



**2405 NORTH TRIPHAMMER ROAD  
ITHACA, NEW YORK 14850  
607-257-0424  
Office Hours M-TH 9am-1pm  
[www.vlansing.org](http://www.vlansing.org)**

## **WHAT EVERY VILLAGE OF LANSING RESIDENT NEEDS TO KNOW**

Presented here in alphabetical order is useful information for and answers to frequently asked questions by residents of the Village of Lansing.

### **About the Village**

- The Village of Lansing was chartered by New York State in December 1974, making it among the youngest Villages in New York.
- The main reason the Village was formed was to control planning and zoning. The Village uses Zoning Law to manage commercial growth and commercial and residential development.
- The Town of Lansing Water District boundaries were used to form the Village of Lansing boundaries.
- Village residents are also residents of the Town of Lansing and can take advantage of many Town services.
- The population of the Village is around 3,500.

### **Boards and Committees**

- The **Board of Trustees** is our legislative body. It includes the Mayor and four elected Trustees who serve staggered two-year terms.
- The **Planning Board** has five members and one alternate, appointed by the Board of Trustees, who evaluate special permit applications, monitor development, periodically review land use regulations, and make recommendations to the Board of Trustees.

- The **Board of Zoning Appeals** has five members and one alternate appointed by the Board of Trustees. This Board meets as needed to evaluate and rule on variance requests.
- The Village welcomes participation by residents who are willing to become involved in local governance. In addition to the Planning Board and the Board of Zoning Appeals, the Village needs representatives for the following committees and boards:
  - Environmental Management Council
  - Youth Services/Recreation Partnership
  - Joint Youth Commission
  - Stormwater Coalition
  - Water Resource Council
  - Recreation Partnership Board

### **Building/Home Improvements**

If you plan to do any improvements to your home or business please contact the Building Codes Department to see if you need a permit. Permits are also required for home occupations. [Village of Lansing Code & Zoning Officer Marty Moseley-227-3514](#)

### **Brush Pick Up**

The Village provides brush pick up in the spring and fall. Christmas tree pick up is provided in January. Dates are listed in the newsletter and on the Village website

### **Deer Management**

In 2007 the Village established a Deer Management Program in accordance with the laws of the State of New York and directives provided by the NYSDEC to manage the herds of deer within the Village boundaries. In 2015, the Village also began granting additional nuisance permits to control the deer population. Currently, the Village is only using the Nuisance Permit Program for deer management. Please note that this controlled bow hunt is the **only** program that permits hunting within the Village boundaries.

### **Departments**

There are three departments in the Village.

- The **Administration Office** is served by the Clerk/Treasurer, who is appointed every two years by the Mayor. The Clerk/Treasurer is also the Tax Collector.
- The **Code & Zoning Office** is served by the Code & Zoning Officer, an Electrical Inspector, and a Fire Inspector.
- The **Department of Public Works** is served by the Superintendent of Public Works, a Motor Equipment Operator, and a Laborer.

### **Dog Licenses**

- The Town of Lansing Clerk's Office issues dog licenses for residents in the Town and Village of Lansing
- Every resident is required to register their dogs at the Town Office at 29 Auburn Road
- All dog complaint issues are dealt with by the Town Animal Control Officer

### **Elections**

- Village Elections take place the 4<sup>th</sup> Tuesday of April each year.
- Every year, the Village elects two Trustees.
- Every two years, the Village elects the Mayor.
- The polling place for Village elections is the Village of Lansing Office.
- Village Residents are also residents of the Town of Lansing and can participate in the election of Town Representatives.
- Locations for all other General and Primary elections are determined by the Tompkins County Board of Elections. Your polling place for these elections depends on your residence address.
- For more election information or to find out how to register to vote visit the Tompkins County Election Board at [www.tompkinscountyny.gov/boe](http://www.tompkinscountyny.gov/boe)

### **Fire & Police Protection**

- Fire Protection is provided by the Lansing Volunteer Fire Department. There are four fire stations, one located in the Village on Oakcrest Road
- The Village of Lansing does not have a police department. Police Protection is provided by New York State Police and the Tompkins County Sheriffs Department.

### **Flood Insurance**

The National Flood Insurance Program (NFIP) is available to local property owners and may be purchased from any insurance agent or broker licensed that does business in the State where the insurable property is located. There are only a few properties in the Village which are located in the flood plain.

### **Garbage Collection and Recycling**

- Each resident is responsible for contracting with an independent trash collector for garbage removal. The contractors will explain the tag system and where to get them. Residents also have the option of taking their own trash to the Tompkins County Solid Waste Center (TCSWC).
- Tompkins County provides curbside recycling pick-up every other Wednesday. Recycling must be out at the curb by 6am on your scheduled day.
- TCSWC also hosts household hazard waste drop off events six times a year.

