



CITY OF CORTLAND PLANNING COMMISSION

APRIL 24, 2023 MEETING

MINUTES

MEETING LOCATION

CITY HALL
25 COURT STREET
CORTLAND, NY 13045

MAYOR

SCOTT STEVE

PLANNING COMMISSION

MEMBERS

CHAIR

JOE MCMAHON

VICE CHAIR

CHRIS RYAN

MEMBERS

ELLIOTT AYIKA

BRENDAN MCGOVERN

CHRIS PEPPEL

MIKE SWARTWOUT

JIM WAVLE

CITY CLERK

ANDY JEWETT

CORPORATION COUNSEL

A.J. MELDRIM

CONTACT

ANDY JEWETT, CITY CLERK

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RECORD OF DECISIONS

- 2023.04.24 – 01 Approval of Minor Subdivision of Property Located at 49-67 Huntington St.
- 2023.04.24 – 02 Approval of Sidewalk Café Permit for Los Lagos, 13 Groton Ave.
- 2023.04.24 – 03 Approval with Conditions of Site Plan for Property Located at 28 Main St.
- 2023.04.24 – 04 Approval of Site Plan for Property Located at 19 Church St.
- 2023.04.24 – 05 Approve with Conditions of Façade Signage Change for a Business Located at 136 Main St.



CITY OF CORTLAND PLANNING COMMISSION

APRIL 24, 2023 MEETING MINUTES

CALL TO ORDER & ROLL CALL

The meeting was called to order at 5:17 p.m. The following Commission members were recorded present:

Brendan McGovern
Joe McMahan
Chris Peppel
Chris Ryan
Mike Swartwout
Jim Wavle

Commission Member Elliott Ayika was recorded absent.

ACTION ITEMS

Record of Decision: 2023.04.24 – 01 Approval of Minor Subdivision of Property Located at 49-67 Huntington St.

A public hearing was held on an application for a subdivision of land located at 49-67 Huntington St. Cortland NY 13045 (Tax Map ID: 86.75-02-04). The applicant, Ames Linen Service, Inc. proposed subdivision of 3.11 acre parcel into one parcel of 2.31 acres and an adjoining parcel of 0.80 acre. A public hearing was opened at 5:17 p.m. There being no one present to speak, the public hearing was closed at 5:17 p.m.

Commission Member McGovern asked the applicant what the 0.80 acre parcel would be used for. Bill Pomeroy, attorney for the applicant said that no purpose had been identified and that appropriate approvals would be sought if a purpose is identified.

The Planning Commission reviewed the SEQR Short Environmental Assessment Form: Part 1 – Project Information submitted by the applicant. The Planning Commission subsequently completed the SEQR Short Environmental Assessment Form: Part 2 – Impact Assessment.

Motion: A motion was adopted to declare that the proposed action will not result in any significant adverse environmental impact.

Motioned by: Mr. Wavle

Seconded by: Mr. Ryan

Approved: Ayes – 6 [McGovern, McMahan, Peppel, Ryan, Swartwout, Wavle]
Nays – 0

Decision: A motion was adopted to approve the Minor Subdivision of property located at 49-67 Huntington St. Cortland NY 13045 (Tax Map ID: 86.75-02-04).

Motioned by: Mr. Wavle

Seconded by: Mr. Swartwout

Approved: Ayes – 6 [McGovern, McMahon, Peppel, Ryan, Swartwout, Wavle]
Nays – 0

Record of Decision: 2023.04.24 – 02 Approval of Sidewalk Café Permit for Los Lagos, 13 Groton Ave.

The applicant seeks a permit for two (2) tables with four (4) chairs at each table in front of the restaurant.

A public hearing on the matter was opened at 5:34 p.m. There being no one present to speak, the public hearing was closed at 5:34 p.m.

Decision: A motion was made and adopted to approve the Sidewalk Café Permit for Los Lagos located at 13 Groton Ave. as submitted.

Motioned by: Mr. McGovern

Seconded by: Mr. Swartwout

Approved: Ayes – 6 [McGovern, McMahon, Peppel, Ryan, Swartwout, Wavle]
Nays – 0

Record of Decision: 2023.04.24 – 03 Approval with Conditions of Site Plan for Property Located at 28 Main St.

A public hearing on the matter was opened at 5:38 p.m. There being no one present to speak, the public hearing was closed at 5:38 p.m.

