

**Village of Lansing  
Planning Board Meeting  
January 27, 2009**

1 The meeting of the Village of Lansing Planning Board was called to order at 7:35 P.M. by  
2 Chairman Ned Hickey. Present at the meeting were Planning Board Members Maria Stycos,  
3 Phil Dankert, Carol Klepack and Mario Tomei; Village Attorney David Dubow; Code  
4 Enforcement Officer Ben Curtis; Acting Trustee Liaison Julie Baker; and Stu Grinnell,  
5 observing for the Community Party.

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7 **Public Comment:**

8 Hickey opened the Public Comment Period, introducing Stu Grinnell who was observing on  
9 behalf of the Community Party Observers Program. There being no one else who wished to  
10 speak, Dankert moved to close the Public Comment Period. Seconded by Tomei. Ayes by  
11 Hickey, Dankert, Stycos, Klepack and Tomei. Motion carried.

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13 **2009 Goals**

14 The next item on the agenda was the list of proposed Planning Board goals for 2009. Hickey  
15 presented the following:

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17 DRAFT GOALS

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20 GOAL: Review Village Zoning Law

21 *Focus on updating and clarifying existing regulations as needed.*

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24 GOAL: Greenway Map

25 *Update Base Map and publish new handout.*

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29 GOAL: Stewardship Program

30 *Develop a plan for implementation of a Stewardship Program.*

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33 GOAL: Planning Board Training

34 *Continue to invite guest speakers to ,provide new information on  
35 topics of interest to planning board members.*

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38 Under Goal 1, Review Village Zoning Law, Hickey stated that he intended to include both a  
39 general review and some of the specific issues discussed over the past few months, including  
40 workforce housing and special needs housing. He would like to follow up on involving  
41 stakeholders in the discussion of the Zoning Law as suggested in the article distributed in the  
42 packet for the last meeting. He would like to hear from people like Bolton Estate Subdivision  
43 developer, Ed Crossmore, and his engineer, Andy Sciarabba and the people from Integrated  
44 Acquisition & Development as to how they found working with the Village's Zoning Law  
45 and Subdivision Regulations. Dubow noted that the Board should consider both substantive  
46 issues and procedural issues. Klepack suggested that the Board might use the book, *All You  
47 Ever Wanted to Know About Zoning...*, as a reference in proceeding with the review. Dubow

1 noted that tying the review together with reading the reference book would clearly constitute  
2 training as defined under the State's In-Service Training requirements for Planning Boards.  
3 Curtis stated that there were lots of little details that should be eliminated or revised or  
4 simply better written and then there were substantive issues like coordinating the Zoning  
5 Law and the Comprehensive Plan, both of which having been revised over time, but not  
6 checked to ensure they were still consistent. Hickey will meet with Curtis, develop a plan for  
7 the review and assign homework for the Board at their February 9 meeting to get started at  
8 the February 24 meeting.  
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10 For Goal 2, the Greenway Map, Hickey noted that the Board would be wrapping up  
11 something that they had, for the most part, accomplished already. What remained to do was  
12 updating the Greenway Map to show trails that had already been constructed and those that  
13 were only proposed, and likewise for the recreation areas. They will need a base map to get  
14 that part of the goal done. Klepack commented that the GIS maps from the County that are in  
15 electronic format are very good. Curtis stated that the Village lacked the equipment to print  
16 those maps or any others on other than 8 ½ x 11 paper, but he could order base maps from  
17 the County in larger sizes like the Zoning Map posted in the meeting room. Hickey stated  
18 that more copies of the Greenway pamphlet were also needed to hand out to the public. The  
19 Greenway signs that have been posted are fading and will need maintenance. Klepack  
20 thought she had handed off the Greenway information to Mike Aulbach years ago when there  
21 was a Greenway Committee and it would probably be worthwhile to try to pick up the thread  
22 there. Ned will contact Aulbach and get together with Curtis to decide what information  
23 should be on the base maps they order from the County. If the County puts on the Greenway  
24 trails that they have, the Planning Board can update that information.  
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26 For Goal 3, Stewardship Program, Hickey wanted to gauge the Board's reaction to Village  
27 Engineer Brent Cross' proposal to develop a parallel program to monitor and maintain the  
28 Village's stormwater management practices and how such a program might relate to the  
29 Stewardship Program. He asked Klepack as point person for the Stewardship Program what  
30 she thought. Klepack stated that she viewed stormwater management as an engineering issue  
31 for which the Village was clearly responsible, but that it was separate from the issues the  
32 Stewardship Program was intended to address. She thought addressing the stormwater issue  
33 was very important, but also thought it would be confusing to try to combine them under one  
34 program.  
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36 Klepack stated that the Stewardship Program is progressing. The maps from the County have  
37 been very useful. She has contacted the vender from which the Fingerlakes Land Trust buys  
38 their 3" x 3" signs and has some prices. She would like to spend a little extra and have the  
39 Village's logo on the signs. She thinks that Hickey's suggestion that the Village enlist  
40 volunteers in the vicinity of each of its parcels to be the stewards for those parcels has a lot of  
41 merit. The sensitive areas under the conservation easement in the Bolton Estates Subdivision  
42 may require a higher level of expertise, however. Dankert suggested separating the trails  
43 from the conservation easement in the Bolton Estates Subdivision as there are various  
44 individuals and trail clubs who could look after the trails, but might not have the expertise to  
45 monitor the conservation easement.  
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1 Klepack noted that, as discussed earlier, it will be necessary to have a surveyor lay out the  
2 parcels as part of identifying the boundaries. Curtis reported that it was looking less likely  
3 that the TC3 surveying class would participate. He will, however, contact a surveyor, explain  
4 the project and try to get some sort of estimate. The Village should have the signs on hand  
5 when the surveyor is laying out the parcels as that would be the best time to have them set.  
6 Hopefully it is not too late to have the surveyors who are laying out the Bolton Estates  
7 Subdivision mark the boundaries of the conservation easement and the other parcels being  
8 conveyed to the Village. Curtis noted that Village Engineer Brent Cross had met with the  
9 Project Engioneer, Andy Sciarabba, and agreed to an elaborate system of surveying  
10 monuments which will make it easier to layout boundaries in the future. Curtis suggested that  
11 some thought be given to how best to post the signs. Some can probably be nailed to trees if  
12 the trees are near the boundary lines, but others may need to be attached to rods of some sort,  
13 if there are no trees near the boundaries. This should be worked out before a surveyor comes  
14 to lay out a property.

