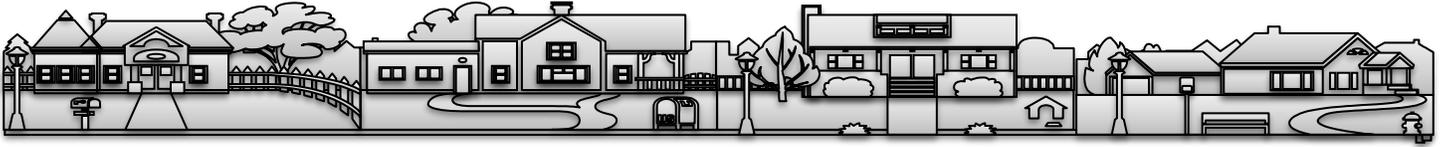


# Schuyler County Planning Commission

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

Telephone: 607.535.8211 Fax: 607.535.8193



## Meeting Minutes Schuyler County Planning Commission January 13, 2022 VIA ZOOM

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**Present:** Brian Kenney, Mike Bergen, Paul Bartow, Harriett Ferrell, Sarah Agan, Jan Arcangeli, Norma Burris, Nigar Hale, Justin Boyette

**Staff Present:** Kristin VanHorn

**Absent:** None

**Excused:** Peggy Tomassi, Joe Sevier, Linda Confer, Katey Cheplick, Alice Learn

**Public:** None

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**Call to Order:** Mike Bergen called the meeting to order at 6:03 pm

**Opportunity for Public Comment:** None

**Review and Approval of Minutes:** Brian Kenney made a motion to approve the minutes from the December 2021 Planning Board Meeting, seconded by Justin Boyette. All in favor vote. Motion passed.

### **Election of 2021 Officers**

- a. Chairman – Mike Bergen
  - Motion made by Brian Kenney, seconded by Paul Bartow – All in favor vote. Motion passed.
- b. Vice Chairman – Sarah Agan
  - Motion made by Jan Arcangeli, seconded by Brian Kenney – All in favor vote. Motion passed.
- c. Secretary – Paul Bartow
  - Motion made by Brian Kenney seconded by Sarah Agan – All in favor vote. Motion passed

### **General Municipal Law 239 Review**

- a. #21-013a – Town of Hector – Zoning Law – Rereferral
  - Kristin provided an overview the changes that were made to the zoning law since it was previously reviewed by the Planning Commission. of the zoning law update and the process that was involved in developing the new zoning law.
  - Paul Bartow asked about proposed subdivision on Satterley Hill road and if it would be impacted by the new regulations.

- Sarah Agan made a motion to recommend the approval of the Town of Hector Zoning Law seconded Brian Kenney. All in favor vote, 6-aye 2-opposed (Jan Arcangeli, Mike Bergen) Motion passed.

**Staff Report:** No updates

**Old Business:** None

**New business:** None

**Planning Commissioner – Community Update:** None

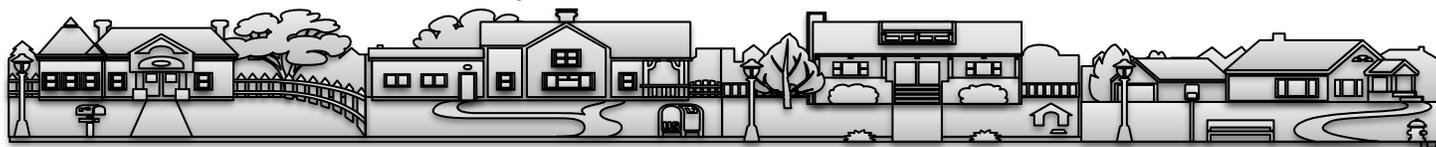
**Adjourn:** Motion made to adjourn the meeting by Brian Kenney at 6:30 pm, seconded by Sarah Agan Meeting adjourned.

