



CITY OF CORTLAND PLANNING COMMISSION

OCTOBER 23, 2023 MEETING

MINUTES

MAYOR

SCOTT STEVE

PLANNING COMMISSION

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

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DIRECTOR OF
ADMINISTRATION & FINANCE

LISA HENTY

RECORD OF DECISIONS

RECORD NO.	2023. 10.23 – 01	ADDRESS:	12 Venette St.
APPLICATION:	Special Use Permit	APPLICANT:	Lou Rathbun
DECISION:	Approved		
RECORD NO.	2023. 10.23 – 02	ADDRESS:	120 Groton Ave.
APPLICATION:	Site Plan Review	APPLICANT:	Jeff & Pimjai Constantino
DECISION:	Approved		
RECORD NO.	2023. 10.23 – 03	ADDRESS:	10 Pearl St.
APPLICATION:	Site Plan Review & Minor Subdivision/Lot Consolidation	APPLICANT:	Katrina Medeiros
DECISION:	Approved		
RECORD NO.	2023. 10.23 – 04	ADDRESS:	23-25 and 27 Maple Ave.
APPLICATION:	Site Plan Review & Minor Subdivision/Lot Consolidation	APPLICANT:	Marc Pace
DECISION:	Approved		
RECORD NO.	2023.10.23 – 05	ADDRESS:	0 River St. u
APPLICATION:	Extension of Site Plan Review and Flood Plain Development Permit until November 28, 2024	APPLICANT:	Cortland Housing Assistance Council
DECISION:	Approved		



CITY OF CORTLAND PLANNING COMMISSION

OCTOBER 23, 2023 MEETING MINUTES

CALL TO ORDER & ROLL CALL

The meeting was called to order at 5:20 p.m. The following Commission members were recorded present:

Brendan McGovern
Joe McMahon
Mike Swartwout
Jim Wavle

The following Commission Members were recorded absent:

Chris Peppel
Chris Ryan

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 a negative SEQR.

Motioned by: Mr.

Seconded by: Mr.

Approved: Ayes – 4 [McGovern, McMahon, Swartwout, Wavle]
Nays – 0

ACTION ITEMS

Record of Decision: 2023.09.25 - 01 Special Use Permit for 12 Venette St.

A public hearing was opened at 5:20 p.m. The applicant, Lou Rathbun, seeks a special use permit for a home occupation within his residence at 12 Venette St. The public hearing was closed at 5:21 p.m.

Decision: A motion was adopted to approve the Special Use Permit.

Motioned by: Mr. Swartwout

Seconded by: Mr. Wavle

Approved: Ayes – 4 [McGovern, McMahon, Swartwout, Wavle]
Nays – 0

Record of Decision: 2023.09.25 - 02 Site Plan Review for 120 Groton Ave.

A public hearing was opened at 5:25 p.m. The applicant, Jeff and Pimjai Constantino, seek site plan review and approval for a change in use of property located at 120 Groton Ave. from an office to convenience store. The public hearing was closed at 5:27 p.m.

Decision: A motion was adopted to approve the Site Plan Review

Motioned by: Mr. McGovern
Seconded by: Mr. Wavle
Approved: Ayes – 4 [McGovern, McMahon, Swartwout, Wavle]
Nays – 0

Record of Decision: 2023.09.25 - 03 Site Plan Review & Minor Subdivision/Lot Consolidation for 10 Pearl St. and Adjacent Property

A Public hearing was opened at 5:29 p.m. The applicant, Katrina Medeiros, seeks site plan review and approval of a minor subdivision/lot consolidation of back yards at and adjacent to 10 Pearl St. The public hearing was closed at 5:30 p.m.

Decision: A motion was adopted to approve

Motioned by: Mr. Wavle
Seconded by: Mr. Swartwout
Approved: Ayes – 4 [McGovern, McMahon, Swartwout, Wavle]
Nays – 0

Record of Decision: 2023.09.25 - 04 Site Plan Review & Minor Subdivision/Lot Consolidation for 23-25 Maple Ave. and 27 Maple Ave.

A public hearing was opened at 5:31 p.m. The applicant, Marc Pace, seeks approval of a minor subdivision/lot consolidation of two properties at 23-25 Maple Ave. and 27 Maple Ave. and site plan review and approval for a change of the parking lot. The public hearing was closed at 5:33 p.m.

Decision: A motion was adopted to approve the Site Plan Review & Minor Subdivision/Lot Consolidation.

Motioned by: Mr. Swartwout
Seconded by: Mr. McGovern
Approved: Ayes – 4 [McGovern, McMahon, Swartwout, Wavle]
Nays – 0

Record of Decision: 2023.09.25 - 05 Extension of Site Plan Review and Flood Plain Development Permit for 30 River St. until November 28, 2024

A public hearing was opened at 5:34 p.m. The applicant, Cortland Housing Assistance Council (CHAC), seeks an extension of the site plan reviewed and approved on November 28, 2022 relating to construction of 51-unit senior housing facility on the 3 ¼ acre lot located at 30 River St. Shawna Grinnell, CHAC executive director explained that the proposed project has not yet begun as CHAC is awaiting availability and award of state grant funding. The public hearing was closed at 7:15 p.m.

Decision: A motion was adopted to approve extension of the Site Plan Review and Flood Plain Development Permit until November 28, 2024.

Motioned by: Mr. Wavle
Seconded by: Mr. Swartwout
Approved: Ayes – 4 [McGovern, McMahon, Swartwout, Wavle]
Nays – 0

APPROVAL OF MINUTES

A motion was made to accept the minutes of the Planning Commission meeting held on September 25, 2023.

Motioned by: Mr. Wavle

Seconded by: Mr. McMahon

Approved: Ayes – 4 [McGovern, McMahon, Swartwout, Wavle]
Nays – 0

A motion was adopted to schedule a Planning Commission meeting at 5:15 p.m. on December 18, 2023 on motion of Mr. Swatwout, seconded by Mr. Wavle and approved 4-0. The deadline for applications will be 2:00 p.m. December 6, 2023.

ADJOURNMENT

The meeting was adjourned at 5:46 p.m. on motion of Mr. Swartwout.

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 OCTOBER 23, 2023.

Andrew T. Jewett

ANDREW T. JEWETT, CITY CLERK