



TOWN OF SOUTHPORT  
1139 Pennsylvania Avenue • Elmira New York 14904

PLANNING BOARD  
Meeting Minutes

Monday, June 1, 2026  
7:00 pm

Board Members Present: Kent Collier  
John Hastings  
Trish Peterson, Chairperson  
Tracy Warner, Vice Chairperson  
Jackie French  
Richard Petzke  
Penny Page

Board Members Absent: Chris Parsons

Others Present: Peter Rocchi, Code Enforcement Officer; Megan  
Dorritie, Esq., Harter Secrest & Emery LLP, Attorney for  
the Planning Board; Samantha Born, Secretary for  
the Planning Board.

Chairperson Peterson called the meeting to order at or about 7:00 p.m. Chairperson Peterson asked if the Board Members had any comments, questions, concerns, or corrections about the May 4, 2026, meeting minutes. Hearing no comments, Vice Chairperson Warner made a motion to accept the minutes of May 4, 2026, as presented; Board member Petzke seconded the motion. All were in favor. The Board accepted the minutes of May 4, 2026, as presented.

**Preliminary Review:** Site Plan Application of Julie Crawford to add 15 additional apartments to the interior of the structure for the purpose of creating rental apartments for the elderly population located at 1050 Pennsylvania Ave, Elmira, NY 14904, tax map # 109.06-4-5, zoned CN for Commercial Neighborhood.

Andy Hughes (representative for Julie Crawford) presented the surveys and explained the intent to add 15 additional apartments measuring between 600-800 square feet each to the existing structure for the 55 plus. Discussion was had that no changes to the existing footprint would be made. Discussion was had regarding the use of the pole barn in rear of building for storage, use of existing stairlifts and possibility of installing elevators, no major impact on traffic, parking availability and lighting. Discussion was had regarding 911 address assignments and a request was made by the board that a walk-through be completed with local Fire departments to ensure safety and access to the apartments. Utilities and sewer hook ups were discussed. SEQRA was reviewed. Application was reviewed for determination of completeness.

**RESOLUTION NO. 0025-2026 PB  
TOWN OF SOUTHPORT**

**Resolution by: French  
Seconded by: Peterson**

**WHEREAS**, on or about May 14, 2026, Julie Crawford, on her own behalf (the "Applicant"), for property located at 1050 Pennsylvania Ave, Elmira, NY 14904, tax map # 109.06-4-5, zoned CN for Commercial Neighborhood. (the "Property"), applied to add 15 additional apartments to the interior of the structure for the purpose of creating rental apartments for the elderly population at the Property (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: (1) 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 for the Application for July 6, 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: Collier, Hastings, Peterson, Warner, French, Petzke, Page**

**NOES: None**

**MOTION CARRIED.**

**RESOLUTION NO. 0026-2026 PB  
TOWN OF SOUTHPORT**

**ARBOR HOUSING-SOUTHPORT APARTMENTS  
ACKNOWLEDGING SATISFACTION OF CONDITION IN RESOLUTION NO. 008-2025PB  
REGARDING PRELIMINARY AND FINAL SITE PLAN**

**Resolution by: Peterson**  
**Seconded by: French**

**WHEREAS**, Arbor Housing and Development (the "Applicant") submitted a site plan application on or about April 1, 2024 (the "Application"), which proposed development of an approximate 2.5-acre parcel located at 1205 Plymouth Avenue Elmira, NY 14904; tax map number 109.08-2-51, Chemung County (the "Property") and

**WHEREAS**, by Resolution 008-2025PB, the Town of Southport Planning Board approved the Application with two conditions:

- (1) Pending comments from the Chemung County Stormwater Coalition be addressed and that the site plan drawings and SWPPP be updated to reflect any design changes associated with any Chemung County Stormwater Coalition comments; and
- (2) Any changes to the site plan including without limitation, development of current green space, must be brought to the Planning Board for approval; and

**WHEREAS**, the applicant has informed the Planning Board that it has received approval from the Chemung County Stormwater Coalition, which included a design change that eliminates a portion of the sidewalk planned for the Property's Plymouth Avenue border; and;

**WHEREAS**, the Applicant provided the Planning Board with documents demonstrating revisions to the Property's site plan and SWPPP that reflect the design changes necessitated by the Chemung County Stormwater Coalition's approval.

**NOW THEREFORE IT BE RESOLVED, that the Planning Board acknowledges that Condition No. 1 in Resolution 008-2025PB has been satisfied; and**

**BE IT FURTHER RESOLVED**, that the Applicant acknowledges that any additional changes to the site plan, including without limitation changes to green space,

must be approved by the Planning Board prior to construction/development of the change. This resolution will take effect immediately upon adoption.

**AYES: Collier, Hastings, Peterson, Warner, French, Petzke, Page**

**NOES: None**

**MOTION CARRIED.**

**Other business** to come before the board is the SEQRA Lead Agency Notice issued by Chemung County Legislature regarding development of Comprehensive Plan. It is noted that the Town of Southport Planning Board has no comments and is in agreeance with Chemung County being the lead on the comprehensive plan.

No other business to come before the Board.

Chairperson Peterson made a motion to close the meeting. All were in favor. The meeting was closed at 7:59 p.m.

Respectfully submitted,

Samantha Born  
Planning Board Secretary

Original on file with Town Clerk

cc: Planning Board  
Town Board  
Town Clerk Town Attorney