**Next Scheduled Meeting:** February 10, 2022

# Schuyler County Planning Commission

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

Telephone: 607.535.8211 Fax: 607.535.8193



## Meeting Minutes Schuyler County Planning Commission February 10, 2022

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**Present:** Harriett Ferrell, Sarah Agan, Jan Arcangeli, Norma Burris, Peggy Tomassi, Joe Sevier, Linda Confer, Katey Cheplick,

**Staff Present:** Kristin VanHorn

**Absent:** Paul Bartow,

**Excused:** Alice Learn, Nigar Hale, Justin Boyette, Brian Kenney, Mike Bergen,

**Public:** David Lisk

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**Call to Order:** Sarah Agan called the meeting to order at 6:04 pm

**Opportunity for Public Comment:** None

**Review and Approval of Minutes:** Linda Confer made a motion to approve the minutes from the January 2022 Planning Board Meeting, seconded by Harriett Ferrell. 6-ayes, 2- abstain (Katey Cheplick, Peggy Tomassi) Motion passed.

### General Municipal Law 239 Review

- a. #21-001– Village of Watkins Glen – Special Use Permit – 119 2<sup>nd</sup> Street
  - Kristin provided an overview of the project and provided clarification on the change from the application for the same project that was sent from the ZBA.
  - Linda Confer made a motion to recommend the approval of the Special Use Permit for 119 2<sup>nd</sup> Street seconded Norma Burris. All in favor vote. Motion passed.

**Staff Report:** Kristin provided an overview of the “Local Concern Only” projects that had been referred. Kristin also provided information about the Schuyler County Downtown and Business Improvement Fund.

**Old Business:** None

**New business:** None

### Planning Commissioner – Community Update:

- Harriett provided an update on the well drilling happening at Clute Park and reported that all of the disturbance in the area of the baseball fields will be restored at the conclusion of the drilling process.

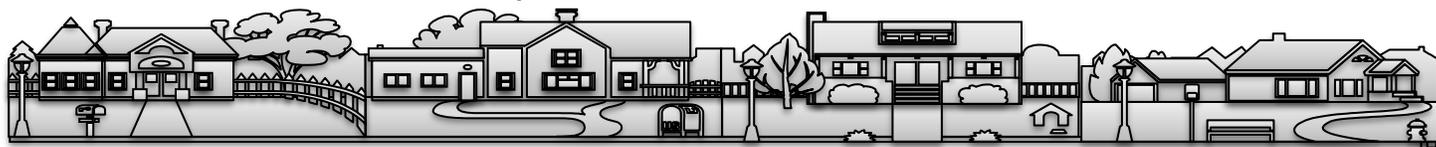
**Adjourn:** Motion made to adjourn the meeting by Joe Sevier at 6:22 pm, seconded by Peggy Tomassi Meeting adjourned.

**Next Scheduled Meeting:** March 10, 2022

# Schuyler County Planning Commission

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

Telephone: 607.535.8211 Fax: 607.535.8193



## Meeting Minutes Schuyler County Planning Commission March 10, 2022

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**Present:** Harriett Ferrell, Peggy Tomassi, Linda Confer, Katey Cheplick, Justin Boyette, Brian Kenney, Paul Bartow, Mike Bergen

**Staff Present:** Kristin VanHorn

**Absent:** Jan Arcangeli,

**Excused:** Alice Learn, Nigar Hale, Sarah Agan, Norma Burris, Joe Sevier

**Public:** Brian Grose

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**Call to Order:** Mike Bergen called the meeting to order at 6:16 pm

**Opportunity for Public Comment:** None

**Review and Approval of Minutes:** Harriett Ferrell made a motion to approve the minutes from the January 2022 Planning Board Meeting, seconded by Linda Confer. 6-ayes, 2- abstain (Mike Bergen, Brian Kenney) Motion passed.

### General Municipal Law 239 Review

- a. #21-002– Village of Watkins Glen – Zoning Amendment
  - Kristin provided an overview of the zoning amendment and explained what the impetus behind it was.
  - Brian Kenney made a motion to recommend the approval of the Zoning Amendment for the Village of Watkins Glen Code seconded Peggy Tomassi
    - Mike Bergen asked why they limited the number of people per home to 10 people, and a discussion ensued.

