



**PLANNING COMMISSION
MINUTES
Regular Meeting of March 28, 2016**

A regular meeting of the City of Cortland Planning Commission was held on Monday, March 28, 2016, at 5:15 PM in the Mayor’s Conference Room at City Hall, 25 Court Street, Cortland, NY.

Present: Commissioners Jeff Gebhardt, Joe McMahon, Rafael Felix (arrived at 5:25), Jim Reeners, Jim Wavle, Troy Beckwith, Chris Ryan

Staff Present: Zoning Officer Bob Rhea, Deputy Chief Knickerbocker, City Clerk Raymond A. Parker, Corporation Counsel Ric VanDonsel.

A motion was made by Comm. Beckwith to move item #2 to the bottom of the agenda and was seconded by Comm. Ryan.

Approved: Ayes – 5
Nays – 0

Item #1 – 235 Port Watson St - (Carter) – Site Plan Review - (GB)

- Addition to existing building and raise the existing roof

Mr. Carter was present to explain the application. He wishes to raise the roof line 4’ to accommodate a 14’ door. He would also like to add 18’x 35’and 12’x 16’ addition to the building. This is to help house a couple trucks that are bigger. The shed on the property will be gone due to the expansion of the building.

A motion was made to approve the application contingent on receiving the necessary variances from the ZBA.

Motion By: Comm. Reeners
Seconded By: Comm. Felix

Approved: Ayes – 5
Nays – 1 (Comm. Ryan)

Item #3 – 17-24 Crawford St – (McNeil) – Site Plan Review – (GI)

- Pave driveway and parking

David McNeil was present to explain the application. He wishes to fix up the driveway area of his property. He would like to add a fence along the property line to the North by the railroad. He would like to also pave inside the courtyard area (North of loading dock). It’s currently gravel.

Comm. Gebhardt clarified what was being asked to approve. **1** – Approval of additional gravel to keep the area gravel in the green area of the map remaining the same size as is. **2** – Approval of an idea of paving in the red area with a 10” buffer from southern boundaries. **3** – Approval of a 16” chain-link fence along property line to the north to connect to existing fencing. **4** – Approval of paving the courtyard area. **5** – Approval of asphalt in the red area just north of the green area.

Deputy Chief Knickerbocker questioned the lighting with the upgrade.

David McNeil asked if he could pull item #2 off the application and replace it with the lighting.

- Comm. Gebhardt –
- 1- Green area
 - 2- Courtyard
 - 3- Fence
 - 4- Red area just north of green space
 - 5- Lighting in the green area

A motion was made to accept plans as described 1, 2, 3, 4, as per attached map, contingent on receiving the necessary variances from ZBA and to add additional lighting along east side of “green” parking space.

Motion By: Comm. Beckwith
Seconded By: Comm. Reeners

Approved: Ayes – 6
Nays – 0

Item #4 – 24 Groton Ave – (McNeil) – Site Plan Review – (GB)

- Exterior Lighting

David McNeil was present to explain the application. There are two items, 1- outside lighting, 2- signage. The total sign is 33 inches tall by 16 feet long. Family Health Network will be lit with LED from the back and is 5 inches from the wall. Pediatric & Family Practice is flat against the wall with no lighting. The old sign is coming down. There will be 7 lights. He is removing the 5 old lights and replacing them with 7 new ones.

A motion was made to approve the application with the change of the Family Health Network sign above the left front of the building as opposed to the right, and 7 additional exterior lights around the east, north and west side of the building.

Motion By: Comm. Felix
Seconded By: Comm. Ryan

Approved: Ayes – 6
Nays – 0

Item #5 – 100 Tompkins St – (Reeners) – Site Plan Review – (R1)

- Replacement of existing building with a new building

Comm. Reeners recused himself for the next item.

Jim Reeners was present to explain his application. He has been to the Historic Commission twice and had been approved for demolition. The new building is wider and longer than the current building. There will be 6 parking spaces and he will be redoing the driveway. The driveway will be 87 feet total. They will meet all the requirements. It is only a two unit house so no dumpster is required for trash storage. There will be down lighting in the back and recessed lighting.

A motion was made to approve the application as presented.

Motion By: Comm. Beckwith
Seconded By: Comm. Felix

Approved: Ayes – 5
 Nays – 0
 Recused – Comm. Reeners

Comm. Reeners entered back into the meeting.

Comm. Beckwith recused himself for the next item.

Item #2 – 22 Owego St – (Calabro) – Site Plan Review – (R2)

- Pave driveway and parking lot

Troy Beckwith was present to represent the application. The original plan was nonconforming and now it is conforming, there is a change to be made. Originally there was going to be a buffer strip when it was nonconforming but now there is not going to be a buffer because it is conforming. The owner would like to pave the driveway and parking lot. It will be lined with the spaces.

A motion was made to approve the application with conditions that there be a back buffer of 4', no buffer on South Side of the property up to 142' from the street to the back pavement. New drawings will be provided.

Motion By: Comm. Reeners
Seconded By: Comm. Felix

Approved: Ayes – 5
 Nays – 0
 Recused – Comm. Beckwith

Comm. Beckwith entered back into the meeting.

New/Old Business

Bob emailed everyone the plans from the hospital that was asked for by the Commissioners. Crescent Corset has been nominated as a national historical site.

Approval of Minutes:

A motion was made to accept the February 22, 2016 minutes as is by Comm. Reeners and seconded by Comm. McMahon.

Approved: Ayes – 6
 Nays – 0

Adjournment:

Motion by: Comm. Ryan
Seconded by: Comm. McMahon

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 MARCH 28, 2016.

JEFF GEBHARDT, CHAIRPERSON