



CITY OF CORTLAND PLANNING COMMISSION

MAY 22, 2023 MEETING

MINUTES

MAYOR

SCOTT STEVE

PLANNING COMMISSION

JOE MCMAHON, CHAIR
CHRIS RYAN, VICE CHAIR
ELLIOTT AYIKA
BRENDAN MCGOVERN
CHRIS PEPPEL
MIKE SWARTWOUT
JIM WAVLE

CITY CLERK

ANDY JEWETT
607-758-8331
cityclerk@cortland.org

ZONING & CODE
ENFORCEMENT OFFICER

CAPTAIN ROY EVERETT
607-753-1741
reverett@cortland.org

CORPORATION COUNSEL

A.J. MELDRIM

DIRECTOR OF
ADMINISTRATION & FINANCE

LISA HENTY

RECORD OF DECISIONS

RECORD NO. 2023.05.22 – 01 ADDRESS: 134 Homer Ave.
APPLICATION: Site Plan Renewal APPLICANT: Guthrie Medical Center
DECISION: Approved - Site Plan Renewed until Nov. 27, 2023.

RECORD NO. 2023.05.22 – 02 ADDRESS: 37-39 Port Watson St.
APPLICATION: Site Plan Review & APPLICANT: Paul Gallow
Special Use Permit
DECISION: Approved with conditions - Site Plan and Special Use Permit
approved subject to issuance of an Area Variance by the ZBA.

RECORD NO. 2023.05.22 – 03 ADDRESS: 87 Tompkins St.
APPLICATION: Site Plan Review & APPLICANT: Calabro Properties
Special Use Permit
DECISION: Approved with conditions - Site Plan and Special Use Permit
approved for the sole purpose of housing a recognized
sorority and upon adherence of all contingencies contained
in County Planning Board Resolution 23-09.

RECORD NO. 2023.05.22 – 04 ADDRESS: 150 Tompkins St.
APPLICATION: Minor Plan Review APPLICANT: Keith Pace
DECISION: Approved - Minor Plan approved as submitted.



CITY OF CORTLAND PLANNING COMMISSION

MAY 22, 2023 MEETING MINUTES

CALL TO ORDER & ROLL CALL

The meeting was called to order at 5:16 p.m. The following Commission members were recorded present:

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

The following Commission Member was recorded absent:

Elliott Ayika

ACTION ITEMS

Record of Decision: 2023.05.22 – 01 Site Plan Renewal - 134 Homer Ave.

The Planning Commission previously approve the Site Plan for Guthrie Cortland Medical Center on June 27, 2022. Since the work was not completed, a renewal is required.

A public hearing was opened at 5:17 p.m. Robert Seigart, a representative of Guthrie Cortland Medical Center explained that the contractor is scheduled to begin remaining work in August 2023 and that there are no significant changes from the Site Plan submitted in 2022. A nearby resident expressed concern about the effect on her property and business, but stated she had no concerns or objections after further discussion and explanation. The public hearing was closed at 5:30 p.m.

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. Ryan

Seconded by: Mr. Swartwout

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

Decision: A motion was adopted to approve the Site Plan Renewal until Nov. 27, 2023

Motioned by: Mr. Wavle

Seconded by: Mr. Peppel

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

Record of Decision: 2023.05.22 – 02 Site Plan Review and Special Use Permit – 37-39 Port Watson St.

A public hearing was opened at 5:36 p.m. The applicant seeks to add a new multi-residential structure with first floor and second floor dwelling units in the Central Business (CB). First floor residential units in the CB require a Special Use Permit. The City Corporation Counsel advised that an Area Variance from the ZBA will be required. The public hearing was closed at 5:45 p.m.

The Planning Commission reviewed the SEQR Short Environmental Assessment Form: Part 1 – Project Information submitted by the applicant and made correction of errors. The Planning Commission subsequently completed the SEQR Short Environmental Assessment Form: Part 2 – Impact Assessment. Approval is dependent on Area Variance

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

Motioned by: Mr. Swartwout

Seconded by: Mr. Peppel

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

Decision: A motion was made and adopted to approve the Site Plan Review and Special Use Permit subject to the condition that Area Variance be approved by the ZBA.

Motioned by: Mr. Ryan

Seconded by: Mr. Swartwout

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

Record of Decision: 2023.05.22 – 03 Site Plan Review and Special Use Permit – 87 Tompkins St.

A public hearing on the matter was opened at 6:00 p.m. Troy Beckwith, representative of the applicant, Calabro Properties explained the project’s purpose of a change of occupancy to R-2 for a sorority. The public hearing was closed at 6:02 p.m.

Decision: A motion was made and adopted to approve the Site Plan Review and Special Use Permit for 87 Tompkins St. for the sole purpose of housing a recognized sorority and upon adherence of all contingencies contained in County Planning Board Resolution 23-09.

Motioned by: Mr. McGovern

Seconded by: Mr. Wavle

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

Record of Decision: 2023.05.22 – 04 Minor Plan Review – 150 Tompkins St.

The applicant seeks to add a permanent façade under 1,000 square feet.

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.

Decision: A motion was made and adopted to approve the Minor Plan.

Motioned by: Mr. McGovern

Seconded by: Mr. Ryan

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

APPROVAL OF MINUTES

A motion was made to accept the minutes of the Planning Commission meeting held on April 24, 2023.

Motioned by: Mr. Wavle

Seconded by: Mr. Swartwout

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

ADJOURNMENT

The meeting was adjourned at 6:19 p.m.

Motioned by: Mr. McGovern

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 MAY 22, 2023.

ANDREW T. JEWETT, CITY CLERK