

Village of Cayuga Heights Planning Board  
Meeting #72  
Monday, May 22, 2017  
Village Hall – 7:00 pm  
Minutes

Present: Planning Board Members Chair F. Cowett, J. Leijonhufvud, R. Segelken  
Code Enforcement Officer B. Cross, Attorney R. Marcus, Deputy Clerk J. Walker, Trustee M.  
McMurry, Alternate E. Quaroni  
B. Warren, 620 Cayuga Heights Road  
Members of the Public

Item 1 – Meeting called to order

- Chair F. Cowett opened the meeting at 7:02 pm.
- Chair F. Cowett appointed Alternate E. Quaroni a full voting member of the Board for the meeting.
- Chair F. Cowett stated that J. Milder has resigned from the Board and thanked him for his service.

Item 2 – April 24, 2017 Minutes

- The Board reviewed the minutes of the April 24, 2017 meeting.

**Motion:** R. Segelken

**Second:** E. Quaroni

**RESOLUTION No. 216**  
**APPROVING MINUTES OF APRIL 24, 2017**

**RESOLVED**, that the written, reviewed and revised minutes of the April 24, 2017 meeting are hereby approved.

**Aye votes** – Chair F. Cowett, R. Segelken, E. Quaroni

**Abstained** – J. Leijonhufvud

**Opposed** – None

Item 3 – Public Comment

- No members of the public wished to comment.

#### Item 4 – Site Plan Review – 620 Cayuga Heights Road Minor Subdivision

- Code Enforcement Officer B. Cross reviewed the proposed minor subdivision at 620 Cayuga Heights Road; the applicant B. Warren proposes to subdivide an existing lot into two lots, the dimensions of which would exceed the existing zoning requirement for minimum average width but would be less than the requirement for minimum average depth; the subdivision will therefore require a variance from the Village’s Zoning Board of Appeals; there is evidence that the existing lot was originally two lots and was consolidated by a previous owner; the proposed new lot lines reflect the location of the lot lines prior to consolidation.
- Code Enforcement Officer B. Cross stated that the existing lot contains two dwelling units, a single family home with the 620 Cayuga Heights Road address and a second dwelling unit with a 329 North Sunset Drive address which was a detached garage added after the two lots were consolidated; in 2013 the garage was converted by the present owner into a dwelling unit after obtaining a building permit pursuant to fulfilling the dimensional requirements of Section 13 of the Village’s Zoning Ordinance which reads, “When there is more than one principal building on a lot in any district, the space between such buildings must be at least equal to the sum of the side yards required by such buildings or the sum of the rear and the front yards as the case may be.”
- Code Enforcement Officer B. Cross further stated that the two dwelling units currently share water and sewer connections; because Bolton Point does not allow more than one water meter per tax parcel, a new water meter and a new water line connecting from North Sunset Drive would need to be installed at the proposed new 329 North Sunset Drive lot; although the Planning Board could require installation of a new sewer lateral, a shared sewer lateral is an allowable configuration in the Village and is not prohibited by Village law nor the Tompkins County Health Department; approximately ten percent of Village houses have shared sewer laterals; however, if the subdivision is approved, an easement would need to be given to allow the 620 Cayuga Heights Road sewer pipe to run across the 329 North Sunset Drive lot to connect with the sewer main on North Sunset Drive.
- Chair F. Cowett asked B. Warren, property owner, when the single family home at 620 Cayuga Heights Road was built.
- B. Warren replied that the home was built in 1973.
- Chair F. Cowett stated that he had been concerned about the age of the sewer pipe, but this concern was alleviated by the home’s fairly recent construction date.
- E. Quaroni asked what the installation of a new sewer lateral would entail.
- Code Enforcement Officer B. Cross replied that a new sewer lateral would require the digging of a trench physically separated from the trench required for the new water line since sewer and water lines cannot occupy the same trench; this would mean increased excavation and street repaving costs for the Village; in addition, connecting

a new sewer lateral to the main sewer line would increase the chance of ground and storm water seepage into the Village's sewer system.

- Chair F. Cowett asked if there would be any advantage in requiring a new sewer lateral, such as avoiding disagreements about shared maintenance between property owners.
- Code Enforcement Officer B. Cross replied that he did not see any advantage, but instead saw disadvantages and would recommend keeping the shared sewer lateral configuration.
- Attorney R. Marcus stated that shared maintenance could be addressed as part of any easement agreement associated with the sewer line.
- E. Quaroni asked how an easement agreement would be recorded in the property title.
- Attorney R. Marcus replied that an easement agreement would be indexed to the title of each property.
- Chair F. Cowett asked B. Warren what he intended to do with the property if the subdivision was approved.
- B. Warren replied that he definitely intends to sell the 329 North Sunset Drive lot and may decide to sell the 620 Cayuga Heights Road lot as well.
- E. Quaroni asked what specifically needs to be done to condition Planning Board approval of the subdivision.
- Attorney R. Marcus replied that Planning Board approval for the subdivision can be conditioned on the property owner installing a new water line and meter for the 329 North Sunset Drive lot and the granting of an easement to the 620 Cayuga Heights Road lot to run a sewer lateral across the North Sunset Drive lot.
- Code Enforcement Officer B. Cross stated that the property owner will also need to have a professional survey conducted that locates the lot lines and the sewer laterals before the subdivision plan can be signed by the Chair and recorded with the County Clerk.

