



PLANNING COMMISSION City of Cortland

MINUTES

December 27, 2010

A regular meeting of the City of Cortland Planning Commission was held on Monday, December 27, 2010 at 5:15 PM in the Council Chambers at City Hall, 25 Court Street, Cortland, New York.

PRESENT: Vice Chair Hansen, Comm. Felix, Schaffer and Smith

Staff Present: Capt. William Knickerbocker, Zoning Officer Bruce Weber and Cheryl Massmann, Deputy City Clerk

Item No. 1 – Site Plan Review – 12 Calvert St. – (Cortland Holdings)(R1) – Parking

Chris Donnelly, Operations Manager of Cortland Holdings was present. Vice Chair Hansen asked him to explain the grass/pave or equal. Mr. Donnelly indicated that they planned to remove the two bay garage. There would be a berm along the edge and then cars could back around. Comm. Schaffer noted that it was good that the garage was coming down as it was very close to the property line. She inquired about the retaining wall on the north, noting that there was not one shown on the south. Mr. Donnelly thought there was only one retaining wall, but he was unsure and would check on it.

Comm. Schaffer asked if there were plans to pave. She noted that this was a three (3) unit house and only six (6) parking spaces were required, but they were asking to put in nine (9) spaces. Mr. Donnelly stated that was correct.

Comm. Felix asked if this was student housing. Mr. Donnelly stated that it was.

Comm. Smith noted that they had nine (9) tenants and they wanted to provide nine (9) parking spaces.

Comm. Schaffer expressed concern that the retaining wall backs up to the Neuman Center and that drainage may be an issue. She noted that the plan did not give enough detail regarding the twelve (12) inch retaining wall. It did not indicate whether that meant height or width.

Capt. Knickerbocker noted that he had not seen a retaining wall in that area, noting that it might not be that steep.

Comm. Felix asked him to explain the grass, pave, equal. Mr. Donnelly noted that this was a grassy area with brick pavers. Zoning Officer Weber noted that there were special pavers that let grass grow through because drainage was an issue. He noted that the lot coverage for this property was fine.

Comm. Schaffer wanted spec info with regards to the retaining wall. Comm. Smith asked if they planned to take the off the carport. Mr. Donnelly indicated that it was going to be removed. Comm. Schaffer noted that she was concerned that student tenants' cars would be exiting out of the driveway onto the street where there is a very steep hill and she would like to see a stop sign installed at the end of the drive. Mr. Donnelly agreed with her and also noted that he will be clearing tree limbs to provide a clearer site view for cars exiting the property onto the street.

Mr. Donnelly agreed to do a small stop sign, as well.

Capt. Knickerbocker noted that front yard parking had been an issue on this property in the past. Mr. Donnelly noted that they wanted to shift parking to the backyard.

Comm. Schaffer inquired about snow removal. Mr. Donnell noted that they would push that into the side yard and towards the retaining wall or remove the snow from the site.

Comm. Schaffer inquired about the dumpster location.

Mr. Donnelly noted that he is working on that and plans to get a dumpster located.

On the motion of Comm. Schaffer, seconded by Comm. Felix, voted and approved the application to allow the removal of the garage at 12 Calvert Street and extend the parking area to accommodate nine (9) tenants and the following things must be added to the site plan: further define the twelve (12) inch stone retaining wall on the South side, install a stop sign at the driveway exit to Calvert Street and to place a covered dumpster on the site plan, note snow removal on the site plan and install posts and rope to delineate parking.

Item No. 2 – Preliminary Site Plan Review – 162 Tompkins St. – (Petr-All)(SD) – New Construction

Matt Neuman, Mark Mayer, Chris Borcini and Jim Borer were present. Comm. Felix asked who owned the property. Mr. Mayer noted that ExpressMart owned the property. Matt Neuman noted that they would probably need a variance from ZBA and a special permit. Vice Chair Hansen asked if they were going to be combining the two (2) parcels or property. Matt Neuman indicated that he understood and that they would be doing that.

Vice Chair Hansen asked for them to indicate where the gas fill tanks were located and where trucks would be coming in to unload and exit. Mark Mayer indicated on the drawing. Matt Neuman indicated that the pumps were going from six (6) to four (4), but they're singles. Comm. Schaffer noted that there are two (2) curb cuts on Broadway. Mark Mayer noted that they will be removing one (1) curb cut and the DOT will be involved. Comms. Felix and Schaffer noted concerns about tanker trucks accessing the fill area and passing under the canopy. Comm. Schaffer wants to see what the DOT said about the traffic flow in and out of the site.

