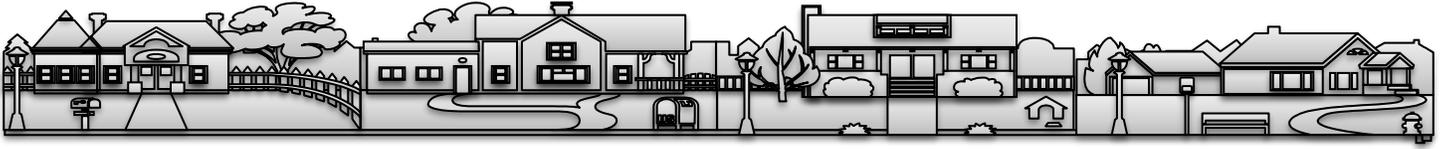


Schuyler County Planning Commission

105 Ninth Street, Unit 39, Watkins Glen, NY 14891

Telephone: 607.535.8211

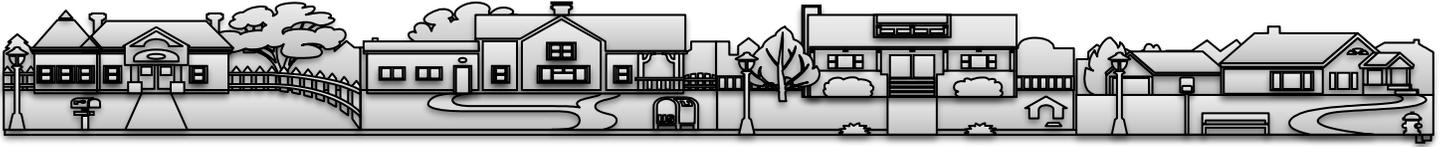


**January, February & March 2023
meetings were not held**

Schuyler County Planning Commission

105 Ninth Street, Unit 39, Watkins Glen, NY 14891

Telephone: 607.535.8211



Meeting Minutes Schuyler County Planning Commission April 13, 2023

Present: Norma Burris, Nigar Hale, Jan Arcangeli, Jeremy Edmister, Brian Kenney, Sarah Agan, Linda Confer, Paul Bartow, Kirk Sorensen, Mike Bergen, Jenna Tormey, Justin Boyette

Staff Present: Kristin VanHorn, Marian Saks

Absent: None

Excused: Roxanne Leyes, Nikki Fitch, Alec Moore, Peggy Tomassi,

Public: Audrey Mayette, Brian Grose

Call to Order: Mike Bergen called the meeting to order at 6:00 pm

Introduction: Marian Saks was introduced as a new planner in the Schuyler County Planning Department

Opportunity for Public Comment: None.

Election of 2023 Officers

- a. Chairman – Mike Bergen
 - Motion made by Justin Boyette, seconded by Brian Kenney – All in favor vote. Motion passed.
- b. Vice Chairman – Sarah Agan
 - Motion made by Mike Bergen, seconded by Justin Boyette – All in favor vote. Motion passed.
- c. Secretary – Justin Boyette
 - Motion made by Linda Confer seconded by Brian Kenney – All in favor vote. Motion passed

Review and Approval of Minutes: Brian Kenney motioned to approve the minutes from the October 2022 Planning Board Meeting, seconded by Sarah Agan. All in favor vote, 10-ayes, 2- abstain (Justin Boyette, Jenna Tormey). Motion passed.

General Municipal Law 239 Review

- a. #23-001 – Town of Dix – Special Use Permit – 2790 County Rt 16 - WGI
 - Brian Grose presented the proposed project to construct a new registration/ ticket building at gate 4a. The building will be approximately 7,950 SF.
 - Jenna Tormey and Paul Bartow asked about the utilities at the site – they have public water/ sewer, and it will utilize electric power.
 - Nigar Hale asked about the construction timeline, they hope to begin shortly after they received Special Use Permit approval.
 - Linda Confer motioned to approve the special use permit, seconded by Paul Bartow. All in favor vote, 10-ayes, 1-abstain (Brian Kenney). Motion passed.

