

**CITY OF ITHACA**  
**PLANNING COMMISSION MEETING MINUTES**

Tuesday, March 13, 2018

7:00 PM

In the absence of the Chair, City Manager Yonker was asked to chair the meeting. The regular meeting of the Ithaca Planning Commission was called to order by Manager Yonker at 7:00 p.m., followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners Dale Sherman, Jerry Timmons, Richard Teal, Alison Jerome and Mayor Alice Schafer

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

Absent: Commissioners John Wilson and Doug Wright

Audience Present: Philip Schafer

The Oath of Office was administered by Deputy Clerk Cameron to new commissioners Alison Jerome and Richard Teal.

Motion by Timmons, second by Schafer to approve the minutes of the regular meeting held December 12, 2017; motion carried.

**Public Comments**

Mr. Yonker asked to receive public comments; none were given. Motion by Sherman, second by Mayor Schafer to excuse Commissioner Wilson due to illness and Commissioner Wright for being out of town; motion carried.

**New Business**

Manager Yonker presented the variance request submitted by All Season Builders, Inc. on behalf of Corey Hyde, for the proposed construction of two new residential duplexes on his property located at 930 E. North Street. The plan includes demolishing the existing house along with a detached garage and constructing two new duplex structures.

The current zoning district of R-2 – Suburban Residential allows for a single dwelling unit or one duplex per parcel, with minimum lot size and maximum lot coverage requirements. The parcel size for the combined lots equals 21,780 sq. ft.<sup>2</sup> (minimum required is 20,000 sq. ft.<sup>2</sup> per single or two-family unit; with two, 2-unit buildings, the minimum lot size should be 40,000 sq.ft.<sup>2</sup>). The two proposed structures on this lot would create a lot coverage ratio of 27% (maximum permitted is 15%.) Therefore, three variances would be required to authorize the proposed plan as submitted. Manager Yonker stated that a public hearing could be set for the next meeting.

Motion by Timmons, second by Sherman to set a public hearing for April 10, 2018 at 7:00 p.m. or soon thereafter as the agenda allows, for consideration of these variances to construct two new duplex structures at 930 E North Street; motion carried.

**Old Business**

The Chair presented the final draft of the Gratiot Countywide Master Plan for review. Discussion was held. He stated that a public hearing could be set for the next Planning

Commission meeting, followed by a motion by the Commission to recommend to the City Council its adoption at the May 1, 2018 Council meeting.

Motion by Sherman, second by Timmons to set a public hearing at the April 10, 2018 Planning Commission meeting at 7:00 p.m., or soon thereafter as the agenda allows, for general comments on the final draft of the master plan; motion carried.

Manager Yonker presented the proposed City 5-Year Capital Improvement Plan for review and recommendation to the City Council for incorporating into the fiscal year 2018/19 City Operating & Capital Budget. Mr. Yonker reviewed the status of capital projects from FY 2016/17 and FY 2017/18. He also reviewed in detail the capital projects proposed for the upcoming FY 2018/19.

Motion by Timmons, second by Sherman to recommend to the City Council adoption of the Capital Improvement Plan as submitted to the Planning Commission; motion carried.

#### **Transmittals**

Manager Yonker updated the commissioners on the current membership and terms of service; we now have all positions on the Commission filled. In addition, he provided a status update on Zeeland Farm Services development.

Manager Yonker summarized the City Manager Activity Reports for February 16 and March 2, 2018.

#### **Public Comments**

Mr. Yonker asked for any additional public comments; none were given.

Motion by Timmons, second by Sherman to adjourn the meeting at 8:58 p.m.; motion carried.

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Dale Sherman, Commission Secretary

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Cathy Cameron, Recording Secretary