



# TOWN OF SOUTHPORT

1139 Pennsylvania Avenue • Elmira New York 14904

## PLANNING BOARD

### Meeting Minutes

Monday, November 3, 2025

7:00 pm

Board Members Present: Jackie French  
John Hastings  
Chris Parsons  
Trish Peterson, Chairperson  
Rick Petzke  
Tracy Warner, Vice Chairperson

Board Member Excused Penny Page

Board Members Absent: Liv Lovejoy, Alternate

Others Present: Peter Rocchi, Code Enforcement Officer  
Marianne Schrom, Deputy Town Clerk

Chairperson Peterson called the meeting to order at or about 7:00 pm. She asked if the Board Members had any comments, questions, concerns, or corrections about the October 6, 2025 meeting minutes. Hearing no comments, Board Member Petzke made a motion to accept the minutes of October 6, 2025 as presented; Board Member Warner seconded the motion. All were in favor. The Board accepted the minutes as presented.

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

**NOES: None**

**EXCUSED: Page**

**MOTION CARRIED.**

Next was review of the Site Plan of Steven Koen to construct a metal building at 1263 Charles Street, Elmira, New York, tax map #109.08-7-25, zoned Commercial Regional.

Mr. Koen explained that his plan is to construct a 30 x 50 metal building next to an existing garage at 1265 Charles Street for personal storage.

The Board discussed setback and Mr. Rocchi stated there is no required setback in the Code for that zone, therefore it will be established per Site Plan approval. The Board asked if there would be outside lighting and Mr. Koen stated no.

The Board determined the preliminary SEQRA classification Type II per definition in 6 NYCRR 617.5(c)(18) for reuse of a commercial structure where the proposed use is a permitted use and where the proposed use does not meet any of the thresholds for Type I actions. Projects classified as Type II actions require no additional environmental review.

There were no further comments from the Board, Chairwoman Peterson set a public hearing for Monday, December 1, 2025 at 7:00 p.m. or as soon thereafter as it can be heard.

No other business to come before the Board. Board Member French made a motion to adjourn the meeting; Board Member Peterson seconded the motion. All were in favor. The meeting was adjourned at 7:19 p.m.

Respectfully submitted,

Marianne Schrom  
Deputy Town Clerk

Original on file with Town Clerk

cc: Planning Board  
Town Board  
Town Clerk  
Town Attorney