
Planning & Code Enforcement

John Zepko, Director, CPESC, CFM
Reporting Period April 2024

CORE PLANNING FUNCTIONS

- **General Admin**
 - Conducted four weekly staff meetings to discuss projects, deliverables, obstacles, etc
 - 4/2 – met w/ Town Supervisor to discuss Sewer District #1
 - 4/2 - met Personnel Management Committee
 - 4/3 – met w/ Town staff and project developer to discuss construction of Sewer District #1
 - 4/9 – attended webinar “Advancing Sustainable Design in Recreational Trails”
 - 4/10 – met w/ Town Supervisor for monthly check-in
 - 4/11 – met w/ Town Board member Judy Drake
 - 4/17 – met w/ development team of Genie Solar to discuss construction requirements for approved 5MW solar installation
 - 4/22 – preconstruction meeting w/ development team for East Shore Circle subdivision
- **Planner conducting classification and review of development applications**
 - 4/5 met w/ developer to discuss potential community solar project in the vicinity of Triphammer Rd
 - 4/15 met w/ developer to discuss requirements to subdivide property and extend water in the vicinity of Teeter Rd
- **Hazard Mitigation Planning**
 - 4/10 – met w/ TC Hazard Mitigation Partners to discuss Hazard Mitigation plan
- **Floodplain Management**
 - Reviewing Flood Dev Permit for 32 Ladoga Park Rd
- **Stormwater Management**
 - 4/17– attended TC Stormwater Coalition Meeting

LAND USE WORK PROGRAM/PROJECT MANAGEMENT

- **CRC/ Zoning Amendments**
 - 4/24 meeting – discussed administrative approval of lot line adjustments over 1 acre in size, flag lots standards, corner lot standards, increasing the number of chickens permitted with a zoning permit from five (5) to (6)
- **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.

- 4/2 – individual community representative meeting to discuss local concerns in SS4A plan
- 4/9 & 4/23 – attended SS4A check in meeting w/ planning team and consultants
- **Planning/Zoning Gap Analysis**
 - 4/11 met w/ Consultant team to discuss progression of Gap Analysis

COMMITTEE MANAGEMENT

- **Agricultural and Farmland Protection Committee staff support**
- **Conservation Advisory Committee Council**
 - 4/10 – met w/ CAC Chair Ed Dubovi to discuss Climate Smart Communities program and possible CAC work plans
- **Project Review Committee**
 - No meeting
- **Water & Sewer Working Group**
 - No meeting
- **Capital Improvement Committee**
 - No meeting

PLANNING BOARD

- 4/22 meeting – the Planning Board heard the following:
 - 390 Peruville Road – site plan application to construct 30x56 pole barn; project approved 4/22
 - 35 Town Barn Road – site plan application to construct 200’x32’ pole barn; project approved 4/22
 - 118 Ross Road – 4 lot, minor subdivision; project approved 4/22
- 4/11 – conducted Planning Board interview

ZONING BOARD OF APPEALS

- No meeting in April 2024
- 4/3 – conducted ZBA member interview

Building & Code

April 2024	
Fees Collected	\$22,377.80
Estimated Project Cost	\$554,444.00
Certificate of Occupancy/Compliance	14
Building Permits	24
One & Two Family Residences	0
New Businesses	1
Multi-Family Residences (3 or more units)	0
TOTAL 2024 Misc. Fee Collected to date	9,075.00
	Jan 1, 2024 to April 30, 2024
Fees Collected	\$42,924.80
Estimated Project Cost	\$6,503,097.00
Certificate of Occupancy/Compliance	114
Building Permits	68
One & Two Family Residences	2
New Businesses	1
Multi-Family Residences (3 or more units)	0