

CITY OF ITHACA  
PLANNING COMMISSION MEETING MINUTES  
Tuesday, March 10, 2015  
7:00 p.m.

The meeting of the Ithaca Planning Commission was called to order by Chair John Wilson at 7:00 p.m. followed by the Pledge of Allegiance to the flag.

Present were Chair John Wilson and Members Mark Barrows, James Gruesbeck, Jerry Timmons, Doug Wright, Dr. Wilbur Rykert, Dr. Kelvin Grant and City Manager Bill Cousins.

Absent was Neville Pitcher and Tim Palmer.

Public in attendance were Rob & Penny Martin and Lee Schlappi.

Moved by Dr. Grant, second by Timmons to approve the minutes of the regular meeting held December 9, 2014. Motion carried.

Moved by Dr. Grant, second by Timmons to approve the minutes of the special meeting held December 16, 2014. Motion carried.

**Public Comments**

Chair Wilson asked to receive public comments.

Lee Schlappi addressed the Commission on his interest in purchasing a small portion of a vacant lot adjacent to his property at 305 S Pine River. This lot is currently part of the property owned by Denny Smith located at 327 S Pine River as storage units. Mr. Schlappi (with Mr. Smith's approval) is requesting that the property be rezoned from Industrial to commercial; so that the small piece in question could be split and combined with Mr. Schlappi's adjacent property. Manager Cousins informed the committee and Mr. Schlappi that he would need to apply for a zoning change and variance; which would then be presented to the Planning Commission at the next monthly meeting.

**Variance Request / Special Use Permit**

Chair Wilson presented the variance request made by Rob Martin; 330 N Jeffery Ave. Mr. Martin informed the committee on the setbacks and location of the accessory building on his property; additionally stating that the building floor would be 6" above the grade of the street and that he will accommodate storm water with a catch basin between the house and the accessory building.

Moved by Dr. Grant, seconded by Wright to set a public hearing for April 14, 2015 at 7 pm or soon thereafter; to hear comments on the variance request made by Rob Martin. Motion Carried.

Moved by Dr. Grant, seconded by Wright to set a public hearing for April 14, 2015 at 7 pm or soon thereafter; to hear comments on a special use permit for Rob Martin. Motion Carried.

**Capital Improvement Plan**

Chair Wilson introduced the Capital Improvement Plan as submitted. Manager Cousins informed the Committee on the benefit of having a plan in place to determine the needs of the City long term and the ability to incorporate those expenses into the budget process from year to year. Member Timmons inquired on the report stating that a 2003 DPW Pickup Truck is listed to be replaced in 2017/2018 for \$45,000 and again in 2018/2019 for \$35,000. Manger Cousins will confirm if this is an error of reporting or whether two trucks need replaced. Member Gruesbeck stated that this plan is used as a best case scenario to assist with the budget process. Dr. Grant expressed his appreciation to be able to review the plan and see that the City has a vision for the future needs in place.

Moved by Dr. Grant, seconded by Timmons to receive and adopt the Capital Improvement Plan for 2015/2016 through 2020/2021 as presented. Motion Carried.

**Public Comments**

Chair Wilson asked to receive public comments. None were given.

Moved by Gruesbeck, second by Timmons to adjourn. Motion carried.  
Meeting adjourned at 8:02 p.m.

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Mark Barrows, Secretary

CITY OF ITHACA  
PLANNING COMMISSION MEETING MINUTES  
Tuesday, April 14, 2015  
7:00 p.m.

The meeting of the Ithaca Planning Commission was called to order by Chair John Wilson at 7:00 p.m. followed by the Pledge of Allegiance to the flag.

Present were Chair John Wilson and Members Mark Barrows, James Gruesbeck, Jerry Timmons, Dr. Wilbur Rykert and City Manager Chris Yonker.

Absent was Doug Wright, Dr. Kelvin Grant, Neville Pitcher and Tim Palmer.

Public in attendance were Rob & Penny Martin, John & Wendy Lombard, Tom MacDonald and Greg Tanghe.

Moved by Timmons, second by Dr. Rykert to approve the minutes of the regular meeting held March 10, 2015. Motion carried.

**Public Comments**

Chair Wilson asked to receive public comments. None was given.