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16 Klepack can order signs as soon as the Trustees approve the expenditure and the same would  
17 probably be true for the surveying. Ned will put in a budget request for the upcoming fiscal  
18 year, June 1, 2009 to May 31, 2010. There may, however, be unspent money in this year's  
19 budget that could be used to get started. Klepack noted that the County had provided a list of  
20 each tax parcel the Village owned which can be located on the tax maps. She would focus  
21 primarily on the undeveloped parcels. Developed parks and trails probably do not need to be  
22 marked. Dubow suggested Curtis check with the Town of Dryden and the Town of Ithaca,  
23 both of which have developed trail systems, easements and other publicly owned land, about  
24 how they mark and monitor their properties. Curtis noted that probably the best way to mark  
25 a trail is to build it. Hickey asked Klepack to give some thought to what sort of resources she  
26 needed for the project – people, supplies and funds.

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28 For Goal 4, Hickey stated that the Board would continue as it has in the past to bring in  
29 speakers and attend training as time and opportunity permitted. He noted there is money in  
30 the budget for things like the Planning Federation Conference if any members are interested  
31 in attending. Cornell Real Estate will be speaking to the Board at their Joint Meeting with the  
32 Trustees on February 9, and that certainly qualifies as in-service training.

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34 With regard to other possible goals, Stycos asked about the County's plan to reduce the  
35 County's carbon emissions. Hickey thought that was probably more an issue for the Trustees  
36 than the Planning Board. Curtis noted that the Planning Board had taken some steps in that  
37 direction when reviewing green building techniques like porous pavement and green roofs.  
38 Curtis asked if the Board was still interested in pursuing alternatives for special needs  
39 housing such as assisted living. Hickey responded that he had lumped all of that together  
40 under workforce housing.

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42 **Stewardship / Stormwater Management Program**

43 Hickey directed the Board's attention to Cross' email (below) to Mayor Hartill proposing a  
44 program similar to the Stewardship Program, but for stormwater management practices for  
45 properties in the Village which the Village owns or for which, as an MS4, the Village is  
46 responsible.

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Don,

I continue to see consistency in my hours from year to year, so unless Ned anticipates multiple/major projects in the new fiscal year. The only possible additional time that you might want to consider is the following proposal:

As triggered by the Planning Boards discussions about open space stewardships, I thought that it would be helpful to the Village's MS4 program to apply the similar efforts to the inspection/evaluation of all stormwater management facilities throughout the Village (both private and municipal). Before the stewardship inspections could take place, we would need to create an inventory document for each site, that would include data such as survey location, owner info, design criteria, required maintenance, legal maintenance agreements, photos, etc..

