



# TOWN OF SOUTHPORT

1139 Pennsylvania Avenue • Elmira New York 14904

## PLANNING BOARD

### Meeting Minutes

Monday, November 6, 2023

7:00 pm

Board Members Present: Jackie French  
John Hastings  
Chris Parsons  
Trish Peterson, Chairwoman

Board Member Absent: Larry Berman, Vice Chairman  
Jennifer McGonigal  
Tracy Warner

Others Present: Peter Rocchi, Code Enforcement Officer  
Michelle Murray, Secretary

Chairwoman Peterson called the meeting to order on or about 7:00 p.m. She asked if the Board Members had any comments, questions, concerns, or corrections about the October 2, 2023 meeting minutes. Hearing no comments, Board Member French made a motion to accept the minutes of October 2, 2023 as presented. All were in favor. The Board accepted the minutes as presented.

**Public Hearing -** Site Plan Amendment of Kyle Youngs to construct a 50-foot by 100-foot pole building located at  
111 S. Kinyon Street, Elmira, New York  
Tax map #99.19-2-32  
Zoned Industrial

Mr. Youngs explained that the building would be the same construction and color as the existing buildings and that it will be used for storage.

It was noted that the publication was in order, then the public hearing was opened for comment.

No one wished to be heard, the public portion of the meeting was closed at 7:02 p.m. and was turned back over to the Planning Board.

Hearing no comments from the Board, Chairwoman Peterson made a motion to accept the Site Plan Amendment as presented; Board Member Parsons

seconded the motion. There was no discussion on the motion. The project is classified as an Unlisted Action, with a negative declaration under the State Environmental Quality Review Act (SEQRA), thus no further action is required pursuant to SEQRA.

**Resolution No. 013-2023 PB**

**SITE PLAN AMENDMENT GRANTED TO KYLE YOUNGS TO BUILD A 50 FOOT BY 100 FOOT POLE BUILDING LOCATED AT 111 SOUTH KINYON STREET, TOWN OF SOUTHPORT, COUNTY OF CHEMUNG, STATE OF NEW YORK, TAX MAP #99.19-2-32 ZONED INDUSTRIAL**

**Resolution by: Peterson**  
**Seconded by: Parsons**

WHEREAS, on or about August 22, 2023, Kyle Youngs submitted an application to the Code Enforcement Officer for Site Plan Amendment approval from the Town of Southport Planning Board to build a 50-foot by 100-foot pole building to be used for storage located at 111 South Kinyon Street, Town of Southport, tax map #99.19-2-32 zoned Industrial; and

WHEREAS, the application was submitted to the Town Planning Board and defined as a Storage Facility per the Town Code Chapter 525-5 Definitions; and

WHEREAS, the Town Planning Board held a duly noticed meeting on October 2, 2023 at which the Applicant presented information about the project; and

WHEREAS, the Town Planning Board conducted a public hearing on November 6, 2023 at 7:00 p.m., and after due posting and publication of the same was made, was in compliance with the Town of Southport Municipal Code; and

WHEREAS, at that public hearing, any and all individuals wishing to be heard were then and there given the opportunity to do so; and

WHEREAS, it was determined that this was an Unlisted Action under SEQRA; and after due deliberation, investigation, and consideration it is

RESOLVED, that the Town Planning Board hereby grants approval to the Site Plan Amendment of Kyle Youngs to construct a 50-foot by 100-foot pole building located at 111 South Kinyon Street. Failure to make significant progress on the project within one (1) year from granting approval of this site plan will render the site plan null and void. Conditions shall be completed within one year unless otherwise stated.

**AYES: French, Hastings, Parsons, Peterson**  
**ABSENT: Berman, McGonigal, Warner**  
**NOES: None**  
**MOTION CARRIED.**

**Public Hearing -** Site Plan of Jenna Ciriaco to operate a barbershop located at 964 Pennsylvania Avenue, Elmira, New York  
Tax map #109.06-3-19  
Zoned Commercial Regional

Ms. Ciriaco explained that she plans to operate a barbershop and the hours of operation will be as stated on the application.

It was noted that the publication was in order, then the public hearing was opened for comment.

No one wished to be heard, the public portion of the meeting was closed at 7:04 p.m. and was turned back over to the Planning Board.

The Board discussed the parking at the site that should accommodate all the businesses operating in the plaza.

Hearing no other comments from the Board, Board Member French made a motion to accept the Site Plan as presented; Board Member Parsons seconded the motion. There was no discussion on the motion. The project is classified as an Unlisted Action, with a negative declaration under the SEQRA, thus no further action is required pursuant to SEQRA.