The property formerly housed Mullen’s Office Supply and is currently vacant. The project architect and applicant, Alton Ainslie, proposes first floor renovations to provide for a bar, golf simulators, heat and serve kitchen, and ADA compliant restrooms. Second floor renovation would provide for a three bedroom apartment with an independent entrance. Exterior renovations, reconditioning and painting will be done. Mr. Ainslie explained front entry renovations and design and egress doors and egress windows. The building will have fire sprinkler throughout.

A business sign will be placed on the building’s front façade in a form similar to the Mullen Office Outfitter sign previously in place. The letters of the sign will be backlight, but the remainder of the sign will not be lit. The size of the sign will be the same size as the Mullen sign. Captain Everett cited code provisions that the sign may not exceed one square foot for each foot of linear building frontage, and, therefore, may not exceed 25 square feet.

A motion was made and adopted to approve the Site Plan sign subject to the following conditions: 1) the building’s front sign must meet code; 2) only the sign letters may be backlit; and 3) the building façade and sign must be approved by the Historic Commission.

Decision: A motion was made and adopted to approve the Site Plan subject to the following conditions: 1) the building’s front sign must meet code; 2) only the sign letters may be backlit; and 3) the building façade and sign must be approved by the Historic Commission.

Motioned by: Mr. Swartwout

Seconded by: Mr. Ryan

Approved: Ayes – 6 [McGovern, McMahon, Peppel, Ryan, Swartwout, Wavle]
Nays – 0

Record of Decision: 2023.04.24 – 04 Approval of Site Plan for Property Located at 19 Church St.

A public hearing on the matter was opened at 5:55 p.m. There being no one present to speak, the public hearing was closed at 5:55 p.m.

The project architect and applicant, Alton Ainslie, explained the proposed renovations to the property which is used as an entertainment venue. Renovations will provide ADA compliant access, additional restrooms, and include interior redesign to enhance seating capacity.

Decision: A motion was made and adopted to approve the Site Plan for property located at 19 Church St.

Motioned by: Mr. McGovern

Seconded by: Mr. Peppel

Approved: Ayes – 6 [McGovern, McMahan, Peppel, Ryan, Swartwout, Wavle]
Nays – 0

Record of Decision: 2023.04.24 – 05 Approve with Conditions of Façade Signage Change for a Business Located at 136 Main St. with Conditions

The applicant, Maher Ahmed, proposes to install a new illuminated sign on the building’s front façade.

A public hearing was opened at 6:10 p.m. There being no one present to speak on the matter, the public hearing was closed at 6:10 p.m.

Code Enforcement Officer Captain Everett explained that an illuminated sign on the building’s front façade which exceeds square footage limitations had been installed without approval.

Decision: A motion was made and adopted to approve a façade sign subject to the following conditions: 1) an electrical inspection must be conducted; and 2) an Area Variance must be approved by the Zoning Board of Appeals (ZBA) for the sign to exceed size limitation requirements.

Motioned by: Mr. McGovern

Seconded by: Mr. Ryan

Approved: Ayes – 6 [McGovern, McMahan, Peppel, Ryan, Swartwout, Wavle]
Nays – 0

APPROVAL OF MINUTES

Mr. McGovern requested that the minutes of the March 27, 2023 meeting as recorded by the City Clerk be amended. The City Clerk agreed to amend the minutes relating to comments made by Mr. McGovern and Mayor Steve regarding Agenda Item No. 6: Advisory Recommendation to the Common Council Relating to a Proposed Local Law to Allow for Building or Property Repurpose that Serves a Substantial Public Benefit.

A motion was made to accept the minutes of the Planning Commission meeting held on March 27, 2023, with such amendments.

Motioned by: Mr. Peppel

Seconded by: Mr. Wavle

Approved: Ayes – 6 [McGovern, McMahan, Peppel, Ryan, Swartwout, Wavle]
Nays – 0

ADJOURNMENT

The meeting was adjourned at 6:36 p.m.

Motioned by: Mr. Swartwout

Approved: Ayes – 6 [McGovern, McMahon, Peppel, Ryan, Swartwout, Wavle]

Nays - 0

I, ANDREW T. JEWETT, CITY CLERK FOR THE CITY OF CORTLAND, NEW YORK, DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT RECORD OF THE MOTIONS AND PROCEEDINGS OF A REGULARLY SCHEDULED MEETING OF THE CITY OF CORTLAND PLANNING COMMISSION HELD ON APRIL 24, 2023.

ANDREW T. JEWETT, CITY CLERK

ADJOURNMENT