

**Village of Lansing  
Planning Board  
Special Meeting with  
Environmental Design & Research, PC  
Wednesday, April 12, 2000**

The meeting of the Village Planning Board was called to order at 4:00PM by Chairman Hickey. Present at the meeting were Planning Board Members Brown, Halevy, Klepack and Waterman, alternate Dankert, Village Attorney Marcus, Code Enforcement Officer Curtis and Trustee Fresinski.

This special meeting was scheduled to discuss the letter of agreement dated April 6, 2000 from Environmental Design & Research (EDR) to the Village of Lansing Planning Board. Representing EDR were Bonnie Majestic and David Crandall.

The letter included the tasks EDR presented to the Board in November '99 and included further clarifications based on experiences since then.

Schedule for Payments to EDR:

In November, the original plan for payments provided for three equal amounts for a total of \$15,000. The payments were to be made upon satisfactory completion of Tasks 1-3, Task 4 and Task 5, respectively. At this meeting EDR stated that the large payment at the end of the contract did not reflect the actual cash flow which is greater in the earlier stages of the project. This is unacceptable to EDR. The Board discussed alternative payment patterns and concluded that the contract could be amended to provide for a payment at the conclusion of Task 3 of \$5,000, payment of \$7,000 at the conclusion of Task 4, and a \$3,000 payment at the conclusion of Task 5. This was satisfactory to EDR. Prior to the end of the meeting the amended contract was signed by David Crandall, and Attorney Marcus will get it signed by Mayor Hartill.

Costs of Graphic Presentations:

EDR estimates that the costs for printing the brochures and the visual components of a presentation could be \$1,500 to \$2,000 which is a major consideration in a budget of \$15,000. EDR requests a reconsideration of this budget item to allow EDR to pass through some of the costs to the Village.

The brochure will be 8 1/2" x 11". Color can be a very effective marketing technique. The Board opted for the brochures to include some full color pages because these images could still be printed in black and white if needed.

The original contract stipulated ten reports for the Planning Board. EDR prefers to provide the Board with a camera ready copy CD ROM and digital copies. The Board will arrange for printing the brochures.

EDR states it could provide the Planning Board with Power Point illustrations to be used for presentations in the community.

EDR can provide a CD-ROM in the format of the Board's choice. EDR will provide full color copies of the report on the CD-ROM and it can be printed as needed and it will be acceptable for printing in gray scale.

Status of Project 862:

Task 1. Data Collection, Base Map Development and Focus Group Meeting:

- The assessment of the existing street scape condition is complete.
- Existing base map drawings and digital files from local sources have been collected including those from TG Miller and the North Triphammer reconstruction plans. Identification of right-of-ways still needs to be clarified.

Planning data from the County shows developed and undeveloped lots at the time of the map's creation. Some maps and aerial photos allow EDR to update these records. This information will be used to define street lines, legal right-of-ways, curbing edges, sidewalks, and some green space. It will aid in identifying land owned by the

Village.

The Planning Board will use the EDR maps to identify the interconnections among the parcels of land. Accurate information is essential for short and long term plans for traffic circulation, access roads, curb cuts and parking spaces.

EDR must integrate the plans for the North Triphammer Road Reconstruction into its recommendations. For example, the curb cuts in that area should be limited to those proposed in the North Triphammer Road Reconstruction Plan. The Planning Board recognized that it could not expect major changes in the developed lots. However, integration of undeveloped lots into the plans is essential.

The Planning Board looks to EDR for recommendations about incentives to encourage owners of adjoining properties to work together in developing service roads, reducing the number of curb cuts and sharing parking lots.

- Attend focus group workshops. There have been two focus group meetings.
- Analyze and synthesize comments obtained from focus group.

The Planning Board considers Task 1 substantially complete.

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Task 2. Site Analysis and Concept Development:

- Analyze and Synthesize data collected during site visits, including existing architectural details and limitations.

Different maps have been designed to address such issues as traffic flow. Attention is given to existing architecture and how it relates to existing streetscapes. This is now done in a graphic format.

- Develop preliminary concepts for Commercial Low Traffic District (CLT) divided into A,B and C areas which must be easily identifiable.

- Meet with the Planning Board to discuss interpretation of data collected during site visits and interpretation of results of focus groups and to present preliminary concepts (meeting schedule to be determined by Planning Board).

In early generalizations, it looks like EDR and the Planning Board agreed that substantial progress had been made toward completion of Task 2, but that additional work remained to be done to tailor the concepts to the scope of work developed by the Planning Board at the beginning of the project. But in response to a direct question by the Board, "Do you feel Task 2 is complete?" EDR states, "I think graphically it is complete..." Now they are deciding how to place it in the report."

