



# **TOWN OF SOUTHPORT**

1139 Pennsylvania Avenue • Elmira New York 14904

## **PLANNING BOARD**

### Meeting Minutes

Monday, December 1, 2025

7:00 pm

Board Members Present:

Jackie French  
John Hastings  
Chris Parsons  
Trish Peterson, Chairperson  
Rick Petzke  
Penny Page  
Tracy Warner, Vice Chairperson

Board Members Absent:

Liv Lovejoy, Alternate

Others Present:

Peter Rocchi, Code Enforcement Officer  
Marianne Schrom, Deputy Town Clerk  
Megan Dorritie, Esq., Harter Secrest & Emery LLP,  
Attorney for the Planning Board

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. Board Member French made a motion to change Board Member Page to excused from the November meeting instead of absent, as she was present but could not participate; Board Member Warner seconded the motion. Hearing no other comments, the Board accepted the minutes of November 3, 2025 as presented with changes. All were in favor.

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

Next on the agenda was to set the Planning Board meeting schedule for the year 2026. All meetings will be held on the first Monday of each month except for the:

September 2026 meeting will be held on Tuesday, September 1, 2026.

The deadline for site plan and special use permit applications will continue to be the third Wednesday of each month.

**Public Hearing -** 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.

Chairperson Peterson opened the public hearing at or about 7:06 p.m.

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

Mr. Koen explained that the building will be used for personal storage.

No one else wished to be heard, the public portion of the meeting was closed at 7:07 p.m. and was turned back over to the Planning Board.

Hearing no comments from the Board, Board Member Petzke made the following motion to accept the Site Plan as presented; Board Member French seconded the motion.

**RESOLUTION NO. 009-2025 PB  
TOWN OF SOUTHPORT**

**SITE PLAN APPROVAL GRANTED TO STEVEN KOEN TO CONSTRUCT A METAL  
BUILDING AT 1263 CHARLES STREET, TOWN OF SOUTHPORT, COUNTY OF CHEMUNG,  
STATE OF NEW YORK, TAX MAP #109.08-7-25, ZONED COMMERCIAL REGIONAL**

WHEREAS, on or about October 15, 2025, Steven Koen submitted an application to the Code Enforcement Officer for Site Plan approval from the Town of Southport Planning Board to construct a metal building located at 1263 Charles Street, Town of Southport, tax map #109.08-7-25, zoned Commercial Regional (the “Project”); and

WHEREAS, the Town Planning Board held a duly noticed meeting on November 3, 2025, at which the Applicant presented information about the project; and

WHEREAS, at that meeting, the Planning Board: deemed the application complete; preliminarily classified the Project as Type II for SEQRA purposes under 6 NYCRR 617.5(c)(9) for construction or expansion of a primary or accessory/appurtenant, nonresidential structure or facility involving less than 4,000 square feet of gross floor area and not involving a change in zoning or a use variance and consistent with local land use controls, but not radio communication or microwave transmission facilities; and confirmed that no referral to Chemung County Planning Board under GML 239-m is required per the Town's agreement with County Planning; and set a public hearing for the Project for December 1, 2025 at or about 7 p.m.; and

WHEREAS, the Town Planning Board conducted a public hearing on December 1, 2025, at 7:00 p.m., after all posting and publication were completed in accordance with all applicable laws; and

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

NOW THEREFORE BE IT RESOLVED, that the Town Planning Board hereby: confirms that the Project is properly classified as Type II under SEQRA and thus no further environmental review is required; and grants approval for the Site Plan of Steven Koen to construct a metal building at 1263 Charles Street, with the sole condition being that 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, Page, Parsons, Peterson, Petzke, Warner**

**NOES: None**

**MOTION CARRIED.**

Next was review 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.

After discussion of the application, Board Member Petzke made the following motion which was seconded by Board Member French:

**RESOLUTION NO. 010-2025 PB  
TOWN OF SOUTHPORT**

WHEREAS, the Board received a site plan application from 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; and

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

NOW THEREFORE BE IT RESOLVED, that the Town Planning Board hereby: declares the Application complete for purposes of scheduling a public hearing, with additional comment expected from LaBella Associates, which has been hired to assist with the application review; (2) preliminarily classifies the application as Unlisted for SEQRA purposes; (3) declares the Planning Board's intent to be Lead Agency for a coordinated SEQRA review; (4) directs the Planning Board Clerk to prepare and transmit all necessary intent to be Lead Agency documents as required by law; (5) refers the Application to Chemung County Planning as required by GML 239-m; (6) schedules a public hearing on the Application for Monday, January 5, 2026 at 7:00 p.m. or as soon thereafter as it can be heard; and (7) makes a referral to the Town Board pursuant to Town Code 525-65 for the establishment of an escrow account in the amount of \$8,000. The motion was seconded by Member French and all Members voted in favor.

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

**NOES: None**

**MOTION CARRIED.**

Other business to come before the Board was the resignation letter of Alternate Planning Board Member Liv Lovejoy.

**RESOLUTION NO. 011-2025 PB  
TOWN OF SOUTHPORT**

WHEREAS, the Planning Board received a resignation letter from Liv Lovejoy, Alternate Planning Board Member, effective November 13, 2025.

WHEREAS, the Planning Board is requesting that the Town Board actively start looking to fill this vacant position.

RESOLVED, that the Planning Board accepts the resignation letter of Liv Lovejoy, Alternate Planning Board Member.

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

**NOES: None**

**MOTION CARRIED.**

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

Respectfully submitted,

Marianne Schrom  
Deputy Town Clerk

Original on file with Town Clerk

cc: Planning Board  
Town Board  
Town Clerk  
Town Attorney