

Village of Penn Yan Planning Board Minutes

Village Hall, Room 202, 111 Elm Street, Penn Yan, New York
Monday, March 2, 2026 at 6:00 p.m.

Present:

Mike Clancy, Chair
Denis Gilmartin
Gene Spanneut

Larry Strickland
Rick Simpson, Alternate
Dan Henries, Trustee

James Marshall, CEO
Katie Tomlinson, Secretary

Absent:

Sarah Purdy

Public:

Peggy Smart
Tharron Smart
Jim McMullen
Laura Hart

Roger Ribble
Bob Craig
Ryan Destro, BME
Bob Stewart

Teresa Ortiz-Gutierrez
Alfredo DeJesus

The meeting was called to order at 6:00 p.m. by Chair M. Clancy with the reciting of the Pledge of Allegiance and introductions. M. Clancy reported that there was a quorum with the four full time members present.

Motion by L. Strickland to approve the January 5, 2026 Planning Board meeting minutes as presented, seconded by D. Gilmartin and the motion carried; G. Spanneut abstained.

100 Main Street – Site Plan with Special Use Permit Review

Motion by D. Gilmartin to open the public hearing for 100 Main Street for a proposed short-term rental facility, seconded by L. Strickland and carried all in favor.

The applicant L. Hart stated that they are progressing along [with remodeling second floor into two dwelling units] and hope to be ready by early summer or late spring. M. Clancy noted that there will be five bedrooms, which will sleep up to 10 people. The two units combined, L. Hart added. In response to L. Strickland's question about parking, L. Hart noted that there are four [public] parking lots that can be used. Adding that, renters will most likely be high-season, busy during days and will probably park mostly at night when the lot will be empty. L. Hart stated that she would be open to options. L. Strickland reminded that it is two-hour parking on Main Street and 12 hours in the municipal lots. L. Hart asked how parking is handled for full-time residents, as she hears that they don't receive opposition. M. Clancy said that during snow emergencies or needed maintenance the Village may ticket long-term vehicles and that parking on Main Street overnight is challenging for short-term rental owners – a parking ticket for extended parking on Main Street is certain. L. Hart will communicate proper parking instructions to her renters. D. Henries noted that there is a Public Safety subcommittee working on Village-wide parking. The public did not comment.

Motion by G. Spanneut to close the public hearing, seconded by D. Gilmartin and carried all in favor.

M. Clancy reviewed the materials packet and asked J. Marshall if his comments from the Design Review Committee had been addressed. J. Marshall stated that he has been in contact with the contractor for construction inspections.

Motion by L. Strickland to designate the Village of Penn Yan as Lead Agency for the 100 Main Street short-term rental facility proposal, classified as an Unlisted action under SEQRA, and authorize the Chair to complete EAF Part 2 and Sign Part 3 based on the review of Parts 1 and 2, seconded by G. Spanneut and carried all in favor.

Numbers 1, 3 and 16 from Part 1 of the EAF were evaluated. Number 16 will be changed to no, Number 1 will be answered no and it was decided to leave Number 3 blank because no land will be disturbed. After review of Part 1 and completion of Parts 2 and 3 of the Short Environmental Assessment Form, the Planning Board's final determination was that the action will not result in any significant adverse environmental impacts.

Motion by L. Strickland to approve the site plan application for 100 Main Street, contingent on inspection by Code Enforcement Officer and related compliances, seconded by G. Spanneut for discussion.

G. Spanneut noted that the checkboxes in the section titled "Acknowledgement of Standards" of the Short-term Rental Application had not been checked, as required in the instructions. K. Tomlinson explained that the applicant signed the Acknowledgement, mistaking the boxes as an administrative tool, and offered to have the form corrected.

The motion carried all in favor.

368 Clinton Street – Site Plan Review

M. Clancy inquired about previous approvals. K. Tomlinson explained that the ZBA issued a Use Variance for the addition of a commercial kitchen last year. Prior to that, the Planning Board reviewed and approved their plans for a grocery store.

Motion by L. Strickland to open the public hearing for 368 Clinton Street for the proposed expansion of existing grocery store to include commercial kitchen, seconded by D. Gilmartin and carried all in favor.

