

Village of Lansing  
Planning Board Meeting  
Minutes of Tuesday,  
September 30, 2025

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 (Zoom), and Lisa Schleelein

**Absent Members:** None

**Alternate Member:** None

**Village Legal Counsel:** Natalie French

**Village Engineer:** Absent

**Village Trustee Liaison:** Carolyn Greenwald

**Village CEO:** Michael Scott

**Public included:** Carla Marceau representing the Community Party, Soledad Almeida, and David Durrett from the Tompkins Independent.

Baker stated that McCauley is attending on Zoom and is not a voting member this evening. Also, there will be an executive session at the end of the meeting to discuss Planning Board appointments.

**Approval of the Minutes**

Schleelein moved to approve the August 26, 2025 Planning Board minutes. Seconded by Capogrossi.

Ayes: Baker, Capogrossi, Kelvington, and Schleelein

Nays: None

Capogrossi moved to approve the September 8, 2025 Planning Board minutes. Seconded by Kelvington.

Ayes: Baker, Capogrossi, Kelvington, and Schleelein

Nays: None

**Public Comment Period:**

Carla Marceau representing the Community Party

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

Ayes: Baker, Capogrossi, Kelvington, and Schleelein

Nays: None

Baker read the following agenda item:

**Discussion of Village Code Changes and Corrections**

47 Baker and Scott explained what handouts were distributed for this meeting.

48

49 Scott noted that there seemed to be some confusion at the last meeting between “Home Occupation”  
50 and “Mixed Use”. A Home Occupation is a business conducted by the actual owner and resident of  
51 the home while Mixed Use could be a combination of residential and commercial on the same  
52 property with different ownership.

53

54 The Chart of Uses indicates what uses are allowed within each district. An “X” would indicate an  
55 allowed use, in almost all cases, a building permit would need to be applied for. An “SP” would  
56 indicate a special permit is required and an “SP+” would be a special permit with additional  
57 conditions.

58

59 The Planning Board reviewed the recommended changes from Baker and Capogrossi that were  
60 recommended at the last meeting:

61

62 • Changes to the Chart of Uses under “Additional residential building on single lot” were as  
63 follows:

64 1) Allowed with SP+ in LDR, MDR, HDR, and CLT. Removed from BTM. (These changes  
65 are required because the Chart had been labeled wrong)

66 • Add “Clinic” to BTM. This is part of the proposed Local Law G (2025)

67 • Remove “Clinic” from HDR

68 • Add “Commercial Assembly of Soft Goods” to CMT with a special permit. (The Board  
69 discussed the possibility of noxious odors coming from an assembly process but felt that the  
70 “General Condition” and Village Code Section 145-83 (Performance Standards) would keep  
71 this in check)

72 • Add “High-Traffic Food and Beverage to the CMT District with conditions.

73 The Board discussed some limitations on drive-thrus to reduce environmental issues from idling  
74 vehicles and possibly increase sit-down dining. Baker also suggested drive-thrus not be allowed on  
75 contiguous parcels.

76

77 Any new conditions would need to be presented to the Board of Trustees again which already has a  
78 proposed law set for a public hearing.

79

80 Schleelein feels considering adding drive-thru to CMT is moving too quickly and the Planning Board  
81 should take their time and get this correct.

82

83 The Planning Board likes the idea of limiting drive-thrus to non-contiguous lots and having a  
84 minimum occupancy.

85

86 While Scott looked up occupancy of nearby restaurants, the Board discussed more changes.

87

88 • Removing the additional conditions of a special permit for “Bank Administrative  
89 Operations” in the CLT District.

90 • At some point, create a use for addiction services. (future discussion)

91 • Discussion of a better definition for “Group Residential” After a long discussion, the  
92 definition will be looked at during a future meeting.

93 • After Scott informed the Planning Board of other occupancy loads of nearby restaurants, the  
94 Board decided to require a minimum calculated occupancy load of 60 for a drive-thru facility.  
95

96 Schleelein moved to update the recommendation to the Board of Trustees which would add the  
97 additional requirements for High-Traffic Food and Beverage of (1) per Non-contiguous parcels and  
98 a minimum calculated occupancy load of 60. Seconded by Kelvington.

99  
100 Ayes: Baker, Capogrossi, Kelvington, and Schleelein

101 Nays: None

102

103 French will work on these changes.

104

105

106 Baker read the following agenda item:

107

108 **Interview a Potential Planning Board Member**

109 The Planning Board interviewed Soledad Almeida

110

111 **Trustee Report**

112 Capogrossi gave a summary of the September 15<sup>th</sup> Board of Trustees meeting. The meeting can be  
113 viewed on YouTube.

114

115 **Other Business**

116

117 Ross looks to open on October 11<sup>th</sup>.

118

119 Capogrossi stated that Cayuga Medical and the YMCA are going to partner on a community food  
120 pantry that will be located at the Cayuga Medical Shops at Ithaca Mall and 401 Cayuga Park  
121 locations.

122

123 Kelvington recognized that Kingston Cuisine will be opening up soon.

124

125 Baker mentioned that the mall has worked on some of the road and pavement issues.

126

127 Schleelein stated that zombie properties should be more scrutinized within the Village. Scott has  
128 issued violation notices to some. As a result of an earlier discussion between Greenwald, French and  
129 Scott, the Village would issue 3 notices before filing for a Court appearance ticket. Although the  
130 Village has a monetary fine for violations, the Court Judge would determine the penalty.

131

132 French noted that the appearance ticket process is costly.

133

134

135 **Adjournment**

136

137 Schleelein moved to enter into executive session and not reconvene at 8:54pm. Seconded by  
138 Kelvington.

139 Ayes: Baker, Capogrossi, Kelvington, and Schleelein

140 Nays: None

141

142 The Planning Board came out of executive session at 9:14pm