Comm. Felix asked if they planned to install fencing. Mark Mayer noted that the neighbor wanted to have shrubbery for a softer look. Comm. Schaffer noted that she wanted to see

the buffer extended. Vice Chair Hansen stated that she was concerned about the lighting being an issue for the neighbors. Matt Neuman stated that they would be submitting a separate lighting plan.

Comm. Schaffer noted that there was no stacking space noted at the pumps on the plans. Mr. Mayer noted that was not going to be an issue. Matt Neuman stated that they would look at that again.

Comm. Schaffer noted that one (1) handicapped parking space was noted, but she would like them to have two (2) handicapped spaces. Comm. Smith asked if they had considered a one way traffic pattern on the site, as it looked like there might be a bottleneck in some areas.

Vice Chair Hansen noted that cars exiting onto Broadway would have a hard time turning left to make the light.

Comm. Felix asked that they note on the plans the kerosene pump. Comm. Schaffer asked them to note how high the canopy was over the gas pumps and how they planned to illuminate that area. Mr. Mayer noted that they also planned to place LED lighting under the canopy. Comm. Schaffer asked about planned signage. Jim Borer noted that they planned to utilize the existing signage. Matt Neuman stated that there was a minor change to the SEQR form in that there was no planned car wash at this location and that although they planned for coffee and doughnuts, it might not be a Tim Horton's.

Vice Chair Hansen and Comm. Schaffer asked to have snow removal indicated on the plans. Mr. Mayer noted that they planned to remove from the site.

Comm. Schaffer noted that this site abuts an R1 district and she is concerned regarding the lighting being on twenty-four (24) hours per day. Comm. Felix asked how they planned to light the drive thru area. Mr. Mayer noted that they planned to use wall packs and they will make every effort to accommodate the neighbors.

Comm. Schaffer inquired about plans for fuel tank removal and replacement. Mr. Mayer noted that that would be under DEC supervision. Matt Neuman noted that they needed a Special Use Permit. Comm. Schaffer asked them to do more green buffer on the site and she expressed concerns regarding the closeness of a gas station to the Water Works.

Zoning Officer Weber noted that the site was not within the well head protection area, but this plan would be going through coordinated review with the County and other agencies.

Matt Neuman noted that they planned to begin construction in the spring and noted that they would like to be on the ZBA agenda. He noted that they would be sending further plans to Engineer/Advisor Ken Teter soon. He asked for a referral from this Board for placement on County Planning's' January agenda.

Zoning Officer Weber stated that they won't be able to go to County Planning without the submission of a complete set of plans which should include signage, drainage, DOT recommendations, traffic information and storm water management. A complete set of

plans would be given to Engineer/Advisor Ken Teter for his review. These will come before the Planning Commission for review and recommendation to the ZBA. He noted that there would probably several variances required, but that would be determined when the complete set of plans is received. The plans would then be given to City Planning, who will make a recommendation to the ZBA and then it will be given to the County, who will make their recommendation to the ZBA. He told Matt Neuman to submit the new complete plans to the City and then it will be dispersed from there.

Comm. Felix noted that he would like to see as much greenspace as possible on the site, he also asked about parking spaces on the site. Comm. Smith wants to see a clearer and safer traffic pattern developed.

Comm. Schaffer asked if they planned to sell diesel. Mr. Mayer stated that it would be sold for cars, but not for tractor trailer trucks.

Minutes – November 22, 2010

On the motion by Comm. Schaffer, seconded by Comm. Felix, voted and approved.

Adjournment

On the motion by Comm. Smith and seconded by Comm. Felix, voted and approved.

I, NANCY HANSEN, VICE CHAIRPERSON OF THE PLANNING COMMISSION OF THE CITY OF CORTLAND, NEW YORK, DO HEREBY CERTIFY THAT SAID RESOLUTION(S) WERE ADOPTED AT A MEETING OF THE PLANNING COMMISSION OF THE CITY OF CORTLAND, NEW YORK, HELD ON THE 27th DAY OF DECEMBER 2010.

NANCY HANSEN, VICE CHAIRPERSON