

## TOWN OF LANSING PLANNING MEMORANDUM

TO: PLANNING BOARD MEMBERS

FROM: Michael H. Long, AICP 

RE: Site Plan Review –Jennifer Minor

Convert Garage / Barn to additional dwelling unit at 24-30 Emmons Road

DATE: April 27, 2017

The applicant, Jennifer Minor, has a proposed add to convert the exist barn / garage to an additional dwelling unit (apartment) Tax Parcel #16.1-40.242, RA Rural Agriculture Zone on Emmons Road.

**Site Characteristics:** The overall site parcel consists of 5.14 +/- acres site which has an existing structure of (2) dwelling units, another single family home, a horse barn and pasture together with the existing barn /garage to be converted to an additional dwelling unit / apartment. There was a previous subdivision map filed but the two parcels were merged back into 1 overall parcel again. Due to the current density requirements, the current 5.14 acre parcel cannot be further subdivided in the future should this site plan be approved.

**Surrounding Area:** The area surrounding the site includes a primarily various agricultural and residential uses, etc. There are diverse rural uses in close proximity to NYS Route 34B (Ridge Road).

**Comprehensive Plan/Zoning:** The site is in the RA Rural Agriculture area. This general area was planned to be the most active and productive agricultural uses and farming and farm-related businesses are the predominant and desired land uses... Residential development, largely low-density housing could be appropriate.

**GML Referral:** The proposal submitted to the County Planning Department for 239 GML review. Their letter dated April 25, 2017 indicated that there would be “No negative inter-community , or county-wide impacts”.

### **Staff Recommendations:**

The owner has completed several small projects over the years and is proposing to convert an existing barn / garage into an additional living space (apartment). Ms. Minor does not anticipate any additional site improvements other than addition gravel to the existing driveway for parking.

Currently, the Land Use Ordinance requires 40,000 SF area per dwelling unit. Based on the 5.14 acre parcel, there maximum density is 5 dwelling units. This proposal is consistent with the neighboring development and meets the Land Use Ordinance requirements. The site plan, should it be grants would include 4 dwelling units plus the horse barn /stable use which should maximize the allowable development.

The Tompkins County Health Department issued a letter (1/18/2017) to Lynn Day that they have approved this request to connect to the existing septic system.

Staff recommendation is to approve the site plan with a conditions:

- That the current tax parcel NOT BE PERMITTED TO BE FURTHER SUBDIVIDED IN THE FUTURE
- The Building Code Officer will be required to assure compliance with the New York State Building and Energy Codes and compliance with storm water requirement.

Please feel free to contact me with any questions regarding the above.

24 Emmons Rd – Tax Map Parcel #16-1-40.24 consists of 1 duplex, 1 single family home, 1 horse barn and 1 garage.

House 24 on survey map is about 2200 sq ft. It a duplex with a total of 2 bedrooms, 2 baths, 2 kitchens

House 30 on survey map is a single family residence of about 1000 sq ft. with 1 bedroom, 1 bath and 1 kitchen.

Barn (1-to right of House 24) on survey map is a 672 sq ft one car garage with loft being used for storage. 672

Barn (2- behind house 24) on survey map is a 854 sq ft barn

The parcel to the left and right of 2 Emmons are single family homes. Behind and to the right of 24 Emmons is a single family home with barn.

4/25/17  
RECEIVED

**Tompkins County**  
**DEPARTMENT OF PLANNING AND SUSTAINABILITY**

121 East Court Street  
Ithaca, New York 14850

Edward C. Marx, AICP  
Commissioner of Planning and Sustainability

Telephone (607) 274-5560

April 25, 2017

Ms. Rachel Jacobson, Planning Clerk  
Town of Lansing  
PO Box 186  
29 Auburn Road  
Lansing, NY 14882

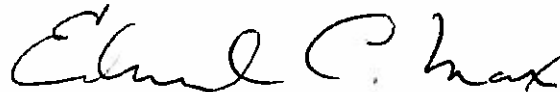
**Re: Review Pursuant to §239 -l, -m and -n of the New York State General Municipal Law**  
**Action: Site Plan Approval for proposed conversion of barn into dwelling at 24 Emmons Road, Town of Lansing Tax Parcel #16.-1-40.242, Jennifer Miner, Owner/Applicant.**

Dear Ms. Jacobson:

This letter acknowledges your referral of the proposal identified above for review and comment by the Tompkins County Planning Department pursuant to §239 -l, -m and -n of the New York State General Municipal Law. The Department has reviewed the proposal, as submitted, and has determined that it has no negative inter-community, or county-wide impacts.