All in favor vote. Motion passed.
- b. #21-003– Village of Watkins Glen – ZBA Area Variance – 600 Division St
  - Kristin provided an overview of the requested area variance and the change from STR to Bed and Breakfast
  - A discussion occurred around the difference between STRS and Bed and Breakfast
  - Mike Bergen made a motion to recommend the ZBA Application be returned to the Village of Watkins Glen as “Local Concern Only” due to the limited change in use and destiny of the project seconded by Justin Boyette. All in favor vote. Motion passed.
- c. #21-003– Village of Watkins Glen – ZBA Area Variance – 356 N. Glen Ave
  - Kristin provided an overview of the requested area variance and went through a series of maps outline the parcel sizes around the project.
  - A discussion was had about the future of housing and the impact of parcels being split in the future.

- Brian Kenney made a motion to recommend disapproval of the ZBA Application
  - Based on the following: The Village recently updated their zoning law to and lowered the minimum lot size from 20,000sf to 15,000sf with the intent of maintain lower density on larger lots. As such the planning commission recommends disapproval of the creation of two non-conforming lots due to the impact on the potential community character.

Seconded by Harriett Ferrell. All in favor vote. Motion passed.

d. #21-003– Village of Watkins Glen – ZBA Area Variance – 600 Division St

- Brain Grose of Fagan Engineers presented and overview of the project. Kristin discussed the initial areas of recommendation that were made to the Town of Cayuta.
  - Brian noted that trees will be planted along the west and north side of the property, but no additional vegetation is being proposed at this time.
- Justin Boyette made a motion to recommend approval with the following recommendations
  1. Recommend continuing the fence along the west side of the property all the way to the end of the property line
  2. Considering including some vegetation within the site.

Seconded by Brain Kenney. 7 ayes – 1 abstain (Mike Bergen). Motion passed.

**Staff Report:** Kristin provided an overview of the “Local Concern Only” projects that had been referred.

**Old Business:** None

**New business:** None

**Planning Commissioner – Community Update:**

- Linda Confer reported that Montour Falls is seeing a few new businesses opening and the potential for a new project at Stillman’s.
- Mike Bergen reported that the Town of Hector is still working on their zoning law
- Justin Boyette – Was recently appointed the Town of Hector Supervisor and would be resigning from the Planning Board as of this meeting. Collectively the other commissioners congratulated him, and Kristin thanked him for his service.

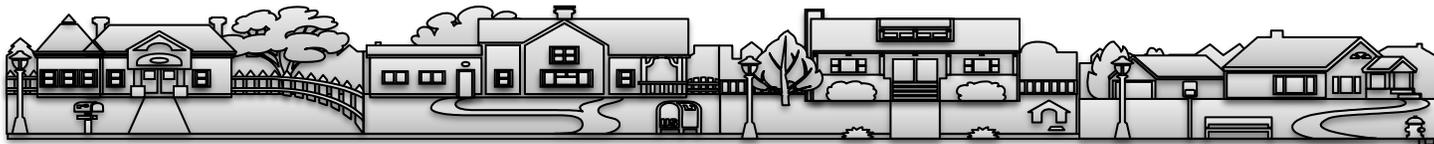
**Adjourn:** Motion made to adjourn the meeting by Paul Bartow at 7:10 pm, seconded by Mike Bergen  
Meeting adjourned.

**Next Scheduled Meeting:** April 14, 2022

# Schuyler County Planning Commission

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

Telephone: 607.535.8211 Fax: 607.535.8193



## Meeting Minutes Schuyler County Planning Commission May 12, 2022

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**Present:** Alice Learn, Peggy Tomassi, Katey Cheplick, Brian Kenney, Mike Bergen, Jan Arcangeli, Nigar Hale, Norma Burris, Joe Sevier

**Staff Present:** Kristin VanHorn

**Absent:** None

**Excused:** Harriett Ferrell, Sarah Agan, Paul Bartow

**Public:** None

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**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 made a motion to approve the minutes from the March 2022 Planning Board Meeting, seconded by Norma Burris. 7-ayes, 2- abstain (Alice Learn, Jan Arcangeli) Motion passed.

