



**MEETING AGENDA**  
**TIOGA COUNTY PLANNING BOARD**

**April 20, 2022 at 7:00 PM**

**Via ZOOM at**

**<https://us02web.zoom.us/j/89829542153>**

**Meeting ID: 898 2954 2153**

**Call In: (646) 558 8656**

- 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. March 16, 2021
  
- V. PRIVILEGE OF THE FLOOR
  
- VI. NEW BUSINESS
  - A. 239 Reviews
    - 1. County Case 2022-006: Town of Nichols, Zoning Amendment, Town Board
    - 2. County Case 2022-007: Town of Owego, Rezoning, Wood
    - 3. County Case 2022-008: Town of Owego, Rezoning, Steen
    - 4. County Case 2022-009: Town of Owego, Floodplain Special Use Permit, Site Plan Review, Steen
    - 5. County Case 2022-010: Town of Owego, Floodplain Special Use Permit, Site Plan Review, Morning Light Landscapes
    - 6. County Case 2022-011: Town of Owego, Rezoning, Porto
  
- VII. REPORTS
  - A. Local Bits and Pieces
  - B. Staff Report
  
- VIII. OLD BUSINESS
  - None
  
- IX. ADJOURNMENT
  - A. Next Regular Meeting May 18, 2022
  - B. Adjourn

**TIOGA COUNTY PLANNING BOARD  
MEETING MINUTES  
February 16, 2022  
VIA ZOOM**

**I. CALL TO ORDER AND INTRODUCTIONS**

- Chairman D. Chrzanowski called the meeting to order at 7:01 PM.
- Note - this meeting was conducted via Zoom as allowed by NYS law regarding COVID-19 spread prevention. These minutes serve as a transcript of the meeting.

**II. ATTENDANCE**

- A. Planning Board Members:  
**Present:** Doug Chrzanowski, Grady Updyke, Art Cacciola, Pam Moore, John Current, Bryan Goodrich, Tim Pollard, Georgeanne Eckley  
**Excused:** Rawley Filbin, Chelsea Robertson, Matt Tomazin  
**Absent:**
- B. Ex Officio Members:
- C. Local Officials: Barbara Roberts, County Legislator and EDP Committee Chair
- D. 239m Review: Dan Brown, Bob Brazil, Alton Ainslie and Dave McNeil of Franziska Center, Inc.; Tony Santalucia
- E. Guests: None
- F. Staff: Elaine Jardine

**III. APPROVAL OF AGENDA**

- Approval of agenda.  

J. Current/T. Pollard/Carried  
None Opposed  
No Abstentions

**IV. APPROVAL OF MINUTES**

- Approval of February 16, 2021 minutes.  

J. Current/B. Goodrich/Carried  
None Opposed  
No Abstention

**V. PRIVILEGE OF THE FLOOR**

- None

**VI. CORRESPONDENCE**

- On file at the EDP Office

**VII. NEW BUSINESS**

- A. 239 Reviews
  - 1. County Case 2022-004: Village of Waverly, PUD Special Permit with Site Plan Review, Tony Santalucia

The applicant is requesting a PUD special permit with site plan approval to establish a ministorage facility on this current vacant lot. The storage facility will consist of two small steel buildings containing 39 units of various sizes. The buildings will be assembled on site on top of an installed concrete pad.

The business will require no employees or parking spaces. The only lighting will be small exterior wall pack lighting on the buildings. Hours of operation is 24 hours, seven days a week. The traffic flow pattern on the site plan looks logical, especially if the traffic is marked for one direction. One sign is proposed that the applicant states will meet all village specifications.

The rear of this lot contains both FEMA Special Flood Hazard Area 1% Annual Chance and Floodway. It is difficult to discern from the site plan provided if the building will lie within this area. E. Jardine then showed the floodplain map to illustrate the potential issue.

This proposal for a ministorage on this vacant property will improve its value. It is beneficial to the community and county that a small business will be established and maintain the tax base.

Staff advises the County Planning Board recommend approval of the PUD special use permit with site plan review.

