

Village of Lansing  
Planning Board Meeting  
Minutes of Monday,  
November 10, 2025

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The meeting of the Village of Lansing Planning Board meeting was called to order at 7:01 pm. A Zoom option was also provided.

**Present at the meeting:**

**Planning Board Members:** Mike Baker, Lorraine Capogrossi, Kevin Kelvington, Jim McCauley, and Lisa Schleelein

**Absent Members:** None

**Alternate Member:** Soledad Almeida

**Village Legal Counsel:** Natalie French

**Village Engineer:** Absent

**Village Trustee Liaison:** Carolyn Greenwald

**Village CEO:** Michael Scott

**Public included:** Carla Marceau (Zoom) representing the Community Party and Scott Cardamone representing Cardamone Home Builders.

**Approval of the Minutes**

Schleelein moved to approve the October 28, 2025 minutes. Seconded by Capogrossi.

Ayes: Baker, Capogrossi, Kelvington, McCauley and Schleelein

Nays: None

**Public Comment Period:**

Carla Marceau representing the Community Party.

Capogrossi moved to close the public comment period. Seconded by McCauley.

Ayes: Baker, Capogrossi, Kelvington, McCauley and Schleelein

Nays: None

Baker read the following agenda item:

**Public Hearing for Special Permit #2025-4907**

*Cardamone Home Builders are proposing to build a single-family home on Lot #16 located on Rockcress Lane (Tax Parcel # 42.1-37.216). A portion of this parcel is located within the Unique Natural Area of Tompkins County which would require a special permit according to Village Code Section 145-48B.*

Schleelein moved to open the public hearing for Special Permit #2025-4907. Seconded by Capogrossi.

45 Ayes: Baker, Capogrossi, Kelvington, McCauley and Schleelein

46 Nays: None

47

48 Scott stated that he has received the required public hearing mailings.

49

50 The proposal property is within the Unique Natural Area (UNA) causing the need for a special  
51 permit. However, the actual proposed building is located outside of the protected area.

52

53 The County GML-239 results stated there were no significant impact. In general, a project within  
54 the UNA would require a Flora and Fauna survey, because the project is outside of the UNA, this  
55 may not be necessary.

56

57 A Short EAF Part I was provided by the applicant for the Planning Board to review.

58

59 Scott will speak with Brent Cross to discuss the SWPPP requirements. As per Village Code and the  
60 information provided in the Notice of Ground Disturbance, a Simple SWPPP would be required  
61 which is generally a basic silt fence on the downhill side of the project to prevent sediment erosion.

62

63 The property contains 7.1 acres of mainly woods. Because of this, Scott feels the applicant meets  
64 the requirements of the Village Tree Law.

65

66 Scott recommends requiring 2 of the DEC recommended “Best Green Practices”

67

68 Cardamone stated that they have built other homes on that street and are familiar with the area.

69

70 The parcel has a buffering area which is shown on the survey and deed. This was designed to prevent  
71 complete lot clearing.

72

73 The Planning Board will not require a Flora and Fauna survey be done on the undisturbed part of  
74 the parcel as well as not requiring a sidewalk to be installed.

75

76 The Planning Board reviewed the provided Short EAF Part I.

77

78 There were a few changes to Part I which Cardamone will provide for the next meeting.

79

80 The public hearing will remain open.

81

82 Baker read the following agenda item:

83 **Continue the Discussion of Village Code Changes and Corrections**

84 The Planning Board reviewed the recommended changes provided by Schleelein at the October  
85 28<sup>th</sup> meeting.

86 The following changes were agreed upon:

- 87 • “Pharmacy” be added to CLT, CMT and CHT Districts w/added conditions
- 88 • “Special Care Facility” be added to CMT w/added conditions
- 89 • “Theater/Nightclub/Discotheque” be added to BTB
- 90 • “Two-unit Residential Building” be removed from HDR and CLT Districts
- 91 • Remove “Discotheque” from “Theater/Nightclub/Discotheque”

92 Scott recommended a definition change which would simplify and separate  
93 “Office/Studio/Service” from “Small Scale Sales” and also create a “Large Scale Sales” for  
94 mercantile facilities that are too large to categorize as “Small Scale Sales”.

95 Suggested changes are:

96 ***Office/studio/service:*** *the use of a building or structure, or a portion thereof, for office,*  
97 *professional or service-type transactions where the sale of goods is incidental. Occupancies shall*  
98 *include, but not be limited to, the following: architect; insurance; lawyer; realtor; doctor;*  
99 *dentist; physical therapy; veterinarian (includes animals under treatment); secretarial; printing;*  
100 *banks; administrative office; adult education and training; photography; tailoring; barber;*  
101 *beauty shop; spa; tutoring; dry cleaning and laundries; training and skill development not in a*  
102 *school or academic program (this shall include, but not be limited to, tutoring centers, martial*  
103 *arts studios, gymnastics, dance studios and similar uses regardless of the ages served.*

104 ***Small scale sales:*** *the use of a building or structure, or a portion thereof, for the display and sale*  
105 *of merchandise, and involves stocks of goods, wares or merchandise incidental to such purposes*  
106 *and accessible to the public with a maximum display area of 10,000 square feet per tenant,*  
107 *which may include but not exceed one accessory drive-through that is clearly incidental in*  
108 *nature to the primary business use; jewelry; clothing; pet store; department store; book store;*  
109 *retail and wholesale stores.*

110 *I suggest creating a use such as “Large scale sales” for the same purpose only larger than*  
111 *10,000 square feet (such as Target or BJ’s)*

112 Scott also recommended separating “Temporary Commercial Activity” from “Temporary Non-  
113 Commercial Activity” as follows:

114 ***Temporary commercial activities and temporary residential activities.***

- 115 • *Temporary commercial activities: (see subsection C under §145-58)*

116 *See attached suggested changes to chart*

117

118 ***Temporary residential activities:***

- 119     • *Private activities or gatherings performed and permitted in a residential district where*  
120         *no required entry or participation fee is charged; including yard sales, garage sales,*  
121         *graduations and block parties*

122 The Planning Board discussed possible changes to the above suggestion:

- 123     • Possibly eliminating Circus  
124     • Yard Sales  
125     • Classifying activities into Districts

126 **Trustee Report**

127 McCauley gave a summary of the November 3rd Board of Trustees meeting. The meeting can be  
128 viewed on YouTube.

129

130 **Other Business**

131 Schleelein would like Scott to look into the BJ's exterior lighting on the north side of the building  
132 facing Oakcrest. They are not "Dark sky" compliant.

133

134 Baker will provide the updated code changes and French will research needed definitions.

135

136 Baker will provide a list of liaisons for 2026

137

138 **Adjournment**

139 Schleelein moved to adjourn at 8:20 pm. Seconded by McCauley.

140 Ayes: Baker, Capogrossi, Kelvington, McCauley and Schleelein

141 Nays: None

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