b. #23-002 – Village of Watkins Glen – Zoning Amendment

- Kristin reviewed the proposed changes to the Zoning Law, which include the addition of cannabis regulations, revisions to the Planned Development, and other minor edits to clean up discrepancies in the law.
- Paul Bartow asked about signage for cannabis dispensaries – It is addressed under the signage section
- Sarah asked about the proposed distances within the Cannabis section – They were pulled from the draft regulations proposed by the Office of Cannabis Management (OCM)
- Audrey Mayette (Member of Public) asked about regulations similar to tobacco/ liquor that limit businesses from advertising these products in the windows – we anticipate once the regulations are officially adopted, they will have similar restrictions and enforcement. Brian Kenney motioned to approve the zoning amendments, seconded by Norma Burris. All in favor vote 11-ayes. Motion passed.

c. #23-003 – Town of Reading – Land Use Law Amendment

- Kristin presented the details of the Land Use Law changes that include the creation of a Appeals Board and editing the Nonconforming Use Section to include limiting expansion of a nonconforming structure or lot to 25%.
- Sarah Agan motioned to approve the land use law amendment with the following recommendations:
 - Consider adding “Attorney for the Town” to Section 2.5M
- Motion seconded by Jenna Tormey. All in favor vote, 11-ayes. Motion passed.

Staff Report:

- a. Local Concern Only Project:
 - Subdivision in Town of Dix – 3595 Coykendall Road
 - Subdivision in Town of Reading – County Rt 23
 - Subdivision in Town of Reading – 2909 Chase Road
- b. Village of Montour Falls – NY Forward
 - a. Kristin reported that Montour Falls was awarded \$4.5 million from the NY Forward Initiatives. A local planning committee is being formed and hope to kick off the effort with the consulting team toward the end of April.

Old Business:

- a. Project Updates: Kristin provided an update on the remaining DRI Projects in the Village of Watkins Glen, stating the last two projects to kick off (Lafayette Park and Gateway Signage) expect construction to begin in Mid – April.

New business:

- 1. No new business.

Planning Commissioner – Community Update:

- 1. The Village of Montour Falls is going to be placing café table outside of the residents to help increase/ improve pedestrian activity in the downtown
- 2. The Town of Tyrone is working on developing their first Comprehensive Plan.

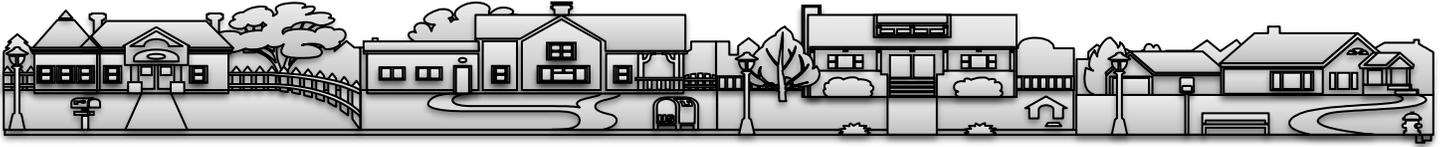
Adjourn: Motion made to adjourn the meeting by Norma Burris at 6:53pm, seconded by Brian Kenney. Meeting adjourned.

Next Scheduled Meeting: May 11, 2023

Schuyler County Planning Commission

105 Ninth Street, Unit 39, Watkins Glen, NY 14891

Telephone: 607.535.8211



Meeting Minutes Schuyler County Planning Commission May 11, 2023

Present: Norma Burris, Nigar Hale, Jeremy Edmister, Brian Kenney, Paul Bartow, Kirk Sorensen, Justin Boyette, Nikki Fitch, Peggy Tomassi,

Staff Present: Kristin VanHorn,

Absent: Roxanne Leyes, Jan Arcangeli,

Excused: Alec Moore, Mike Bergen, Jenna Tormey, Linda Confer, Sarah Agan

Public: None

Call to Order: Justin Boyette called the meeting to order at 6:06 pm

Opportunity for Public Comment: None.

