

Village of Lansing

MINUTES of a joint meeting of the Planning Board and Board of Trustees of the Village of Lansing held on Monday, August 10, 2015, in the Village Office.

PRESENT: Mayor Donald Hartill; Trustees, Ronny Hardaway, Gerry Monaghan, John O'Neill, Patricia O'Rourke, Planning Board Chair Mario Tomei; Planning Board members Deborah Dawson, Maria Stycos, Lisa Schleelein, John Gillott and alternate Mike Baker; Attorney David Dubow; Clerk/Treasurer Jodi Dake; Code & Zoning Officer Marty Moseley.

Mario Tomei called the Planning Board meeting to order and Mayor Hartill called the Board of Trustees meeting to order at 7:03pm.

Public Comment Period

Tomei opened the public comment period for the Planning Board and Mayor Hartill opened the public comment period for the Board of Trustees.

Hearing no comments Dawson moved to close the public comment period for the Planning Board. Seconded by Schleelein; Ayes by Tomei, Dawson, Gillott, Schleelein, and Stycos. Monaghan moved to close the public comment period for the Trustees. Seconded by Hardaway; Ayes by Hardaway, Hartill, Monaghan, O'Neill and O'Rourke

Special Permit #3007

Special Permit #3007, Roy Park, to construct, an approximate 373 square foot primary structure on Tax Parcel No. 43.1.1.26.52, located at 1 Cayuga Hills Road in the Low Density Residential District. Because the property includes land in the Steep Slope Conservation Combining District and proposed construction would occur within 200' of the centerline of a stream included in the Drainage way Conservation Combining District, special permit review is required pursuant to Section 145-48 of the Village of Lansing Code.

Tomei opened the public hearing for Special Permit #3007.

Attorney Bill Troy was present representing Roy Parks. Troy explained that he had done work for the Village in the past, but tonight was here as a representative for Parks. Moseley confirmed that proof of mailing has been received by the Village. Troy explained that the structure that is being proposed will not be visible to anyone. A sketch of the proposed glass building was shown. Troy feels there are no environmental concerns and stated that they were requesting the Village to grant a permit to construct this building. It was confirmed that there would be no digging involved other than for the concrete pad. They will only be disturbing a small area since the land is level. There is no stream there even though it is shown on the map. There are no streams on his property. Most streams that originally may have existed are diverted around the property. It was explained that the proposed greenhouse would be located down stream from the non-existent stream. Moseley displayed and explained the map with the approximate size in relation to the existing size. There were no further questions, and it was confirmed that the application was complete.

Dubow stated that this special permit doesn't require a formal SEQR review due to this being a single family residence, but an informal review will be part of the special permit process. Tomei stated that the main point is it is downhill from the non-existent stream.

Schleelein moved to close the public hearing for Special Permit #3007. Seconded by Gillott; Ayes by Tomei, Dawson, Gillott, Schleelein, and Stycos.

General Conditions 145-59E

After the Board's additional review, Tomei read the general conditions for special permits, Section 149-59E of Village Code. The Board evaluated the special permit application against the required general conditions. The Board determined that the general conditions have been met. Dawson moved that all general conditions, in accordance with section 145-59E, have been met. Seconded by Stycos; Ayes by Tomei, Dawson, Gillott, Schleelein and Stycos. Nays: none.

Dawson moved the following special permit resolution:

VILLAGE OF LANSING PLANNING BOARD RESOLUTION FOR SPECIAL PERMIT APPROVAL ADOPTED ON AUGUST 10, 2015

Motion made by: Deborah Dawson

Motion seconded by: John Gillott

WHEREAS:

- A. This matter involves consideration of the following proposed action: Special Permit #3007, Roy Park, to construct, an approximate 373 square foot primary structure on Tax Parcel No. 43.1.1.26.52, located at 1 Cayuga Hills Road in the Low Density Residential District. Because the property includes land in the Steep Slope Conservation Combining District and proposed construction would occur within 200' of the centerline of a stream included in the Drainageway Conservation Combining District, special permit review is required pursuant to Section 145-48 of the Village of Lansing Code; and