**Variance Request**

Chair Wilson presented the variance request made by John Lombard; 516 E Arcada Street. Mr. Lombard informed the committee that he had the shed placed at the front corner of the garage for easy access to the paved driveway. Mr. Lombard stated that he inquired at City Hall if a permit was needed and was told no based on the size; therefore the accessory building was placed without the required zoning permit.

Moved by Dr. Rykert, seconded by Timmons to set a public hearing for May 12, 2015 at 7 pm or soon thereafter; to hear comments on the variance request made by Mr. Lombard. Motion Carried.

**Variance Request**

Chair Wilson presented the variance request made by Greg Tanghe; 215 N Maple Street. Mr. Tanghe stated that underground electric service prevents him from having the stairs on the north side of building. This exterior stairway was not included within the approved zoning variance received last spring.

Moved by Barrows, seconded by Timmons to set a public hearing for May 12, 2015 at 7 pm or soon thereafter; to hear comments on the variance request made by Greg Tanghe. Motion Carried.

**Rezoning and Variance Request**

Chair Wilson presented the variance request made by Lee Schlappi for Dennis Smith; 327 S Pine River. Manager Yonker informed the Committee that a recommendation for rezoning would need to be approved by Council.

Moved by Dr. Rykert, seconded by Barrows to set a public hearing for May 12, 2015 at 7 pm or soon thereafter; to hear comments on the variance request made by Greg Tanghe. Motion Carried.

**Public Hearing**

Chair Wilson opened the public hearing at 7:28 pm.

Chair Wilson asked to receive public comments on the Special Use Permit and Variance Request made by Rob Martin; 330 N Jeffery Avenue. Manager Yonker stated that a letter was received for public comment as submitted by Pat MacDonald, who does not want to have the oversized accessory building approved.

Tom MacDonald (representing his mom, Pat MacDonald) informed the committee that his mother's concern is having a 20' tall accessory building approved would in turn be allowing for additional requests for these tall buildings on residential lots. Mr. MacDonald stated that they are both concerned for how this would make the neighborhood and entire City look in the future.

Rob Martin expressed that he understood his neighbors concern, stating that the height of the building was allowed within the ordinance and that the variance is for the yard setbacks. Mr. Martin stated that the building will be within a residential appeal of having the siding and brick finish outside.

Lee Schlappi stated that as a neighbor, he would prefer to see a nice accessory building over having Mr. Martin's fifth wheel parked outside.

Chair Wilson closed the public hearing at 7:41 pm.

Moved by Dr. Rykert, seconded by Timmons to approve the variance request. Motion Carried.

Moved by Timmons, seconded by Dr. Rykert to approve the special use permit. Motion Carried.

### **Public Comments**

Chair Wilson asked to receive public comments. Commissioner Barrows stated that he is on the Water Well Protection Board; during the meeting today in which they suggested that planning boards should make some rules and regulations for future water wells within the city that may affect the current four city wells and future water wells.

Chair Wilson adjourned at 7:47 p.m.

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Mark Barrows, Secretary

CITY OF ITHACA  
PLANNING COMMISSION MEETING MINUTES  
Tuesday, May 12, 2015  
7:00 p.m.

The meeting of the Ithaca Planning Commission was called to order by Chair John Wilson at 7:00 p.m. followed by the Pledge of Allegiance to the flag.

Present were Chair John Wilson and Members Mark Barrows, Neville Pitcher, James Gruesbeck, Jerry Timmons, Dr. Wilbur Rykert and City Manager Chris Yonker.

Absent was Doug Wright, Dr. Kelvin Grant, and Tim Palmer.

Public in attendance were Lee Schlappi, John & Wendy Lombard, Edward Williams, Greg Tanghe and Vicki Parling.

Moved by Timmons, second by Dr. Rykert to approve the minutes of the regular meeting held April 14, 2015; with the correction of name listing Greg Tanghe, should be Lee Schlappi. Motion carried.

**Public Comments**

Chair Wilson asked to receive public comments. None was given.

**Public Hearing**

Rezoning request made by Lee Schlappi for Dennis Smith; 327 S Pine River.

Moved by Palmer, second by Barrows to open the public hearing at 7:02p.m. Motion carried.

