

Planning board
VILLAGE OF PORT DICKINSON

Date: June 11, 2026, 6:30pm

Call to Order at 6:30 p.m.

Roll Call Attendance – Present:

ZBA	Eric Backlund, Chair	_____	Planning	Patrick Doyle	__X__
ZBA	James Brady	_____	Planning	Vince Lomonaco	_____
ZBA	Roger Shaller	_____	Planning	Ed Corcoran	__X__
ZBA	Joseph Griswold	_____	Planning	Stefanie Kermidas	_____
Alt.	David Robertson	__X__	Planning	Peter Dionne	__X__
	Village Clerk		Susan Fox	__X__	
	Village Attorney		Nathan VanWhy	__X__	
	Village Code Officer		John Broughton	__X__	

CHAIRPERSON:

- 1) Welcome to the Village of Port Dickinson Planning Board Meeting. The purpose of tonight’s meeting is a site plan review requested by **MaryJo and Bill Bowie**
- 2) Agenda
 - a. The applicants will present their application, during and after which they may be questioned by the Planning Board.
Christina Wood – thrift/craft store with small group classes
Tim Fruehan – construction office (desk, phone, no materials or machinery, no public meetings)
 - b. The Planning Board will converse, deliberate and vote on the site plan.

REGARDING APPLICATION Site plan review for two subunits on the property.

RE: Address of Property: **781-783 Chenango St.**
Tax Map No.: Section: 128.60 Block:1 Lot:11
Zoning District: Commercial

The following are hereby entered into the minutes:

- (X) Application for Site Plan review submitted by Applicant
- (X) Site submitted by Applicant
- () Affidavit of Posting by the Village Clerk
- () Affidavit of Mailing the notice of the hearing to neighboring property owners
- () Short EAF filed by the Applicant
- (X) General Municipal Law Section 239 recommendation from Broome County
Planning and Economic Development Department
- () Correspondence received from _____
- (X) Village Planning Board decision – *see below*

1. Discussion
 - The board is reviewing two site plans
 - The first is for the ground floor of the front portion of Building #2
 - as annotated on the submitted site plan
 - Consists of approximately 1000ft²
 - Site plan usage category is retail space
 - The second is for the ground floor rear portion of Building #2
 - As annotated on the submitted site plan
 - Consists of approximately 400ft²
 - Site plan usage category is office space
 - Both businesses Hours of operation will be approximately 8am to 7pm
 - Site plan approval is required because no previous site plan is on record.
 - No approved site plan was on record likely because of predates current zoning.
 - If board approves site plans for these two spaces, if in the future new tenants occupy the spaces and operate under the same usage categories (ie retail for front space and office for rear space) then a new site plan review is not required
 - If however, new tenants want to operate as different type of business in these two spaces then a new site plan review is required.
 - The site plans apply to only the two spaces highlighted on the site plan, if other tenants wish to operate in the other spaces then a new site plan review is required.
 - No change in traffic is anticipated
 - No change to property Lighting is expected.
 - No proposed building changes
 - No need for large trash receptacles (dumpsters), trash cans will be sufficient.
 - Parking is deemed sufficient for both spaces and proposed uses.
 - No changes to building or construction is being presented.
2. Motion to accept site plan as Type 2 action for environmental review for existing use of a commercial building
Patrick Doyle made motion
Dave Robertson seconded the motion
All present votes yes to motion.
3. Motion to accept site plan as presented
Patrick Doyle made motion
Dave Robertson seconded the motion
All present votes yes to motion.
4. Motion made to close the meeting
First motion made by Dave Robertson
Motion seconded by Ed Cocrann

Meeting ended at 6:55pm

Submitted by
Planning board Chair
Peter Dionne