

**TOWN OF CORTLANDVILLE PLANNING BOARD**  
**Minutes of Regular Meeting - Tuesday, 26 January 2016 - 7:30 PM**  
**Town Hall Board Room - 3577 Terrace Road - Cortland, NY**

**Board Members** (\*absent)

Katherine Wickwire, Chairperson  
Christopher Newell  
Nicholas Renzi  
John M. Finamore  
John A. DelVecchio

**Others Present**

Bruce Weber, Town Planning/Zoning Officer  
Joan E. Fitch, Board Secretary  
John B. Folmer, Town Attorney

**Applicants & Public Present**

David Sanford, Applicant; John Krueger for HEP Sales, Applicant; Bill O'Gorman for Sun Automotive Warehouse, Applicant; Jon Sanford, Trudy Segovis, Matt Vredenburgh, Tim Mahoney, Jim Owen, Tyrone Heppard.

<b>REGULAR MEETING</b>
------------------------

The Regular Meeting of the Town of Cortlandville Planning Board was called to order at 7:30 p.m. by Chair Katherine Wickwire.

**APPROVAL OF MINUTES – 1 DECEMBER & 29 DECEMBER 2015**

A motion was made by Member Nick Renzi to approve the Town of Cortlandville Planning Board's Minutes of 1 and 29 December 2015, as submitted. The motion was seconded by Member Chris Newell, with the vote recorded as follows:

<b>Ayes:</b> Chair Wickwire Member Newell Member Renzi Member Finamore Member DelVecchio	<b>Nays:</b> None
--	-------------------

Motion carried.

**This becomes Action #1 of 2016.**

**OLD BUSINESS**

**Leonidas Group of Virgil, LLC, Applicant/Robert Ferris, Reputed Owner – Starr Road - TM #96.10-01-19.100 – Proposed PUD (Planned Unit Development)**

Chair Wickwire acknowledged receipt of a 4 January 2016 letter from Attorney Mike Shafer, representing the applicant, who requested that the Board postpone this matter until their 23 February 2016 meeting as additional design work was being done as a result of comments received from Walt Kalina, PE, of Clough Harbor.

A motion was then made by Member Newell to postpone the proposed PUD matter until the 23 February 2016 meeting of this Board, as requested by Attorney Shafer. The motion was seconded by Member John DelVecchio, with the vote recorded as follows:

<b>Ayes:</b> Chair Wickwire Member Newell Member Renzi Member Finamore Member DelVecchio	<b>Nays:</b> None
--	-------------------

Motion carried.

**This becomes Action #2 of 2016.**

**NEW BUSINESS****David Sanford, Applicant/Reputed Owner – 3303 US Route 11 – TM #108.00-01-02.200 – Conditional Permit (Pending ZBA)**

PZO Weber advised the Board that the Zoning Board of Appeals had, at its meeting immediately before this one, granted the applicant a use variance to allow for a car lot and woodworking shop, with the request that this Board act as Lead Agency under SEQRA.

Chair Wickwire read from the Cortland County Planning Board's Resolution No. 15-36 of 21 December 2015 which recommended denial of the application for a Use Variance and a Conditional Permit "based on there being no survey map submitted by the applicant to verify the distance" of the right-of-way for US Route 11. PZO Weber explained that the requested map indicating the ROW location had been submitted to the ZBA. The Planning Board reviewed the aerial photo and Mr. Sanford answered their questions. He stated that the NYSDOT had no problem with what he proposed as he no longer plans on parking in front of the building.

Member Newell asked about the proposed 14 ft. by 20 ft. woodworking shop; there was no problem with what is being planned and its location. The shop would not be open to the public at all, but would be used by the applicant's brother, Jon, for his woodworking business: storage of materials, working on carpentry projects being performed offsite, etc. There is a dust collector installed on the premises.

Chair Wickwire asked the applicant to come back with a simple Site Plan indicating where vehicles will be parked on the sight. Member Renzi agreed that the Site Plan was needed.

At the end of the discussion, **a motion was made by Member Newell to approve the Conditional Permit for the proposed woodshop, as requested, with the Conditional Permit for the proposed used car lot postponed to allow additional time to receive the requested information from the applicant. The motion was seconded by Member Renzi, with the vote recorded as follows:**

<b>Ayes:</b>	<b>Chair Wickwire</b>	<b>Nays:</b>	<b>None</b>
	<b>Member Newell</b>		
	<b>Member Renzi</b>		
	<b>Member Finamore</b>		
	<b>Member DelVecchio</b>		

**Motion carried.**

**This becomes Action #3 of 2016.**

**HEP Sales, Applicant/H. S. Associates, Reputed Owner – 797 NYS Route 13 - TM #105.00-03-04.000 – Conditional Permit – Proposed 3-Sided Addition**

Chair Wickwire recognized John Krueger, representing the applicant who was seeking a Conditional Permit to construct a 39 ft. by 60 ft. three-sided addition to the front of their existing building, as shown on the drawings accompanying the application. The main building itself makes up the fourth side. The proposed addition would "clean up the present mess." The building would be placed on the asphalt. The siding and roofing would match the existing building.