**Motion:** R. Segelken

**Second:** J. Leijonhufvud

**RESOLUTION No. 217  
TO ACCEPT THE PROPOSED PROJECT AT 620 CAYUGA HEIGHTS ROAD AS A  
MINOR SUBDIVISION**

RESOLVED, that the Planning Board accepts the proposed project at 620 Cayuga Heights Road as a Minor Subdivision.

**Aye votes** – Chair F. Cowett, J. Leijonhufvud, E. Quaroni, R. Segelken

**Opposed** – None

- The Board discussed the project in relation to the State Environmental Quality Review Act (SEQRA) and whether to categorize the project as a Type 1, Type 2, or Unlisted SEQRA action.

**Motion:** J. Leijonhufvud

**Second:** R. Segelken

**RESOLUTION No. 218  
SEQRA REVIEW OF THE PROPOSED MINOR SUBDIVISION AT  
620 CAYUGA HEIGHTS ROAD**

RESOLVED, that the Planning Board declares itself lead agency for SEQRA review of the proposed Minor Subdivision at 620 Cayuga Heights Road which the Board categorizes as an Unlisted SEQRA action and the property owner is to complete Part 1 of the Short Environmental Assessment Form.

**Aye votes** – Chair F. Cowett, J. Leijonhufvud, E. Quaroni, R. Segelken

**Opposed** – None

- Chair F. Cowett informed B. Warren that the NYS DEC’s EAF Mapper returned a “yes” response to Question 12b in Part 1 of the SEQRA Short Form, “Is the proposed action located in an archeological sensitive area;” he has contacted the New York State Historic Preservation Office (SHPO) for clarification.

**Motion:** J. Leijonhufvud

**Second:** E. Quaroni

**RESOLUTION No. 219  
TO HOLD A PUBLIC HEARING ON THE PROPOSED MINOR SUBDIVISION AT  
620 CAYUGA HEIGHTS ROAD**

RESOLVED, that a public hearing will be held on June 26, 2017 at 7:10 p.m. regarding the site plan review for the proposed Minor Subdivision at 620 Cayuga Heights Road.

**Aye votes** – Chair F. Cowett, J. Leijonhufvud, E. Quaroni, R. Segelken

**Opposed** – None

Item 5 – Other Business

- The next meeting of the Planning Board is scheduled for June 26, 2017.
- Attorney R. Marcus stated that he will be unable to attend the June 26 meeting.

- Code Enforcement Officer B. Cross stated that T. Ciaschi, property owner, Corners Community Shopping Center, may appear before the Board at the June 26 meeting to discuss the medical office building project.
- R. Segelken asked about the removal of stone veneer from a building in the shopping center slated for demolition prior to construction of the medical office building and if T. Ciaschi needed to obtain a demolition permit.
- Code Enforcement Officer B. Cross replied that he typically issues a partial building permit that permits some demolition; a full building permit will be not issued until the conditions imposed by the Board for medical office building approval are met: a contingency parking plan, final construction drawings and a construction staging plan, and specifications on materials to be used in building design and construction.
- E. Quaroni asked whether T. Ciaschi has obtained the agreement with Carriage House Apartments for cross-parcel vehicle access required by the ZBA for variance approval.
- Code Enforcement Officer B. Cross replied that an agreement has not yet been obtained, at least in part because Carriage House Apartments could be an option for contingency parking.
- Chair F. Cowett stated that Planning Board approval of the medical office building conditioned the issuing of a building permit on the prior satisfaction of any condition associated with the granting of a ZBA variance; he asked Code Enforcement Officer B. Cross if the partial building permit would allow T. Ciaschi to demo, but not to build.
- Code Enforcement Officer B. Cross confirmed this to be accurate.

**Motion:** R. Segelken

**Second:** E. Quaroni

**RESOLUTION No. 220  
TO ENTER INTO A PRIVATE ATTORNEY/CLIENT DISCUSSION**

RESOLVED, that the Village of Cayuga Heights Planning Board enter into a private attorney/client discussion at 7:50 pm.

**Aye votes** – Chair F. Cowett, J. Leijonhufvud, E. Quaroni, R. Segelken

**Opposed** – None

**Motion:** J. Leijonhufvud

**Second:** R. Segelken

**RESOLUTION No. 221  
TO EXIT ATTORNEY/CLIENT DISCUSSION**

RESOLVED, that the Village of Cayuga Heights Planning Board exit attorney/client  
discussion at 8:43 pm.

**Aye votes** – Chair F. Cowett, J. Leijonhufvud, E. Quaroni, R. Segelken

**Opposed** – None

Item 6 – Adjourn

- Meeting adjourned at 8:44 pm.