



# CITY OF CORTLAND PLANNING COMMISSION

## AUGUST 28, 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  
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#### CORPORATION COUNSEL

A.J. MELDRIM

#### DIRECTOR OF ADMINISTRATION & FINANCE

LISA HENTY

#### RECORD OF DECISIONS

RECORD NO. 2023.08-28 – 01      ADDRESS: 18 Tompkins St.  
APPLICATION: Site Plan Review      APPLICANT: Gerald Tilebein  
DECISION: Approved - The Site Plan was approved as submitted

RECORD NO. 2023.08.28 – 02      ADDRESS: 187 Homer Ave.  
APPLICATION: Site Plan Review      APPLICANT: Andy Fox  
DECISION: Approved - The Site Plan was approved with the condition that parking be brought into compliance within three (3) years including the number of parking spaces and impervious surface.



## CITY OF CORTLAND PLANNING COMMISSION

### AUGUST 28, 2023 MEETING MINUTES

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#### CALL TO ORDER & ROLL CALL

The meeting was called to order at 5:18 p.m. The following Commission members were recorded present:

Brendan McGovern  
Joe McMahon  
Chris Peppel  
Chris Ryan  
Jim Wavle

The following Commission Members were recorded absent:

Elliott Ayika  
Mike Swartwout

#### ACTION ITEMS

##### **Record of Decision: 2023.08.28 - 01     Site Plan Review for Property Located at 18 Tompkins St.**

The applicant, Gerald Tilebein, seeks to convert a portion of the building at 18 Tompkins St. from commercial office space to a 3-bedroom apartment.

A public hearing was opened at 5:19 p.m. Christine Place, the project architect, explained the project including that it is an allowed use, the footprint of the building is not being extended, and that no additional parking spots will be added. The public hearing was closed at 5:22 p.m.

**Decision:** A motion was adopted to approve the Site Plan as submitted.

Motioned by: Mr. McGovern

Seconded by: Mr. Peppel

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

##### **SEQR Declaration**

##### **City of Cortland as SEQR Lead Agency for Development of a Solar Energy Production Site on Property Located at 136 S. Pendleton St.**

The project planner explained that the Common Council approved a lease agreement with Davis Hill Development, LLC, to develop 10 acres of the brownfield property's 18 acres. The City of Cortland has engaged an independent engineer to review project plans and implementation. A decommission plan is being developed and reviewed by the City and County. Atlantic Inland has been engaged to complete all electrical work. An updated site plan has been submitted to the Cortland County Planning Board. Davis Hill Development, LLC will seek approval of a site plan by the City Planning Commission at a future meeting.

**Motion:** A motion was adopted to declare the City of Cortland lead agency on the SEQR process.

Motioned by: Mr. Wavle

Seconded by: Mr. Ryan

Approved: Ayes – 5 [McGovern, McMahon, Peppel, Ryan, Wavle]

Nays – 0

**Record of Decision: 2023.08.28 - 02 Site Plan Review for Property Located at 187 Homer Ave.**

A public hearing was opened at 5:44 p.m. The applicants' attorney explained the need to construct a walk-in cooler that will be exigent of the building. The project expands on non-conforming use, so the area surfaces must be impervious. The public hearing was closed at 5:54 p.m.

**Decision:** A motion was adopted to approve the Site Plan with the condition that parking be brought into compliance within three (3) years including the number of parking spaces and impervious surface.

Motioned by: Mr. Ryan

Seconded by: Mr. McGovern

Approved: Ayes – 5 [McGovern, McMahon, Peppel, Ryan, Wavle]

Nays – 0

APPROVAL OF MINUTES

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

Motioned by: Mr. Peppel

Seconded by: Mr. McGovern

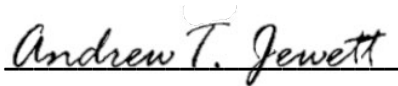
Approved: Ayes – 4 [McGovern, Peppel, Ryan, Swartwout, Wavle]

Nays – 0 [Mr. McMahon abstained from the vote]

ADJOURNMENT

The meeting was adjourned at 6:08 p.m. on motion of Mr. McGovern.

**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 AUGUST 28, 2023.**



**ANDREW T. JEWETT, CITY CLERK**