M. Clancy invited the applicants to share their idea. T. Ortiz-Gutierrez described their plans to close the car wash and remodel for a commercial kitchen. M. Clancy noted that work will be completed inside the building, and J. Marshall confirmed. L. Strickland asked if the property is zoned commercial. J. Marshall noted that they have a Use Variance and explained that this review provided opportunity for a departmental review since they were switching things around. They plan to move the grocery store into the car wash bays (or center area of the building) and the commercial kitchen will be installed in the space the store occupies, to the right or north. They anticipate having three tables inside and three or four during the summer months outside – it won't be too big. Referencing the application, G. Spanneut noted that the section titled site details; easements, deed restrictions, infrastructure, facilities weren't answered. T. Ortiz-Gutierrez explained that they aren't doing too much work when asked if there are deed restrictions and confirmed that they own the entire property. She noted that they are working with a design professional with regard to removing an interior wall. M. Clancy explained that the Planning Board focuses on property and its use as a whole and interior issues will be monitored by Code Enforcement. M. Clancy mentioned that there is a Village water testing area adjacent to the property, but didn't think there would be an easement since it is in the Village right-of-way. He went on to note that the landscaping isn't changing, there is no disturbance to the exterior or

change in square footage of the building, no infrastructure dedicated to the Village. G. Spanneut stated that the acreage and building size are not indicated. M. Clancy noted that the survey states the acreage is .261. G. Spanneut asked if the survey is as it exists or as it is going to be – the survey shows both, as there are no exterior changes proposed. M. Clancy stated that the application details are more relevant when there are building or site improvements. G. Spanneut suggested that the application be revised with the statement; only if there are changes to the building size or other disturbances. The public did not comment.

Motion by L. Strickland to close the public hearing, seconded by D. Gilmartin and carried all in favor.

M. Clancy acknowledged the Design Review Committee comments, where J. Marshall stated that he will work with applicant. It was noted that they have a back flow preventer. A. DeJesus stated that the property can accommodate approximately 10 vehicles. Outside seating will be close to the building entrance. T. Ortiz-Gutierrez plans to define the seating area with big planters, other large landscape items and ropes. J. Marshall suggested bollards or concrete piers to protect people from cars. M. Clancy noted that they have water and sewer, but will need to include a grease trap.

Motion by G. Spanneut to designate the Village of Penn Yan as Lead Agency for the 368 Clinton Street expansion proposal, classified as an Unlisted Action under SEQRA, and authorize the Chair to complete EAF Part 2 and Sign Part 3 based on the review of Parts 1 and 2, seconded by L. Strickland and carried all in favor.

Following its review of Part 1, which the Board determined was satisfactorily completed, and after completing Parts 2 and 3 of the Short Environmental Assessment Form, the Planning Board made a final determination that the proposed action will not result in any significant adverse environmental impacts.

Motion by G. Spanneut to approve site plan for 368 Clinton Street conditioned that the DRC issues are addressed to the satisfaction of the Code Enforcement Officer, seconded by D. Gilmartin and carried all in favor.

116 & 122 Garfield Avenue – Minor Subdivision

Motion by D. Gilmartin to open the public hearing for a proposed minor subdivision for 116 & 122 Garfield Avenue, seconded by G. Spanneut and carried all in favor.

R. Ribble explained that he bought the red house [122 Garfield], the larger of the two parcels, from Jens Jensen. Alex Keuhne is buying it through land contract, which is parcel 1 noted in the submitted materials. He bought the white house at 116 Garfield from Karen Schuck, which is labeled parcel 3. His plan is to separate the houses from the land and make the land a third vacant lot. The subdivision calls for reducing the lot width of 116 Garfield, and making the lot smaller overall, so that the vacant lot that the subdivision is creating will have a conforming width. He doesn't have plans at this time for development, adding that he would be able to retain the land should the houses ever be sold.

P. Smart, a member of the public, asked if houses were being built on the new lot. R. Ribble explained that at this time he is making one vacant lot that could have a house put on it. He confirmed that four or five dead ash trees and some underbrush has been removed. Continuing, he stated that he doesn't have resources to build at this time, and is separating the land from the two houses. He has plans to rent the white house and the red house is in contract to another. He

noted that if he decides to build more than a single-family house that he would be required to go back to the Planning Board. P. Smart stated that Garfield Avenue is a cut through road and that in some places along the street there is only a curb between the road and sidewalk and traffic speeds. She points out that there are a lot of young people in the area, especially with McKinley Avenue nearby. As a resident of Garfield Avenue, R. Ribble agrees that drivers are unsafe. D. Henries suggested that a request for increased monitoring on Garfield Avenue be submitted to the Chief of Police and explained that the Public Safety Committee discusses issues such as this on the second Tuesday of each month. The meetings are open to the public.

