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ECONOMIC DEVELOPMENT & PLANNING | INDUSTRIAL DEVELOPMENT AGENCY | LOCAL DEVELOPMENT CORPORATION

MEETING AGENDA
TIOGA COUNTY PLANNING BOARD
November 18, 2026 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. October 21st, 2026

V. PRIVILEGE OF THE FLOOR

VI. NEW BUSINESS
A. 239 Review
1. County Case 2026-018: Town of Richford Solar Law

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

VIII. OLD BUSINESS
None

IX. ADJOURNMENT
A. Next Regular Meeting December 16th, 2026 at the Tioga County HHS Building
B. Adjourn

DRAFT

TIOGA COUNTY PLANNING BOARD
MEETING MINUTES
October 10, 2026
Tioga County Health & Human Services Building, Room #2139

I. CALL TO ORDER AND INTRODUCTIONS

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

II. ATTENDANCE

A. Planning Board Members:

Present: Doug Chrzanowski, Joe Budney, Art Cacciola, Vicki Davis, Sam Davison, Georgeanne Eckley, Jim Marzen, Grady Updyke

Excused: John Current, James Tornatore

Absent: Pam Moore

B. Ex Officio Members: None

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

D. 239m Review Applicants: Preston Bradley, 103 State Route 17c, Waverly, Tax Map # 134-09-4-6; Village of Wavery

E. Guests: None

F. Staff: Sara Zubalsky-Peer, Colleen Chrzanowski

III. APPROVAL OF AGENDA

- Approval of agenda as presented:

A. Cacciola/J. Budney/Carried
None Opposed
No Abstentions

IV. APPROVAL OF MINUTES

- Approval of September 16, 2026 minutes noted corrections:

J. Marzen/S. Davison/Carried
None Opposed
No Abstentions

V. PRIVILEGE OF THE FLOOR

- None

VI. NEW BUSINESS

A. 239 Reviews

1. County Case 2026-017: Village of Waverly, Site Plan Review & Area Variance, Preston Bradley

The applicant is requesting site plan review to construct a 24 x 40 metal storage building and install a new sign. The building will be constructed on a poured concrete monolithic slab. The building will include a window and

roll-up door according to the submitted plans. It is proposed to be constructed 21' from the eastern property line and 50' from the northern property line. The existing lot size is 11,000 sq. ft. The size of the existing building is 2,075 sq ft and the size of the proposed new building is 1,064 sq ft.

The applicant states the hours will stay the same and he is a sole owner-operator. There will only be 1-2 vehicles being serviced at one time and both vehicles will be stored inside the garage. No exterior lights are proposed. The applicant states there will be no operating changes. The existing business sign will be updated with new license numbers, will remain the same size (4'x8'), and be in the same location.

No changes are proposed to the existing parking area.

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 expand. It keeps the property productive and the real property taxes paid. This proposed metal storage building/garage is in harmony and compatible with the surrounding commercial area. The proposed variance is not substantial.

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 & Area Variance with the condition noted.

Q. D. Chrzanowski – Is the business still for auto coating? **A. P. Bradley** – Yes, it is for coating bed liners.
Q. D. Chrzanowski – What does the dotted line mean on the map? **A. S. Zubalsky-Peer** – It is due to the property being on two municipalities.
Q. P. Bradley – With the property being in two municipalities and near a NY State Highway, does everything need to come through here? **A. D. Chrzanowski** – Since the property is within 500 feet of a County or State boundary, it will have to go through more regulatory agencies for every permit. **A. S. Zubalsky-Peer –** Waverly will probably have to refer this to DOT Region 9 as well.

Motion to recommend Approval of the Site Plan Review & Area Variance:

J. Budney/S. Davison/Carried	
Yes	**8**
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)
   - No report.

3. **Town of Candor** (A. Cacciola)
   - No report.

4. **Town of Newark Valley** (J. Marzen)
   - No report.

5. **Town of Nichols** (P. Moore)
   - Not in attendance.

6. **Town of Owego** (J. Current)
   - Not in attendance.

7. **Village of Owego** (G. Eckley)
   - No report.

8. **Town of Richford** (V. Davis)
   - No report.

9. **Town of Spencer** (J. Budney)
   - J. Budney reported that the clean up of the Sure Fine grocery building seems to be delayed. Hopefully, it will proceed soon.

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

11. **Village of Waverly** (Vacant)
    - No report.

12. **Alternates** (J. Tornatore)
    - Not in attendance.

B. Staff Report:

- S. Zubalsky-Peer asked the Board members if they approve the draft of the letter to the Town of Owego. Ultimately it is up to the lawyers but if you approve, she will forward to Tioga County. Board members approved draft.
- S. Zubalsky-Peer has printed mileage sheets for anyone interested.
- Emails will be going out to members whose terms are up for renewal and contacting the associated municipalities for approval.

VIII. OLD BUSINESS

None.

DRAFT

IX. ADJOURNMENT

A. Next Meeting November 18, 2026, @ 7:00 PM at HHS Building Room #2139.

B. Motion made to adjourn at 7:17 PM. G. Eckley/J. Marzen/Carried.

Respectfully submitted,

Colleen Chrzanowski
Tioga County Planning Board Recording Secretary