

Village of Lansing
Planning Board Meeting
Minutes of Monday,
December 8, 2025

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The meeting of the Village of Lansing Planning Board meeting was called to order at 7:02 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: Absent

Village Legal Counsel: Natalie French

Village Engineer: Absent

Village Trustee Liaison: Pat Gillespie (Zoom)

Village CEO: Michael Scott

Public included: David Durrett from Tompkins Independent

Approval of the Minutes

Schleelein moved to approve the November 10, 2025 minutes. Seconded by Capogrossi.

Ayes: Baker, Capogrossi, Kelvington, McCauley and Schleelein

Nays: None

Public Comment Period:

Pat Gillespie liaison representative for the Board of Trustees

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

Ayes: Baker, Capogrossi, Kelvington, McCauley and Schleelein

Nays: None

Baker read the following agenda item:

Continue the 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.

The Planning Board reviewed the suggested corrections to the Short EAF Part I.

44 Scott informed the Planning Board that Brent Cross would be retiring from his job at Cayuga Heights
45 and would like to remain as the Village of Lansing engineer. Scott has spoken with Mayor Hardaway
46 about the situation and will continue to support Cross on his request.

47

48 Scott had spoken to Cross about the Rockcross project and he agreed that a silt fence should be
49 required on the downhill side of the project site as well as the application of 2 of the 18 DEC “Best
50 Green Practices”. Both items have been added as conditions to the special permit resolution.

51

52 Baker read through the Part II of the Short EAF.

53

54 Baker read the following SEQR resolution:

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56

VILLAGE OF LANSING PLANNING BOARD RESOLUTION FOR SEQR

57

REVIEW OF SPECIAL PERMIT NO. 2025-4907 ADOPTED ON DECEMBER 8, 2025

58

59 *Motion made by:* Kevin Kelvington

60 *Motion seconded by:* Lisa Schleelein

61

62 ***WHEREAS:***

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64 *A. This matter involves consideration of the following proposed action: Special Permit No.*
65 *2025-4907, for the proposal by Cardamone Home Builders to build a single-family home*
66 *on Lot #16 located on Rockcross Lane (Tax Parcel # 42.1-37.216). A portion of this parcel*
67 *is located within the Unique Natural Area of Tompkins County which would require a*
68 *special permit according to Village Code Section 145-48B; and*

69

70 *B. On November 10, 2025 and December 8, 2025, the Village of Lansing Planning Board, in*
71 *performing the lead agency function for its independent and uncoordinated environmental*
72 *review in accordance with Article 8 of the New York State Environmental Conservation*
73 *Law - the State Environmental Quality Review Act (“SEQR”), (i) determined that the*
74 *proposed action provided for herein is an Unlisted Action in accordance with SEQR; (ii)*
75 *thoroughly reviewed the Short Environmental Assessment Form (the “Short EAF”), and*
76 *any and all other documents prepared and submitted with respect to this proposed action*
77 *and its environmental review; (iii) completed its thorough analysis of the potential relevant*
78 *areas of environmental concern to determine if the proposed action may have a significant*
79 *adverse impact on the environment, including the criteria identified in 6 NYCRR Section*
80 *617.7(c); and (iv) completed the Short EAF); and*

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NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

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1. *The Village of Lansing Planning Board, based upon (i) its thorough review of the Short EAF, Part I, and any and all other documents prepared and submitted with respect to this proposed action and its environmental review [including any Visual Environmental Assessment Form deemed required, and comments and recommendations, if any, provided by the Tompkins County Department of Planning in accordance with General Municipal Law Sections 239-1 and 239-m], (ii) its thorough review of the potential relevant areas of environmental concern to determine if the proposed action may have a significant adverse impact on the environment, including the criteria identified in 6 NYCRR Section 617.7(c), and (iii) its completion of the short EAF, Part II, including the findings noted thereon (which findings are incorporated herein as if set forth at length), hereby makes a negative determination of environmental significance (“**NEGATIVE DECLARATION**”) in accordance with SEQR for the above referenced proposed action, and determines that an Environmental Impact Statement will not be required; and*

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2. *The Responsible Officer of the Village of Lansing Planning Board is hereby authorized and directed to complete and sign as required the Short EAF, Part III confirming the foregoing **NEGATIVE DECLARATION**, which fully completed and signed Short EAF shall be attached to and made a part of this Resolution.*

102 *The vote on the foregoing motion was as follows:*

103 *AYES: Baker Capogrossi, Kelvington, McCauley and Schleelein*

104 *NAYS: None*

105 *The motion was declared to be carried*

106 *Schleelein moved to close the public hearing. Seconded by McCauley*

107 *Ayes: Baker, Capogrossi, Kelvington, McCauley and Schleelein*

108

109 *Baker signed the Part III of the Short EAF.*

110

111 *Baker read through the General Conditions for a Special Permit.*

112

113 *Kelvington moved that the General Conditions had been met. Seconded by Capogrossi.*