Review and Approval of Minutes: Paul Bartow motioned to approve the minutes from the April 2023 Planning Board Meeting, seconded by Nigar Hale. All in favor vote, 9-ayes. Motion passed.

General Municipal Law 239 Review

a. #23-004 – Village of Watkins Glen – Special Use Permit – 202 12th Street

- Kristin reviewed the project. The project consists of the installation of a driveway and parking area at 208 12th Street. The purpose of the parking lot is to provide off street customer parking for DeSarno's body shop, located at 202 12th Street. The project is in the Mixed Use-Neighborhood (N) District and Off-street parking is allowed with a special use permit.
- Paul Bartow motioned to approve the special use permit, seconded by Peggy Tomassi. All in favor vote, 9-ayes. Motion passed.

b. #23-005– Village of Watkins Glen – Use Variance – 101 1st Street

- Kristin stated that the owner of the property located at 101 First Street is requesting a use variance for the conversion of the former Guthrie Medical Building into 5 apartments within the Lakefront Zone. Zoning only allows for Multi-Family of 4units in existing buildings.
- Kirk Sorensen asked about the size of the proposed units, Kristin stated that they did not specify the size of each unit in their application.
- There was a discussion of whether a 2nd floor could be added to this building in the future.
- Paul Bartow motioned to approve the use variance, seconded by Norma Burris. All in favor vote 9-ayes. Motion passed.

Staff Report:

a. Local Concern Only Project:

- 3 STR's Village of Watkins Glen
- WG – 401 E 4th Street – Reopen Restaurant
- Dix – Subdivision County Rt 16
- Reading – Subdivision – 4080 County Rt 27

- Reading – Subdivision – 2688 Old Road
- Reading – Subdivision – 2402 Altay Road

b. Village of Montour Falls – NY Forward

- a. Kristin reported that the consultants for the NY Forward process can and did a walk through of the Village, the 1st committee meeting will be at the end of May and expect the open call for projects to being in early June.

Old Business:

- a. Project Updates: Kristin provided an update on the remaining DRI Projects in the Village of Watkins Glen, stating both the Lafayette Park and Gateway Signage are underway with expected completion in early September.

New business: None

Planning Commissioner – Community Update: None

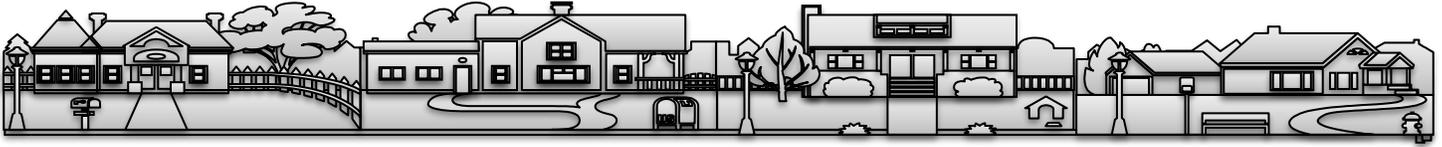
Adjourn: Motion made to adjourn the meeting by Brian Kenney at 6:27pm, seconded by Norma Burris. Meeting adjourned.

Next Scheduled Meeting: June 8, 2023

Schuyler County Planning Commission

105 Ninth Street, Unit 39, Watkins Glen, NY 14891

Telephone: 607.535.8211



Meeting Minutes Schuyler County Planning Commission June 8, 2023

Present: Norma Burris, Nigar Hale, Jeremy Edmister, Brian Kenney, Paul Bartow, Kirk Sorensen, Justin Boyette, Nikki Fitch, Peggy Tomassi, Roxanne Leyes, Jan Arcangeli, Mike Bergen, Sarah Agan

Staff Present: Kristin VanHorn

Absent: None

Excused: Alec Moore, Jenna Tormey, Linda Confer,

Public: Audrey Mayette

Call to Order: Mike Bergen called the meeting to order at 6:00 pm

Introduced New Member: Roxanne Leyes – Town of Catharine

Opportunity for Public Comment: None.

