
Planning & Code Enforcement

John Zepko, Acting Director, CPESC, CFM

Reporting Period Feb 2024

CORE PLANNING FUNCTIONS

- **General Admin**
 - Conducted four weekly staff meetings to discuss projects, deliverables, obstacles, etc
 - 2/8 – met w/ representative of MRB Engineering to discuss potential funding mechanisms for Town projects
 - 2/12 – met w/ TC Planning Staff, T/ Ithaca Planning & Code staff to discuss coordinated training of land use boards to fulfill annual training requirements
 - 2/14 – meeting w/ code staff to discuss regulations on banners & signs in support of Trail Committee grant to procure banners for Route 34
- **Planner conducting classification and review of development applications**
 - 2/1 and 2/12 – met w/ developer to discuss requirement critical permitting tasks for potential development on Peruville Road
 - 2/12 met w/ landowners to discuss possible subdivision on Triphammer Terrace
- **Hazard Mitigation Planning**
- **Floodplain Management**
 - Reviewing Flood Dev Permit for 32 Ladoga Park Rd
- **Stormwater Management**
 - 2/8 – staff meeting to form work plan to meet short term (6 months – 1 year) MS4 permit requirements
 - 2/14 – attended TC Stormwater Coalition Meeting
 - A New MS4 General Permit from DEC is in effect that will have broad reaching impacts across multiple Town departments, operations and budgets. The new permit is more prescriptive than previous iterations and contains many short and long term deadlines for planning, implementing, and reporting on the Town's stormwater management program. Planning staff has been meeting to form a 12-month work plan to meet minimum annual requirements and to identify other stakeholders within the Town.
 - 2/20 – attended webinar “Designing Effective Stormwater Channels”

LAND USE WORK PROGRAM/PROJECT MANAGEMENT

- **CRC/ Zoning Amendments**
 - 2/15 – Met w/ Town Board member and Representatives of Collier's Engineering to discuss potential zoning amendments and grant funding for same
- **Safe Streets and Roads 4 All (SS4A)**

- SS4A grant project consists of 11 municipalities in an effort to collect data and implement the highway projects that would make the most impact on improving safety for all who use Tompkins County's roads.
- 2/13; 2/26 – attended SS4A check in meeting w/ planning team and consultants. Cambridge Systematics was selected as the project consultant. Project work plan and timeline were discussed.

COMMITTEE MANAGEMENT

- **Agricultural and Farmland Protection Committee staff support**
- **Conservation Advisory Committee Council**
- **Water & Sewer Working Group**
 - No meeting
- **Capital Improvement Committee**
 - No meeting

PLANNING BOARD

- 26 Feb 2024 meeting – the Planning Board heard the following:
 - Conlon Road – Approved minor subdivision to subdivide a ~1.3-acre lot from the existing ~29.4-acre lot. The property is in the AG zone.

ZONING BOARD OF APPEALS

- 14 Feb 2024
 - Area Variance – 2 Ladoga Park Rd. – approved
 - Area Variance – 40 Sunpath – public hearing conducted; approved

Building & Code

February 2024	
Fees Collected	\$5,602.00
Estimated Project Cost	\$618,646.00
Certificate of Occupancy/Compliance	33
Building Permits	16
One & Two Family Residences	0
New Businesses	0
Multi-Family Residences (3 or more units)	0
TOTAL 2024 Misc. Fee Collected to date	5,425.00
	Jan 1, 2024 to Feb 29, 2024
Fees Collected	\$14,285.00
Estimated Project Cost	\$4,765,786.00
Certificate of Occupancy/Compliance	75
Building Permits	40
One & Two Family Residences	2
New Businesses	1
Multi-Family Residences (3 or more units)	0