**Q. D. Chrzanowski** – Did DOT comment on this proposal? **A. E. Jardine** – Yes, they are requiring only one driveway, a drainage study and nothing in the DOT right of way. T. Santalucia stated they just met with DOT today and they definitely are requiring only one driveway, which they will comply with. **Q. B Goodrich** – Will this building be in the floodplain area? **A. T. Santalucia** – No, we had William and Edsall survey the property and the floodplain line and they have put stakes in delineating the floodplain line. None of the proposed building is in the floodplain. The drive lies just on the edge of the line. **B Goodrich** – Does the driveway need to be out of the floodplain? **E. Jardine** – No, just the building improvements.

**Motion to recommend approval of the PUD special use permit with site plan review with the condition noted:**

<b>T. Pollard/J. Current/Carried</b>	
<b>Yes</b>	<b>8</b>
<b>No</b>	<b>0</b>
<b>Abstention</b>	<b>0</b>

**2. County Case 2022-005: Village of Owego, Site Plan Review and Area Variance, Franziska Racker Center, Inc.**

The applicant is requesting site plan approval to construct a new single-story, 15,971 square foot building that will house offices for several long-standing community non-profit organizations. The nonprofits that will be housed in the Neighborhood Depot include: Racker Center, Catholic Charities of Tompkins-Tioga, Tioga County Rural Ministry and Tioga County United Way.

As this property is out of the floodplain and the building will be situated above the 0.2% annual chance FEMA Special Flood Hazard Area, and therefore out of harm’s way during a flood, the intent is to also use the facility as an emergency response center during flood events.

It is anticipated that the facility will receive 120-150 visitors on a weekly basis. The majority of these visitors will be associated with the services of Tioga County Rural Ministry. Hours of operation will

generally be 8:00 AM to 6:00 PM weekdays, with the exception of Board meetings and special events. Most of the parking will be on the North Ave side of the building for public and some on the Central Ave side of the building for staff. Sixty-five parking spaces are provided. Lighting as detailed in the project narrative, will include six 30-foot light poles with cutoff fixtures to prevent light spill onto surrounding properties. The applicant proposes one ground sign, although specifications are not provided at this time.

This project is subject to NYS DEC MS4 Stormwater regulations. The applicant has hired an engineering firm to do the SWPPP.

For the area variance considerations, there is nothing identified that would prevent the granting of the area variance.

This proposal will add real property value to this area of the Village of Owego and will provide consistent, modern facilities for all four of these long-standing community non-profit organizations. The Neighborhood Depot is a suitable and sustainable use that will revitalize this neighborhood.

Staff advises the County Planning Board recommend approval of the site plan review and area variance.

**Q. D. Chrzanowski** – Who owns the stairway to the North Ave sidewalk? **A. D. McNeil and A. Ainslie** – Some portions are owned by the private property, some portions are on DOT right of way. Discussion ensued regarding the condition and safety issue of the stairway. D. Brown stated that they will pursue the issue and resolve it whatever way possible.

**Q. D. Chrzanowski** – Will this facility have the proper equipment to be an emergency shelter? **A. D. Brown** – Yes.

**Q. E. Jardine** – This proposal is subject to NYS DEC MS4 Stormwater Regulations so I understand you area developing a SWPPP to be submitted to NYS DEC? **A. A. Ainslie** – Yes. **E. Jardine** – Will there be catchment basins in the parking lot area? **A. A. Ainslie** – Yes there will be underground catchment basins.

**Q. B. Goodrich** – What about drainage, it look like run off will go toward North Avenue? **A. E. Jardine** – That is why I mentioned the SWPPP and asked if there will be catchment basins, which the answer was yes. DOT will not let new drainage enter into their stormwater system.