Chair Wilson asked to receive public comments. None was given.

Moved by Gruesbeck, second by Palmer to close the public hearing at 7:04p.m. Motion carried.

Moved by Pitcher, second by Palmer to recommend approval of the rezoning request to City Council. Motion carried.

**Public Hearing**

Variance request made by Lee Schlappi for Dennis Smith; 327 S Pine River.

Moved by Timmons, second by Barrows to open the public hearing at 7:06p.m. Motion carried.

Chair Wilson asked to receive public comments. None was given

Moved by Dr. Rykert, second by Timmons to close the public hearing at 7:08p.m. Motion carried.

Moved by Dr. Rykert, second by Timmons to approve the variance request conditional upon the council approving the rezoning request; otherwise the rezoning and variance will not be authorized. Motion carried.

**Public Hearing**

Variance request made by Greg Tanghe; 215 N Maple Street.

Moved by Palmer, second by Timmons to open the public hearing at 7:11p.m. Motion carried.

Chair Wilson asked to receive public comments. Neighbor Vicki Parling ask for clarification on the reason for a variance. Commissioner Barrows explained about the outside stairwell being an addition which was not included in a previously approved permit; and exceeds the setbacks.

Moved by Palmer, second by Dr. Rykert to close the public hearing at 7:17p.m. Motion carried.

Moved by Barrows, second by Dr. Rykert to approve the variance request. Motion carried.

**Public Hearing**

Variance request made by John Lombard; 516 E Arcada Street.

Moved by Palmer, second by Timmons to open the public hearing at 7:18p.m. Motion carried.

Chair Wilson asked to receive public comments. None was given.

Moved by Palmer, second by Dr. Rykert to close the public hearing at 7:20p.m. Motion carried.

Moved by Barrows, second by Dr. Rykert to approve the variance request. Motion carried.

**Public Comments**

Chair Wilson asked to receive public comments. None was given.

**New Business**

Manager Yonker informed the committee that he has meet with the owner of the Ithaca Motel and they will be applying for a zoning request at the next meeting. Discussion was held on the current zoning for this property and the requirements for the proposed addition within that zoning or if a rezoning permit is necessary. The consensus was to have a site plan review brought to the next meeting.

Moved by Palmer, second by Timmons to adjourn at 8:00 p.m.

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Mark Barrows, Secretary

CITY OF ITHACA  
PLANNING COMMISSION MEETING MINUTES  
Tuesday, June 9, 2015  
7:00 p.m.

The meeting of the Ithaca Planning Commission was called to order by Chair John Wilson at 7:00 p.m. followed by the Pledge of Allegiance to the flag.

Present were Chair John Wilson and Members Mark Barrows, James Gruesbeck, Tim Palmer, Doug Wright, Dr. Wilbur Rykert and City Manager Chris Yonker.

Absent were Members Jerry Timmons, Dr. Kelvin Grant and Neville Pitcher.

Public in attendance was Norman Jarquin.

Moved by Palmer, second by Wright to approve the minutes of the regular meeting held May 12, 2015. Motion carried.

**Public Comments**

Chair Wilson asked to receive public comments. None were given.

**Site Plan Review**

Site Plan Review submitted by Norman Jarquin for the Ithaca Motel; 820 E Center Street.

Manager Yonker presented the site plan review for improvements to the Ithaca Motel; including a second story to the center portion of the main building for residential use, a new rear addition to the main building and a new roof/canopy over the walkway at the front of the building. The Motel is spread over two parcels which are also in different zones, being R-O (Restricted Office) and R-3 (Community Residential), creating a non-conforming use issue. Manager Yonker stated that zone C-2 (General Commercial District) includes motels as a permitted use, subject to the site development requirements of Section 22.01:27. His suggestion is to rezone the property in question to a C-2; including the rezoning of the Road Commission Garage Complex located at 920 E Center Street.

Discussion was held on combining the parcels into one. Mr. Jarquin was informed that he should meet with the City Assessor to request the process of combining parcels and creating one; if he chose to do that.

Moved by Palmer, second by Barrows to recommend to City Council to extend the C-2 zone to include the Ithaca Motel and the Gratiot County Road Commission parcels. Motion Carried.