Review and Approval of Minutes: Justin Boyette motioned to approve the minutes from the May 2023 Planning Board Meeting with the change of the next meeting date to June 8, 2023, seconded by Norma Burris. All in favor vote, 13-eyes. Motion passed.

General Municipal Law 239 Review

- a. **#23-006 – Town of Dix – Special Use Permit – 1498 Lawrence Johnson Road**
 - Kristin reviewed the project. The project proposes to construct and operate a communications tower for an AM FM radio station. The facility is on property located at 1498 Lawrence Johnson Road in Beaver Dams. The site will be leased from the property owners for a term of 5 years. The site will consist of a 160' communications tower along with a 10' x 12' transmitter building and associated equipment to be placed in a 50' x 50' fenced-in area.
 - Sarah Agan asked how many towers are within the County. Kristin did not have a number readily available.
 - Nigar Hale asked about the design and if it would be visible from the Catharine Marsh – It is not expected to be visible
 - Several members asked about lighting on the potential for future lighting.
 - Sarah Agan asked if the neighboring property owners had been notified of the project – They are only required to notify farming operations as defined by NYS Ag and Markets Law.
 - Mike Bergen motioned to approve the special use permit, with the recommendation to contact the neighboring properties, seconded by Brian Kenney. All in favor vote, 13-eyes. Motion passed.

Staff Report:

- a. Local Concern Only Project:
 - Dix – Subdivision – 3534 Coykendall Road

Old Business:

- b. Village of Montour Falls – NY Forward
 - Kristin reported that the NY Forward process has started. The first LPC Meeting was held on May 23rd, and the 2nd LPC Meeting will be held on June 13th.
 - 1st Public Input Meeting will be on June 27th from 6-8pm at the Montour Falls Fire Department.
 - The Open Call for Projects is open through June 30th.
 - Paul Bartow asked about the potential for “big projects” to come to fruition.
- b. Project Updates: Kristin provided an update on the remaining DRI Projects in the Village of Watkins Glen; the Lafayette Park and Gateway Signage projects are underway, with expected completion in early September.

New Business: None

Planning Commissioner – Community Update: None

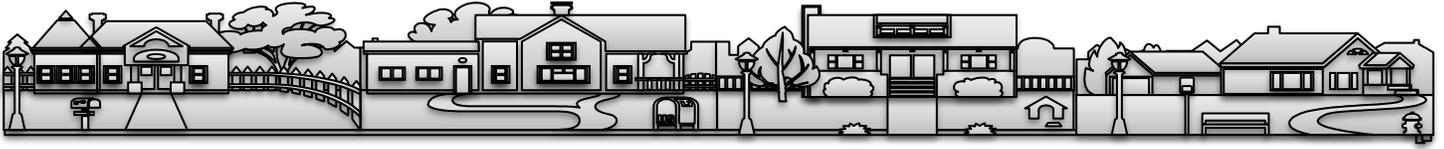
Adjourn: Motion made to adjourn the meeting by Brian Kenney at 6:25 pm, seconded by Sarah Agan. Meeting adjourned.

Next Scheduled Meeting: July 13, 2023

Schuyler County Planning Commission

105 Ninth Street, Unit 39, Watkins Glen, NY 14891

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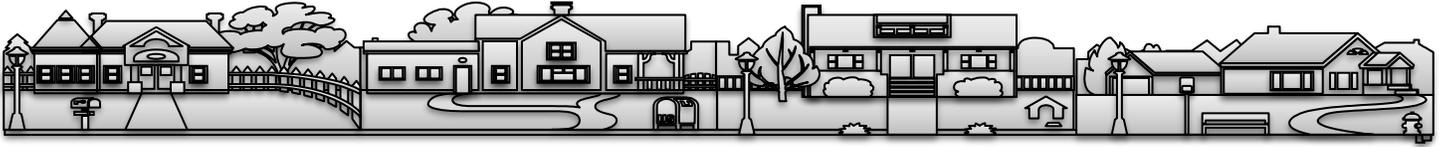