### General Municipal Law 239 Review

- a. #21-006– Town of Montour – Zoning Amendment
  - Kristin provided an overview of the zoning amendment and where the district was within the Town as well as why they wanted to make the changes to the zoning law.
  - Alice Learn made a motion to recommend the approval of the Zoning Amendment for the Town of Montour Code seconded Norma Burris. All in favor vote. Motion passed.
- b. #21-007– Village of Watkins Glen – Site Plan Review – 156 Lembeck Lane
  - Kristin provided an overview of the site plan review, and that it is only for the demolition of two existing building currently located on the site.
  - Mike Bergen made a motion to recommend approval of the project seconded by Peggy Tomassi. All in favor vote. Motion passed.

**Staff Report:** Kristin provided an overview of the “Local Concern Only” projects that had been referred.

**Old Business:** None

**New business:** None

**Planning Commissioner – Community Update:**

- Mike Bergen reported that the Town of Hector is still working on their zoning law
- Joe Sevier reported that the CEO in the Town of Tyrone has been very busy and that there is a lot of new construction occurring.

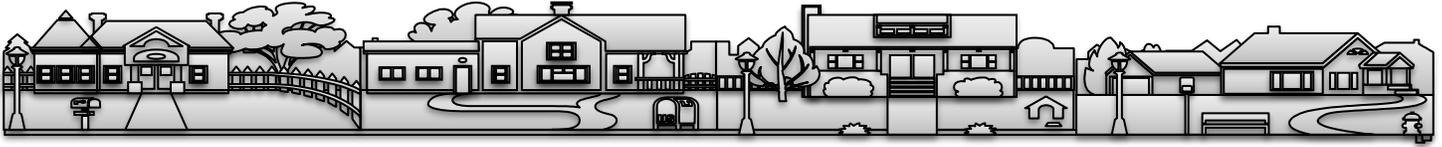
**Adjourn:** Motion made to adjourn the meeting by Mike Bergen at 6:15 pm, seconded by Brian Kenney  
Meeting adjourned.

**Next Scheduled Meeting:** June 9, 2022

# Schuyler County Planning Commission

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

Telephone: 607.535.8211 Fax: 607.535.8193



## Meeting Minutes Schuyler County Planning Commission June 9, 2022

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**Present:** Alice Learn, Paul Bartow, Katey Cheplick, Brian Kenney, Mike Bergen, Norma Burris, Joe Sevier, Sarah Agan, Harriett Ferrell,

**Staff Present:** Kristin VanHorn

**Absent:** None

**Excused:** Nigar Hale, Linda Confer, Peggy Tomassi, Jan Arcangeli

**Public:** None

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**Call to Order:** Mike Bergen called the meeting to order at 6:01 pm

**Opportunity for Public Comment:** None

**Review and Approval of Minutes:** Norma Burris made a motion to approve the minutes from the May 2022 Planning Board Meeting with the correction of removing the duplicate “Paul Bartow” under excused, seconded by Alice Learn. 7-ayes, 2- abstain (Sarah Agan, Harriett Ferrell) Motion passed.

### General Municipal Law 239 Review

- a. #21-008 – Town of Dix – SUP – 1312 Demunn Road
  - Kristin provided an overview of the project for the creation of a dog park.
  - Alice Learn made a motion to recommend the approval of the special use permit seconded Sarah Agan. All in favor vote. Motion passed.
- b. #21-009– Village of Watkins Glen – Site Plan Review – 106-109 11<sup>th</sup> Street.
  - Kristin provided an overview of the site plan review, which includes the creation of a 16-space parking lot at 106 11th Street. The addition of a shared Parking Lot – creating an additional 6 spaces on the neighboring property which the Menio’s have leased from the owners of the property, and the modification of the original site plan to include eliminate the parking area on the west side of the building located at 107 11th Street, to create a 2,000-sf patio area with one or two handicap spaces.
  - There was a discussion about the parking and how it relates to the patio area.
  - Paul Bartow made a motion to recommend returning the project as “local concern only” as there is no significant impact on the county, seconded by Alice Learn. All in favor vote. Motion passed.

**Staff Report:** Kristin provided an overview of the “Local Concern Only” projects that had been referred.

- a. Montour Falls – A community visioning workshop will be held on June 14<sup>th</sup> at the Montour Falls Fire Department.