Please inform us of your decision so that we can make it a part of the record.

Sincerely,



Edward C. Marx, AICP  
Commissioner of Planning and Sustainability

APPLICATION FOR SITE DEVELOPMENT PLAN APPROVAL

Preliminary Date: \_\_\_\_\_ Final Date: \_\_\_\_\_

Name of Proposed Development: \_\_\_\_\_

Applicant:

Name: Jennifer Miner  
Address: 24 Emmons Rd  
Lansing NY 14882  
Telephone: \_\_\_\_\_

Plans prepared by:

Name: Joe Caza  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Owner (if different)

(If more than one owner, provide information for each)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Ownership intentions - i.e., purchase options: Convert garage into  
living space (House)

Location of site: 24 Emmons Rd Lansing NY 14882

Tax map description 16.-1-40 242

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: 5.14 Ac.

Current zoning classification: Agriculture

State and federal permits needed (list type and appropriate department)

Proposed use of site: Convert garage into house

Total site area (square feet or acres) 5.14

Anticipated construction time: May/June 2017

Will development be staged? ?

Current land use of site (agriculture, commercial, undeveloped, etc.)  
Agriculture

Current condition of site (buildings, brush etc.) 2 homes, 1 garage, 1 barn  
residential

Character of surrounding lands (suburban, agriculture, wetlands, etc.)  
Agriculture

Estimated cost of proposed improvement: \$ 30,000

Anticipated increase in number of residents, shoppers, employees, etc. (as applicable)  
1 resident

Describe proposed use including primary use, ground floor area, height and number of stories for each building:

- for residential buildings, include number of dwelling units by size (efficiency, one bedroom, two bedroom, three or more bedrooms) and number of parking spaces to be provided.
- for non-residential buildings, include total floor area, total sales area, number of automobile and truck parking spaces.
- other proposed structures.

Rental property - 1 bedroom loft - 1 parking space

617.20  
Appendix B  
Short Environmental Assessment Form

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>			
Jennifer Miner			
Name of Action or Project: Garage to House			
Project Location (describe, and attach a location map): 24 Emmons Rd Lansing NY 14882			
Brief Description of Proposed Action: Convert garage into 1 bedroom loft for rental purpose			
Name of Applicant or Sponsor: Jennifer Miner		Telephone: 607-592-7356	
		E-Mail: jenwin07@aol.com	
Address: 24 Emmons Rd			
City/PO: Lansing		State: NY	Zip Code: 14882
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input checked="" type="checkbox"/> YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO <input checked="" type="checkbox"/> YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		.5 acres	
b. Total acreage to be physically disturbed?		NA acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		5.14 acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input checked="" type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, Identify: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?  If No, describe method for providing potable water: _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?  If No, describe method for providing wastewater treatment: _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES		



	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Part 3 - Determination of significance.** The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

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Name of Lead Agency \_\_\_\_\_ Date \_\_\_\_\_

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Print or Type Name of Responsible Officer in Lead Agency \_\_\_\_\_ Title of Responsible Officer \_\_\_\_\_

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Signature of Responsible Officer in Lead Agency \_\_\_\_\_ Signature of Preparer (if different from Responsible Officer) \_\_\_\_\_

**PRINT**

**RESET**



# Tompkins County Property Viewer



848 0 0 323 99 948.0 Feet

WGS 1984 Web Mercator Auxiliary Sphere  
© Tompkins County © S

Map is user generated and is to be used as a reference only. Data layers are not guaranteed to be accurate or up-to-date. DO NOT USE FOR CONVEYANCE OR NAVIGATION.