**Resolution No. 014-2023 PB**

**SITE PLAN GRANTED TO JENNA CIRIACO TO OPERATE A BARBERSHOP  
LOCATED AT 964 PENNSYLVANIA AVENUE,  
TOWN OF SOUTHPORT, COUNTY OF CHEMUNG, STATE OF NEW YORK,  
TAX MAP #109.06-3-19 ZONED COMMERCIAL REGIONAL**

**Resolution by: French**  
**Seconded by: Parsons**

WHEREAS, on or about August 18, 2023, Jenna Ciriaco submitted an application to the Code Enforcement Officer for Site Plan approval from the Town of Southport Planning Board to operate a barbershop located at 964 Pennsylvania Avenue, Town of Southport, tax map #109.06-3-19 zoned Commercial Regional; and

WHEREAS, the application was submitted to the Town Planning Board and defined as a Personal Service Establishment per the Town Code Chapter 525-5 Definitions; and

WHEREAS, the Town Planning Board held a duly noticed meeting on October 2, 2023 at which the Applicant presented information about the project; and

WHEREAS, the Town Planning Board conducted a public hearing on November 6, 2023 at 7:00 p.m., and after due posting and publication of the same was made, was in compliance with the Town of Southport Municipal Code; and

WHEREAS, at that public hearing, any and all individuals wishing to be heard were then and there given the opportunity to do so; and

WHEREAS, it was determined that this was an Unlisted Action under SEQRA; and after due deliberation, investigation, and consideration it is

RESOLVED, that the Town Planning Board hereby grants approval to the Site Plan of Jenna Ciriaco as presented to operate a barbershop located at 964 Pennsylvania Avenue. Failure to make significant progress on the project within one (1) year from granting approval of this site plan will render the site plan null and void. Conditions shall be completed within one year unless otherwise stated.

**AYES: French, Hastings, Parsons, Peterson**

**ABSENT: Berman, McGonigal, Warner**

**NOES: None**

**MOTION CARRIED.**

Next was review of the Site Plan of Jenny Storch to operate a retail store located at 1848 Pennsylvania Avenue, Pine City, New York. Tax map #127.00-1-10.2 zoned Commercial Neighborhood.

Ms. Storch explained that the previous business closed in July 2023. She will sell seasonal décor along with greenhouse items such as shrubs and produce. There will not be any changes to the exterior of the building. She plans to be open 7 days a week.

The Board discussed the existing parking lot and hours of operation. It is a change in tenant and must go through the Site Plan process.

There were no further comments from the Board. Chairwoman Peterson set a public hearing for Monday, December 4, 2023 at 7:00 p.m. or as soon thereafter as it can be heard.

Next was the Referral from the Town Board for a six-month moratorium extension of the Temporary 12-month Moratorium for Operating Unlicensed Retail Businesses Involving the Transfer, Distribution, or Sale of Cannabis. The Board discussed that New York State has not finalized the Cannabis licensing and therefore, they agree with the Town Board's referral.

Board Member French made a motion that the Planning Board recommends that the Town Board adopt the six-month Moratorium Extension of the Temporary 12-Month Moratorium for operating unlicensed retail businesses involving the transfer, distribution or sale of cannabis within the Town of Southport as presented. Chairwoman Peterson seconded the motion. No discussion on the motion. All were in favor.

**AYES: French, Hastings, Parsons, Peterson**  
**ABSENT: Berman, McGonigal, Warner**  
**NOES: None**  
**MOTION CARRIED.**

Next the Board discussed appointing Richard Petzke as an Alternate Planning Board Member. Chairwoman Peterson made a motion to recommend that the Town Board appoint Richard Petzke as the Alternate Planning Board Member, term to expire November 2026; Board Member French seconded the motion. All were in favor.

**AYES: French, Hastings, Parsons, Peterson**  
**ABSENT: Berman, McGonigal, Warner**  
**NOES: None**  
**MOTION CARRIED.**

The Planning Board is notifying the Town Board that two of their Planning Board Members, Larry Berman and Jennifer Herrick-McGonigal, have failed to comply with the minimum requirements for meeting attendance in any calendar year. Noncompliance with the minimum requirements shall be deemed a proper cause for removal from office per Town Municipal Code Chapter 15 Boards, Article II, Planning Board and Zoning Board of Appeals Terms of Office, Training and Attendance Requirements §15-6. Chairwoman Peterson made a motion to notify the Town Board; Board Member French seconded the motion. No discussion on the motion. All were in favor.

**AYES: French, Hastings, Parsons, Peterson**  
**ABSENT: Berman, McGonigal, Warner**  
**NOES: None**  
**MOTION CARRIED.**

No other business to come before the Board. Chairwoman Peterson made a motion to adjourn the meeting; Board Member Parsons seconded the motion. All were in favor. The meeting was adjourned at 7:21 p.m.

Respectfully submitted,

Michelle Murray  
Planning Board Secretary

Original on file with Town Clerk

cc: Planning Board  
Town Board  
Town Clerk  
Town Attorney