**July & August 2023
meetings were not held**

Schuyler County Planning Commission

105 Ninth Street, Unit 39, Watkins Glen, NY 14891

Telephone: 607.535.8211



Meeting Minutes Schuyler County Planning Commission September 14, 2023

Present: Jeremy Edmister, Brian Kenney, Paul Bartow, Justin Boyette, Nikki Fitch, Peggy Tomassi, Roxanne Leyes, Jan Arcangeli, Mike Bergen, Sarah Agan, Terry Gardner, Alec Moore

Staff Present: Kristin VanHorn

Absent: Jenna Tormey

Excused: Linda Confer, Kirk Sorensen, Norma Burris, Nigar Hale,

Public: Brian Ervay, Tom Laughlin, Bonnie Laughlin, Laurie Weed, Glen Weed, Jamee Bergen, Tim Clark, Alex Wolenski, Scott Burnside, David Passmore, Audrey Mayette, Patty Eisenhart, Judy Cherry

Call to Order: Mike Bergen called the meeting to order at 6:00 pm

Introduced New Member: Terry Gardner – Town of Cayuta, and Alec Moore – Town of Dix

Opportunity for Public Comment:

- Patty Eisenhart – Against the project on Meads Hill Road. The project will create too much noise and bring too many people to the road. She asked who came up with the project and if anyone had considered the environmental impact.
- Tom Laughlin - Against the project on Meads Hill Road. He asked what it meant that “they are working with the Town for water/sewer service”. Noted that he does not want a “Club House” across the street from his property. Asked how far along in the process the project was.
- David Passmore – Has concerns about fencing along is property and people trespassing. Concerns about contamination of surrounding wells and requested we ensure that there is no contamination during construction or after the project is completed. The town should have a better system to communicate with neighbors about projects happening in their area. Concerns that property values will decrease as a result of this project.
- Scott Burnside – Opposed to the project on Meads Hill Road. Has concerns about the process and that the neighbors have not been included. This project is feeding into mistrust of the government. Concerns about the traffic impacts. Listed several questions about the project, including how is a water district created and the conditions for it, what does “high-end” mean, what is SEQR, will it be private, what will future buildings look like, what is the plan for maintenance of the roads and will they be private, who will pay for the water/sewer.
- Bonnie Laughlin – Strongly opposed to the project on Meads Hill Road. She noted that she lives there for a reason, and this project will destroy that. Stated we do not need something this big there.

Review and Approval of Minutes: Paul Bartow motioned to approve the minutes from the June 2023 Planning Board Meeting, seconded by Sarah Agan. All in favor vote, 10-ayes, 2-abstain [Terry Gardner, Alec Moore]. Motion passed.

General Municipal Law 239 Review

a. #23-008 – Town of Dix – Subdivision – 2468 Route 414

- Kristin reviewed the project. The proposed subdivision would divide the approximately 47 acres located at 2468 NYS Route 414 into 6 parcels. The smallest parcel will be 2.01 acres. Parcel 1 (17 acres) is intended to be farmed, Parcel 2 (20 acres) will be a future house site, Parcel 5 (3 acres) will be a future house site, the remaining parcels will be seasonal camper use or remain empty.
- Terry Gardner asked if there was going to be a campground on the new parcels. Kristin indicated a campground is not proposed.
- Peggy motioned to approve the subdivision, seconded by Jeremy Edmister. All in favor vote, 12-ayes. Motion passed.