**Motion to recommend approval of the site plan review and area variance:**

<b>G. Eckley/B. Goodrich/Carried</b>	
<b>Yes</b>	<b>8</b>
<b>No</b>	<b>0</b>
<b>Abstention</b>	<b>0</b>

**B. Election of 2022 Officers**

Nominations: Doug Chrzanowski, Chair; Tim Pollard, Vice Chair; Pam Moore, Secretary

**Motion to approve the 2022 slate of Officers:**

<b>D. Chrzanowski /J. Current/Carried</b>	
<b>Yes</b>	<b>8</b>
<b>No</b>	<b>0</b>
<b>Abstention</b>	<b>0</b>

**VIII. REPORTS**

**A. Local Bits and Pieces**

1. **Town of Candor** (A. Cacciola)
  - Highway Dairy opened last week. Owner is concerned about high cost of non-Styrofoam containers.
2. **Town of Tioga** (D. Chrzanowski)
  - Ayres Road railroad crossing will be closed permanently soon by Norfolk & Southern Railroad.
3. **Town of Berkshire** (T. Pollard)
  - Inquired about annual Ethics Attestation form. E. Jardine will email out to TCPB members.
4. **Town of Newark Valley** (M. Tomazin)
  - Not in attendance.
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** (R. Filbin)
  - Not in attendance.
9. **Village of Owego** (G. Eckley)
  - No report.
10. **Alternates** (B. Goodrich, C. Robertson)
  - No report.

**B. Staff Report:**

- The NYS State of Emergency for the COVID pandemic ends at 11:59 tonight. If the SOE is not extended, we will be back to in-person meetings. If wish to continue via Zoom, we must publish the address your meeting from in the public notice, and your address must be open to the public. We will have someone at the County Office Building front door to hold it open for both TCPB members and the public until the new electronic security system is in place. This will allow IT to unlock the door at specific requested times.

**IX. OLD BUSINESS**

- None.

**X. ADJOURNMENT**

- A. Next Meeting April 20, 2022, @ 7:00 PM via Zoom.
- B. Motion made to adjourn at 7:51 PM. G. Eckley/D. Chrzanowski/Carried.

Respectfully submitted,  
Elaine Jardine, Tioga County Planning Director  
Economic Development & Planning

**Economic Development and Planning  
Legislative Committee Report  
April 5, 2022  
Prepared By: Elaine Jardine**

**Meetings**

- Solar Projects Best Practices and Policies meetings
- ST8 Broadband Collaborative
- ST8 Regional Opportunity Zone Collaborative
- ST8 Regional Board Meeting
- Racker Center Neighborhood Depot Project local approvals and CDBG grant application meetings

**Active Projects**

- Working with Ithaca Neighborhood Housing Services and Village of Owego DPW to prepare an infill affordable housing project for local approvals with the Village of Owego Planning Board, Zoning Board of Appeals and County Planning Board. The Village of Owego Planning Board and ZBA still need to meet to act on this case.
- American Community Survey Data 2016 – 2020 – Downloaded, formatted and posted to the county website all 17 data sets (one each for the County, municipalities and Apalachin CDP).
- Starting a gateway beautification project in Waverly with school student to paint murals on the railroad underpass at State Route 17 exit 61 and fence at exit 60. In the process of obtaining work permits from NYS DOT and Norfolk Southern Railroad.
- Working with NYSEDA and our Clean Energy Coordinator to set up and host a series of five training sessions regarding renewable energy for a target audience of local planning board and ZBA members, first responders, and code enforcement officers. Code Enforcement training for Solar Energy Systems had been scheduled for April 26. Model Solar Energy Law training was postponed due to lack of registrants. Model Battery Energy Systems Law training is scheduled for April 27.
- Assessing the 2016 Tioga County 2020 Strategic Plan with all Department Heads to ascertain accomplishments and the need for a Plan update.

**Grants**

**Active**

- DOS Local Government Efficiency Program - County ITCS Shared Services with Village of Owego and Town of Candor – IT starting with Village of Owego in February in the new village office building, then the Town of Candor this summer.
- ESD Planning and Feasibility Study Program – Village of Waverly economic market analysis (\$50,000) – The Mayor has signed ESD's final Incentive Proposal. Work has started with the consultant team MRB | group and ELAN. Project Steering Committee members are being identified and confirmed.
- OPRHP EPF Municipal Grant Program – Village of Owego OPD building restoration (\$625,811) – Village of Owego working on NYS contract and acceptance resolution.