A discussion about speeding and increased traffic and truck traffic throughout the Village ensued. M. Clancy suggested that the public write to the Village and attend meetings.

Motion by L. Strickland to close the public hearing, seconded by D. Gilmartin and carried all in favor.

G. Spanneut asked if there was an engineer involved and referenced the Minor Subdivision Map Requirement Checklist noting that some items were checked, circled and left blank. R. Ribble stated that an engineer was not involved, and that he didn't remember how the checklist was marked, but used it as a reference for applying. G. Spanneut noted from the form that "all items from the checklist below are required" to which R. Ribble stated he reviewed the list with K. Tomlinson at the time of applying and that not all the items are applicable to what he has proposed for the location.

Motion by L. Strickland to designate the Village of Penn Yan as Lead Agency for the Garfield Avenue subdivision proposal, classified as an Unlisted Action under SEQRA, and authorize the Chair to complete EAF Part 2 and sign Part 3 based on the review of Parts 1 and 2, seconded by D. Gilmartin.

Following its review of Part 1, which the Board determined was satisfactorily completed, and after completing Parts 2 and 3 of the Short Environmental Assessment Form, the Planning Board made a final determination that the proposed action will not result in any significant adverse environmental impacts.

Motion by D. Gilmartin to approve the minor subdivision for 116 & 122 Garfield Avenue, seconded by G. Spanneut and carried all in favor.

Alternate Board Member R. Simpson arrived to the meeting at 6:50 p.m.

130 Horizon Park Drive – Site Plan Review

The public hearing that was opened on January 5, 2026 resumed for the proposed ± 66,000 square foot addition to the existing bus manufacturing facility with related site work.

R. Destro from BME Associates, joined by Coach and Equipment representatives Jim McMullen and Bob Stewart, provided a recap: on January 22, 2026 they presented this application to the Yates County Planning Board, in which they voted in favor of it; on February 4, 2026 they provided updated plans and written responses to all of the Design Review Committee comments; the 30-day coordinated SEQR review time-frame has expired, which will allow the Planning Board to designate themselves as lead agency for the SEQR review and determination and decision on the site plan.

M. Clancy reviewed with the Board the submitted materials and asked for input. He noted that they completed a Full Environmental Assessment because the project disturbs more than ten

acres of land. And pointed out that the proposal maximizes the use of their available space, that isn't otherwise designated for stormwater retention and management. D. Henries asked if the property backs to the IDA or the McFetridge farm lands, to which was answered yes.

Motion by L. Strickland to close the public hearing, seconded by D. Gilmartin and carried all in favor.

M. Clancy reviewed the materials and asked J. Marshall and the Board if they were satisfied with the application and checklist, which was answered affirmatively.

Motion to designate the Village of Penn Yan as Lead Agency for the 130 Horizon Park Drive expansion proposal, classified as a Type 1 Action under SEQRA, and authorize the Chair to complete EAF Part 2 and sign Part 3 based on Board review of Parts 1 and 2.

B. Stewart noted that they would like to start their project April 1, and LeFrois General Contracting will do the work.

Following review of Part 1, which they determined was satisfactorily completed, and after completing Parts 2 and 3 of the Full Environmental Assessment Form, the Planning Board made a final determination that the proposed action will not result in any significant adverse impacts on the environment, and, therefore, an environmental impact statement need not be prepared. A negative declaration is issued.

Motion by D. Gilmartin to approve the site plan for 130 Horizon Park Drive, seconded by L. Strickland and carried all in favor.

A few short stories as they relate to Coach and Equipment were shared following the motion.

Budget

Motion by G. Spanneut to maintain the Planning Board budget at its current level, seconded by D. Gilmartin and carried all in favor.

Adjournment

Motion by D. Gilmartin to adjourn the meeting at 7:30 p.m., seconded by L. Strickland and carried all in favor.

Submitted by Katie Tomlinson, Secretary