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**AGRICULTURAL DATA STATEMENT**

Per § 305-a of the New York State Agriculture and Markets Law, any application for a special use permit, site plan approval, use variance, or subdivision approval requiring municipal review and approval that would occur on property within a New York State Certified Agricultural District containing a farm operation or property with boundaries within 500 feet of a farm operation located in an Agricultural District shall include an Agricultural Data Statement.

A. Name of applicant: Jennifer Miner  
Mailing address: 24 Emmons Rd  
Lawing, NY 14882

B. Description of the proposed project: Convert garage into house

C. Project site address: 24 Emmons Rd Town: Lawing

D. Project site tax map number: 16.-1-40.242

E: The project is located on property:  
 within an Agricultural District containing a farm operation, or  
 with boundaries within 500 feet of a farm operation located in an Agricultural District.

F. Number of acres affected by project: 0

G. Is any portion of the project site currently being farmed?  
 Yes. If yes, how many acres \_\_\_\_\_ or square feet \_\_\_\_\_ ?  
 No.

H. Name and address of any owner of land containing farm operations within the Agricultural District and is located within 500 feet of the boundary of the property upon which the project is proposed.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

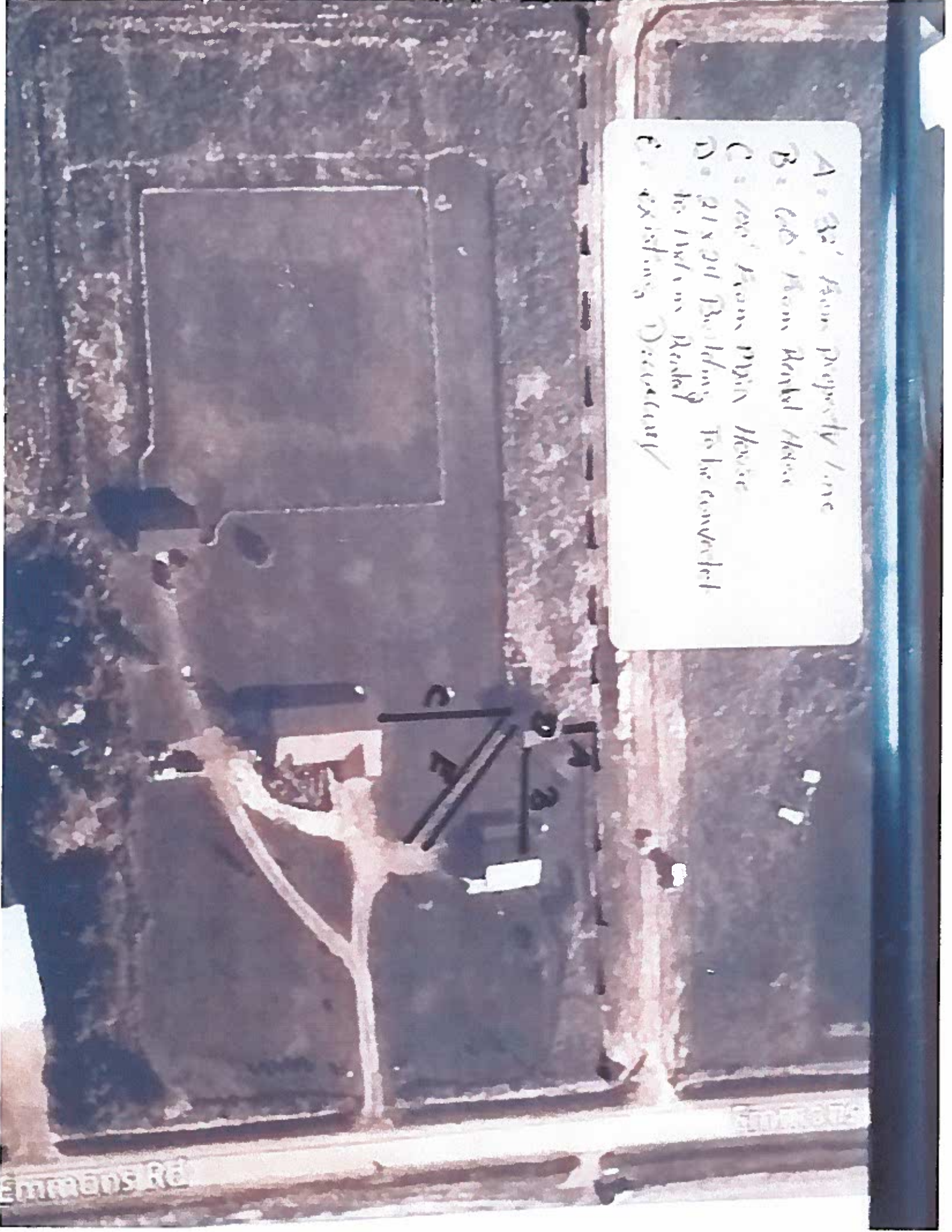
I. Attach a copy of the current tax map showing the site of the proposed project relative to the location of farm operations identified in Item H above.

