PLANNING BOARD MEETING – July 27, 2026

The Planning Board Meeting of the Town of Dickinson was called to order with the pledge of allegiance by Hans VanHouten at 5:00 PM on Monday, July 27, 2026 at the Town Hall, 531 Old Front Street, Binghamton, New York.

The members of the Planning Board present were:
Hans VanHouten, Chairman
Christine Klein, Board Member
William Sands, Board Member
Brian Blaise, Board Member
Judie Mickelson, Board Member
Also in attendance:
Keegan Coughlin, Town Attorney
Kyle Doyle, Code Enforcement
Tom Burns, Councilman
2 Guests

CHAIR

Mr. VanHouten called the meeting to order at 5:00

MINUTES TO APPROVE

On a motion by W. Sands seconded by C. Klein to approve March 30, 2026 Planning Board Meeting Minutes. All in favor.
Vote-5 Ayes, Nays-0.

OLD BUSINESS

Nothing to report

NEW BUSINESS

532 Old Front St.

Existing business potentially being not approved use or need more information from the business owner.

COMMENTS

Code Enforcement Officer Doyle explained that they are operating a repair shop/dealership at 532 Old Front St. There was never a site plan in place, and the property has gone through a lot of businesses recently and we have nothing on record currently. Moving forward with all new businesses we will require a site plan from everyone. They have completed the packet required. They stated the business name and what type of business they are going to conduct. Officer

Doyle shared with our town engineer for review, and the engineer came back with some comments regarding that which were shared with the planning board and business owner along with the responses. He will give the business owner a copy for them to know what will need to be resolved in order to be able to move forward. See below:

Zoning Local Law:

1. Section 300-40.3 Special Use Requirements F. (2). States the following: "Motor Vehicle repair garages shall not be used for the storage, sale, rental or display of automobiles, trucks, trailers, mobile homes, boats, snowmobiles or other vehicles." The Town Planning Board should be prepared to address that the action is proposing to operate a dual use on the property (Auto Sales & Motor Vehicle Repair).
Response: Per the Planning Board a maximum of 5 vehicles for sale will be allowed.

Site Plan:

2. The site plan is not based off an actual survey instead a sketch generated by Gemini AI. In the sketch it appears that the existing building is positioned to the rear of the parcel however, referencing Broome County GIS shows that the existing building is in fact located in the center of the parcel. As such, the parking spaces, layout, and drive aisles will likely not fit as shown.
Response: Business owner will provide an updated site plan prior to the next meeting with updated measurements for parking spaces.
3. The site plan dimensions indicate that the lot is 90'x96' however, according to Broome County GIS the lot is 90' wide by 95' deep.
Response: Business owner will provide updated site plan showing proper measurements of the parcel.
4. Parking spaces and aisle widths should be indicated on the plan to ensure they meet Town Code – Zoning § 600-33 Off-street parking requirements.
Response: Business owner to show on updated site plan the size of each parking spot to meet the NYS Building Code standard of 9' wide to 18' to 20' in length.
5. Zoning Regulations under the Town's C-1 District require 1 parking space for the proposed use however according to Section 300-40.3 Special Use Requirements F. (1): The number of vehicles that can be accommodated on site for repair and storage is to be determined by the Planning Board.
Response: This will be decided once an updated site plan is provided with proper lot size and survey of property lines.
6. According to the FEMA Preliminary Flood Map, the parcel is located almost entirely within the 500-year floodplain, however, based on historic records the site has not been subject to flooding in the last 20 years.

7. Drain(s), if any, within the garage/repair shop should be verified with connection to the municipal sanitary sewer system.

Response: There are no floor drains in the building. Business owner will provide a spill response plan.

8. The property owner/applicant should delineate the front property boundary to ensure no vehicles are parked or stored within the highway boundary.

Response: Business owner was made aware by the Planning Board that he will not be able to keep any vehicles or dumpsters in the right of way, and must be 10' back from the property lines.

Short Environmental Assessment Form (dated 06/30/2026): All incomplete items were answered at the 7/27/2026 Planning Board Meeting

9. Page 1, Item 3. is incomplete. 10. Page 1, Item 4. is incomplete.
11. Page 2, Item 5 b. is incomplete.
12. Page 2, Item 8 a. is incomplete.
13. Page 3, Item 14. is incomplete.
14. Page 3, Item 16. is incomplete.