114 *Ayes: Baker, Capogrossi, Kelvington, McCauley and Schleelein*

115 *Nays: None*

116 Baker read the following resolution:

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**VILLAGE OF LANSING PLANNING BOARD RESOLUTION FOR
SPECIAL PERMIT NO. 2025-4907 ADOPTED ON DECEMBER 8, 2025**

120 Motion made by: Lisa Schleelein

121 Motion seconded by: Lorraine Capogrossi

122 **WHEREAS:**

123 A. *This matter involves consideration of Special Permit 2025-4907 which includes the*
124 *following action: Cardamone Home Builders are proposing to build a single-family home*
125 *on Lot #16 located on Rockcress Lane (Tax Parcel # 42.1-37.216). A portion of this*
126 *parcel is located within the Unique Natural Area of Tompkins County which would*
127 *require a special permit according to Village Code Section 145-48B.; and*
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129 B. *On December 8, 2025, the Village of Lansing Planning Board, in accordance with (i)*
130 *Article 8 of the New York State Environmental Conservation Law - the State Environmental*
131 *Quality Review Act ("SEQR"), and 6 NYCRR Section 617.5; and (ii) Section 123.2 of the*
132 *Village of Lansing Code, and amended on environmental review and adopted a Resolution*
133 *for SEQR Review in connection with Special Permit No. 2025-4907; and*
134

135 C. *On November 10, 2025 and December 8, 2025, the Village of Lansing Planning Board*
136 *opened and continued a public hearing regarding this proposed action, and therein*
137 *thoroughly reviewed and analyzed (i) the materials and information presented by and on*
138 *behalf of the applicant in support of this proposed action, including information and*
139 *materials related to the environmental issues, if any, which the Board deemed necessary*
140 *or appropriate for its review, (ii) all other information and materials rightfully before the*
141 *Board (including, if applicable, comments and recommendations, if any, provided by the*
142 *Tompkins County Department of Planning in accordance with General Municipal Law*
143 *Sections 239-1 and 239-m), and (iii) all issues raised during the public hearing and/or*
144 *otherwise raised in the course of the Board's deliberations. The public hearing was closed*
145 *on December 8, 2025.*
146

147 **NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

148 1. *The Village of Lansing Planning Board hereby finds (subject to the conditions and*
149 *requirements, if any, set forth below and the provisions provided for in paragraph "B"*
150 *above) that the proposed action meets (i) all general conditions required for all special*
151 *permits (Village of Lansing Code Section 145-59E); (ii) any applicable conditions*
152 *required for certain special permit uses (Village of Lansing Code Section 145-60); and*

153 (iii) any applicable conditions required for uses within a Combining District (Village
154 of Lansing Code Section 14561); and

155 2. It is hereby determined by the Village of Lansing Planning Board that Special Permit
156 No. 2025-4907 is **GRANTED AND APPROVED**, subject to the following conditions
157 and requirements:

158 a. Soil and Erosion control measures and water quality techniques shall be
159 implemented and coordinated as required and approved by the Village of Lansing
160 Code Enforcement Officer and/or the Village of Lansing Engineer, and a plan for
161 maintenance and said control measures and quality techniques over time shall be
162 established with the Village of Lansing Code Enforcement Officer and/or the
163 Village of Lansing Engineer.
164

165 b. Prior to a building permit being issued, approval by the Village of Lansing
166 Engineer and Village of Lansing Storm Water Officer of, but not limited to, site
167 work, storm water management and infrastructure plans, and implementation
168 thereof. Drainage easements for potential impact from the stormwater
169 management facilities on neighboring parcels shall be obtained, provided to the
170 Village for approval by the Village Engineer, Stormwater Officer and Attorney, and
171 thereafter recorded at the Tompkins County Clerk's Office.
172

173 c. Required permits, approvals, consents and other authorizations from all applicable
174 Federal, State, County and local governmental and regulatory agencies shall be
175 obtained, maintained and complied with for all permitted improvements,
176 operations and activities as authorized by this special permit approval, and such
177 improvements, operations and activities shall at all times comply with all
178 applicable Federal, State, County and local laws, codes, rules and regulations.
179

180 d. Applicant shall choose and implement at least 2 of the Green Design Practices to
181 the satisfaction and approval of the Village of Lansing Engineer and Stormwater
182 Officer.
183

184 e. Approval of a sediment erosion plan by the Village Code Officer before the issuance
185 of a Building Permit.
186

187 The vote on the foregoing motion was as follows:

188 AYES: Baker Capogrossi, Kelvington, McCauley and Schleelein

189 NAYS: None

190 The motion was declared to be carried.

191

192 Baker read the following agenda item:

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

194 At the last meeting, Planning Board had ended its review of uses and changes to those uses for
195 zoning districts.

196 French has supplied a list of all use definitions existing and possible changes for the Planning
197 Board.

198 The following definitions were discussed:

- 199 • Schools; Is adult education included? Does it include daycare?

