

TOWN OF CORTLANDVILLE PLANNING BOARD
Minutes of Regular Meeting - Tuesday, 4 February 2020 – 7:30 PM
Town Hall Board Room – 3577 Terrace Road – Cortland, NY

Board Members (*absent)
Christopher Newell, Chairman
*Nicholas Renzi
Nasrin Parvizi
Laird Updyke
Ann Hotchkin

Others Present
Bruce Weber, Town Planning/Zoning Officer
John A. DeVecchio, Town Attorney
Joan E. Fitch, Board Secretary

Applicants & Public Present

Tom Schumacher for Suit-Kote Corporation (did not sign Attendance Sheet), Applicant; Andrew Porter for Suit-Kote Corporation, Applicant; Robert Stephens for RLS Fitness, Applicant.

PRIVILEGE OF THE FLOOR

Chairman Chris Newell recognized Town Supervisor Tom Williams who addressed the Board, along with ZBA members who were also present at his request. Supervisor Williams stated that he was proceeding down a path for better audio/visual at the Planning Board and Zoning Board of Appeals meetings. One of the components to that was the use of some kind of “articulated large-screen TV” on the court room wall. He stated that things displayed on the TV could be agendas, documentation, etc., cutting down on paperwork. Asked both Boards to independently talk with each other to see if that sort of thing would be of benefit to the respective Boards, and get back to him. Applicants before the Boards could, instead of using the easel which not everyone can see at the same time, utilize this audio/visual screen for their presentations. A scanner could also be used at a meeting. He asked the Boards to come up with a consensus and convey that to him through the chairs. Planning Board Member Ann Hotchkin suggested that Tom reach out to Dan Dineen, Director of County Planning, who is familiar with “going electronic.”

REGULAR MEETING

The Regular Meeting of the Town of Cortlandville Planning Board was called to order at 7:40 p.m. by Chairman Chris Newell.

APPROVAL OF MINUTES

3 December 2019

A motion was made by Member Ann Hotchkin to approve the Town Planning Board Minutes of 3 December 2019, as submitted. The motion was seconded by Member Laird Updyke, with the vote recorded as follows:

**Ayes: Chairman Newell
Member Parvizi
Member Updyke
Member Hotchkin**

Nays: None

Absent: Member Renzi

Motion carried.

This becomes Action #10 of 2020.

7 January 2020

A motion was made by Member Hotchkin to approve the Town Planning Board Minutes of 7 January 2020, as submitted. The motion was seconded by Member Updyke, with the vote recorded as follows:

**Ayes: Chairman Newell
Member Parvizi
Member Updyke
Member Hotchkin**

Nays: None

Absent: Member Renzi

Motion carried.

This becomes Action #11 of 2020.

OLD BUSINESS - NONE

NEW BUSINESS

Suit-Kote Corporation, Applicant/Reputed Owner – 1911 Lorings Crossing – TM #77.00-11-02.000 – Conditional Permit – Proposed Pole Barn

Chairman Newell recognized Tom Schumaker, representing the applicant who was seeking a Conditional Permit to construct a pole barn (with concrete floor) to be used for cold storage and aggregate shakers (aggregate in bags from completed projects) and one section will be designated for aggregate study, as shown on the drawings accompanying the application. This, he said, will clean up the area. Construction should take about a month.

PZO Bruce Weber reported that County Planning has requested an opportunity to review this application.

With no further discussion, a motion was made by Member Nasrin Parvizi to send the Conditional Permit Application to the Cortland County Planning Department for their review. The motion was seconded by Member Hotchkin, with the vote recorded as follows:

**Ayes: Chairman Newell
Member Parvizi
Member Updyke
Member Hotchkin**

Nays: None

Absent: Member Renzi

Motion carried.

This becomes Action #12 of 2020.