- B. The Village of Lansing Planning Board, in accordance with Article 8 of the New York State Environmental Conservation Law - the State Environmental Quality Review Act ("SEQR"), and 6 NYCRR Section 617.5, hereby determines that the approval of the proposed special permit is a Type II action, and thus may be processed without further regard to SEQR; and

- C. The Village Code Enforcement/Zoning Officer has determined that the proposed action is not large-scale and therefore is not subject to a full and extensive environmental review under the Village of Lansing Zoning Law; and

- D. On August 10, 2015, the Village of Lansing Planning Board held a public hearing regarding this proposed action, and thereafter thoroughly reviewed and analyzed (i) the materials and information presented by and on behalf of the applicant in support of this proposed action, including information and materials related to the environmental issues, if any, which the Board deemed necessary or appropriate for its review, (ii) all other information and materials rightfully before the Board (including, if applicable, comments and recommendations, if any, provided by the Tompkins County Department of Planning in accordance with General Municipal Law Sections 239-l, -m and nn), and (iii) all issues raised during the public hearing and/or otherwise raised in the course of the Board's deliberations; and

- E. On August 10, 2015, in accordance with Section 725-b of the Village Law of the State of New York and Sections 145-59, 145-60, 145-60.1 and 145-61 of the Village of Lansing Code, the Village of Lansing Planning Board, in the course of its further deliberations, reviewed and took into consideration (i) the general conditions required for all special permits (Village of Lansing Code Section 145-59E), (ii) any applicable conditions required for certain special permit uses (Village of Lansing Code Section 145-60), (iii) any applicable conditions required for uses within a Combining District (Village of Lansing Code Section 145-61), and (iv) any environmental issues deemed necessary and/or appropriate;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

- 1. The Village of Lansing Planning Board hereby (i) determines that the environmental information and materials submitted by the applicant and the details thereof are reasonably related to the scope of the proposed project; (ii) waives the necessity for any additional environmental information otherwise required; and (iii) finds that the proposed project will not have a significant adverse impact on the environment; and

- 2. The Village of Lansing Planning Board hereby finds (subject to the conditions and requirements, if any, set forth below) that the proposed action meets (i) all general conditions required for all special permits (Village of Lansing Code Section 145-59E), (ii) any applicable conditions required for certain special permit uses (Village of Lansing Code Section 145-60), and (iii) any applicable

conditions required for uses within a Combining District (Village of Lansing Code Section 145-61); and

3. It is hereby determined by the Village of Lansing Planning Board that Special Permit No. 3007 is **GRANTED AND APPROVED**, subject to the following conditions and requirements:
 - A. Required permits, approvals, consents and other authorizations from all applicable Federal, State, County and local governmental and regulatory agencies shall be obtained, maintained and complied with for all permitted improvements, operations and activities as authorized by this special permit approval, and such improvements, operations and activities shall at all times comply with all applicable Federal, State, County and local laws, codes, rules and regulations.
 - B. Soil and Erosion control measures shall be implemented, coordinated, and approved by either the Village of Lansing Code Enforcement Officer and/or the Village of Lansing Engineer.

The vote on the foregoing motion was as follows:

AYES: Tomei, Dawson, Gillott, Schleelein and Stycos

NAYS: none

The motion was declared to be carried.

Roy Park added that this greenhouse is to house an orchid collection.

Comprehensive Plan Review and Discussion

Hartill stated that this is the initial discussion of the entire current draft of the proposed Comprehensive Plan (CP). We have done both a residential and business survey. Comments have been submitted from the Mayor and other Board members. Mayor Hartill requested that we go around the room and get everyone's general impressions.