Moved by Barrows, second by Palmer to waive a variance requirement and allow the new addition to be constructed at the Ithaca Motel; determined by the action of the City Council to rezone the property to a C-2 zone. Motion Carried.

**Special Use Permit**

Special use request made by Katherine Venglar; 215 S Main Street.

Chair Wilson presented the special use request made by Katherine Venglar to operate a child day care at her home located at 215 S Main Street. Discussion was held on the restrictions of having other day care homes within a 1500 foot distance from each other, which can be allowed under a special use permit.

Moved by Palmer, second by Wright to set a Public Hearing for July 14, 2015 at 7 pm or soon thereafter, to hear comments on the special use request made by Katherine Venglar. Motion Carried.

**Public Comments**

Chair Wilson asked to receive public comments. None were given.

**Old/New Business**

Member Barrows announced that he is resigning as Secretary of the Planning Commission effective immediately.

Moved by Palmer, second by Wright to accept the resignation of Mark Barrows as Secretary of the Planning Commission. Motion Carried.

Moved by Palmer, second by Dr. Rykert to appoint Dale Sherman as the new Secretary of the Planning Commission. Motion Carried

Moved by Palmer, second by Wright to adjourn at 7:40 p.m.

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Mark Barrows, Secretary



CITY OF ITHACA  
**PLANNING COMMISSION MEETING MINUTES**  
Tuesday, July 14, 2015  
7:00 PM

The regular meeting of the Ithaca Planning Commission was called to order by Chair John Wilson at 7:00 PM followed by the Pledge of Allegiance to the Flag.

Deputy Clerk Cathy Cameron swore in newly appointed Commissioner Dale Sherman.

**Present:** Chair John Wilson and Commissioners Neville Pitcher, James Gruesbeck, Dale Sherman, Jerry Timmons, Doug Wright and Tim Palmer

**Absent:** Commissioners Dr. Kelvin Grant and Mark Barrows

**Staff Present:** City Manager Chris Yonker and Deputy City Clerk Cathy Cameron

**Public in attendance:** Katherine Venglar and Hillary Shemes

Motion by Palmer, second by Wright to nominate Dale Sherman as Secretary of the Planning Commission; motion carried.

Motion by Palmer, second by Wright to approve the minutes of the regular meeting held June 9, 2015; motion carried.

**Public Comments**

Chair Wilson asked to receive public comments; none were given.

**Final Site Plan Review: Ithaca Motel; 820 E. Center Street; submitted by owner Norman Jarquin**

Manager Yonker informed the Commissioners that the City Council had approved the rezoning of the Ithaca Motel parcels, as well as those of the Gratiot County Road Commission from RO (Restricted Office) & R-3 (Community Residential) to C-2 (General Commercial.)

This final site plan review is for approval of a rear addition to the original building (southwest corner). Prior authorization to proceed with the roof extension and second story building addition were approved administratively.

Motion by Palmer, second by Wright to approve the final site plan for the rear addition to the Ithaca Motel located at 820 E. Center Street; motion carried.

**Public Hearing: Special Use Permit Request for Daycare at 215 S. Main Street**

Motion by Palmer, second by Timmons to open the public hearing for a special use permit at 215 S. Main Street; motion carried. Chair Wilson opened the public hearing at 7:11 PM.

Manager Yonker summarized the special use request made by Katherine Venglar to operate a child daycare at her home located at 215 S. Main Street. The current zoning of R-3 allows for group child-care with restrictions of not having other daycare homes within a 1,500-foot distance from each other, which can be allowed under a special use permit.

Chair Wilson asked for public comments. Resident Hillary Shemes spoke in favor of having Katherine Venglar operate a child daycare in her home.

Motion by Palmer, second by Gruesbeck to close the public hearing; motion carried. Chair Wilson closed the public hearing at 7:15 PM.

**Special Use Permit Request: Child Daycare at 215 S. Main Street**

Motion by Wright, second by Palmer to approve the special use permit to authorize Katherine Venglar to operate a child daycare in her home at 215 S. Main Street; motion carried.

Mayor Palmer inquired if this type of special use permit request can be allowed to be an administrative decision, regarding the restriction of the 1,500-foot rule to operate a child daycare home. Manager Yonker stated that a zoning ordinance amendment would have to be made through the City Council.

