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ECONOMIC DEVELOPMENT & PLANNING | INDUSTRIAL DEVELOPMENT AGENCY | LOCAL DEVELOPMENT CORPORATION

**MEETING AGENDA**  
**TIOGA COUNTY PLANNING BOARD**  
**December 17, 2025 at 7:00 PM**  
**Tioga County Health and Human Services Building, Room #2139**  
**1062 State Route 38, Owego NY 13827**

- I. CALL TO ORDER
  - A. Introductions
- II. ATTENDANCE
  - A. Members:
  - B. Ex Officio Members:
  - C. Local Officials:
  - D. 239m Review Applicants:
  - E. Guests:
- III. APPROVAL OF AGENDA
- IV. APPROVAL OF MINUTES
  - A. October 15, 2025
- V. PRIVILEGE OF THE FLOOR
- VI. NEW BUSINESS
  - A. 239 Reviews
    - 1. County Case 2025-024NA: Town of Barton, Residential Setback, Orlandi
    - 2. County Case 2025-025: Town of Nichols, Solar Energy Systems Law Amendment, Town Board
    - 3. County Case 2025-026: Village of Owego, Special Use Permit, ValuAuto
- VII. REPORTS
  - A. Local Bits and Pieces
  - B. Staff Report
- VIII. OLD BUSINESS
  - None
- IX. ADJOURNMENT
  - A. Next Regular Meeting January 21, 2026 at the Tioga County HHS Building
  - B. Adjourn

**TIOGA COUNTY PLANNING BOARD  
MEETING MINUTES  
October 15, 2025  
Tioga County Health & Human Services Building, Room #2139**

**I. CALL TO ORDER AND INTRODUCTIONS**

- Chair D. Chrzanowski called the meeting to order at 7:00 PM.

**II. ATTENDANCE**

**A. Planning Board Members:**

**Present:** Doug Chrzanowski, Joe Budney, Vicki Davis, Sam Davison, Georgeanne Eckley, Jim Marzen, Pam Moore, James Tornatore

**Excused:** Art Cacciola, John Current, Bryan Goodrich, Grady Updyke

**Absent:** Kasey Traub

**B. Ex Officio Members:** None

**C. Local Officials:** Charles Davis, Town of Richford Supervisor

**D. 239m Review Applicants:** Cindie Bobnick, Ahwaga Barbershop

**E. Guests:** Sara Zubalsky-Peer, Tioga County Economic Development & Planning

**F. Staff:** Elaine Jardine, Colleen Chrzanowski

**III. APPROVAL OF AGENDA**

- Approval of agenda as presented:

J. Marzen/J. Budney/Carried

None Opposed

No Abstentions

**IV. APPROVAL OF MINUTES**

- Approval of September 17, 2025 minutes noted corrections:

P. Moore/J. Budney/Carried

None Opposed

No Abstentions

**V. PRIVILEGE OF THE FLOOR**

- None

**VI. NEW BUSINESS**

**A. 239 Reviews**

**1. County Case 2025-023: Village of Owego, Special Use Permit, Ahwaga Barbershop**

The applicant intends to relocate their barbershop business from 177 Front Street in downtown Owego to their home at 289 Front Street. A special use permit is required to locate and operate a business in a home under certain requirements and conditions within the R2 zoning district.

Hours of operation will be from 8:00 AM to 5:30 PM Tuesday through Friday and Saturday 7:00 AM to 3:30 PM, with the business being closed on Sunday and Monday. The barbershop is operated by two self-employed workers. No signage information has been provided.

Pursuant to 6NYCRR Part 617 SEQR, the Village of Owego Code Enforcement has categorized this project as an Unlisted action. Therefore, the Village has provided a Short EAF Part 1 that has been completed, signed and dated by the applicant.

According to the Village of Owego zoning code, a professional or business office is allowed to operate inside a residence within the R2 zoning district if the primary residence is used for at least 40% of the available space when granted a special use permit from the Zoning Board of Appeals. While this proposal complies with this space requirement, a barbershop is NOT listed as a professional or business office and therefore is not allowed. The Central Business zoning district includes a barbershop as a permitted use under paragraph C Personal Service shop, which is NOT allowed in Residential zoning districts. Therefore, the Village of Owego Zoning Board of Appeals must make an interpretation that a barbershop is compatible with the business listed as Professional or Business Office before they can grant the special use permit. If the Village of Owego ZBA determines a barbershop is not compatible with the businesses listed above, the Ahwaga barbershop cannot continue to operate at 289 Front Street.

