



## PLANNING COMMISSION

### MINUTES

May 20, 2013

A regular meeting of the City of Cortland Planning Commission was held on Monday, May 20, 2013, at 5:15 PM in the Mayor's Conference Room at City Hall, 25 Court Street, Cortland, NY.

PRESENT: Chair Jeff Gebhardt, Commissioners D. Jo Schaffer, Rafael Felix, and Chris Ryan.

ABSENT: Comm. Denise Bushnell and Joe McMahon

Staff Present: Zoning Officer Bruce Weber, Dep. Chief William Knickerbocker, and Corporation Council Richard VanDonsel

#### Item #1 – 102 Maple Avenue – (Keith Batson) - R2 – Conversion to 2 family dwelling, parking

The applicant came before this Commission last month, appeared before the Zoning Board of Appeals and was granted the Area Variance contingent on the dwelling being owner-occupied. The issue before this Commission at this time is the parking. The applicant presented his final design for the parking, four spaces, each 10' X 18', existing gravel parking lot. Mr. Batson painted the slightly angled lines for parking and put up signs for the required spaces.

On the motion of Comm. Schaffer, seconded by Comm. Felix, voted and approved to accept the option #1 parking plan as presented and referenced in the Site Plan Review application that was presented to ZBA and the condition that the property is owner-occupied.

#### Item #2 – 53 Hamlin Street (George) – R1 – Construction of a Fence

The applicant was not present to speak to the application, but the information is complete with pictures and dimensions. The proposed fence is well within the borders of the property. The question arose of the 8' distance to the creek being uniform all the way down the fence. Zoning Officer Bruce Weber noted that approval of the application would unlikely become an issue because of the applicant not being present.

On the motion of Comm. Felix, seconded by Comm. Ryan, voted and carried to approve the application as presented, with Comm. Schaffer voting Nay.

#### Item #3 – 130 South Main Street (Kessler) – Yo-Way – CB – to allow Café Tables in front of the business

The applicant was in violation due to the fact that he had no permit from the City to place tables and chairs on the sidewalk. He could easily move the tables and chairs into the foyer and not need to be here applying for this permit. There is sufficient space for placing the tables and chairs on the sidewalk without obstructing foot traffic, it is not in the Historic District, and not serving alcohol, so barriers are not required.

On the motion of Comm. Ryan, to approve the application. No second was made, therefore the application will be tabled until the next meeting.

#### Item #4 – Discussion - Code changes

Deputy Chief William Knickerbocker stated that the changes are still in the discussion stage, and the suggested changes are still a draft. One example was that Wright Beard Funeral Home has a drainage issue in the parking lot, they want to fix the problem, repave the lot, and repaint the lines as they are without changing the traffic pattern. Some things should be amended in order to alleviate confusion, anxiety and time over small insignificant projects. Several of the proposed Code topics were discussed.

It was recommended that the value of construction cost be removed; to add 2 family homes to proposed exemptions, and to amend parking lot repaving and restriping to include all lots provided it does not change the traffic pattern.

#### Minutes of the March 25, 2013 meeting

On page 3, seconded by \_\_\_\_\_ should be Comm. Bushnell

#### Minutes of the April 22, 2013 meeting

Item # 2, amend the minutes to read “Certificate of Zoning Occupancy”.

Also, Item #9 - “on the motion of Comm. Schaffer, seconded by Comm. McMahon, voted and carried, unanimously to appoint Rafael Felix as Vice Chair.”

Item #10 – date and time should be 5:15 PM

Discussion ensued regarding the meeting with Mayor Brian Tobin back in November with members of Boards and Commissions and the City Clerk and Corporation Council, and the decision was made not to have the City Clerk attend and take official minutes at the meetings. The three Board members protested vigorously. The reason given at the time was financial.

At times the minutes are missing names, which may be a result of not identifying who makes a motion or second.

Corporation Council Richard VanDonsel noted that some of the concerns may be alleviated when a part-time assistant is hired to cover the Mayor’s office, Corporation Counsel’s office and the City Clerk’s office.

#### Adjournment

On the motion of Comm. Schaffer, seconded by Comm. Ryan, voted and carried to adjourn.

**I, JEFF GEBHARDT, CHAIRPERSON OF THE PLANNING COMMISSION OF THE CITY OF CORTLAND, NY, DO HEREBY CERTIFY THAT SAID RESOLUTION(S) WERE ADOPTED AT A MEETING OF THE PLANNING COMMISSION OF THE CITY OF CORTLAND, NY, HELD ON THE 20th OF MAY, 2013.**

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JEFF GEBHARDT, CHAIRPERSON**