

**Town of Elmira, New York
Planning Board**

**Meeting –March 4, 2024
MINUTES**

Eric Crandall opened the meeting and asked for a nomination for Chairman of the Planning Board.

MOTION by N. Kapnolas to nominate Mark Miles as Chairman of the Planning Board

Second by W. Maloney

Ayes: Miles, Kapnolas, Kohberger, Maloney, and Knapp

Nays: None

Chairman Miles then presided over the meeting as the Chairperson and nominated W. Maloney as Vice Chairman of the board.

MOTION by N. Kapnolas to accept the nomination of W. Maloney as Vice Chairman of the board.

Second by M. Kohberger

Ayes: Miles, Kohberger, Kapnolas, Maloney, and Knapp

Nays: None

Chairman Miles asked for a nomination for Secretary of the Planning Board.

MOTION by M. Kohberger to nominate Paul DiPietro as Secretary of the Planning Board.

Second by N. Kapnolas

Ayes: Miles, Kohberger, Kapnolas, Maloney, and Knapp
and Maloney

Nays: None

Continuing with the organizational meeting for 2024, Chairman Miles asked if the Planning Board Meeting should continue to be held on the 1st Monday of the month (as needed) at 7:00 PM and should be held at the Town Hall in West Elmira.

MOTION by N. Kapnolas to continue to hold the Planning Board Meetings on the 1st Monday of the month (as needed) at 7:00 PM and be held at the Town Hall in West Elmira.

Second by R. Knapp

Ayes: Miles, Kohberger, Kapnolas, Maloney, and Knapp

Nays: None

Chairman Miles stated that a newspaper has to be established for Public Notices. In the past the Star Gazette has been used and would this board want to continue using it.

MOTION by M. Kohberger to continue using the Star Gazette as the newspaper for public notices.

Second by W. Maloney

Ayes: Miles, Kohberger, Kapnolas, Maloney, and Knapp

Nays: None

Regular meeting starts at 7:10

PRESENT: Chairman Mark Miles

Members: Nick Kapnolas
Mike Kohberger
William Maloney
Robert Knapp

ALSO PRESENT: Eric Crandall, Code Enforcement Officer
Patty Carozza, Recording Secretary
Scott Moore, Town of Elmira Attorney
Christine Duvall, Applicant

Chairman Miles excused Paul DiPietro and Ron McConnell from the meeting.

Chairman Miles opens the regular meeting at 7:10 pm and welcomes everyone. He states that this meeting is being held to review the Quilting Business Site Plan Application for the property located at 101-A Morningside Drive, Elmira, New York 14905.

Chairman Miles asked members if they had read the minutes of the November 6, 2023 meeting and if anyone had additions or corrections, and hearing none, a motion to approve.

MOTION by Mike Kohberger to accept the minutes as written.

Second by Nick Kapnolas

Ayes: Miles, Kohberger, Kapnolas, Maloney, and Knapp

Nays: None

Ron McConnell arrived at the meeting at 7:12 pm

Chairman Miles invited Christine Duvall to speak about this business. She states that she made a purchase offer on 101-A Morningside Drive (which is currently operating as a hair salon). Her business is a Quilting Business in which she would finish quilts (using a longarm) for people who need this service. Customers will drop off the quilts for her to finish.

Ms. Duvall's plan for the hours of operation will be Thursday – Saturday from 1- 7pm. It is strictly a drop off and pick up operation. Chairman Miles asked about signage for the outside of building.

She stated it would be minimal and also mentioned that there is no driveway so customers will park on the street.

Chairman Miles inquired with Attorney Moore and asked what the options were to approve or not approve the site plan. Scott explained that the Zoning Board of Appeals (ZBA) referred this to the planning board for further review. The ZBA will be holding a Public Hearing on March 26, 2024. After the hearing, it will come back to this board and at that time this board can choose to waive any of the Site Plan requirements, including the Public Hearing. Tonight, the job of this board is to listen to the applicant and decide to send it back to the ZBA with either a positive recommendation, negative recommendation, or have no comment.

After further discussion Chairman Miles asked for a motion to send the referral back to the Zoning Board of Appeals.

MOTION by N. Kapnolas to send the referral back to the Zoning Board with a positive recommendation.

Second by R. Knapp

Ayes: Miles, McConnell, Kohberger, Kapnolas, Maloney, and Knapp

Nays: None

Chairman Miles thanked Ms. Duvall for coming and this board will reconvene on April 1, 2024 after the Zoning Board of Appeals Public Hearing.

Moving forward with the meeting, Chairman Miles informed the board that they must all have 4 hours of training for this board and mentioned an upcoming one at Corning Community College. They must register for the April 4, 2024 training by March 21, 2024,

It was also noted by Eric Crandall that the Town approved the new solar law and all board members were provided with the paperwork.

MOTION by M. Kohberger to adjourn.

Seconded by W. Maloney

Ayes: Miles, McConnell, Kohberger, Kapnolas Maloney, and Knapp

Nays: none

The meeting ends at 7:32 pm

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