**Old Business:** Kristin provided an update on the remaining DRI Projects in the Village of Watkins Glen.

**New business:** None

**Planning Commissioner – Community Update:**

- Mike Bergen reported that the Town of Hector is still working on their zoning law

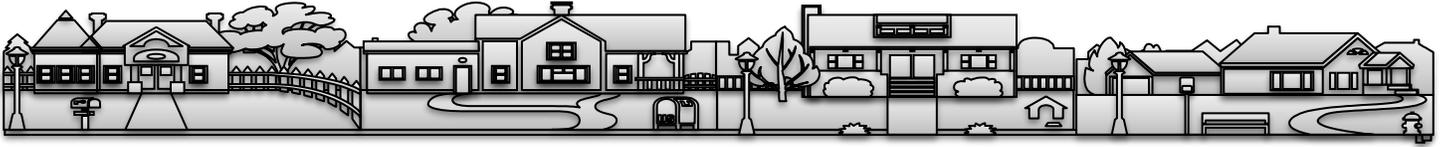
**Adjourn:** Motion made to adjourn the meeting by Brian Kenney at 6:50 pm, seconded by Harriett Ferrell Meeting adjourned.

**Next Scheduled Meeting:** July 14, 2022

# Schuyler County Planning Commission

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

Telephone: 607.535.8211 Fax: 607.535.8193



## Meeting Minutes

### Schuyler County Planning Commission

July 14, 2022

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**Present:** Alice Learn, Paul Bartow, Norma Burris, Joe Sevier, Harriett Ferrell, Nigar Hale, Peggy Tomassi, Jan Arcangeli, Jeremy Edmister

**Staff Present:** Kristin VanHorn

**Absent:** Linda Confer

**Excused:** Brian Kenney, Mike Bergen, Sarah Agan, Katey Cheplick,

**Public:** None

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**Call to Order:** Paul Bartow called the meeting to order at 6:01 pm

**Opportunity for Public Comment:** None

**Review and Approval of Minutes:** Joe Sevier motioned to approve the minutes from the June 2022 Planning Board Meeting, seconded by Harriett Ferrell. 9-eyes Motion passed.

#### General Municipal Law 239 Review

- a. #22-010- Town of Dix – Special Use Permit – 3465 Beaver Dams-Moreland Road
  - Kristin provided an overview of the project to create a 3,000sf pond on a residential property.
    - Discussion was had about what the proposed use of the pond would be and if it met the required setbacks.
  - Alice Learn made a motion to recommend the approval of the special use permit, seconded by Norma Burris. All in favor vote. Motion passed.
  
- b. #21-007a - Town of Dix – Special Use Permit – 1239 Duval Road
  - Kristin provides an overview of the proposed changes to the previously approved site plan, including
    - The project owner/Applicant changed the solar modules and racking from a fixed tilt to single-axis tracking (SAT) system to increase electricity production. This switch in racking system and row orientation changed the original approved fence line and increased the overall system footprint by  $\pm 7.5$  acres.
    - In addition, the utility entrance and overhead interconnection are now proposed along Beaver Dams-Moreland Road (Town road), where previously they were approved on Duvall Road (private road) as a single entrance.
  - Peggy Tomassi made a motion to recommend the approval of the special use permit, seconded by Norma Burris. All in favor vote. Motion passed.

- c. #22-011 – Village of Watkins Glen – ZBA – Use Variance – 1 First Street
  - Kristin provided an overview of the requested use variance for a medical clinic in the Lakefront Zone. The Village Zoning allows for office-medical clinics only in the Village Center, Neighborhood, and Industrial Districts. The building was previously a medical clinic; however, it has been closed for more than a year and can no longer be considered a nonconforming use.
    - A Discussed the proposed use remaining compatible with the community character and the minimal impact that would be felt by granting the proposed use variance.
  - Norma Burris motioned to recommend the approval of the special use permit seconded by Peggy Tomassi. All in favor vote. Motion passed

**Staff Report:**

- a. Montour Falls – Kristin provides an update on the community visioning workshop held on June 14<sup>th</sup> at the Montour Falls Fire Department. The Village plans to apply for the NY Forward Grant Funding.