200 ***Proposed:*** *A place of instruction certified by the New York State Board of Regents which*
201 *is devoted primarily to academic instruction and offering a curriculum of study which is*
202 *in sufficient compliance with the education laws of the State of New York. This term*
203 *includes day-care facilities, nursery schools, kindergarten and similar preschool or pre-*
204 *grade programs when accessory to the principal school use.*

205

206 The Planning Board members will review this sample definition on their own and discuss further
207 at the next meeting. It was suggested that “adult education” such as a dance school would be
208 categorized as “Office, Studio, Service”

- 209 • Kennels; Not the same as a training facility or a vet clinic where boarding is incidental.

210 Suggested to be a new use with conditions

- 211 • Cannabis Dispensary; Possibly break up definition to separate from a “Controlled
212 Substance Dispensary” and “Cannabis-Infused Products”

- 213 • Drug and Alcohol Centers; May need a new use to be clearly separate from “Special Care
214 Facility” and “Assisted Living Facility”

- 215 • ***Possible new definitions for Addiction Centers/ Rehabilitation Facility***

216 ○ ***Drug and Alcohol Treatment Center:*** *A use (other than a correction facility*
217 *or permitted accessory use in a hospital) providing facilities for people who need*
218 *specialized housing, treatment and/or counseling for stays in most cases of less*
219 *than one year and who need such facilities because of chronic abuse of or addiction*
220 *to alcohol and/or a controlled substance.*

221 ○ ***Rehabilitation Facility:*** *A facility that provides short-term, primarily in-patient*
222 *care, treatment, and/or rehabilitation services for persons recovering from illness*
223 *or injury who do not require hospitalization but not including drug and alcohol*
224 *treatment centers.*

225 ○ Dispensary for Controlled Substances; Discussion on whether this use would be
226 needed within the Village.

227 • Other Definitions;

228 ○ ***Cannabis Retail Dispensary***

229 *Any commercial operation licensed by the New York State Office of Cannabis*
230 *Management which exists in a fixed location and which sells to the public cannabis*
231 *products or cannabis-infused products in compliance with the provisions of the*
232 *New York State Cannabis Law (and any other applicable laws now or hereafter in*
233 *existence). Cannabis retail dispensaries may not sell tobacco products absent*
234 *authorization by state and local law and requisite permitting. A cannabis retail*
235 *dispensary does not include an on-site cannabis consumption establishment.*

236 *Some possible additional conditions:*

237 - *signs for dispensaries can only have letters/numbers, no images, no flashing*
238 *lights.*

239 - *Limitations on hours of operation*

240 - *No drive through*

241 - *No outside storage of cannabis, cannabis products or related supplies*

242 - *No one under the age of 21 allowed in the store.*

243

244 Baker pointed out that, at the next meeting, the logical step would be to review all of the proposed
245 changes and match the code language in each of the districts. Baker added that the definitions need
246 to be reviewed and confirmed. This would be a good item for the second meeting in January.

247 Many of French's definitions came from other municipalities such as Manlius and Pittsburgh.

248 **Trustee Report**

249 McCauley gave a summary of the November 17th Board of Trustees meeting. The meeting can be
250 viewed on YouTube.

251

252 Schleelein gave a summary of the December 1st Board of Trustees meeting. The meeting can also
253 be viewed on YouTube.

254

255 **Other Business**

256 Capogrossi asked about sidewalk maintenance and who is responsible, especially the walk on Bomax
257 Drive. Scott will ask John Courtney.

258 Schleelein requested that Scott provide packets for meetings again. She also mentioned that the Lake
259 George government has a plan set for undeveloped and rundown areas of the community to help
260 provide direction for developers.

261

262 Joint meeting suggested topics:

263 Baker

264 • Code review process

265 • Provide proposed use chart

266 • Update on Comp Plan

- 267 • Round table discussion
- 268 Schleelein
- 269 • Planning Federation and NYCOM crossover communication
- 270 • Cayuga Mall parking lot
- 271 Capogrossi
- 272 • Staff 1 day retreat
- 273 • Possible meeting with mall owners about future plans
- 274 • Village traffic control
- 275
- 276 **Adjournment**
- 277 Schleelein moved to adjourn at 8:58 pm. Seconded by McCauley.
- 278 Ayes: Baker, Capogrossi, Kelvington, McCauley and Schleelein
- 279 Nays: None
- 280