b. #23-009 – Town of Dix – Special Use Permit [SUP] – 2517 Old Joe Road

- Kristin reviewed the project. The proposed SUP is to construct eight (8) two bed rental units on the 26.4-acre parcel located at 2517 Old Joe Road. These will be placed in 2 groups of four with each group having its own septic system and access from Old Joe Road. Per the Town of Dix zoning this is considered a “Hotel/Motel”. The Town of Dix has placed a stipulation on the property that the 8 rental units may never be subdivided into individual properties.
- Roxanne Leyes noted that projects like this are becoming more and more common.
- Discussion was had about why it was determined to be a “hotel/motel” the potential occupancy and how many parcels were being proposed.
- Paul Bartow motioned to approve Special Use Permit with the recommendation that if the parcel does need to be subdivided it be referred back to the County Planning Commission, seconded by Brian Kenney. All in favor vote, 12-ayes. Motion passed.

c. #23-010– Town of Dix – Planned Unit Development [PUD] – 1889 Meads Hill Road

- Project Developers Tim Clark and Alex Wolenski provided an overview of the project. The proposed project is to create a PUD located at the property on 1889 Meads Hill Road. The property consists of 4 parcels totaling approximately 173 acres. The future development of these parcels will include single family homes, cottages, a community clubhouse, storage garages, RV/Trailer parking, open wooded space for preserved nature trails and other structures to support potential future business needs. The proposed PUD is located in the Special Entertainment District.
- Peggy Tomassi – Asked if the project would be gated. The developers indicated at this time they do not intend to gate the project.
- Terry Gardner asked about the water/sewer capacity and concerns it could not accommodate this project. Kristin indicated that the new WWTP has significant extra capacity, and the water system has sufficient capacity.
- There was a significant conversation about the process, the unknown details that currently can not be answered until the zoning portion of the project is approved [ie. Lot size, uses, density of uses, answering neighbor concerns/questions, site access, private vs. public, price point of single-family homes].
- Sarah Agan expressed concern about the traffic from the storage area.
- Roxanne Leyes asked about the architectural character, would they be similar to what is been constructed in the Outer Banks? Project Developers indicated that an architect has not been hired for the project yet, but they anticipate the architecture will blend into the existing site and character.
- Paul Bartow – Asked about wiggle room in the design and if it could be flexible when it comes back for Site Plan Review and Subdivision.
- Sarah Agan indicated it was difficult to make an informed decision when there are so many details missing. Kristin indicated that the proposal currently before the Planning Commission was for the PUD Zoning and to approve, approve with recommendation, disapprove the proposed use table and bulk density table. The project will be referred back

to the planning commission once the site plan, and subdivision plan are complete and returned to the Town of Dix Planning Board for review.

- Brian Kenney motioned to approve PUD, seconded by Jeremy Edmister. All in favor vote, 7-ayes, 1-No [Sarah Agan], 4-abstain [Alec Moore, Jan Arcangeli, Roxanne Leyes, Paul Barow]. Motion passed.

Staff Report:

- a. Local Concern Only Project:
 - a. Dix – Subdivision – 2425 County Rt 16 (*2 acres from 50 – House and Garage – small business approved in 2019*)
 - b. Montour Falls – Site Plan/ Change in Use – 140 N. Catharine St
 - c. Reading – Subdivision – 3851 County Road 28 (*3 acres from 12*)
 - d. Reading – Subdivision/Lot Line Adjustment – 2425 County Rt 16 (*.5 of an acre from 191 acres*)

Old Business:

- a. Village of Montour Falls – NY Forward
 - 2nd Public Input Meeting will be on September 26th from 6-8pm at the Montour Falls Fire Department.

New Business: None

Planning Commissioner – Community Update:

- Paul Bartow reported on an event at Lawrence Chapel on September 24 at 1pm host by the Schuyler County Historical Society.

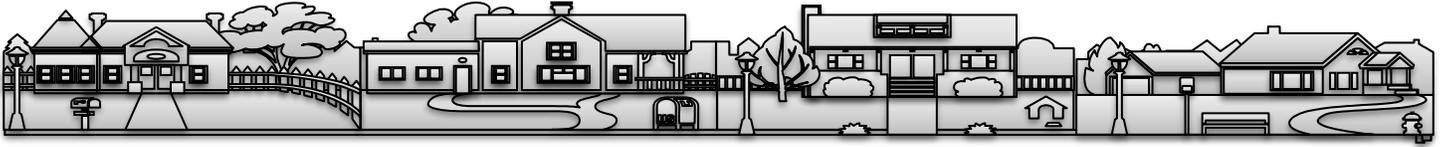
Adjourn: Motion made to adjourn the meeting by Paul Bartow at 7:07pm, seconded by Sarah Agan. Meeting adjourned.