- The Village of Lansing is a Food Scrap Recycling Drop Spot. Residents may bring food scraps to the Lansing Village Office on Saturdays from 10am-1pm.
- TCSWC Schedules and additional information on all the above programs can be found online at [www.recycletompkins.org/recycling](http://www.recycletompkins.org/recycling)

### **Meetings**

- The Board of Trustees meets at 7:30 pm on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month and at 12:00 noon on the second Thursday after the first Monday meeting.
- The Planning Board meets at 7:00 pm on the 2<sup>nd</sup> Monday and the last Tuesday of the month.
- The Board of Zoning Appeals meets as needed.
- The Board of Trustees holds the Annual Organizational meeting the first May meeting following Village elections. The official year of a Village begins at noon on the first Monday of the month following the village elections. Some of the matters addressed during this meeting are welcoming of elected officials, appointments, setting dates for meetings, designating official newspaper, rules of procedure, authorize training and conference attendance, review of certain policies, and advanced approval of claims.
- All meetings are open to the public, in accordance with New York State's Open Meetings Law.
- Official minutes of all Village of Lansing meetings are posted on our webpage.

### **Newsletter**

- The Village publishes an electronic newsletter twice a year, in March and October, it can be found on the Village website.
- If you would prefer to receive a hard copy of the newsletter, please contact the Clerk/Treasurer, Jodi Dake, at 257-0424 ext. #2, and ask to be added to the newsletter mailing list.

### **Parks**

- Dankert Park is located on Uptown Road. The park consists of a playing field, pavilion and playground. Use of the facilities is on a first-come, first-served basis.
- Myers Park is located in the Town of Lansing. As a Village/Town resident, you are given free access to Myers Park on Cayuga Lake. Residents can go to the Town of Lansing Recreation Department to get a free access pass for your car. The park consists of a marina, camping, swimming area, pavilions, and playground. Pavilion rentals must be arranged through the Town Recreation Department at <http://www.lansingrec.com/pavilion-rental>. Kayak rentals are available on site.

### **Payment Drop Box**

Taxes and water/sewer payments can be left in the secure drop box in the lobby of the Village Hall at 2405 N. Triphammer Road.

### **Recreation Programs**

- The Village contributes to the Recreation Partnership and the Joint Youth Commission. Our contributions and participation enable children who attend Ithaca schools to participate in activities with their school friends.
- Village residents are eligible to participate in all of the excellent programs sponsored by the Town of Lansing Recreation Department. Program books are available at the Village Hall, at 2405 N. Triphammer Road, and at the Town Hall, at 29 Auburn Road.

### **Sewer**

The Village of Lansing sewage is processed at the Village of Cayuga Heights (VCH) Sewer Plant. However, the Village of Lansing maintains all sewer infrastructure located within its boundaries. A portion of your water/sewer payments is sent directly to VCH for processing services; a smaller portion is used for maintenance of sewer infrastructure in the Village of Lansing.

### **Shopping**

- There are three malls located at or near the intersection of Route 13 and N. Triphammer Road.
- A fourth shopping center at the intersection includes a large Tops grocery store. Groceries are also available at BJ's shopping club, behind the Shops at Ithaca Mall, and at the Target Store in the mall.
- There is a large Rite-Aid drug store in the Cayuga Mall and a Kinney Drug Store in the Triphammer Marketplace. Prescription drug services are available at both drug stores, and at the Tops Market and Target.

### **Taxes**

- The Tompkins County Department of Assessment determines the assessed value for all property in the county. It also prepares all tax bills.
- Village tax bills are sent out June 1<sup>st</sup> and are due by July 1<sup>st</sup>. Payments should be made to the Village Tax Collector at 2405 N Triphammer Rd. Payments may be mailed, or made in person at the Village Office on Monday-Thursday between 9am and 1pm. At all other times, payments may be deposited in the secure drop box located in the office lobby.
- Village residents must also pay Town of Lansing/Tompkins County taxes in January.

- A majority of the Village is in the Ithaca School District but some of the Village is in the Lansing Central School District. School taxes are due in September or October depending on your school district.

### **Tree Planting Program**

The Village has a Street Tree Planting Program to encourage residents and property owners to plant shade trees along our streets. The program allows reimbursement to homeowners for 75% of the cost of a tree, up to a maximum of \$75 per tree. Shrubs will also be considered under special circumstances where there is a potential interference with utilities. Applications and instructions can be found on our webpage, at [http://www.vlansing.org/Applications\\_and\\_Forms/2014\\_Tree\\_Planting\\_Application.pdf](http://www.vlansing.org/Applications_and_Forms/2014_Tree_Planting_Application.pdf), or at the Administrative Office in the Village Hall.

### **Water**

- Village water comes from Bolton Point Water Plant, located on East Shore Drive and operated by and for the Southern Cayuga Lake Intermunicipal Water Commission (SCLIWC).
- We are one of five municipalities that comprise the Commission. Other members are the Towns of Ithaca, Lansing and Dryden and the Village of Cayuga Heights.
- SCLIWC sets the water rate and each municipality charges their residents a surcharge that is used to maintain the infrastructure in their municipality.
- Water Readings can be submitted online at [www.boltonpoint.org](http://www.boltonpoint.org) .
- Water/Sewer Bills go out quarterly on the first of January, April, July and October. Payment is due by the 20<sup>th</sup> of that month.
- Payments are made payable to Village of Lansing Water and can be mailed to the office or left in the secure drop box in the Village Hall foyer.

### **Website**

The Village of Lansing has set up a website to help facilitate communications with its residents. At [www.vlansing.org](http://www.vlansing.org) residents will find the Village Code, announcements, agendas, budgets, minutes, meeting dates, how to contact staff, permit applications, news updates, tax bill information and much more.

If you ever have any questions about the Village, feel free to contact the Village Office at 607-257-0424.