**Variance Request: Lot Line Re-alignment of Parcels at 216 & 226 N. Union Street**

Chair Wilson presented the variance request made by Bloss Rentals, LLC for a lot line re-alignment of adjacent parcels owned by them at 216 and 226 N. Union Street.

Manager Yonker stated that the current lot line for the apartments at 216 N. Union Street runs right through the center of the garage that is connected to the house at 226 N. Union Street. The family has requested the lot line change and new legal boundaries for the purpose of selling either parcel in the future. A variance will be required as the change would create a smaller lot size for the apartment building than is permitted under the current zoning ordinance. Depending on the location of the new property lines, there may also be issues with yard setback & lot width requirements.

Motion by Palmer, second by Sherman to set a public hearing for a variance(s) request for a lot line re-alignment of adjacent parcels owned by a single owner, Bloss Rentals, LLC on August 11, 2015 at 7 PM or as soon thereafter as the agenda allows; motion carried.

**Site Plan Review: Thompson Home Library Rear Entrance**

Chair Wilson presented the site plan review for the new rear entrance and walk for the Thompson Home Public Library.

Manager Yonker summarized Phase II of the library project, being the creation of a new Community Room in the basement. The layout will be for the east half of the downstairs area and would include a kitchen, handicap accessible restrooms, and a storage room for tables and chairs. Chair Wilson inquired if this would be a community rental space similar to the City's Community Center. Manager Yonker stated that is a possibility and a discussion would need to be held regarding a rental policy and fee schedule for the space. The outside rear exit would be an alternative emergency exit. This new exit location allows for an additional entry door that would be used to gain access to the upstairs of the library, allowing for security of the space to be used even when the library is closed.

Commissioner Sherman inquired on potential water drainage issues in the backyard. Manager Yonker stated that there is a proposed storm trough at the base of the walkway, which will be connected to a new catch basin to allow water flow to the parking lot basin to the south. In addition, a check valve may need to be installed to help eliminate any potential back flow from the City storm sewer.

Motion by Palmer, second by Wright to approve the site plan review for a new rear entrance and walk for the Thompson Home Public Library; motion carried.

## Public Comments

Chair Wilson inquired if a special use permit would be required for the Historical Society to place a 12' x 18' log cabin building on its property. Manager Yonker stated that he visited and spoke with Linda Weburg and John Kemler on the museum site. The parcel is in the C-1 Central Business District and should only require a site plan review, because it appears that there is sufficient room on the parcel for the placement of the cabin without requiring any variances from yard setback requirements. This item should be on the Commission's agenda for the August 11<sup>th</sup> meeting.

## Old/New Business

The City Manager informed the Commission that he had received a zoning application for a site plan review submitted by Doug and Shannon Belles of 266 E. Saint Charles Rd. for an addition to the house, an entryway between the house and garage, a pool and a pole barn. The additions and the pool have been approved administratively. The proposed pole barn is to be 40' x 80' and will be located in the southwest corner of the property. The zoning ordinance states that an accessory building's maximum size is 864 ft<sup>2</sup>; the applicants are proposing a building of 3,200 ft<sup>2</sup>.

A size variance could be considered under the zoning code; however, the code does state that under no instance can an accessory building exceed the square footage of the ground floor of the main building and be taller than 20' in height. Manager Yonker stated that the Belles need to seek a variance or change the size of the building to be under 2,400 ft<sup>2</sup>, which is the combined size of the principal structure, including the proposed additions. He will make contact and inform the Belles of their options.

Motion by Palmer, second by Timmons to allow staff to set a public hearing for a variance request, if necessary, for an accessory building to be constructed at 266 E. Saint Charles Road; motion carried.

Manager Yonker informed the Commission that he had just received a zoning application for a site plan review submitted by Judy Helge of 804 E. North Street for a pole building. The request is for a 32' x 40' pole building to be constructed behind the existing garage. A variance is required for the building exceeding the 864 ft<sup>2</sup>, unless it is attached to the principal building. This building would create an issue based on maximum lot coverage in an R-2 Suburban Residential zone, which is 15% and with this building it would 40%. Commissioner Sherman inquired on whether the existing garage is attached. Manager Yonker will follow up with the applicant to determine this, because it will be an issue as to whether to include it in the total square footage of an accessory building. In addition, the homeowner owns the lot adjacent to the parcel in question, and has applied to the City Assessor to have the lots combined into one parcel. This may eliminate the issue with maximum lot coverage.

