

Planning board
VILLAGE OF PORT DICKINSON
Date: October 13, 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	__X__
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		Rob Ibrahim	__X__	
	Village Code Officer		Kyle Doyle	__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 ***Christina M. Wood***
- 2) Agenda
 - a. Review and approval of last planning board minutes from 6/11/26
 - b. The applicant will present her application, during and after which they may be questioned by the Planning Board.
Christina Wood – thrift/craft store with small group classes
 - c. The Planning Board will converse, deliberate and vote on the site plan.

REGARDING APPLICATION Site plan review for retail space at 868 Chenango St.

RE: Address of Property: **868 Chenango St.**
Tax Map No.: not listed on application
Zoning District: Commercial

The following are hereby entered into the minutes:

- (X) Application for Site Plan review submitted by Applicant
- (X) Site Plan 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. Motion to accept meeting minutes from 6/11/26 meeting
 - a. Patrick Doyle made first motion
 - b. Dave Robertson seconded the motion
 - c. All Planning Board members present votes yes to motion.
2. Discussion of site plan review
 - a. Applicant is planning to run a small business at an existing structure that previously has not had a site plan on record.
 - b. The property is a preexisting nonconforming commercial retail property
 - c. The previous use of this space was a NY DOT field office
 - d. Applicant stated she has no plans to expand or modify the building.
 - e. Applicant rents the space and is not the owner of the property.
 - f. To address the points raised by the county during the 239-review:
 - i. Signage will be applied to the window and will not be electronic. Sign must conform to Village Code.
 - ii. The property owner provides a dumpster that the applicant will use. The dumpster is in the parking lot across the street. No additional dumpster is planned
 - iii. No outdoor storage is planned nor is their space for any outdoor storage
 - iv. No drop-off bins are planned
 - g. Applicant asked if planters are allowed on the sidewalk in front of the structure. Planning board response was as long as there was no code violation the board did not see an issue with placing planters close to the building.
 - h. Applicant stated that onsite classes are possible, Board reminded applicant that occupancy limits must be adhered to and additional space would be required if total occupancy exceeded limit. If additional space was added to accommodate additional customers, then a new site plan application must be submitted.
3. Motion to accept site plan as Type 2 action for environmental review for existing use of a commercial building
 - a. Patrick Dolye made motion
 - b. Dave Robertson seconded the motion
 - c. All planning board members present voted yes to motion.
4. Motion to accept site plan as presented
 - a. Dave Roberston made motion
 - b. Patrick Doyle seconded the motion
 - c. All planning board members present voted yes to motion.
5. Motion made to close the meeting
 - a. First motion made by Patrick Doyle
 - b. Motion seconded by Ed Corcoran
 - c. Meeting ended at 6:57pm

Submitted by
Planning board Chair
Peter Dionne