With no further discussion, **a motion was made by Member Newell to approve the Conditional Permit for the proposed 39 ft. by 60 ft. addition to the existing facility, as requested. The motion was seconded by Member Renzi, with the vote recorded as follows:**

<b>Ayes:</b>	<b>Chair Wickwire</b>	<b>Nays:</b>	<b>None</b>
	<b>Member Newell</b>		
	<b>Member Renzi</b>		
	<b>Member Finamore</b>		
	<b>Member DelVecchio</b>		

**Motion carried.**

**This becomes Action #4 of 2016.**

A motion was then made by Member Newell that the Cortlandville Town Planning Board recommends to the Town Board that they issue an Aquifer Protection District Special Permit and act as Lead Agency under SEQRA. The motion was seconded by Member Renzi, with the vote recorded as follows:

**Ayes:** Chair Wickwire  
Member Newell  
Member Renzi  
Member Finamore  
Member DelVecchio

**Nays:** None

Motion carried.

**This becomes Action #87 of 2015.**

**Mahoney Design & Build, Inc., Represented by Matt Vredenburgh, Tim Mahoney, Jim Owen – Luker Road - Sketch Plan Conference for proposed Medical Office Building for Dr. Chris Smith**

Chair Wickwire recognized Tim Mahoney who stated he was working with Dr. Chris Smith to construct a medical office next door to an existing medical office on Luker Road. Dr. Smith, he advised, wanted his new office building to be similar to the one next door. He introduced the architect, Mr. Owen, and the landscape architect, Matt Vredenburgh. Mr. Mahoney stated they were present to seek the Board's input on the project which they would like to start in April.

Chair Wickwire and PZO Weber explained the process they needed to go through for final approval. Mr. Owen described everything shown on the Sketch Plan which was displayed for the Board. Member Renzi asked for certain information that will be needed by the Board, and he reminded them of the Town's Design Guidelines. Landscaping, lighting, and signage were all reviewed. Mr. Owen stated the building will have the same "look, feel, and color scheme" as the medical office next door.

Mr. Mahoney commented that they will continue with the design and completed drawings, ready for the Board's February 23<sup>rd</sup> meeting.

**No Action Required**

**Upstate Cellular Network dba Verizon Wireless, Applicant/Bruench Incorporated (Doug's Fish Fry), Reputed Owner – 3638 NYS Route 281 - TM #95.12-01-08.000 – Small Cell Wireless Communications Facility**

Chair Wickwire acknowledged that there was no one present to represent the applicant who was seeking Site Plan approval to construct and operate a small cell wireless communications antenna (24") on the roof of the subject building, along with an equipment cabinet, all as shown on the Site Plan accompanying the application. The Board agreed that the application was very thorough and, after review, having a representative present was not necessary.

With no further discussion, a motion was made by Member DelVecchio to approve the Site Plan for the proposed installation of a small cell wireless telecommunications facility, as requested. The motion was seconded by Member Newell, with the vote recorded as follows:

**Ayes:** Chair Wickwire  
Member Newell  
Member Renzi  
Member Finamore  
Member DelVecchio

**Nays:** None

Motion carried.

**This becomes Action #5 of 2016.**

**Bill O’Gorman/Sun Automotive Warehouse of Cortland, Applicant/Karl Ochs, Reputed Owner – 3870 Luker Road - TM #86.17-01-01.000 – Conditional Permit to Use Vacant Lot for Vehicle Storage**

Chair Wickwire recognized Mr. O’Gorman who explained that he was seeking a Conditional Permit to park a maximum of 35 vehicles on the subject vacant parcel. The lot is to be used for three months of the year, January thru March, and there would be no sales, no showing of vehicles, or no customers on the site. The lot would be leased for no more than four years, at each party’s discretion. Sun Auto will perform all lot maintenance, and there will be no changes to the lot.

**After a very brief discussion, a motion was made by Member Newell to approve the Conditional Permit for the car storage lot, January thru March for the next four (4) years, as requested. The motion was seconded by Member DelVecchio, with the vote recorded as follows:**

**Ayes: Chair Wickwire**

**Nays: None**

**Member Newell**

**Member Renzi**

**Member Finamore**

**Member DelVecchio**

**Motion carried.**

**This becomes Action #6 of 2015.**

**ADJOURNMENT**

At 8:15 p.m., a motion to adjourn the meeting was made by Member Renzi, seconded by Member Newell, with all members present voting in the affirmative.

  
Joan E. Fitch, Board Secretary

E-mailed to Town Clerks, JBF, PB Members,  
DD, BW & DC on 3/1/16.