



# CITY OF CORTLAND PLANNING COMMISSION

CITY HALL • THIRD FLOOR • 25 COURT ST. • CORTLAND NY

MEETING: JUNE 26, 2023 | 5:15 pm

## 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  
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### CORPORATION COUNSEL

A.J. MELDRIM

### DIRECTOR OF ADMINISTRATION & FINANCE

LISA HENTY

### RECORD OF DECISIONS

RECORD NO. 2023.06.26 - 01 ADDRESS: 3 Groton Ave.  
APPLICATION: Site Plan Review APPLICANT: Jerome Robinson  
DECISION: Approved with Conditions - Approval is contingent on compliance with all Historic Commission requirements.

RECORD NO. 2023.06.26 - 02 ADDRESS: 29 Central Ave.  
APPLICATION: Minor Site Plan Review APPLICANT: Jim Taber  
DECISION: Approved with Conditions - Approval is contingent on compliance with all Historic Commission requirements.

RECORD NO. 2023.06.26 - 03 ADDRESS: 150 Tompkins St.  
APPLICATION: Minor Site Plan Review APPLICANT: Keith Pace  
DECISION: Approved

RECORD NO. 2023.06.26 - 04 ADDRESS: 4 Main St.  
APPLICATION: Sidewalk Café Table Permit APPLICANT: Carol Hill  
DECISION: Approved



# CITY OF CORTLAND PLANNING COMMISSION

## JUNE 26, 2023 MEETING MINUTES

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### CALL TO ORDER & ROLL CALL

The meeting was called to order at 5:19 p.m. in the Common Council Chamber of City Hall, 25 Court St. Cortland NY. The following Commission members were recorded present:

Brendan McGovern  
Joe McMahan  
Chris Ryan  
Mike Swartwout  
Jim Wavle

Commission Members Elliott Ayika and Chris Peppel were recorded absent.

### ACTION ITEMS

#### **Record of Decision: 2023.06.26 – 01 Site Plan Review - 3 Groton Ave.**

A public hearing was opened at 5:20 p.m. There being no one present to speak on the matter, the public hearing was closed at 5:21 p.m.

**Decision:** A motion was adopted to approve the Site Plan contingent on compliance with all Historic Commission requirements.

Motioned by: Mr. Ryan

Seconded by: Mr. Swartwout

Approved: Ayes – 5 [McGovern, McMahan, Ryan, Swartwout, Wavle]

Nays – 0

#### **Record of Decision: 2023.06.26 – 02 Minor Plan Review - 29 Central Ave.**

A public hearing was opened at 5:22 p.m. There being no one present to speak on the matter, the public hearing was closed at 5:22 p.m.

**Decision:** A motion was made and adopted to approve the Minor Site Plan contingent on compliance with all Historic Commission requirements.

Motioned by: Mr. Ryan

Seconded by: Mr. McGovern

Approved: Ayes – 5 [McGovern, McMahan, Ryan, Swartwout, Wavle]

Nays – 0

#### **Record of Decision: 2023.06.26 – 03 Minor Plan Review - 150 Tompkins St.**

A public hearing was opened at 5:28 p.m. There being no one present to speak on the matter, the public hearing was closed at 5:29 p.m.

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

Motioned by: Mr. Swartwout

Seconded by: Mr. Wavle

Approved: Ayes – 5 [McGovern, McMahon, Ryan, Swartwout, Wavle]  
Nays – 0

**Record of Decision: 2023.06.26 – 04 Sidewalk Café Table Permit - 4 Main St.**

A public hearing was opened at 5:32 p.m. There being no one present to speak on the matter, the public hearing was closed at 5:33 p.m.

**Decision:** A motion was made and adopted to approve

Motioned by: Mr. McGovern

Seconded by: Mr. Ryan

Approved: Ayes – 5 [McGovern, McMahon, Ryan, Swartwout, Wavle]  
Nays – 0

APPROVAL OF MINUTES

A motion was made to amend and accept the minutes of the May 22, 2023 Planning Commission meeting.

Motioned by: Mr. Ryan

Seconded by: Mr. Swartwout

Approved: Ayes – 5 [McGovern, McMahon, Ryan, Swartwout, Wavle]  
Nays – 0

ADJOURNMENT

The meeting was adjourned at 5:37 p.m.

Motioned by: Mr. Wavle

Approved: Ayes – 5 [McGovern, McMahon, 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 JUNE 26, 2023.**

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**ANDREW T. JEWETT, CITY CLERK**