Comments:

It is the municipality's responsibility that this project complies with all applicable Village of Owego code requirements, even those that are not cited in this document. It is the applicant's responsibility to obtain all required federal, state and local permits, licenses and registrations.

Conditions:

1. That the Village of Owego Zoning Board of Appeals makes a positive interpretation that a barbershop can be considered a Professional Office before granting the special use permit.
2. That the applicant complies with the NYS DOT Region 9 Site Plan Review Committee's comments and requirements.
3. That the applicant erects a sign that complies with the requirements referenced above.
4. That the applicant obtains a Certificate of Appropriateness from the Owego Historic Preservation Commission for the business sign as this property is located within the Central Owego Historic District.

Staff advises the County Planning Board to recommend Approval of the Special Use Permit with the conditions noted.

**Q. J. Budney** – The Village of Owego zoning code states “any recognized profession” and NYS recognizes barbershops as a licensed profession. Could the barbershop be included as a professional office? **E. Jardine** – The Village of Owego zoning code lists barbershops as a Personal Service shop which are allowed in the Central Business district but are not allowed in the Residential zoning district. This is a permitted use issue, not a definition issue. The Village of Owego ZBA needs to make an interpretation before they grant the Special Use Permit.

**Q. C. Budnick** – Would a cosmetologist be considered a Personal Service shop? **E. Jardine** – Yes, it would be a Personal Service shop which is allowed in the Central Business district but not in the Residential 2 district in the Village of Owego.

**G. Eckley** – Changing the signage to align with the Owego Historic Preservation Commission's requirements is necessary for the business to continue to operate.

**Motion to recommend Approval of the special use permit with the conditions noted:**

**S. Davison/J. Tornatore/Carried**

**Yes 8**

**No 0**

**Abstentions 0**

## **VII. REPORTS**

### **A. Local Bits and Pieces**

- 1. Town of Barton** (G. Updyke)
  - Not in attendance.
- 2. Town of Berkshire** (S. Davison)
  - No report.
- 3. Town of Candor** (A. Cacciola)
  - Not in attendance.
- 4. Town of Newark Valley** (J. Marzen)
  - No report.
- 5. Town of Nichols** (P. Moore)
  - No report.
- 6. Town of Owego** (J. Current)
  - Not in attendance.
- 7. Village of Owego** (G. Eckley)
  - No report.
- 8. Town of Richford** (V. Davis)
  - C. Davis, Town of Richford Supervisor, reported that RJ Corman has started repairs on the tracks crossing Route 38.
- 9. Town of Spencer** (J. Budney)
  - No report.
- 10. Town of Tioga** (D. Chrzanowski)
  - D. Chrzanowski reported that the bridge on Diamond Valley Road in the Town of Tioga will be under reconstruction from the Spring to Fall of 2026. Travel on that road will need to use alternative routes during that time.
- 11. Village of Waverly** (K. Traub)
  - Not in attendance.
- 12. Alternates** (B. Goodrich, J. Tornatore)
  - B. Goodrich – Not in attendance.
  - J. Tornatore reported that UHS Hospitals is working towards

replacing/upgrading their facility to a brick and mortar building in the Village of Newark Valley.

**B. Staff Report:**

- E. Jardine reported that she will be emailing Board Members the 2025 in Town Travel Form to record 2025 mileage record to and from TCPB meetings if you wish to submit for mileage reimbursement. While you must use specific odometer numbers, you can always estimate odometer numbers that are equal to the distance you travel to the TCPB meeting and back home. Please work on filling them out so you can submit them by the December TCPB meeting. Please enter travel only for the meetings that were attended, however you won't be able to enter November and December 2025 yet.

**VIII. OLD BUSINESS**

None.

**IX. ADJOURNMENT**

- A.** Next Meeting November 19, 2025, @ 7:00 PM at HHS Building Room #2139.
- B.** Motion made to adjourn at 7:20 PM. J. Tornatore/G. Eckley/Carried.