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Task 3. Development of Preliminary Design Guidelines

- Analyze and synthesize Planning Board's feedback.
- Develop preliminary CLT design guidelines.
- Present preliminary CLT guidelines to Planning Board

EDR estimates that Task 3 is 90% complete but is no where near the final draft.

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Task 4. Further Development of Design Guidelines:

- Analyze and synthesize Planning Board's response to preliminary CLT design guidelines.
- Prepare written report, in 8 1/2 x 11 page format, containing narrative description of field observations and architectural data together with recommendations for CLT design guidelines.
- Deliver written report to Planning Board (ten copies), and review written report with Planning Board at public hearing (meeting schedule to be determined by Planning Board)

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Task 5. Development and Presentation of Final Report of Design Guidelines:

- Draft final revisions to design guidelines as required by Planning Board
- Deliver final report to the Planning Board (ten copies)

Content of the Final Report:

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The Board worked through the draft document as some planning board members felt it is not in an acceptable format. Majestic said the draft is organized with the Introduction; Design Guidelines for Areas A, B and C; Design Standards spanning private and public sectors; Implementation Guidelines; and Signage Recommendations.

- Definitions: There should be a section of the report for the definitions of certain words in the report. For example, define words that have specific connotations within the report: goals, objectives, guidelines, recommendations, standards and concepts. What is meant by the terms 'commercial', 'functional and aesthetic balance'?
- Organization: A Board member found the drafts and reports lacked organization and found them difficult to review.
- Recommendations: EDR's recommendations will be based on a combination of comments from the Planning Board, the Focus Groups, EDR and the community. If there are recommendations that EDR does not support, it should explain the basis for its objections. It is expected that EDR will draw on its expertise when reviewing the material.
- Distribution to Community: There are about 3,000 parcels of land in the Village. It is difficult to balance the information about private property with the need to keep the community in touch with the work of the Planning Board as it applies to their land. Developers must have this information. Details definitely will not be on-line any time soon.
- Signage. EDR acknowledged that issues of signage have not been included thus far.
- Green Space. It is difficult to determine the placement of green space. It may not be consistent as it relates to commercial and private property. It may be defined by the type of parcel.
- Storm Water Management. Storm Water Management is related to natural drainage patterns, steep slopes that cannot be used for other purposes and can include off-site storm water detention ponds serving a number of parcels with different owners. This sort of arrangement can be important to developers as it enhances their ability to develop their property.
- Guidelines. This report should be designed to address specifics. The reader should be able to visualize the types of landscaping and structures acceptable to the Planning Board. For example, in Ithaca winter weather, it is important to install walkways that are safe from ice. For architectural design, the Board should have some pictures of good examples of buildings to shown developers.
- Goals. It should be stressed that these guidelines must be compatible with and include the N. Triphammer Road Reconstruction Project. Additional goals should include promotion of safe vehicular circulation through limited signage and limited curb cuts and promote safe pedestrian travel through an interconnecting network of sidewalks. Also strategies to reduce traffic should be included, ie, well placed and attractive bus stops.
- Transportation. Are there ways to reduce traffic congestion and support the use of buses? Kendall, for example, provides some shuttle buses. EDR has not explored this yet. However the Tompkins County Area Transportation Office is interested in linkages with the new Mariott Hotel, Cornell's Business and Technology Park and the Pyramid Mall. One scenario might include a day care center at the Pyramid Mall where children could stay while the parents are shopping. Shuttle buses from the Mall could be provided for shoppers to visit other sites.
- Short Term Expectations. The Planning Board does not expect the owners of developed property to change the configurations of buildings. The Guidelines should be applicable for the near future and less concerned with the 50 – 100 year outlook. Also concern should be given to the location of the buildings in relation to the closeness of the streets and also to their placement on the lot.
- Architecture. Village Office Campus is a good model for what the Planning Board would like to see implemented. Mixed use criteria need to be established in the CLT District as a possibility, ie offices on the ground floor and residential on the second floor. Guidelines to retrofit existing buildings should also be included. Building designs the Planning Board favors include Village Office Campus, AG Edwards, Sciarabba's Office Bldg., and Parkview Medical Buildings.
- Incentives. CDR will include incentives for the Planning Board's discussion.

Time Line of Project:

May 4	Planning Board receives outline of report from EDR	
May 8	Planning Board discusses report	
May 15	EDR receives comments from the Planning Board	
May 23	EDR submits draft report to Planning Board	
May 30	Planning Board discusses draft report with EDR	
June 8	EDR revised report to Planning Board for distribution to Focus	Group
June 15	Third Focus Group convenes	
End of June	The schedule for the final report is unclear because EDR is unsure how	much time it

will take to compile information from Focus Group meeting.

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Adjournment

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The meeting adjourned at 6:00.