Dake explained that Dawson, Schleelein and she have taken on the task of putting everyone's information into a draft document which was previously emailed to the Boards and staff. The Draft document that everyone has tonight includes comments that have been submitted before this meeting. To make it easy, all comments are in red with initials after each so that we know who suggested the change or had a comment. The yellow highlight areas are items that need to be clarified or discussed. The new document is modeled after the award winning Town of Chili Comprehensive Plan. The Mayor has agreed to write an executive summary/vision statement/introduction which will be added to the beginning. Dake feels it is a well-organized document and thanked everyone that gave comments and corrections. She feels the goals for tonight are to make sure that we

haven't missed anything, we will try confirm that all information is factually correct, and everyone agrees with the Village goals.

Dawson stated that our goal was to create a Comprehensive Plan that would embody the original vision of the Village - which continues to be the Trustees' and Planning Board's collective vision of the Village - as a place where growth and development are planned and managed to produce a built environment that is sustainable, livable and attractive. We tried to articulate goals that were general enough to support whatever planning and zoning initiatives might be required to implement that vision over the next decade. As a result of the classes we attended at a NYS Planning Conference a couple of years ago, Lisa and I were particularly conscious of the fact that a Comprehensive Plan's primary purpose is to provide a consistent basis for the planning and zoning decisions that Village officials must make.

One of the concerns we had with the existing Comprehensive Plan was that it was difficult to use, in the sense that it was hard to find and identify the goals of that Plan without searching through the entire text of the Plan. Accordingly, we tried to develop a new organizational structure for the Plan, one that would be easier to understand and use. So, our draft was organized as follows:

1. In Chapter 1, we reviewed the history of the Village, as well as the changes and developments in the Village since the last Comprehensive Plan was adopted;
2. In Chapter 2, we presented an inventory of resources of conditions in the Village as of 2010, primarily based upon the 2010 Census data, and identified trends that emerged from a comparison of the 2010 data with the 2000 data used to update the Comprehensive Plan in 2005; .
3. In Chapter 3, we considered what implications the conditions and trends identified in Chapter 2 would have for our future planning efforts; and
4. In Chapter 4, we articulated Planning Goals that reflect the conditions, trends and implications set forth in earlier chapters of the Plan.

We put the Goals all in one place, at the conclusion of the Plan, for several reasons:

1. Putting them all in one place makes them easy to find and understand.
2. Putting them all in one place, at the end of the Plan, facilitates the logical organization of the Plan as a whole, and
3. Putting them all in one place obviates the organization difficulties that arise when one attempts to attach a goal that arises from several different issues to the discussion of just one of those issues.

Finally, Lisa and I want to thank Jodi -- and Marty, too -- for their contributions of institutional knowledge about the Village, without which we couldn't possibly have produced this draft. And we want to thank all of you for your substantive contributions -- it takes a Village to write a Plan!

Tomei stated that there were very few changes because you did a great job. Thank you.

Mayor Hartill wanted to go around the room and get everyone's impressions.

Maria was particularly impressed with the history. She felt it connected very well to the goals, was well written and clear. She had no additions. Maria congratulated Dawson, Schleelein, Dake and Moseley.

John Gillott feels it is a very good document. It is very difficult to plan for the next 10 years. He had only one grammar correction to add. He congratulated those involved.

Pat O'Rourke likes the historical chapter. It was interesting and connected a lot of things together. One correction she did have was regarding the recycling comment on page 15. Recycling is not free. Recycling is part of the county tax so this will be clarified. O'Rourke stated that she is learning a lot from the Plan.

Ronny stated that he read the 2005 Comprehensive Plan and felt it was a cluster of information and hard to understand. Restructuring with bullets makes it so you can find your topics easily. Writing was great and clear. Originally, he felt goals should be listed first, but the natural flow down to goals at the end now makes sense. He likes the bulleted goals in the last chapter. He also likes the comment added by Dubow at the bottom of page one about being able to update the Comprehensive Plan whenever it is deemed necessary and/or appropriate.

Moseley stated that he ran through changes and additions with Deborah, Lisa and Jodi previously. He feels it is a well written document and is much clearer.