Discussion was held on the variables in question with the possible need for multiple variances for this request. The Commission's consensus was that more information should be brought to a future meeting for consideration.

Being no further business to come before the Commission, Palmer moved, and Wright seconded to adjourn the meeting 8:08 PM; motion carried.

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Dale Sherman, Commission Secretary

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Cathy Cameron, Recording Secretary

CITY OF ITHACA  
**PLANNING COMMISSION MEETING MINUTES**  
Tuesday, August 11, 2015  
7:00 PM

The regular meeting of the Ithaca Planning Commission was called to order by Chair John Wilson at 7:00 p.m. followed by the Pledge of Allegiance to the Flag.

Deputy Clerk Cathy Cameron swore in re-appointed Commissioner Dr. Kelvin Grant.

Present were Chair John Wilson and Commissioners Mark Barrows, Jerry Timmons, Doug Wright, Dr. Kelvin Grant, Neville Pitcher, James Gruesbeck, Dale Sherman and Tim Palmer.

Staff Present were City Manager Chris Yonker and Deputy City Clerk Cathy Cameron

Public in attendance were Steve and Tammy Puffpaff, Al and Linda Bloss, Glen and Barb Unruh, Linda Weburg and Rob Kinney.

Motion by Palmer, second by Timmons to approve the minutes of the regular meeting held July 14, 2015; motion carried.

**Public Comments**

Chair Wilson asked to receive public comments; none were given.

**Public Hearing**

Variance Request submitted by Bloss Rentals, LLC; 216 and 226 N Union Street. Motion by Dr. Grant, second by Palmer to open the public hearing at 7:03 p.m.; motion carried.

Chair Wilson asked to receive public comments. Steve Puffpaff inquired if there is an alley on the north side of the Bloss property and his abutting rental property. Manager Yonker replied that there is no city alleyway on this block.

Motion by Palmer, second by Wright to close the public hearing at 7:12 p.m.; motion carried.

Manager Yonker informed the Commission on the items to consider as outlined in the agenda.

Motion by Palmer, second by Dr. Grant to approve the variance request for realigning lot lines of adjacent parcels located at 216 and 226 N. Union Street as submitted, including the following four conditions:

- Minimum lot size area of 20,000 ft<sup>2</sup> for apartment is OK; parcels 1 & 2 together total only 9,473 ft<sup>2</sup>; so a variance is required
- Parking lot must have a 5' buffer from side lot line; proposed is only one foot; so a variance is required
- Parking adjacent to single-family residential should have a 5' high vertical screen (fence or vegetation); neither north or south side meet the requirement; so a variance is required
- Existing apartment building parking is in required front yard setback; per code, it should be in rear; so a variance is required.

Commissioner Barrows opposed the motion. Motion carried.

**Site Plan Review**

Application was submitted by John Kemler, representing the Gratiot County Historical Museum; 129 W. Center Street.

Chair Wilson presented the site plan review for placement of a relocated log cabin structure at the Gratiot County Historical Museum at 129 W. Center Street.

Manager Yonker informed the Commission that the parcel is located within the C-1 Central Business District requiring no setbacks for the proposed log cabin of 18' x 22' in size.

Motion by Palmer, second by Dr. Grant to approve the site plan review for the log cabin to be relocated on the Gratiot County Historical Museum property at 129 W. Emerson Street; motion carried.

**Public Comments**

The Chair asked to receive public comments; none were given.

**Old/New Business**

Being no further business to come before the Commission, Palmer moved, and Wright seconded to adjourn the meeting 8:08 p.m.; motion carried.

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Dale Sherman, Commission Secretary

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Cathy Cameron, Recording Secretary

CITY OF ITHACA  
**PLANNING COMMISSION MEETING MINUTES**  
Tuesday, September 8, 2015  
7:00 PM

The regular meeting of the Ithaca Planning Commission was called to order by Chair John Wilson at 7:00 p.m. followed by the Pledge of Allegiance to the Flag.