**Old Business:** Kristin provided an update on the remaining DRI Projects in the Village of Watkins Glen.

**New business:** None

**Planning Commissioner – Community Update:**

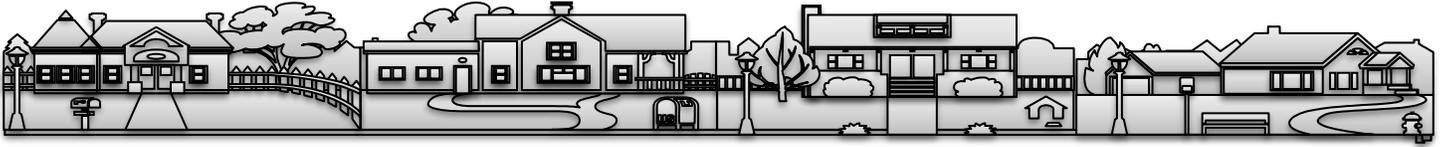
**Adjourn:** Motion made to adjourn the meeting by Paul Bartow at 6:32 pm, seconded by Norma Burris Meeting adjourned.

**Next Scheduled Meeting:** August 11, 2022

# Schuyler County Planning Commission

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

Telephone: 607.535.8211 Fax: 607.535.8193



## Meeting Minutes Schuyler County Planning Commission August 11, 2022

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**Present:** Alice Learn, Paul Bartow, Norma Burris, Joe Sevier, Harriett Ferrell, Nigar Hale, Peggy Tomassi, Jan Arcangeli, Jeremy Edmister, Brian Kenney, Mike Bergen, Sarah Agan, Katey Cheplick, Linda Confer

**Staff Present:** Kristin VanHorn

**Absent:** None

**Excused:** None

**Public:** Audrey Mayette

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

**Opportunity for Public Comment:** None

**Review and Approval of Minutes:** Alice Learn motioned to approve the minutes from the July 2022 Planning Board Meeting, seconded by Norma Burris. All in favor vote, 11-ayes 2-abstain (Sarah Agan, Katey Cheplick) Motion passed.

### General Municipal Law 239 Review

a. #21-13b- Town of Hector– Zoning Law

- Kristin provided an overview of the changes to the Draft Zoning Law since the last time this law was referred to the County Planning Commission.
  - The law in general, was scaled back, including the removal of bulk density, parking, accessory structure regulations, subdivision regulations, and steep slope regulations.
- Alice Learn made a motion to recommend the approval the draft zoning law, seconded by Brian Kenney. All in favor vote, 13-ayes, 1- abstain (Mike Bergen). Motion passed.

### Staff Report:

- a. NY FORWARD – assisting Odessa and Montour Falls with their applications
- b. Had a meeting with the Village of Watkins Glen Code Enforcement Officer and Trustee about Vacant Property issues
- c. Assisted with facilitating a tour of Watkins Glen with the NYS Secretary of State

**Old Business:** Kristin provided an update on the remaining DRI Projects in the Village of Watkins Glen.

### New business:

1. Greenleaf Recycling – Request to continue SUP granted to Arrowhead Disposal
  - Kristin gave an overview of the request and explained that the Town of Dix Planning Board had already granted the continuance and they need approval from the County as well.

**Planning Commissioner – Community Update:**

1. The Towns of Orange and Cayuta have put moratoriums on solar development.

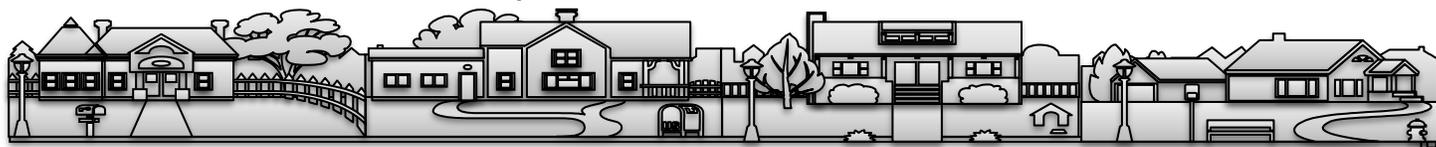
**Adjourn:** Motion made to adjourn the meeting by Mike Bergen at 6:23 pm, seconded by Paul Bartow  
Meeting adjourned.

