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## Planning & Code Enforcement

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John Zepko, Acting Director, CPESC, CFM  
Reporting Period 1 January – 30 January 2023

### CORE PLANNING FUNCTIONS

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- **General Admin**
  - Modified Planning & Code Enforcement Dept window hours to Monday through Thursday, 7:30 a.m. to 12:30 p.m and until 12pm on Friday, or by appointment.
  - Met with the office of the Bookkeeper. The following topics were discussed:
    - Interpretation of the Town Budget and appropriate classification of expenses.
    - Feasibility of escrow accounts to recover engineering and legal costs attributable to specific projects.
    - Short & Long term staffing needs, strategy and civil service classifications.
  - Conducted multiple staff meetings to discuss procedures, policy changes, and long term department strategy as well as opportunities for improvement of same.
- **Planner conducting classification and review of development applications**
- **Planning Board staff support**
- **Zoning Board of Appeals staff support**
- **Floodplain Management**
  - Reviewed Draft floodplain mapping and FIS from FEMA
- **Stormwater Management**
  - Updated permitting tracking records for 2022
  - Revised Stormwater Management and Erosion Control permit form
  - Approved Notice of Termination for Milton Meadows
  - 55 E. Shore Circle
    - Coordinated w/ Legal counsel and TDE to Advise multiple landowners seeking to revise a filed SOMRA to petition Town to form a drainage district
  - Asbury-Collins Subdivision
    - This major subdivision was approved in 2022 conditioned upon the acceptance of a SWPPP and the formation of a drainage district. SWPPP has been accepted by SMO. SMO anticipates owners will petition Town to form a drainage district.
- Water and Sewer Advisory Board meeting 4 Jan 2023
- Department Head Meeting 4 Jan 2023
- Threat Assessment Committee 9 Jan 2023
- Town Board meeting 18 Jan 2023

## LAND USE WORK PROGRAM

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- **Code Revision committee 5 Jan**

## COMMITTEE MANAGEMENT

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- **Agricultural and Farmland Protection Committee staff support**
  - Attended Committee meeting 19 Jan. Reviewed RA/AG Zoning Amendments. Next meeting scheduled for 9 Feb.
  - Drafted revised zoning map & distributed to committee.

## PLANNING BOARD

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- **23 Jan meeting**
  - Planning Board conducted a review of Parts II & III of SEQR for the Dandy Mini Mart Site Plan Review application. As this project is considered a Type I action and is undergoing a coordinated review process with the Zoning Board of Appeals, no determination will be made until the ZBA has had sufficient opportunity to comment.

## ZONING BOARD OF APPEALS

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- **10 Jan meeting**
  - ZBA heard a presentation from Dandy Mini Mart regarding a request for area variances to exceed the maximum permitted square feet of signage on the proposed site plan currently with the Planning Board. A public hearing was scheduled for this project on 14 February 2023 at 6:30pm at the Town of Lansing Library.

## Code Enforcement

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- **New Permits**

<u>Property Address</u>	<u>SBL</u>	<u>Type</u>
10 STONEHAVEN DRIVE	39.-1-25.6	INSTALL HEATPUMP
129 EASTLAKE RD	42.-1-54.10	INSTALL 2 HEATPUMPS, REPLACE WATER HEATER, ADD INSULATION AND NEW ATTIC ACCESS
21 VILLAGE CIRCLE	39.-1-38.11	DEMOLISH 10 UNIT APARTMENT BUILDING
34 DUTCH MILL RD	39.-1-50.10	NEW ROOM MOVING TWO EXISTING WALLS ADDING TWO NEW WALLS
138 LUDLOWVILLE RD	26.-5-15	INSTALL WATER HEATER, DISHWASHER, LAUNDRY WASHER & DRYER, ELECTRICAL, & FRAME IN CEILINGS OF BEDROOMS
1616 RIDGE RD	2.-1-22.2	REPLACE BOILER, INSTALL HEATPUMP AND ADD INSULATION
31 LAKE FOREST DR	32.-1-37.434	PUNCHLIST FROM BP20-187
614 SCOFIELD RD	30.-1-6.421	FINISH BASEMENT

- **Status of Fire Inspections**

<b>Year</b>	<b># Fire Inspections</b>	<b># Inspections Completed</b>	<b># Outstanding</b>
2022	75	40	35
2023	80		80
		<b>TOTAL</b>	<b>112</b>