Present: Chair John Wilson and Commissioners Mark Barrows, Jerry Timmons, James Gruesbeck, Dale Sherman and Tim Palmer

Absent: Doug Wright, Dr. Kelvin Grant and Neville Pitcher

Staff Present: City Manager Chris Yonker and Deputy City Clerk Cathy Cameron

Motion by Timmons, second by Barrows to approve the minutes of the regular meeting held September 8, 2015; motion carried.

**Public Comments**

Chair Wilson asked to receive public comments; none were given.

**Variance Request**

Variance request submitted by Tony Leiter of 714 S. Pine River St.

Chair Wilson presented the variance request submitted by Tony Leiter to construct an accessory building at his home located at 714 S. Pine River. The proposed accessory building is 30' x 60' being 1,800 ft<sup>2</sup>, in size; requiring a variance due to zoning ordinance requirements that limit the size of all accessory buildings to 864 ft<sup>2</sup>.

Motion by Barrows, second by Timmons to set a Public Hearing for October 13, 2015 at 7 p.m. or soon thereafter, to hear comments on the variance request made by Tony Leiter; motion carried.

**Capital Improvement Projects**

City Manager Yonker updated members on the status of several projects as outlined in the attachment to these minutes. He also informed members that the City Council had approved the placement of a one-mill property tax millage for six years on the November ballot to fund a sidewalk improvement program throughout town.

**Public Comments**

The Chair asked to receive public comments; none were given.

**Old/New Business**

The City Manager stated that he will review the Zoning Enabling Act to see if he is allowed to set a public hearing without the official meeting of the Planning Commission. This step would enable some requests to be processed in a more timely manner.

Mayor Palmer inquired on the probability of changing the zoning ordinance to allow for larger-sized accessory buildings, with a new square footage yet to be determined. He stated that there have been several requests recently that exceed the maximum of 864 ft<sup>2</sup> and increasing this maximum size would allow the Manager to approve these requests quickly.

Being no further business to come before the Commission, Palmer moved, and Wright seconded to adjourn the meeting 8:08 p.m.; motion carried.

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Dale Sherman, Commission Secretary

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Cathy Cameron, Recording Secretary

**CITY OF ITHACA**  
**PLANNING COMMISSION MEETING MINUTES**  
Tuesday, October 13, 2015  
7:00 PM

The regular meeting of the Ithaca Planning Commission was called to order by Chair John Wilson at 7:00 p.m. followed by the Pledge of Allegiance to the Flag.

Present: Chair John Wilson and Commissioners Mark Barrows, Jerry Timmons, Dale Sherman, Neville Pitcher, Dr. Kelvin Grant, Doug Wright, Jim Gruesbeck and Tim Palmer

Staff Present: City Manager Chris Yonker and Deputy City Clerk Cathy Cameron

Audience: Greg Sherman and Tony Leiter

Moved by Wright, second by Timmons to approve the minutes of the regular meeting held September 8, 2015, with the correction of adjournment motions to be Timmons and Barrows; motion carried.

**Public Comments**

Chair Wilson asked to receive public comments; none were given.

**Public Hearing**

Variance request for accessory building at 714 S Pine River submitted by Tony Leiter. Moved by Palmer, seconded by Dr. Grant to open the Public Hearing; motion carried.

Discussion was held on the location and size of the building. City Manager Yonker stated that all setbacks have been met for the location of the building. The variance is for the overall size of the accessory building exceeding 864 square feet; the proposed size being 30' x 60' (1,800 ft<sup>2</sup>).

Moved by Barrows, seconded by Dr. Grant to close the Public Hearing; motion carried.

Moved by Dr. Grant, seconded by Wright to approve the variance for an accessory building not to exceed 30' x 60' (1,800 ft<sup>2</sup>) at 714 S. Pine River Street; motion carried.

**Public Comments**

The Chair asked to receive public comments; none were given.

**Old/New Business**

City Manager Yonker updated members on the proposed sidewalk millage and provided commissioners with an informative brochure that has been printed for the public to read.

Moved by Barrows, second by Timmons to adjourn; motion carried. The meeting adjourned at 7:15 p.m.

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Dale Sherman, Commission Secretary

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Cathy Cameron, Recording Secretary