**FARM NOTE**

Prospective residents should be aware that farm operations may generate dust, odor, smoke, noise, vibration and other conditions that may be objectionable to nearby properties. Local governments shall not unreasonably restrict or regulate farm operations within State Certified Agricultural Districts unless it can be shown that the public health or safety is threatened.

Jennifer Miner - owner 4/6/17  
Name and Title of Person Completing Form Date

- A - 30' from Property Line
- B - 60' from Rental House
- C - 100' from Main House
- D - 21 x 31 Building To be converted  
to 1st floor Rental
- E - existing Driveway



EMERSON RE



Emmons Rd

Emmons Rd



# Notice of Tax Map Revision

Swis: 503289 Municipal Name: TOWN OF LANSING

Printkey(s): 16.-1-40.242

Split/Merge # 1132030

**Change Authority:**

Instrument Number: \_\_\_\_\_ Deed Date: \_\_\_\_\_

Survey Location: \_\_\_\_\_ Survey Filed: \_\_\_\_\_

Grantor: \_\_\_\_\_ Grantee: \_\_\_\_\_

Owner Request: JANNIFER MIKU

Notes: PRCL 16.-1-40.241 TBKA 16.-1-40.242 = 5.14 Ac

**Tax Map Record**

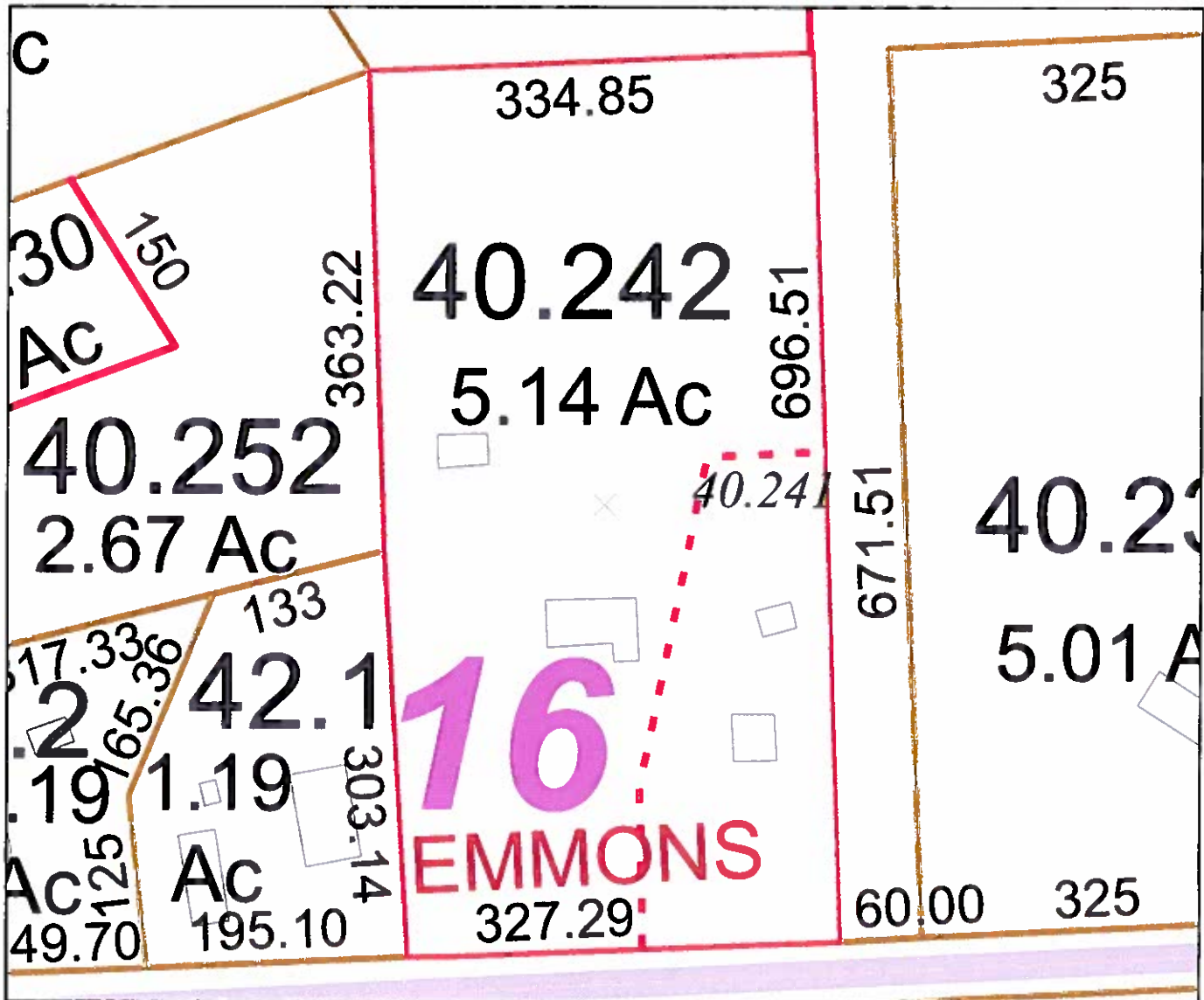
Batch # 99 Tax Year: 2011

- Split
- Consolidation
- Transfer w/No Split/Merge
- Survey Correction
- Digital Map Correction
- Subdivision
- Highway Appropriation

Input: 4/19/2011 By: sborovska

**Assessor's Record**

Input: \_\_\_\_\_ By: \_\_\_\_\_





Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
[www.tompkinscountyny.gov/health/eh](http://www.tompkinscountyny.gov/health/eh)

Ph: (607) 274-6688  
Fx: (607) 274-6695

January 18, 2017

Lynn Day  
(T) Lansing  
PO Box 186  
Lansing, NY 14882

Re: 24-30 Emmons Road (T) Lansing, Tax Map # 16.-1-40.242

Dear Mr. Lynn Day:

