



CITY OF CORTLAND PLANNING COMMISSION

NOVEMBER 27, 2023 MEETING

MINUTES

MAYOR

SCOTT STEVE

PLANNING COMMISSION

JOE MCMAHON, CHAIR
CHRIS RYAN, VICE CHAIR
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. 2023.11.27 – 01 ADDRESS: 5 Main St.
APPLICATION: Site Plan Review APPLICANT: Richard DeChick
DECISION: Approved

RECORD NO. 2023.11.27 – 02 ADDRESS: 77-79 Main Ave.
APPLICATION: Site Plan Review APPLICANT: Keith Fox
DECISION: Approved on condition that the Site Plan b approved by the
Cortland County Planning Board.

RECORD NO. 2023.11.27 – 03 ADDRESS: 77-79 Main Ave.
APPLICATION: Lot Consolidation APPLICANT: Keith Fox
DECISION: Approved

RECORD NO. 2023.11.27 – 04 ADDRESS: 160 Main St.
APPLICATION: Special Use Permit & APPLICANT: EJD Rentals
Site Plan Review
DECISION: Approved



CITY OF CORTLAND PLANNING COMMISSION

NOVEMBER 27, 2023 MEETING MINUTES

CALL TO ORDER & ROLL CALL

The meeting was called to order at 5:21 p.m. The following Commission members were recorded present:

Brendan McGovern (Arrived at 5:24 p.m.)
Joe McMahan
Chris Peppel
Chris Ryan
Mike Swartwout
Tony Testa
Jim Wavle

ACTION ITEMS

Record of Decision: 2023.11.27 - 01 Site Plan Review | 5 Main St.

A public hearing was opened at 5:21 p.m. The applicant, Richard DeChick, was not present. Mr. DeChick seeks site plan review for repairing damage to the façade at 5 Main St. There being no one present to speak, the public hearing was closed at 5:22 p.m.

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

Motioned by: Mr. Wavle

Seconded by: Mr. Swartwout

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

Planning Commission member Brendan McGovern was recorded present at 5:24 p.m.

Record of Decision: 2023.11.27 - 02 Site Plan Review | 77-79 Main St.

A public hearing was opened at 5:24 p.m. The applicant, Keith Fox, was present. Mr. Fox seeks site plan review upgrading the façade, lighting and addition of two condenser units at 77-79 Main St. The public hearing was closed at 5:30 p.m.

Decision: A motion was adopted to approve the Site Plan on the condition that it be approved by the County Planning Board.

Motioned by: Mr. Ryan

Seconded by: Mr. Testa

Approved: Ayes – 7 [McGovern, McMahan, Peppel, Ryan, Swartwout, Testa, Wavle]
Nays – 0

Decision: A motion was adopted to approve lot consolidation

Motioned by: Mr. Swartwout

Seconded by: Mr. Testa

Approved: Ayes – 7 [McGovern, McMahon, Peppel, Ryan, Swartwout, Testa, Wavle]
Nays – 0

Record of Decision: 2023.11.27 - 03 Special Use Permit & Site Plan Review | 160 Main St.

A public hearing was opened at 5:36 p.m. The applicant, EJD Rentals, seeks a special use permit and site plan review for increase of parking area at 160 Main St. The public hearing was closed at 5:52 p.m.

Decision: A motion was adopted to approve a Special Use Permit and the Site Plan on the condition that a dry well be installed, the broken portions of sidewalk adjacent to driveway and the driveway surface must be impervious.

Motioned by: Mr. Ryan

Seconded by: Mr. McGovern

Approved: Ayes – 7 [McGovern, McMahon, Peppel, Ryan, Swartwout, Testa, Wavle]
Nays – 0

APPROVAL OF MINUTES

A motion was made to accept the minutes of the Planning Commission meeting held on October 23, 2023.

Motioned by: Mr. Swartwout

Seconded by: Mr. Testa

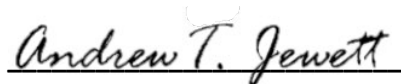
Approved: Ayes – 7 [McGovern, McMahon, Peppel, Ryan, Swartwout, Testa, Wavle]
Nays – 0

A reminder was given that the Planning Commission will meet at 5:15 p.m. on December 18, 2023. The deadline for applications will be 2:00 p.m. December 6, 2023. The regular monthly meeting originally scheduled for December 25, 2023 is cancelled.

ADJOURNMENT

The meeting was adjourned at 5:46 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 NOVEMBER 27, 2023.



ANDREW T. JEWETT, CITY CLERK