Respectfully submitted,

Colleen Chrzanowski  
Tioga County Planning Board Recording Secretary

**Economic Development and Planning  
Legislative Committee Report  
December 2, 2025  
Prepared By: Elaine Jardine**

**Meetings**

- Tioga County Agricultural Resource Group meeting
- NYS Association of County Planning Directors meeting
- Southern Tier 8 Regional Housing & Infrastructure Summit
- Southern Tier 8 Regional Sustainability meeting
- Village of Waverly NY Forward Small Projects Fund public meeting
- Broome-Tioga Arts & Cultural Master Plan Client Team meeting
- Tioga Chamber of Commerce Wagner Incubator press conference

**Active Projects**

- Training with the County Planning Director Trainee. Conducted introductory visits with TCSWCD staff, CCE Tioga Staff, Town of Newark Valley Code Enforcement Officer and Town of Richford Town Supervisor and Code Enforcement Officer.
- Assisting the Village of Waverly with their NY Forward grant implementation:
  - Small Projects Fund – Held a public meeting at which about 4 potential projects were represented.
  - Public Projects – The Village of Waverly Committee selected HUNT Engineering for engineering & design of their public projects which include Broad Street Streetscape and East Waverly Park improvements. HUNT delivered the final draft contract and now scheduling a meeting with NYS DOS to review the contract.
- Training with the new Community Development Specialist. Trained on the Catholic Charities CDBG grant required income survey and setting up file maintenance system.
- Assessing each of our municipality's websites for accurate information regarding planning and zoning boards, applications and permits. Most municipalities' websites have been addressed and new fillable forms have been created and posted. Still need to address the Town of Newark Valley and Town of Spencer websites.

**Grants**

**Active**

- NYS Department of Agriculture & Markets Land Trusts Outreach Grant Program – NYS American Farmland Trust held three farmer workshops on land access and negotiating leases between November 5 and November 6. Next scheduled workshops are to be held January 13 and 14 on farm/farmland transition planning.
- Town of Berkshire Appalachian Regional Commission (ARC) Ready Local Government Grant – Barton & Loguidice held a Community Workshop on November 4<sup>th</sup> for the public to vote on various improvements they would like to see in George Smith Park.
- Tioga County/Village of Owego NY SWIMS Lifeguard Grant – The second and final report to reimburse Tioga County the last payment is in process.
- CDBG Catholic Charities Tioga Mobile Fresh Café grant – Developed an income survey for Catholic Charities to utilize when the mobile food truck is operational.
- The final ARC progress and financial reports for the Education Workforce Coordinator position were certified, submitted and approved. This grant should be closed out soon.

**Pending**

- Wrote and submitted a NYS DOS Smart Growth Community Planning & Zoning grant application on behalf of the Town of Nichols to fund a planning consultant to develop a Comprehensive Plan for the Town. NYS should announce awards soon.

**Potential**

- Tioga County Agricultural and Farmland Protection Plan grant from NYS Department of Agriculture & Markets. Worked with three consulting firms to refine grant budget. NYS

Department of Agriculture & Markets now expects the RFA to be released in late 2025 or early 2026.

### **Plans/Studies**

- Strong Road residential site water and sewer systems extensions cost assessment – Larson Design Group needs to complete this report with expected/typical costs for expansion of the Veolia water system into the Town of Owego. The Town of Owego might decide to dig their own municipal well to supply water to the small, proposed subdivision if it is determined to be feasible.

### **Reviews (239)**

- None in November

### **• Resolutions –**

- L07 – Reappoint Member to the Tioga County Planning Board - Davis
- L08 – Reappoint Member to the Tioga County Planning Board - Chrzanowski
- L09 – Reappoint Member to the Tioga County Planning Board - Budney
- L10 – Reappoint Member to the Tioga County Planning Board - Updyke
- L11 – Appoint Member to the County Agricultural & Farmland Protection Board - Campbell
- L12 – Reappoint Member to the County Agricultural & Farmland Protection Board – Visscher
- L13 – Renew TCSWCD Hazard Mitigation Plan Coordination Contract 2026
- L14 – Authorize County Agricultural & Farmland Protection Plan Grant application to NYS Ag & Markets
- L19 – Authorize Broome County-Tioga County Agreement for Broome-Tioga Arts & Cultural Master Plan