



TOWN OF SOUTHPORT

1139 Pennsylvania Avenue • Elmira New York 14904

PLANNING BOARD

Meeting Minutes

Monday, February 5, 2024

7:00 pm

Board Members Present: Jackie French
John Hastings
Chris Parsons
Trish Peterson, Chairwoman
Rick Petzke (arrived at 7:06 p.m.)
Tracy Warner

Board Member Absent: None

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 December 4, 2023 meeting minutes. Hearing no comments, Board Member French made a motion to accept the minutes of December 4, 2023 as presented; Board Member Warner seconded the motion. All were in favor. The Board accepted the minutes as presented.

Next on the agenda was appointment of Chairman, Vice Chairman and Secretary to the Planning Board.

Board Member French nominated Trish Peterson for Chairwoman of the Board for the year 2024; Board Member Warner seconded the motion. All were in favor.

AYES: French, Hastings, Parsons, Warner

NOES: None

ABSENT: Petzke

ABSTAIN: Peterson

MOTION CARRIED.

Board Member Peterson nominated Tracy Warner for Vice Chairwoman of the Board for the year 2024; Board Member Parsons seconded the motion. All were in favor.

AYES: French, Hastings, Parsons, Peterson
NOES: None
ABSENT: Petzke
ABSTAIN: Warner
MOTION CARRIED.

Board Member Peterson nominated Michelle Murray for Secretary to the Board; Board Member Warner seconded the motion. All were in favor.

AYES: French, Hastings, Parsons, Peterson, Warner
NOES: None
ABSENT: Petzke
MOTION CARRIED.

Board Member Petzke arrived at the meeting at 7:06 p.m.

Next was review of the Special Use Permit of David Zamora Leon to operate a restaurant in an existing building located at 805 Pennsylvania Avenue, Elmira, New York, tax map #99.19-2-76, zoned Commercial Regional.

The applicant explained that the outside seating would be in front of the building under the roof. They will use the existing lighting. They will install new signs. There are two handicap parking spaces. They will paint and will have a “coming soon” sign.

The Board discussed hours of operation and parking. Overflow parking will be in front of and behind the B&G office building.

There were no further comments from the Board. Chairwoman Peterson set a public hearing for Monday, March 4, 2024 at 7:00 p.m. or as soon thereafter as it can be heard.

The Board accepted the resignation of Jennifer McGonigal and appreciated the time she served on the Planning Board. The Board discussed the opening for a Planning Board Member and an Alternate Planning Board Member. The Board would like the Town to start actively looking to fill the vacant positions.

The Board discussed Robert's Rules of Order and a script to be used for public hearings to help keep meetings orderly. Chairwoman Peterson will send a draft to the Board Members for their review.

No other business to come before the Board. Board Member French made a motion to adjourn the meeting; Board Member Parsons seconded the motion. All were in favor. The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Michelle Murray
Planning Board Secretary

Original on file with Town Clerk

cc: Planning Board
Town Board
Town Clerk
Town Attorney