

PLANNING COMMISSION

MINUTES

August 26, 2013



A regular meeting of the City of Cortland Planning Commission was held on Monday, August 26, 2013, at 5:15 PM in the Mayor’s Conference Room at City Hall, 25 Court Street, Cortland, NY.

PRESENT: Chairman Jeff Gebhardt, Commissioner Rafael Felix, Chris Ryan, Jo Schaffer, Troy Beckwith, Denise Bushnell

ABSENT: Comm. Joseph McMahon

Staff Present: Deputy Chief William Knickerbocker, Zoning Officer Bruce Weber, Corporation Counsel Richard Van Donsel

**Minutes of the July 22, 2013 Meeting**

Changes to be made:

- Agenda Item #2
  - Re-stripped to **re-stripped**
- Agenda Items #4-6, Minutes of the June 24, 2013 meeting and Adjournment
  - Commission Felix **excused** himself before a vote was made.

Decision – Motion to approve the minutes of the July 22, 2013 meeting as corrected

Motion by: Comm. Schaffer

Seconded by: Comm. Felix

Ayes – 6

Nays – 0

**Minutes of the June 24, 2013 Meeting**

Decision – Motion to table the minutes of the June 24, 2013 meeting until the September 23, 2013 Meeting

Motion by: Comm. Felix

Seconded by: Comm. Ryan

Ayes – 6

Nays – 0

**Item #1 – 12 York Street – (Holtkamp) – SPR (R1) – Studio**

Jennifer Holtkamp discussed the work to be done at property.

Proposed Use of Property:

- Use spare bedroom in house that measures 13 feet x 12 feet, as a newborn/maternity photography studio
- Hours of operation would be 9:00 AM to 5:00 PM; Monday – Friday; by appointment only
- Maximum of 2-3 customers per day
- There is one parking spot available behind occupants vehicle in driveway
- Street parking is available
- Only one customer at a time

Decision – Motion to approve the Site Plan Review upon the Zoning Board of Appeals approving the Special Use Variance and the Area Variance; Recommendation to the Zoning Board of Appeals to approve the Special Use and Area Variances contingent upon the stipulations outlined by the County Planning Commission

Motion by: Comm. Bushnell

Seconded by: Comm. Beckwith

Ayes – 4

Nays – 2 Comm. Felix and Schaffer

**Item #2 – 193 Clinton – (Karschner) – SPR (R2) – Generator**

Upstate Services Group discussed the work to be done at their property.

Proposed Use of Property:

- Replacement and installation of a 150kw Genset to run Upstate Services Group facility
- Generator will be placed on a 6” pad

Decision – Motion to approve Site Plan Review as presented

Motion by: Comm. Schaffer

Seconded by: Comm. Felix

Ayes – 6

Nays – 0

**Item #3 – 59 Pomeroy St. – (Cortland Child Development) – SPR – (SD) – Fence**

Mrs. Pantas was present to discuss the work wanting to be done at their property.

Proposed Use of Property:

- Install a 4’ high galvanized fence, surrounding the existing driveway, with a 4’ long gate at either end of driveway for access and egress
- Are will then be secure as a play area where preschoolers can ride toy vehicles and bikes
- Fence will be 3 sided and butt up to side of day care center
- Has been approved by Gary Thomas, manager of Cortland Housing Assistance Council Inc. and Joe Armideo, owner of adjacent property

Decision – Motion to approve the Site Plan Review as presented with the provision that if the fence is not built in 6 months, an extension of 6 months be granted

Motion by:                   Comm. Schaffer

Seconded by:               Comm. Felix

Ayes – 6

Nays – 0

**Item #4 – 8-10 Argyle Place – (Patrick A. Gabriel) SPR - (R2) – change to façade**

Patrick Gabriel was present to discuss his property and work proposed.

Proposed Use of Property:

- Resurface foundation
- Remove and rebuild porches
  - Size will be smaller than existing (will use composite decking and vinyl post and rails)
- Replace all windows with vinyl windows (will be eliminating a few windows and converting the double windows into large single windows)
- Resheathing the exterior surface of house with vinyl siding
- Changing roofline in rear of house to eliminate leak issues caused by ice and water.
- Adding overhand to roof

Decision – Motion to approve the Site Plan Review as presented

Motion by:                   Comm. Felix

Seconded by:               Comm. Ryan

Ayes – 6

Nays – 0

**Item #5 – 71 Prospect Terrace – (AT & T) – SPR (R1) - Diesel Generator**

Proposed Use of Property:

- Installation of 210 gallon diesel generator for back-up power at existing telecomm site
- Generator will be placed on 4' x 8' concrete pad

Decision – Motion to table item until the September 23<sup>rd</sup> meeting:

Motion by: Comm. Schaffer

Seconded by: Comm. Felix

Ayes – 5

Nays – 0

Abstention – 1            Comm. Ryan

New Business

- Concerns from commission regarding the way minutes are being taken from the recording device and not a person present at the meeting
- Believes their concerns are being ignored
- Discussed the possibility of presenting to the Common Council or having the Common Council attend a meeting to understand more about what their commission does
- Put together a small committee to put together a guideline for people to follow during public hearings
- Asked for process for submission of applications to be looked into so that applications submit the correct materials for the proposed project

Adjournment

Motion by: Comm. Felix

Seconded by: Comm. Beckwith

Ayes – 6

Nays – 0

**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 26<sup>TH</sup> DAY OF AUGUST, 2013.**

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JEFF GEBHARDT, CHAIRPERSON**