

**VILLAGE OF PERRY
PLANNING BOARD MEETING MINUTES
APRIL 2, 2026**

PRESENT:	James Reynolds	Chairperson
	Tim Cipolla	Member
	Dennis Huff	Member
	Dennis Murphy	Member
	Craig Unterborn	Alternate
	Sarah Roll	Alternate
ALSO PRESENT:	Don Roberts	ZEO
	Christina Slusser	Zoning Secretary
	Kim Kraft	In.Site: Architecture
	Katy Swank	In.Site: Architecture

Chairperson, James Reynolds, called the meeting to order at 5:30 pm and led in the Pledge of Allegiance.

INTRODUCTIONS/UPDATES

None.

MINUTES

DH made a motion to approve the minutes for 3/5/2026 which was seconded by TC and carried with all (DH, TC, JR, DM) voting aye.

PRELIMINARY SITE PLAN REVIEW – INTERIOR RENOVATIONS AT 55 S. MAIN

An application was submitted by 55 Main Street (Perry), LLC for property located at 55-57 S. Main Street for interior renovations and building system upgrades throughout the building to create 11 residential units and 2 new commercial tenant units; exterior improvements such as replacement windows, roof repair/replacement, new roof over entry vestibule, new storefront entry and awnings over both building access doors and miscellaneous masonry repairs.

Kim Kraft was present to speak on the proposed renovations. The building known as Travers Place is planned to be renamed to The Commodore with a reduction in the number of residential units to 11 for improved size per unit and 2 commercial units facing Main Street. The first floor includes 3 residential units and 2 commercial units at a ratio of 49% residential to 51% commercial. The upper floors have 4 units each. 2 variances are requested: one for the proportion of commercial vs. residential on the first floor from the required 40:60; the second

variance for the minimum square footage of unit 3 on the first floor from the required 700 to 645.

The apartments are outdated and small, as the building was originally a hotel that has been converted into apartments. There is a shared lobby area on the first floor of the 5,367 square foot building. The proposed improvements include addressing the front awning and removing existing planter beds. Coverage is planned at the rear door as well as window replacement and roof replacement to repair the leaking roof. Variances have been requested due to the layout of the first floor to accommodate existing structural walls and mechanical systems. The building is currently not fully occupied. The project is being coordinated with the State Historic Preservation Office.

With the variances identified, Chairperson Reynolds recommended sending the application to the ZBA for review. DM made a motion to refer the application to the ZBA which was seconded by DH and carried with the following vote:

Ayes:	3 (DM, DH, TC)
Nays:	0
Abstain:	1 (JR)

PRELIMINARY SITE PLAN REVIEW – COFFEE SHOP CAFÉ AT 15 PARKER LANE

An application was submitted by Marcy Wolcott-Hatch for a coffee shop café serving breakfast and lunch at 15 Parker Lane. The project includes demoing a mezzanine and adding a second floor. The use is allowable but requires site plan review to go from retail sales to assembly space and restaurant. Zoning Officer, DR has met on site a few times to discuss applicable code requirements and triggers. The Board discussed the need to evaluate occupancy load and parking requirements, noting that parking calculations have not yet been provided. Although the site currently exists, additional elements must be addressed to accommodate the proposed use. These include drainage, lighting, signage, parking, and the location of a dumpster.

Motion was made by TC to refer the application to the county contingent upon having a completed site plan which includes the items mentioned in the zoning officer's email (below). The deadline to submit information to the Wyoming County Planning Board is 4/24/26 for the 5/4/26 meeting. This motion was seconded by DM and carried with all (TC, DM, JR, DH) voting aye.

From:	Donald Roberts (droberts@wyomingcountyny.gov) <droberts@wyomingcountyny.gov>
Sent:	Thursday, April 2, 2026 11:43 AM
To:	'cslusser@villageofperryry.gov'; 'Craig Unterborn'; 'Dennis Huff'; 'Dennis Murphy'; 'James Reynolds'; 'Sarah Roll'; 'Tim Cipolla'
Cc:	'Sam'
Subject:	RE: Planning Board 4/2/2026

The change of use for 15 Parker lane to a restaurant, triggers planning Board review with County referral. Since this is a permitted use, ZBA will not be involved. I briefly looked at this plan and looks like we may need some additional information to complete our review (unless I missed it);

1. Occupant load with the square feet of assembly are to calculate the parking schedule needs
 2. Parking spaces provided
 3. Signage
 4. Lighting
 5. Dumpster location
-

DH made a motion to schedule the public hearing for the next regular meeting at 5:40 pm which was seconded by DM and carried with all (DH, DM, JR, TC) voting aye.

UPDATES – BREEZEWAY INN & GARDEN STUDIO AT 137 N. CENTER STREET

The Breezeway application was reviewed by the Wyoming County Planning Board on 4/6/2026 with the updated plans dated 3/25/2026. Don Roberts reported that updates were received which include a drainage plan with added dimensions and an ADA restroom.

DM made a motion to schedule a public hearing for the next regular meeting which was seconded by DH and carried with all (DM, DH, JR, TC) voting aye.

TRAINING REQUIREMENTS

The next free training is scheduled for 4/26/2026 from 6:00 pm to 7:00 pm titled “Soaking Up the Sun: Solar and Battery Storage and the Local Review Process.”

LAW UPDATES

The camping law is currently being reviewed by the village attorney’s office. A meeting has been scheduled to discuss updates to the hotel law.

With no further business, motion to adjourn was made by DM at 6:10 pm, seconded by DH, and carried.

Respectfully submitted,
Christina Slusser, Village Clerk/Zoning Secretary