



**PLANNING COMMISSION
MINUTES
Regular Meeting of May 23, 2016**

A regular meeting of the City of Cortland Planning Commission was held on Monday, May 23, 2016, at 5:15 PM in the Mayor’s Conference Room at City Hall, 25 Court Street, Cortland, NY.

Present: Commissioners Jeff Gebhardt, Rafael Felix, Jim Reeners, Jim Wavle, Troy Beckwith, Chris Ryan

Excused: Commissioner Joe McMahon

Staff Present: Zoning Officer Bob Rhea, Confidential Secretary Devon Rainbow

Item #1 – 8 Court St - (MacPherson) – Site Plan Review – (CB)

- *New signage and Lighting*

Mr. MacPherson explained that the current sign in front of the building is not one to light up and the sign that hangs on the front of the building is currently lit. Both of those signs will be coming down and a new sign will be placed on the front of the building. The new sign will be LED lit from behind with the current wires that used to light the hanging sign. The wording on the sign will be a “crust” color.

A motion was made to approve the application as presented.

Motion By: Comm. Beckwith

Seconded By: Comm. Felix

Approved: Ayes – 5
Nays – 0

Item #2 – 28 Port Watson St – (Patel) – Site Plan Review – (CB)

- *Reconstructing the Parking Lot*

Mr. Patel explained that he would like to remove a concrete slab in his parking lot and move the current parking spaces forward. There is no additional parking spots added. This would make better spacing for parking. The parking spots will be regulation size, the same as they are now.

A motion was made to approve the application as presented.

Motion By: Comm. Reeners

Seconded By: Comm. Felix

Approved: Ayes – 5
Nays – 0

Item #3 – Preliminary Review of 145-147 Clinton Ave – (DSK Reality) – (GB)

- *Construction of New Building*

The applicant explained that there is now a 10ft buffer on the property line and they moved the dumpster as requested previously. They added the snow storage to the plans. The Pylon sign is 9ft in diameter and at the 50ft mark. There are plans to do some landscaping in the green area. The current fence will be replaced with stockade fencing with the nice side facing the residential area.

A motion was made to accept the application contingent on getting the necessary area variances from ZBA.

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

Approved: Ayes – 5
 Nays – 0

Item #4 – 4 Monroe Heights – (Pace) – Site Plan Review – (R4)

- Replace existing 4 unit residential building with a 6 unit one
- Will still require AV for parking spaces, buffer, driveway/lane width

Brent Cross explained that previously there were 5 variances that were going to be required from the ZBA. One of them was for the property width of 61ft instead of 105ft that is required for a multiple residence. The ZBA stated they would grant a variance for the lot width. The parking size was another variance that would have been needed. They are proposing 9 x 18ft instead of 10 x 18ft that is required. They would prefer to keep 12 parking spaces, but that would sacrifice the required 10ft rear buffer. The front door would be recessed by 3ft in the front of the building to give more space to the driveway. The North side vegetative strip is currently 3ft instead of the required 4ft. The garbage will be stored in garbage cans instead of dumpsters. It will be disposed of by Keith Pace or in blue bags by the City. There is a possibility of moving the parking area towards the retention wall to allow more space.

Jim Reeners explained what is considered a driveway vs a driving isle. An isle would be considered the area behind the parking spaces and the driveway would be from the road leading up to that area. A driveway is required to be 8ft. There is no room for snow storage. He thinks that a 16ft wide driveway would be best for traffic flow.

It's recommended by Commissioners to have 9ft wide parking spaces and a 4ft buffer in the back with a 16ft driveway. The parking area should be 20ft wide. It's suggested to look into if the applicant needs a handicap parking spot and if they can eliminate one parking space to make more room for the buffer.

A motion was made to table the application till the next meeting.

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

Approved: Ayes – 5

Nays – 0

Item #5 – 11-15 Main St – (McNeil) – Site Plan Review – (CB)

- Façade Renovations
- SEQR Review and Determination

Item #6 – 17-29 Main St – (McNeil) – Site Plan Review – (CB)

- Façade Renovations
- SEQR Review and Determination

Ed Flin and David McNeil explained that they received a grant to redo the buildings downtown 11-29 odd numbers. The grant application requires the Planning Board to be lead agency in the SEQR process. There is no change in the use, function or parking of the properties.

A motion was made to approve the City of Cortland Planning Commission to serve as lead agency in the SEQR process for the McNeil Downtown Development.

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

Approved: Ayes – 5
Nays – 0

The Commissioners went through the SEQR page by page and declared negative environmental impact. There were a few corrections made to state the properties are 11-29 odd on Main St., 20 Church St., and 24 Central Ave. and page 8 letter- M, to change the answer to Yes from No due to construction of the Facade.

Motion By: Comm. Ryan
Seconded By: Comm. Wavle

Approved: Ayes – 5
Nays – 0

The Storefront of the building (11-15) will be recessed 3-4ft. with the windows being pushed in. The plan is to bring back the old historic look. Building (17-29) will not be recessed. Stone material at the base and the columns on the front of the building will be repainted. The back entrance to the McNeil office will be used for meetings and trainings. There will be glass windows at the rear entrance to allow lighting and a couple of rows for parking for staff. This will be the main entrance for this building. In the back of 17-29 there will be a catwalk with adjoining staircase fire exit that extends across and overhangs the bottom part of the building 3ft. The goal is to have the rear of the building resemble the front of the building. The catwalk and staircase will be as it is currently.

The applicant did not fill out an actual application in advance. They filled one out at the meeting and it was accepted by the Commission. All the information for the application was given in a packet before the meeting.

A motion was made to approve the application contingent on the Historic and Architectural Board review.

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

Approved: Ayes – 4
Nays – 1 (Comm. Felix)

New/Old Business

Approval of Minutes:

A motion was made to accept the April 25, 2016 minutes as amended by Comm. Reeners and seconded by Comm. Felix.

Approved: Ayes – 5
Nays – 0

Adjournment:

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

Ayes – 5
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 MAY 23, 2016.

JEFF GEBHARDT, CHAIRPERSON