

**CHEMUNG COUNTY PLANNING BOARD**  
**MEETING NOTES**  
**OCTOBER 23, 2025**

Present

Frank Pierce  
Mark Watts  
Marilyn Paulo  
Emma Miran  
Michelle Podolec  
Elisabeth Corveleyn  
Nick Vosburg  
Dave McCormick, Staff  
Lauren Hotaling, Staff

Excused

Henry Dalrymple

Visitors

1. Call to order at 3:00 p.m.
2. Approval of Meeting Notes - After discussion of the September 25, 2025 notes there were no questions, comments or corrections from the Board and the minutes were approved as distributed on a motion made by Michelle Podolec, seconded by Mark Watts. All in favor, aye; opposed, none. Motion carried.
3. Visitor Comments (accepted after each referral review).
4. Zoning Referrals
5. Staff Comments

A. TOWN OF HORSEHEADS–Site Plan Review – Crooker

DISCUSSION: Request to review proposed site plan to construct additional storage building adjacent to existing storage building for storage of small equipment in a Business Zoning District. Property is located at 124 Overlook Dr. within 500' of Old Ithaca Rd. (CR 68). D. McCormick asked L. Hotaling to display related images for the Board's information and she gave an overview as follows: zoning map depicting location of the parcel, existing storage shed, survey indicating where the proposed shed is desired to be located, adjacent wetlands in relation to approximate new building location which would be constructed and located behind the existing storage shed, no utilities, nothing to be watered in the shed. D. McCormick added that there is no planned tree cutting, no traffic in the location. He advised that DOT has commented on the SEQR Form as follows: Question #10 and Question #11 need the "If No" section answered. Question #15 should be "Yes". The site is within the range of the Northern Long-eared Bat, Green Floater, and the Monarch Butterfly. D. McCormick recommended local determination. D. McCormick asked if there was any further discussion, questions or comments from the Board and there

were none. D. McCormick called for a motion for local determination along with comments regarding the SEQR Form.

MOTION: Made by Emma Miran, seconded by Michelle Podolec, recommending local determination stating no countywide impacts along with comments from DOT on the SEQR Form as follows: Question #10 and Question #11 need the "If No" section answered. Question #15 should be "Yes". The site is within the range of the Northern Long-eared Bat, Green Floater, and the Monarch Butterfly. Members in favor, all; opposed, none. Motion carried.

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B. CITY OF ELMIRA– Site Plan Review – Kottwitz  
Present: Nicholas and Cierra Kottwitz

DISCUSSION: Request to review proposed site plan to construct building for establishment and operation of coffee shop to include drive-thru service in an Urban Mixed Use (UMU) Zoning District. Property is located at 321 Madison Ave. within 500' of E. Church St. (SR 352). D. McCormick noted that the building had several uses in the past. L. Hotaling gave an overview of slides displayed relating to the site plan: proposed site plan, parking spaces, required curb cuts, zoning district of the property and Google Earth image slide. D. McCormick asked what might be required from any traffic control perspective regarding Madison Ave. having heavy traffic at times and someone making a left turn which could be problematic. Cierra Kottwitz advised that they may ask the City of Elmira to abandon the alleyway in a map amendment for Kottwitz responsibility with respect to the traffic question. N. Vosburg noted concern over access into the other building and if it was being used. Nicholas Kottwitz advised that there was access around the corner that could be used but was unsure it was operable with posts, noting that there have been deliveries using the rear part of the alleyway. The building would be moved 10.5' to the right to properly accommodate the drive-thru. A new roof will be installed. D. McCormick asked how it affects sewer and water and was advised by Cierra Kottwitz that it is located on a slab and must be replumbed which the engineer has addressed. Frost walls will be installed. Nikole Watts from Chemung County Stormwater Coalition recommended that test pits be done for drywells to determine what soil exists on this property, noting that because it's in an urbanized area that has already had construction on it, there is concern some of those soils might not infiltrate as well as they appear to. The site is not big enough for a full stormwater filtration system. J. Vosburg noted that the referral indicates 25 employees but only six parking spaces to which Cierra Kottwitz advised that 25 employees would not be there at one time but would be 3-4 employees at a time, five altogether to cover the different shifts. N. Vosburg asked if they would anticipate that staff members would be parking off-site with on-street parking somewhere, noting that if you have three employees, there are only six parking spaces with one of them being handicapped leaving two spaces for customers and asking what model they will use and was advised by Cierra Kottwitz that parking spaces would only be used to pick up online orders. There will be no inside service, strictly drive-thru and online orders. If there's a busy day and more than three staff working, they would be instructed to park off-site. Access would be from Madison Ave. N. Vosburg expressed that he felt this proposed business is positive for the City of Elmira and noted that the other sites get packed quickly and asked if this new store was for coffee only or with ice cream as well and was advised by Cierra Kottwitz that the building is small and was not sure they could fit their full ice cream work up there but added that a lot of their coffee drinks require soft serve and slush machines and that naturally they would put hard ice cream there. She explained that they will close before dark with the hours more reduced at this location. This is a drive-thru selling more coffee than ice cream. D. McCormick asked for the tentative hours of operation and was advised by Cierra Kottwitz that hours would be 6:15 a.m.-6:00 p.m. N. Vosburg recommended