**Next Scheduled Meeting:** September 8, 2022

# Schuyler County Planning Commission

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

Telephone: 607.535.8211 Fax: 607.535.8193



## Meeting Minutes Schuyler County Planning Commission October 13, 2022

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**Present:** Norma Burris, Harriett Ferrell, Nigar Hale, Jan Arcangeli, Jeremy Edmister, Brian Kenney, Sarah Agan, Linda Confer

**Staff Present:** Kristin VanHorn, Jacob Kotler

**Absent:** None

**Excused:** Paul Bartow, Katey Cheplick, Alice Learn, Joe Sevier, Peggy Tomassi, Mike Bergen

**Public:** Joe Tassone, Jr., Nick Schupp

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

**Introduction:** Jacob Kotler was introduced as a new planner in the Schuyler County Planning Department

**Opportunity for Public Comment:** None.

**Review and Approval of Minutes:** Kristin VanHorn discussed corrections made to previous minutes from the August 2022 Planning Board Meeting. Brian Kenney motioned to approve the minutes from the August 2022 Planning Board Meeting, seconded by Nigar Hale. All in favor vote, 8-eyes. Motion passed.

### General Municipal Law 239 Review

- a. #22-012 – Town of Montour – Site Plan Review - 4245 County Road 14 – Solar Farm
  - Joe Tassone, Jr. and Nick Schupp, representatives of AboveGrid Solar and Renovus Solar respectively, presented their site plan for a solar farm on 4245 County Road 14. They discussed advantages to the site location and answered questions from board members clarifying construction impact and community benefits.
  - Brian Kenney motioned to approve the site plan review, seconded by Norma Burris. All in favor vote, 8-eyes. Motion passed.
  
- b. #22 -013 – Village of Watkins Glen – Special Use Permit – 40 Fairgrounds Lane
  - Kristin presented the Special Use Permit and highlighted where discrepancies exist in the application, including when the “existing sites” were constructed.
  - A discussion took place around the proposed project.
  - Harriet Ferrell motioned the following recommendations:
    - A fully developed site plan in accordance with Section 42.4 of the zoning law that includes, at a minimum, the following information: the accurate number of spaces, size, and location of each space, as well as the overall circulation plan of the 18 spaces to ensure proper access of emergency vehicles.

- Provide documentation to the owners have coordinated and pursuant to NYS Department of Health, Public Health Law Section 225, Part 7, Subpart 7-3 Campground  
[https://www.health.ny.gov/regulations/nycrr/title\\_10/part\\_7/subpart\\_7-3.htm](https://www.health.ny.gov/regulations/nycrr/title_10/part_7/subpart_7-3.htm)
- Motion seconded by Norma Burris. All in favor vote, 8-ayes. Motion passed.
- c. #22-014 – Village of Watkins Glen – Special Use Permit – 229 S. S. Jackson St
  - Kristin presented the details of the Special Use Permit, and a discussion was had.
  - Brian Kenney motioned to approve a special use permit with the following recommendations:
    - Site Consider the addition of signage marking the driveway and the limited sight distance at the intersection with S. Jackson Street.
    - Assurance that the site project meets the regulations of a Bed and Breakfast usage as outlined in the Village Zoning Code.
  - Motion seconded by Linda Confer. All in favor vote, 8-ayes. Motion passed.

**Staff Report:**

- a. Local Concern Only Project:
  - Subdivision project along 3380 Beaver Dams Moreland Rd.
- b. Jacob Kotler was mentioned as the new planner to the County planning department; new phone extension to contact Kristin (607-535-8212).
- c. NY Forward application for the Villages of Odessa and Montour Falls submitted; waiting to hear back if the project qualifies to be presented to the State.

**Old Business:**

- a. Project Updates: Kristin provided an update on the remaining DRI Projects in the Village of Watkins Glen, stating they will likely be complete by December. Kristin also mentioned the ribbon-cutting ceremony for the new VFW building along the Seneca Lake waterfront was held on October 11.

**New business:**

- 1. No new business.

**Planning Commissioner – Community Update:**

- 1. The Town of Hector’s zoning efforts still in process.

**Adjourn:** Motion made to adjourn the meeting by Norma Burris at 7:00 pm, seconded by Brian Kenney. Meeting adjourned.

**Next Scheduled Meeting:** November 10, 2022