
Planning & Code Enforcement

John Zepko, Acting Director, CPESC, CFM

Reporting Period Feb 2023

CORE PLANNING FUNCTIONS

- **General Admin**
 - Modified Planning & Code Enforcement Dept window hours to Monday through Thursday, 7:30 a.m. to 12:30 p.m and until 12pm on Friday, or by appointment.
 - Met with the office of the Bookkeeper. The following topics were discussed:
 - Interpretation of the Town Budget and appropriate classification of expenses.
 - Feasibility of escrow accounts to recover engineering and legal costs attributable to specific projects.
 - Short & Long term staffing needs, strategy and civil service classifications.
 - Conducted multiple staff meetings to discuss procedures, policy changes, and long term department strategy as well as opportunities for improvement of same.
- **Planner conducting classification and review of development applications**
- **Planning Board staff support**
- **Zoning Board of Appeals staff support**
- **Floodplain Management**
 - Attended a meeting hosted by FEMA to present new floodplain maps for Tompkins County. Draft maps are available for review in the office of Planning and Code Enforcement.
- **Stormwater Management**
 - The reporting period for 2022 will end on 9 March and preparation of the MS4 Annual Report will begin. The Annual Report is due no later than 1 June.

LAND USE WORK PROGRAM

- **Code Revision committee** – cancelled as Ag & Farmland Protection committee was still reviewing Draft AR/AG zoning

COMMITTEE MANAGEMENT

- **Agricultural and Farmland Protection Committee staff support**
 - Attended Committee meeting 9 Feb Reviewed RA/AG Zoning Amendments. Next meeting scheduled for 9 March
- Committee has recommended a revised draft zoning map and comments to the Town Board

PLANNING BOARD

- **27 Feb meeting** – the Planning Board heard the following at the Feb meeting:
 - Minor Subdivision; sketch plan – 204 Lansing Station Rd – public hearing set for 27 March
 - Minor Subdivision; sketch plan – 125 Cedar View Rd (FLLT) – public hearing set for 27 March
 - Minor Subdivision; sketch plan – Ridge Rd (FLLT) – public hearing set for 27 March
 - Site Plan; Barksville Inn, 89 Goodman Rd - public hearing set for 27 March
 - Major Subdivision; public hearing – East Shore Circle Phase I (6 lots). A Negative Declaration of Significance was made pursuant to SEQR
 - Dandy Mini Mart; Site Plan – Review of Parts II & III of SEQR for the Dandy Mini Mart Site Plan Review application. The project received a Negative Declaration of Significance.

ZONING BOARD OF APPEALS

- **14 Feb meeting**
 - ZBA conducted a public hearing of Dandy Mini Mart regarding a request for area variances to exceed the maximum permitted square feet of signage on the proposed site plan currently with the Planning Board

Code Enforcement

- **Feb Permit Information**
 - 11 New Building Permits issues
 - 10 Existing Permits renewed
 - 18 permits closed with C/O or C/C