COMMENT: Officer Doyle recommended they find the property stakes on the property to help with finding the property line for the right of way.

SPECIAL USE REQUIREMENTS

Automotive Sales:

A. The sale of new or used vehicles may be allowed by special use permit, provided the following:

1, The sales area shall be paved, suitably graded and drained, and maintained in a neat and orderly manner. Officer Doyle approved of how the pavement is currently. "The spill prevention plan" potential for contamination of that area needs to be addressed.

2. The number of cars that may be for sale on the premises must be specified on the special use permit. An increase in the number of cars to be sold shall require a new permit.

B. All maintenance, service and repairs of motor vehicles shall be performed fully within an enclosed structure. No motor vehicle parts or partially dismantled motor vehicles shall be stored outside of an enclosed structure or screened area.

C. No vehicles shall be displayed for sale within 10 feet of the property line.

D. The retail sales of fuel shall not be permitted.

E. Landscaping, signage, and lighting shall meet the requirements of their respective sections.

Automotive service stations, motor vehicle repair shops, gasoline stations, or gasoline service stations.

Gasoline stations, service stations, motor vehicle repair shops, motor vehicle sales agencies, and drive-in businesses shall comply with the following:

A. No such use shall be located within 150 feet from any lot or parcel occupied by a hospital, library, school or church. Measurement shall be made between nearest respective lot lines. B. Any such use shall be buffered from adjacent uses by no less than 10 feet.

C. The entire site area that is traveled by motor vehicles shall be hard-surfaced (i.e., asphalt, concrete, or any other dust-free surface.)

D. Rubbish, oil cans, tires, discarded motor vehicle parts and components and other waste materials may be stored up to one month in a completely fenced-in opaque enclosure adjacent to the building, provided that the area of such enclosure shall not exceed 5% of the area of the principal service station building. There shall be no storage of any items, at any time outside of such enclosure or building.

E. Landscaping, signage, and lighting shall meet the requirements of their respective sections.

F. Motor vehicle repair shops and service stations shall comply with the following regulations:

1.) The number of vehicles that can be accommodated on site for repair and storage is to be determined by the Planning Board. According to the current drawing they are looking at 14 outside. 2 in the shop. It will need to be less than that once they get the setbacks. Estimating it will probably be 10 that will be allowed.

2.) Motor vehicle repair garages shall not be used for the storage, sale, rental or display of automobiles, trucks, trailers, mobile homes, boats, snowmobiles or other vehicles.

3.) All maintenance, service and repairs of motor vehicles shall be performed fully within an enclosed structure. No motor vehicle parts or unlicensed motor vehicles shall be stored outside of an enclosed structure.

4.) A spill prevention plan is provided.

5.) No vehicle for repair may remain outside for longer than 10 days. Officer Doyle explained that he doesn't want 6 vehicles sitting over there for days that have not been

worked on. Their location is right across from the Town so it will be watched easier than most places but if they comply and work with the Town, we will work with them.

Comments:

- Spill Prevention Plan: Regular bases storage for oil storage. Anti-freeze, etc. The owner commented that as soon as an oil change is done, they put it in a container and take it to Autozone.
- No car washes will be done Any hoses will need back flows with a vacuum breaker. Officer Doyle was going to check with Matt on the back flows.
- Receptacles in garage need to be GFI's. Owner will double check to confirm that.

Officer Doyle went over the incomplete items on the Short Environmental Assessment Form and also reviewed the other items. The form will be held in the Planning Board 2026 Folder if needed.

Attorney Coughlin explained that the towns Zoning Local Law states that they may not have an automobile repair shop along with automobile sales. The owner will have to choose which one they would like to do. They are allowed to fix up the cars they are selling. With discussion they made the decision that since it is grandfathered use, they can do 5 cars for repair and 5 cars for sale.

Officer Doyle explained that we will meet again in August to go over the approval once everything is reviewed and. A 239 review will need to be submitted to the county planning board, and they will review it and they will give us any feedback that they may have.

NEXT PLANNING BOARD MEETING

The next Planning Board Meeting is August 31, 2026

ADJOURNMENT

The meeting was adjourned by W. Sands and seconded by C. Klein at 5:58 PM.
All in favor.
Vote-5 Ayes, Nays-0

Respectfully submitted,

Wendi Evans
Town Clerk