**Pending**

- Grant application to the National Park Service's Historic Revitalization Program through REAP for a countywide historic structure revitalization program (\$750,000). Submitted before deadline of February 22. Award date in the fall.
- Appalachian Regional Commission final applications – Tioga County IDA Workforce Education Coordinator was finalized as the top-ranked application; NYS DOS has approved and the application will be sent to ARC in Washington, DC soon.
- FEMA HMGP DR 4567 – Tioga County IDA stream crossing in Town of Richford preliminary engineering services – working on application with IDA Executive Administrator. Submitted before November 10 deadline. NYS DHSES has approved and the application is moving onto FEMA for review.

- FEMA HMGP DR 4480 – working on county application through the Tioga County Soil & Water Conservation District, which is due April 1, to update the current Hazard Mitigation Plan, which expires in August of 2024. Grant will be awarded in 2023. Will submit way before deadline of June 1.
- Racker Center CDBG CARES grant application for the Neighborhood Depot – assisting B. Woodburn with accomplishing items on the NEPA Environmental Review checklist.

### **Potential**

- NYS DEC Climate Smart Communities Grant Program, 2022 CFA, to fund a consultant to develop Tioga County's Energy Action Plan.

### **Plans/Studies**

- Village of Waverly Comprehensive Plan Implementation – Waverly art students' gateways mural projects and downtown design guidelines. Work has also started on the Economic Market Analysis. Project Committee has been created and a survey has been developed.
- Embarking on an effort to create a Tioga County Energy Action Plan. This plan would layout a path for Tioga County government, residents and businesses of all types to work toward requirements of the NYS Climate Leadership and Community Protection Act (CLCPA). Will likely be a CFA to NYS DEC's Climate Smart Communities Grant Program.
- Solar Best Practices & Policies – The consultant, MRB group has held three Management Committee meetings and three Project Committee meeting. Two reports are completed and one draft report is under review. Siting and Operation and Maintenance Plans are in development.

### **Reviews (239)**

- County Case 2022-004: Village of Waverly, PUD Special Permit with Site Plan Review – Applicant proposes to establish and operate a mini-storage facility with 39 units on Cayuta Ave in Waverly Staff advised the County Planning Board to recommend approval and the TCPB unanimously recommended approval.
- County Case 2022-005: Village of Owego, Site Plan Review and Area Variance, Franziska Racker Center – Applicant proposes to construct and operate a 16,000 square foot, one-story office building to house four non-profit organizations and establish an emergency shelter Staff advised the County Planning Board to recommend approval, and the TCPB unanimously recommended approval.

- **Resolutions –**  
None



**Economic Development and Planning  
Legislative Committee Report  
April 5, 2022  
Prepared By: Megan Schnabl**

**Meetings**

IDA Monthly Meeting and Annual Meeting  
IDA Training  
Calls with Southern Tier Network (ReConnect Broadband Grant)  
Call with Southern Tier Network/USDA  
Home Central Site Visit  
Leadership Tioga County  
Call with Lesley Pelotte – Village of Nichols  
Annual Breakfast Planning Meeting  
Meeting with Bryan - GIS  
Meeting with Bryan Cole – Nichols Fire Department  
Meeting with Amish Farmer John Yoder (State Sales Tax Registration)

**Active Projects**

DRI Projects Administration-SHPO and OHPC consultations  
NYMS Project Administration-Owego and Candor  
GIS Mapping Activities  
USDA Community Facilities Program Village of Nichols Sweeper/Vacuum Truck  
State Leads Responses  
GIS/IDA/EDP Available Sites Mapping and Website  
USDA Small Business Technical Assistance Grant  
USDA ReConnect Broadband Nichols

**Active Leads**

**Grants**

**Active**

**Pending**

USDA ReConnect III Broadband – Town of Nichols  
USDA Community Facilities Program Village of Nichols Sweeper/Vacuum Truck  
Berkshire Fire Department FEMA Grant for Sign

**Potential**

**Completed**

**Plans/Studies**

**Other**

**Resolutions**