that the City consider selling the alley to the developer as it was not designed to accommodate this in-and-out type of traffic and nothing that the city would want to maintain. It will require curb cut permits, the sidewalks around the site need to be ADA compliant as well, the sidewalk elevation for the drive-thru to go over the top of it and it will need review. Nicolas Kottwitz said curb cut that you see needs to be cut three feet plus. Where we have the ingress there is the alley and an existing curb cut on the side which is hard to see that exists off E. Second St. F. Pierce asked if they anticipate customers parking in the other parking lot to which Nicholas Kottwitz was hoping no one would, noting that it is a messy area, trash on the pavement. Cierra Kottwitz advised that she has considered having a small fence erected on the property line. M. Watts asked where snow removal would be taken to which Nicholas Kottwitz advised that it could be Save-A-Lot. Cierra Kottwitz added that there is space for a shed and if the space was not used for that purpose then the snow could be plowed/placed in that space. N. Vosburg noted that a comment should be included regarding snow removal. D. McCormick advised that DOT has commented on the SEQR Form as follows: Question #3 needs to be filled out completely. Question #15 – This should be answered "Yes". The site is within the range of the Northern Long-eared Bat, Green Floater, and the Monarch Butterfly. Question #20 – The applicant needs to complete the "If Yes" section. He recommended local determination. He asked if the Board had any further discussion, questions or comments and there was none. He called for a motion for local determination along with comments from DOT regarding the SEQR Form and Board comments.

Motion: Made by Mark Watts, seconded by Marilyn Paulo, recommending local determination stating no countywide impacts along with comments from DOT on the SEQR Form as follows: Question #3 needs to be filled out completely. Question #15 – This should be answered "Yes". The site is within the range of the Northern Long-eared Bat, Green Floater, and the Monarch Butterfly. Question #20 – The applicant needs to complete the "If Yes" section. N. Vosburg comments that the city be contacted regarding possible deeding of the alleyway over to petitioner with respect to frequent curb cut traffic off E. Second St., obtain required curb cut permits, sidewalks around the site need to be ADA compliant, the sidewalk elevation for the drive-thru to go over the top of it needs review, determine where to deliver snow removal. Members in favor, all; opposed, none. Motion carried.

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**5. Visitors Comments: None**

**Planning Commissioner's Report – Acting Planning Commissioner Dave McCormick:**

A reminder was given to the Board that the annual Planning Board Training is scheduled Tuesday/December 2 at the Horseheads American Legion to be given by New York State Department of State staff who will present courses on timely topics. Attendance at this training will provide the required yearly four hours that Board members need to attain. Our staff will be there at 3:00 p.m. to set up registration/check-in, courses starting, refreshment break, conclusion of courses and questions as time allows, exit by 8:30 p.m. We will e-mail an invitation to the Board in the coming weeks. Staff member Lauren Hotaling reminded the Board that November and December meetings will be held on the third Thursday due to the Thanksgiving and Christmas holidays.

**Planning Board Chairman:**

No report.

**Next CCPB Meeting:**

Our next meeting will be in person unless there is no quorum. As a reminder, we will be meeting at the Human Resources Center building, first floor, Room #110. Please note that we plan to meet on the third Thursday (due to the Thanksgiving holiday) **Thursday, November 20, 2025**.

A motion to adjourn was made by Mark Watts, seconded by Elisabeth Corveleyn. All in favor, aye; opposed, none. Motion carried. Full Meeting adjourned at 3:30 p.m.