Next Scheduled Meeting: October 12, 2023

Schuyler County Planning Commission

105 Ninth Street, Unit 39, Watkins Glen, NY 14891

Telephone: 607.535.8211



Meeting Minutes Schuyler County Planning Commission October 12, 2023

Present: Jeremy Edmister, Brian Kenney, Paul Bartow, Justin Boyette, Nikki Fitch, Peggy Tomassi, Jan Arcangeli, Mike Bergen, Sarah Agan, Terry Gardner, Alec Moore, Linda Confer, Kirk Sorensen, Norma Burris, Nigar Hale

Staff Present: Kristin VanHorn

Absent: None

Excused: Roxanne Leyes, Jenna Tormey

Public: None

Call to Order: Mike Bergen called the meeting to order at 6:00 pm

Opportunity for Public Comment: None

Review and Approval of Minutes: Brian Kenney motioned to approve the minutes from the September 2023 Planning Board Meeting, seconded by Peggy Tomassi. All in favor vote, 15-eyes. Motion passed.

General Municipal Law 239 Review

a. #23-011 – Town of Reading – Site Plan Review – 3926 State Route 14A

- Kristin reviewed the project. The proposed project is to create two RV Park Model sites next to the existing house located at 3926 State Route 14A. The parcel is 24 acres and currently has one Residence on it. The proposed sites includes new electric service from NYSEG, connection to onsite water, and connection to a newly expanded septic system which is currently serving the existing residence.
- Sarah Agan motioned to approve the Site Plan, seconded by Mike Bergen. All in favor vote, 15-eyes. Motion passed.

b. #23-012– Village of Watkins Glen – PUD – 157 Lembeck Lane

- Kristin reviewed the project. The proposed project is to create a PD located at the property on 157 Lembeck Lane. The property consists of 2 parcels totaling approximately 16.5 acres. The PD will include approximately 63 single-family lots and a water-accessible restaurant. The proposed PD is located in the Canal District. This application is to create a zoning designation as a PD. Full Site Plan and Subdivision reviews will come for approval prior to any development within the PUD.
- There was a discussion about the access points to the site as well as the capacity of the local utility systems.
- Justin Boyette motioned to approve PUD, seconded by Alec Moore. All in favor vote, 15-eyes. Motion passed.

Staff Report:

a. Local Concern Only Project:

1. Reading – Subdivision – 4520 State Route 14 - 2.5 acres from 15.1 – existing house, well and septic

Old Business:

a. Village of Montour Falls – NY Forward

- The committee is working on finalizing the proposed project list. It is expected to be complete by the end of October.

New Business: None

Planning Commissioner – Community Update:

- Town of Tyrone – Jenna Tormey has resigned from the Planning Commission. Kristin reached out to the Town for a new representative, and she also asked if any of the planning commissioner new a potential candidate to please let her know.

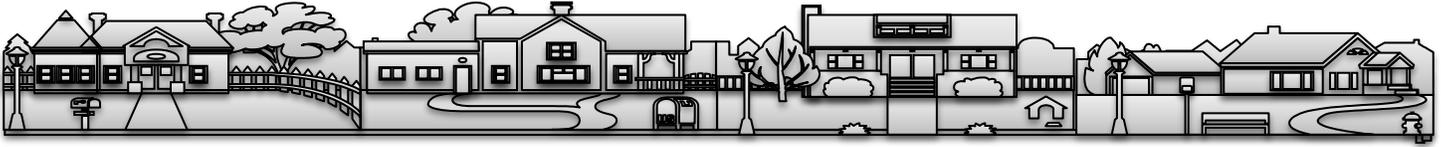
Adjourn: Motion made to adjourn the meeting by Brian Kenney at 6:32 pm, seconded by Jeremy Edmister. Meeting adjourned.