PROP, Inc. (Bestway) Applicant/Reputed Owner – 3877 Luker Road – TM #86.17-01-01.000 – Conditional Permit – Proposed Renovation/Addition to Existing Warehouse

Chair Newell recognized the applicant who was seeking a Conditional Permit to renovate parts of an existing warehouse by reconfiguring two locations and adding a 12 ft. by 24 ft. addition, all as described in the Narrative and shown on the drawings accompanying the application. This addition will house a truck wash system which will utilize a non-hazardous, citrus-based detergents.

With no further discussion, a motion was made by Member Updyke to send the Conditional Permit Application to the Cortland County Planning Department for their review. The motion was seconded by Member Hotchkin, with the vote recorded as follows:

**Ayes: Chairman Newell
Member Parvizi
Member Updyke
Member Hotchkin**

Nays: None

Absent: Member Renzi

Motion carried.

This becomes Action #13 of 2020.

RLS Fitness, LLC, Applicant/Pyramid Brokerage, Reputed Owner – 3548 NYS Route 281 – TM #95.16-01-18.000 –Conditional Permit – Proposed Fitness Center

Chair Newell recognized Robert Stephens who was seeking a Conditional Permit to move his existing fitness center to this property from his present 64 Main Street, Cortland, location. It will be called the Cortland Fitness Center. The exterior of the building will remain the same, he said, except he may paint it. Lighting will remain the same, and he will put up a sign where there's already a place for it. PZO Weber advised Mr. Stephens to check with the Town Code Officer with regard to any signage.

Chairman Newell asked if there was adequate parking, and Mr. Stephens responded that there was. Rarely are there more than 20 people there at one time, and that parking was sufficient for this. His hours of operation will remain the same as at his Main Street location, Monday thru Friday, 4:30 a.m. until 10 p.m.; weekends, Saturday from 7 a.m. until 6 p.m., and Sunday, 8 a.m. until 6 p.m. The house next door that has been demolished has nothing to do with the subject property.

With no further discussion, a motion was made by Member Hotchkin to approve the Conditional Permit for the proposed fitness center, as requested. The motion was seconded by Member Updyke, with the vote recorded as follows:

**Ayes: Chairman Newell
Member Parvizi
Member Updyke
Member Hotchkin**

Nays: None

Absent: Member Renzi

Motion carried.

This becomes Action #14 of 2020.

OTHER DISCUSSION

- Chairman Newell asked about Conditional Permits and what it takes to keep track of what happens in the future. PZO Weber explained the process for follow-up. Town Attorney DelVecchio added comments about enforcement and whose responsibility that is. Usually there is a complaint received, or it is noticed; this triggers an investigation.
- Member Hotchkin commented about the new sidewalks along Route 281; what about maintenance in the winter? Attorney DelVecchio cautioned about selective enforcement.
- Member Parvizi reported that the Comprehensive Plan is close to being done; a draft is ready, OZO Weber stated he had received a hard copy. Member Parvizi advised there will be a public workshop on 13 February. The proposed Comprehensive Plan is on the Town's website; everyone should be getting a hard copy. There will be another Public Hearing. Once the Plan is completed, then they will start working on Code changes.

EXECUTIVE SESSION

At the request of Town Attorney DelVecchio, at 8:13 p.m., a motion was made by Chairman Newell to go into Executive Session to discuss litigation matters. The motion was seconded by Member Updyke, with the vote recorded as follows:

**Ayes: Chairman Newell
Member Parvizi
Member Updyke
Member Hotchkin**

Nays: None

Absent: Member Renzi

Motion carried.

At 8:24 p.m., a motion was made by Member Parvizi to come out of Executive Session. The motion was seconded by Member Updyke, with the vote recorded as follows:

**Ayes: Chairman Newell
Member Parvizi
Member Updyke
Member Hotchkin**

Nays: None

Absent: Member Renzi

Motion carried.

No actions were taken in Executive Session.

ADJOURNMENT

At 8:30 p.m., a motion to adjourn the meeting was made by Member Hotchkin, seconded by Member Updyke, with all members present voting in the affirmative.


Joan E. Fitch, Board Secretary

Draft e-mailed to Town Clerk, JBF, PB Members,
DD, BW, KM & DC on 2/5/20.
Approved 3/3/20.