Hartill stated that he read the Comprehensive Plan several times. He does a lot of report writing for various organizations. One thing you need is a "take away" message. He feels the series of goals is nice, but fuzzy. He thinks we need to read with a critical eye. More information needs to be added such as the number of hotel rooms in the Village and more on the Business & Technology Park. Otherwise the document is okay.

Schleelein felt that the take away message would come from the Mayor's summary. Mayor Hartill will do a take away message to tie it all together.

Mario agrees with the goals at the end. He wonders if where there is a mention in the text about something that may be related to a particular goal, should there be a footnote to where that goal is. He feels goals should be compiled at end, but also mentioned along the way. The Greenway Plan needs to be brought forward. A committee would be the way to do this. Two years ago the Town came in and requested that we connect our trails to theirs.

Mario wanted something added that addresses more advertising to make stores more marketable. Malls need to manage their stores better and be more visible without losing our overall vision. Mario will work on wording for this and send it to Dake. Baker suggested some language. The Board was reminded that you don't want to be too specific.

Dubow commented that initially he has intentionally let the group work through the CP and not worry about potential legal concerns or matters. If there are legal issues, then he would get involved. A CP is a plan of what you want the Village to be in the next 10 years. He feels this dialogue among the two Boards is great. He thinks the Board will need to do this one more time before it goes to the Tompkins County Planning Department (TCPD) for a 239 Review. He assumes that there will be comments from TCPD. After these comments are received, it will then be up to the Board as to if the Village wants to go along with some or all of those comments. What you are doing now is exactly what you should be doing. It's in a good form. The CP creates an environment to do certain things. You want it to be general, and not really specific. That's what you are doing and it appears to be working well.

Schleelein thinks it is as good as we can make it. One thing we might consider under goals is to be a bit more specific. Dubow stated that you don't want to include too much specificity such as precise time lines. Schleelein stated that Ithaca has very specific action items. It was suggested that we don't commit ourselves to that. We don't want people pointing the finger saying you should have done this two years ago. Schleelein feels we need a good strong CP. It is not an insignificant document. Schleelein feels the take away message should come from the Mayor's statement.

Monaghan thinks the CP is amazing. One additional thing he would like to see added is to page 23. He would like language added that shows we are sensitive to people with special needs. He would like to see "mobility impaired" added. We might live in a Village where homelessness exists.

Baker thought the layout was nice and that it all tied together really well. He feels it is 14 pages of substance that has bearing on the Village. He likes the last few goals that deal with the green space. It's nice that we have a few green space goals and not just one. A tremendous amount of work went into the CP. It is a testament to all the work you did.

The Boards continued to go through the draft Comprehensive Plan. Dake will incorporate all the agreed upon changes. Dawson, Schleelein and Dake will work on language for some questionable areas. After this is completed and we receive the Mayors summary, the full document including maps will be distributed to the Boards and staff again. The plan is to have another joint meeting in September.

After changes/corrections are complete, the Draft 2015 Comprehensive Plan will go to the TCPD for the required 239 Review. TCPD has 30 days to send their comments and suggestions to us. It will also be placed on our webpage so residents can review it before the public hearing. A public hearing will be held before final approval can take place.

Dubow suggested some possible additional focus on intercommunity cooperation. It was pointed out that there were sections that already talk about how we are cooperating with other municipalities.

Dawson gave Trustee report on the Aug 3rd meeting. See Board of Trustees minutes for details.

There will not be a Planning Board meeting on Sept. 14th.

Adjournment

Schleelein moved to adjourn for the Planning Board. Seconded by Dawson;
Ayes by Tomei, Dawson, Gillott, Schleelein, and Stycos.

Hardaway moved to adjourn for the Trustees. Seconded by O'Rourke
Ayes by Hardaway, Hartill, Monaghan, O'Neill and O'Rourke.

The meeting adjourned at 9:05 pm.

Jodi Dake
Clerk/Treasurer