



**PLANNING COMMISSION
MINUTES
Regular Meeting of July 27, 2015**

A regular meeting of the City of Cortland Planning Commission was held on Monday, July 27, 2015, at 5:15 PM in the Mayor’s Conference Room at City Hall, 25 Court Street, Cortland, NY.

- Present: Commissioners Jim Reeners, Denise Bushnell, Joe McMahon, Chris Ryan, Troy Beckwith, Rafael Felix
- Absent: Comm. Jeff Gebhardt
- Staff Present: Deputy Fire Chief William Knickerbocker, Zoning Officer Bob Rhea, Conf. Secretary to the Mayor Shellie Blaisdell

Vice Chair R. Felix requested a change in the order of the agenda with Number 5 becoming number 4, number 4 becoming number 5. Also, requesting the addition to the agenda for an item number 6 – the board approves the changes and additions.

Item # 1 – 5 Rickard Street – (Piombo) – R4 – Installation of a fence

Tony Piombo explained he is installing a 6 foot stockade wood fence for tenant privacy. The question was raised as to the definition of a front yard and it was determined an Area Variance will be required if the applicant continues with the six (6) foot high fence from the front of the building extending to the road where this area is required to be 4 feet.

Motion to approve the fence installation by Comm. McMahon contingent upon the 4 foot fence from the front building line forward with the Planning Commission approval or with the 6 foot fence Area Variance with Zoning Board of Appeals approval of an area variance and seconded by Comm. Bushnell.

- Motion By: Comm. McMahon
- Seconded By: Comm. Bushnell

- Approved: Ayes – 5
Nays – 0

Item #2 – 41 Prospect Street (Walsh) – SPR-Extension (R2) – Extend approved Site Plan from March 2014

Paul Walsh is requesting an extension to the Site Plan which was approved at the March ... 2014 meeting. He explained due to students returning for school he was unable to complete the project. There are no changes to the original application.

Motion to approve the extension for another 6 months of the Site Plan from March 2014 pending no changes to the original application Comm. Reeners and seconded by Comm. McMahon.

- Motion By: Comm. Reeners
- Seconded By: Comm. McMahon

- Approved: Ayes – 5
Nays – 0

Item #3 – 46 East Court Street – (Heath – (SPR) – (GI) Install steel siding, replace windows

Martin Heath representing the machine shop is constructing upgrades to an aging building with new steel siding and window replacement. The siding material is standard corrugated siding.

A Motion to approve the application as presented was made by Comm. Ryan and seconded by Comm. Bushnell.

Motion By: Comm. Ryan
Seconded By: Comm. Bushnell

Approved: Ayes – 5
Nays – 0

Item #4 – 15 West Road/Bible Baptist Church – (Nelson) – (SPR) – (R1) Build roof over handicap ramp

Applicant Lyle Nelson explained they would be putting a roof over the handicap ramp due to current rain/and ice run off from the adjoining building (roof). The construction of the roof would provide a safety measure to prevent the ice and rain as well as protect the ramp from rust and weather damage. The roof will be shingled and 8 feet wide (centered) with a pitch.

A Motion to approve the application as presented was made by Comm. Bushnell and seconded by Comm. Ryan.

Motion By: Comm. Bushnell
Seconded By: Comm. Ryan

Approved: Ayes – 5
Nays – 0

Item #5 – 106 Central Avenue – (KIK/Marietta – (SPR) – (GI) Construction of storage unit

(In attendance for application is: Bill Smith-President KIK, Erick Hatfield-Sr. Dir. Operations KIK, Greg Rudy-Plant Manager, John Serafini-Project/Facilities Engineer, Marc Jesse Evans-Health & Safety Manager, Kimberly Clark, Regional Health Safety Manager, Kevin Geidel-Engineer C&S, and Mark Chambers-Engineer C&S)

Greg Rudy, Plant Manager-KIK/Marietta explained they are constructing a 10,000 gallon ethanol storage tank/alcohol storage facility. The ethyl alcohol will be off loaded from the tanker truck area and pumped/piped to the source of new construction. There is no increased truck traffic and they are not extending the hours of operation with this new addition. It will be a closed transfer system, with minimal odor venting. It will have a valve open/close system to prevent seepage. They have Standard Operating Procedures in place for the process with inspections and monitoring by quality department. There are keys to the operating system that are kept under security control. There is no change in the lighting – there are three spot lights on the outside of the building. There is a chain link fence closed at all times with security cameras/under surveillance. Human aspects is concerning as well as other elements to cause spill – the storage tank is able to take on 13,000 gallons which is 110% of capacity with 3 foot wall-12 inches thick.

KIK/Marietta already holds 10,000 gallon tank however the proposal will provide a cleaner, smoother and safer operation minimizing handling with this modification to housing.

Co-Chairperson Felix read the questions and the board answered of the SEQR form. With question number 5-a change was made to “modification/alterations”. The completed SEQR is attached to these minutes for reference.

A Motion to declare a negative declaration was made by Comm. McMahon and seconded by Comm. Beckwith.

Motion by: Comm. McMahon
Seconded by: Comm. Beckwith

Approved: Ayes – 5
Nays – 0

A Motion to approve the application of a Site Plan for 106 Central Avenue for a storage containment was made by Comm. Reeners and seconded by Comm. McMahon.

Motion By: Comm. Reeners
Seconded By: Comm. McMahon

Approved: Ayes – 5
Nays – 0

Item #6 – 37 Huntington Street – (KIK/Marietta) – (SPR) – (GI) Install containment/roof

(In attendance for application is: Bill Smith-President KIK, Erick Hatfield-Sr. Dir. Operations KIK, Greg Rudy-Plant Manager, John Serafini-Project/Facilities Engineer, Marc Jesse Evans-Health & Safety Manager, Kimberly Clark, Regional Health Safety Manager, Kevin Geidel-Engineer C&S, and Mark Chambers-Engineer C&S)

John Serafini, Project/Facilities Engineer is speaking on behalf of Joe Esposito who was unable to attend and proposes the construction of a 38’x12’ roof containment around the (wastewater) tanks. It is the same size roof pitched away to have rain water run-off. The tanks are currently there and in operation. The roof containment was proposed after an on-site safety inspection. The volume of the tank has the same constraints as the prior one which will hold 110% of capacity. The roof containment will add an element of safety measures.

A Motion was made by Comm. Reeners to approve the Site Plan application as presented for 37 Huntington Street to construct a roof containment providing the capacity is maintained at 110% of the volume of the storage tanks. The motion was seconded by Comm. Ryan.

Motion By: Comm. Reeners
Seconded By: Comm. Ryan

Approved: Ayes – 5
Nays – 0

Minutes: Amended Minutes from the October 27, 2014 Planning Commission meeting.

A motion to accept the amended minutes from the October 27, 2014 Planning Commission meeting was made by Comm. Reeners and is seconded by Comm. Ryan.

Motion By: Comm. Reeners
Seconded By: Comm. Ryan

Approved: Ayes – 5
Nays – 0

Adjournment:

Motion by: Comm. Bushnell
Seconded by: Comm. Beckwith

Ayes – 5
Nays – 0

**I, RAFAEL FELIX, CO-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 JULY 27, 2015.**

RAFAEL FELIX, CO-CHAIRPERSON