I envision having a 3-ring binder with all of the info for each site in a 3-ring sleeve. It could be used each year to make sure the each site is inspected, by the appropriate party, and a log could be kept to document what was observed each year, or if there was an intentional change, or a directive to perform maintenance.

My guess is that there are about 15-20 sites throughout the village. Spending 2-3 hours on each site at \$60/hr would come to about \$2K-\$3K. It would take me most of the entire fiscal year to accumulate all of the information to produce the final.

Contact me if you need further information.

Thanks,  
Brent

Hickey stated that he did not think the proposal needed to be discussed. It is something that needs to be done and if Cross wants to do it and has a plan, the Planning Board would support that.

**2009 Budget Recommendations**

Hickey passed out copies of the Planning Board budget indicating how much had been budgeted for the Planning Board's various expenses for the current year and how much had been spent through December 31, 2008. The Planning Board was asked to propose amounts for the various line items for the coming year. \$1000 was previously budgeted for equipment which Curtis recalled was for the purchase of a digital projector. He will check on this as he thinks there are projectors now that can use a flash drive rather than requiring that the projector be connected to a computer. Hickey will leave that line unchanged. Contractual expenses were budgeted at \$3000. This covers most of the Board's miscellaneous expenses such as training when it sends people to the Planning Federation Conference, maps from the County, subscriptions, etc. Curtis also recommends the Sustainability Conference which is held in Cazenovia in April each year and which will focus on mass transit this year. Hickey

1 will leave this line unchanged. Under “Consultants” the Board had \$500 budgeted for the  
2 past year, but with issues like the Stewardship Program, work force housing and assisted  
3 living there could well be situations where the Board might need to enlist some expertise  
4 from the outside. The Stewardship Program may also incur some additional expenses for  
5 signs, posts, surveying, etc. Hickey will leave the equipment line unchanged, increase the  
6 contractual line to at least \$4000, and leave the consultant line unchanged.

### **No Parking Zone Designations**

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8 Hickey directed the Board’s attention to the draft local laws designating “No Parking” areas  
9 in the Village pursuant to the Board’s earlier discussions. Dubow reported that he had drawn  
10 one proposed law which included Substation Alley and one which did not. He would present  
11 to the Trustees whichever the Board approved. Hickey would prefer to wait on Substation  
12 Alley until Triphammer Development determines what will happen with the anchor store at  
13 the south end of Triphammer Mall. The Board agreed. Dubow stated that otherwise the  
14 proposed law reflected the Planning Board discussions at earlier meetings. The proposed law  
15 includes the two areas that were previously designated no parking zones, one on Bush Lane  
16 and the other at the end of Wedgewood Drive. Dankert moved to recommend the proposed  
17 law to the Trustees, seconded by Tomei, all in favor.  
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### **Bolton Estate Subdivision Limits of Disturbance**

20 Hickey directed the Board’s attention to the Restrictive Covenants for the Bolton Estates  
21 Subdivision, copies of which were in their packets. He noted that with regard to the limits of  
22 disturbance, the covenants prohibit “development” and “improvements” outside those limits.  
23 He still does not know how to define “development” and “improvements”, however. Dubow  
24 noted that the upshot of the previous Board meeting was that a meeting would be set up with  
25 Sciarabba and Crossmore to clarify the intent behind these terms and the term “disturbance”  
26 so that their interpretation and that of the Village would be consistent. Curtis stated that he  
27 could set up folders for each of the properties in the Subdivision once addresses were  
28 assigned and place in those folders maps of the limits of disturbance, copies of the covenants  
29 and Final Plat Conditions, any memorandum of understanding that might result from a  
30 meeting with Sciarabba and Crossmore, and other information that a future owner or anyone  
31 processing a permit should be aware of. Dubow noted that any determination as to what the  
32 Covenants mean or how they are to be applied must be in the form of an agreement between  
33 the developer and the Village. That agreement, in turn, may result in changes to documents  
34 filed in The County Clerk’s Office or the filing of additional documents so that any interested  
35 party will be advised of their content. Hickey will set up a meeting with Sciarabba.  
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### **Approval of Minutes**

38 The minutes of the January 12 meeting were not ready for the Board’s review and will be  
39 considered at a future meeting.  
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### **Adjournment:**

42 Stycos moved to adjourn at 8:40 P.M. Seconded by Klepack. Ayes by Hickey, Dankert,  
43 Klepack, Stycos and Tomei. Motion carried.  
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