



**TOWN OF SOUTHPORT  
1139 Pennsylvania Avenue • Elmira New York 14904**

**PLANNING BOARD**

Meeting Minutes

Monday, January 5, 2025  
7:00 pm

Board Members Present:

John Hastings  
Trish Peterson, Chairperson  
Rick Petzke  
Penny Page

Board Members Absent:

Jackie French  
Chris Parsons  
Tracy Warner, Vice Chairperson

Others Present:

Peter Rocchi, Code Enforcement Officer  
Marianne Schrom, Deputy Town Clerk, Samantha  
Born, Secretary

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 December 1, 2025, meeting minutes. Hearing no comments, Board Member Page made a motion to accept the minutes of December 1, 2025, as presented; Board Member Petzke seconded the motion. All were in favor. The Board accepted the minutes of December 1, 2025, as presented.

**AYES: Hastings, Peterson, Petzke, Page**

**NOES: None**

**ABSENT: French, Parsons, Warner**

**MOTION CARRIED.**

**Public Hearing** - Site Plan of PTV 1454, LLC to construct a 9,100-sf commercial retail building located at 1550 Cedar Street, Elmira, New York, tax map 109.12-1-10, zoned Commercial Regional.

Chairperson Peterson opened the public hearing at or about 7:03 p.m. It was noted that the publication was in order, then the public hearing was open for comment.

Jeremy Hummel from Larson Design group introduced the plan for the Dollar General. Mr. Hummel informed the Board that they would be demolishing two existing buildings and landscaping. Chairperson Paterson asked if anyone had any public comments. No public comments from the public. Mr. Hummel addressed the questions and concerns submitted by Labella. Discussion was had with the board members, Mr. Rocchi, and Jennifer Vaughn from Labella.

**RESOLUTION NO. 001-2026 PB  
TOWN OF SOUTHPORT**

WHEREAS, the Town Planning Board conducted a public hearing on January 5, 2026, at 7:00 p.m., after all postings and publications were completed in accordance with all applicable laws; and

WHEREAS, at that public hearing, all individuals wishing to be heard, were without delay, given the opportunity to do so. No comments or concerns were made by the public.

WHEREAS, Chairperson Peterson made a motion to keep the public hearing open; Board Member Page seconded the motion.

**AYES: Hastings, Page, Peterson, Petzke**

**NOES: None**

**ABSENT: French, Parsons, Warner**

**MOTION CARRIED.**

Preliminary Review of Site Plan Amendment and Special Use Permit Application – 1600 Cedar Street, Elmira, NY

Arshad Mahmood, representative for the applicant, stated that they are seeking an adjustment to their site plan to allow for the preparation and sale of food out of the existing business at the location. Mr. Mahmood explained that he is planning to prepare and serve food out of the current business he owns. Mr. Mahmood explained that there is no other Asian food being sold in the area.

Discussion was had between Mr. Mahmood and the board members regarding the hours of operation, the fact that there will be no seating/dining as it will be pick up orders only. It was discussed that Mr. Mahmood could request the hours of operation to be twenty-four hours a day now, instead of returning later to change the hours of operation. Mr. Mahmood agreed and the hours of operation were changed to twenty-four hours for the site plan amendment.

**RESOLUTION NO. 002-2026 PB  
TOWN OF SOUTHPORT**

WHEREAS, the Board received a site plan and special use permit application from Arshad Mahmood to allow food preparation and sales at 1600 Cedar Street, Elmira, New York, zoned Commercial Regional (the "Application"); and

WHEREAS, The Board reviewed and discussed generally the state of the Application.

NOW THEREFORE IT BE RESOLVED, that the Town Planning Board hereby: declares the Application complete for purposes of scheduling a public hearing; (2) preliminary classifies the Application as a Type II action for SEQRA purposes; (3) schedules a public hearing on the Application for February 2, 2026, at 7:00 p.m.; (4) directs the Planning Board Clerk to publish notice of the hearing as required by all applicable laws; and (5) states that no referral under GML 239-m is required per the contract between the Town and the County Planning Board.

**AYES: Hastings, Page, Peterson, Petzke**

**NOES: None**

**ABSENT: French, Parsons, Warner**

**MOTION CARRIED.**

**RESOLUTION NO. 003-2026 PB  
TOWN OF SOUTHPORT**

WHEREAS, the Board reviewed the letter of request from Kent Collier to be considered as an alternate Board Member. The request was discussed as well as need for Kent to resign from current position of alternate to the Zoning Board of Appeals to be an alternate Board Member for the Planning Board. Chairperson Peterson made a motion to refer to the Town Board for review. Board Member Page seconded the motion.

**AYES: Hastings, Page, Peterson, Petzke**

**NOES: None**

**ABSENT: French, Parsons, Warner**

**MOTION CARRIED.**

**Other business to come before the Board** was the re-election of the Planning Board Chairperson and Vice Chairperson.

The Board did not have enough Board members present to address the re-election due to attendance, as the required four voters needed protocol would not be met as the Chairperson has to abstain from the vote.

WHEREAS, this matter was tabled until the next Planning Board meeting, February 2,2026 at 7:00 pm.

No other business to come before the Board. Board Member Page made a motion to adjourn the meeting; Board Member Peterson seconded the motion. All were in favor. The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Samantha Born  
Planning Board Secretary

Original on file with Town Clerk

cc: Planning Board  
Town Board  
Town Clerk Town Attorney