



**PLANNING COMMISSION  
MINUTES  
Regular Meeting of July 25, 2016**

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

Present: Commissioners Jeff Gebhardt, Jim Wavle, Chris Ryan, Joe McMahon, Jim Reeners, Troy Beckwith

Absent: Commissioner Rafael Felix

Staff Present: Zoning Officer Bob Rhea, Deputy Fire Chief Bill Knickerbocker, Confidential Secretary Devon Rainbow

**A motion was made by Commissioner Reeners and seconded by Commissioner Ryan to move item #1 on the agenda to item #3.**

Approved: Ayes – 5  
Nays – 0

**Item #1 – 16 Owego St. – (Barden) – Site Plan Review – (R2)**

➤ Parking plan

ZEO Bob Rhea explained that the property has been owned by Mr. Barden and vacant for 6 years now and it is a 2 family residence. Mr. Drew calculated the lot coverage at 42%, Bob calculated the lot percentage and got 45%. The gravel and parking needs to be included into the percentage. There is a shared driveway between Mr. Barden and the neighbor. It is unclear where the property line is. The neighbor was present and stated there is no parking within the two properties. A variance restoring 2 family occupancy was issued for the area of the property in September of last year.

Commissioner Reeners questioned if the parking could be moved ahead so cars are not parking on the other property. There needs to be clarification on the shared driveway. It makes a difference if there is going to be 2 or 3 units per bedroom for the parking concern. Mr. Barden owns 5ft of the driveway and the neighbor owns 10ft according to the County IPS database looked up by Mr. Knickerbocker.

A motion was made to table this item until the next meeting. The board would like to see the deeds to both properties and an updated survey with lot coverage of the property. Mr. Barden is advised to work with the ZEO to get more detail of his plans for the next meeting. There will be a public hearing for this property.

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

Approved:           Ayes – 5  
                          Nays – 0

**Item #2 – 59N Main St. – (Norton) – Site Plan Review – (CB)**

- Replace roof

Mr. Norton was present to explain that they want to go over the existing roof of the building with steel. It will be burgundy color and have a gloss finish with reflectivity and snow slides. They wanted to do it in steel because of the 40 year life expectancy. There will be no reflection coming off it to affect the neighbors. The process should take about 2 weeks.

A motion was made to accept as presented

Motion By:           Comm. Beckwith  
Seconded By:       Comm. McMahon

Approved:           Ayes – 5  
                          Nays – 0

**Item #3 – 30 Kellogg Rd. – (Yaman) – Subdivision – (R4)**

- *Division of lot*

The parcel is 75 acres. Mr. Yaman mentioned they might be selling the larger parcel and leasing out the smaller one. The police suggest that more lighting be placed around the area. There are 2 means of access to the properties. It would be put into the agreement between the two properties that the owner of the larger property would give right of way through the smaller property for street access.

A motion was made to accept the application with the recommendations from the County and contingent on the public hearing to be set for the next meeting.

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

Approved:           Ayes – 5  
                          Nays – 0

**Item #4 – 165-177 Main St. – (Yaman) – Preliminary SPR – (GI)**

- Mixed use conversion of Corset Company building

Mr. Yaman is working with Housing Visions on upgrading the building. The plan is to make the middle floor for professional offices and the top floor will be higher class apartments. They will have to restore the building within Historic guidelines due to it being classified as a Historic building. There will be separate entrances to keep the floors and functions apart. There are already agreements with a daycare and 2 nonprofit companies to rent the second floor. The entrances will be secure. A back entrance will be handicap accessible and for employees of the second floor to use. They would like the parking spaces to be 9"x18" and change it to perpendicular parking. There will be one controlled entrance and exit.

There will be a 10ft buffer around the back and side of the property. There are plans for 2 dumpsters and recycling containers. They will also be putting a sidewalk around the building for safety reasons. There will be 3 parking variances required from the ZBA. They are still working out the lighting of the area. Mike Dexter spoke regarding the landscaping and the trees on the property. He has offered his assistance with making sure the correct kind of trees are planted.

**New/Old Business**

**Approval of Minutes:**

A motion was made to accept the June 27, 2016 minutes as presented by Comm. Beckwith and seconded by Comm. McMahon.

Approved:                   Ayes – 5  
                                      Nays – 0

**Adjournment:**

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

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 JULY 25, 2016.**

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**JEFF GEBHARDT, CHAIRPERSON**