultant, TransPro. We provided TransPro with various requested documents and data including the last strategic plan, American Community Survey data, Department 2022 Annual Reports, and Legislative Committee agendas. They downloaded Department Legislative Committee meeting minutes from tiogacountyny.gov.

- Hazard Mitigation Plan Update – Held a Steering Committee meeting to rank hazards. The Consultant (Barton & Loguidice) has now scheduled meetings individually with the municipalities to gather all their information. They will mostly take place during the month of July.

Reviews (239)

- County Case 2023-015: Town Owego, Site Plan Review, Style Edit – Applicant proposed to reutilize the old Hannafin Marine building on 17C into a warehouse for cosmetics. Staff advised the County Planning Board recommend approval, and the County Planning Board voted to recommend approval of the site plan review with the condition that the applicant complies with NYS DOT Region 9 Site Plan Review Committee's comments and requirements. The County Planning Board could voted unanimously to recommend approval of the site plan review.
- County Case 2023-16: Village of Newark Valley, Site Plan Review, Peyper Fields – Applicant proposed to establish a glamping campground off Whig Street with twenty platformed canvas tents. Staff advised that the County Planning Board recommend approval with the condition that the applicant complies with NYS DOT Region 9 Site Plan Review Committee's comments and requirements. The County Planning Board voted unanimously for approval of the site plan review with the condition noted.

- **Resolutions –**

G24 – Authorize County Planning Director to provide in-kind services to the Village of Owego Climate Smart Communities Grant