Next Scheduled Meeting: November 9, 2023

Schuyler County Planning Commission

105 Ninth Street, Unit 39, Watkins Glen, NY 14891

Telephone: 607.535.8211



Meeting Minutes Schuyler County Planning Commission November 9, 2023

Present: Jeremy Edmister, Brian Kenney, Paul Bartow, Nikki Fitch, Peggy Tomassi, Jan Arcangeli, Sarah Agan, Alec Moore, Linda Confer, Kirk Sorensen

Staff Present: Kristin VanHorn

Absent: None

Excused: Roxanne Leyes, Norma Burris, Nigar Hale, Justin Boyette, Mike Bergen, Terry Gardner

Public: None

Call to Order: Sarah Agan called the meeting to order at 6:00 pm

Opportunity for Public Comment: None

Review and Approval of Minutes: Alec Moore motioned to approve the minutes from the October 2023 Planning Board Meeting, seconded by Jeremy Edmister. All in favor vote, 10-ayes. Motion passed.

General Municipal Law 239 Review

a. #23-013 – Town of Reading – Site Plan Review – 3926 State Route 14A

- Kristin reviewed the project. The proposed project is to create a campground on the property located at 3315 County Road 28. The parcel is 8.68 acres and consists of mostly wooded area surrounding the owners single-family home. The proposed project includes campsites for 4 tents or car campers (no vehicles of 16'), a welcome shed, compostable toilet, firepits, and water available from the existing house spigot.
- A discussion was had about the drinking water and grey water infrastructure.
- Brian Kenny motioned to approve the Site Plan with the following recommendations
 1. The applicant provides a drinkable water source per the definition of a campground within the Town of Reading Land Use Law.
"CAMPGROUND —A business use accessible to the public for the temporary overnight recreational stay of customers in tents, a simple protective structure or recreational vehicles. Camping shall include systems for the drinking water and septic sewer needs of campers, organized campsites, and daily monitoring and supervision of the use."
 2. Determine the maximum occupancy per site.
 3. Have the compostable toilet infrastructure inspected by the Schuyler County Watershed department and have an appropriate number of toilets to accommodate the approved occupancy of the site.

seconded by Alec Moore. All in favor vote, 10-ayes. Motion passed.

Staff Report:

a. Local Concern Only Project:

- a. Reading – Site Plan Review – 3815 St Rt 14 – Change of Use. The building was a hotel and is being converted to apartments.

Old Business:

a. Village of Montour Falls – NY Forward

- proposed project list has been finalized. The consultant is working on finishing the strategic investment plan. It is expected the award projects will be announced in the Spring of 2023.

New Business: None

Planning Commissioner – Community Update: None

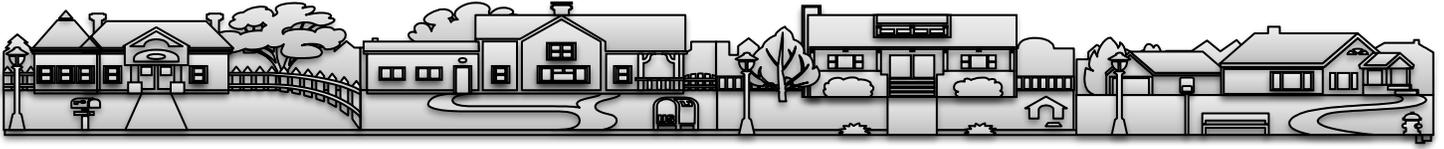
Adjourn: Motion made to adjourn the meeting by Jeremy Edmister at 6:20 pm, seconded by Brian Kenney Meeting adjourned.

Next Scheduled Meeting: December 14, 2023

Schuyler County Planning Commission

105 Ninth Street, Unit 39, Watkins Glen, NY 14891

Telephone: 607.535.8211



**December 2023
meeting was not held**