Thank you for the email you had sent me on January 10, 2017 concerning the above referenced property. The owner of the property Jennifer Miner would like to make a 1-bedroom apartment out of an existing garage located on the property. She would like to connect the existing sewage system to the proposed new apartment.

The existing sewage system was installed in 2004 for a 2-bedroom home with all water saver fixtures with a sewage flow of 220 gallons per day. In 2006 our office issued an OWTS conversion permit because the owners wanted to build a new 3-bedroom home next to the smaller house and connect this to the existing sewage system.

On July 28, 2010 our office received a letter from you concerning a basement apartment which was installed in house 24 without any permits. The total number of bedrooms on the property went up from 3-bedrooms to 4-bedrooms.

On October 14, 2010 our office issued another conversion permit for a total of 4-bedrooms on the property.

Jennifer Miner told me that if she makes the existing garage into a 1-bedroom apartment the total number of bedrooms will be four. I told her she will need to have the Town of Lansing CEO inspect the interior of both building and determine the number of bedrooms. Your email indicates that at 30 Emmons Road there is one bedroom and at 24 Emmons Road there are two bedrooms.

If Jennifer Miner makes a 1-bedroom apartment in the garage, the total number of bedrooms on the property will be four and will be covered by the Conversion Permit issued for 4-bedrooms issued by our office on October 14, 2010. Based on this information a permit is not required by our office at this time.

This letter is for your record. If you have any questions please call me at (607)274-6688. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Janice Koski".

Janice Koski  
Public Health Sanitarian

pc: Jennifer Miner (24 Emmons Road, Lansing, NY 14882)  
ec: Adriel Shea, Steve Maybee P.E., TCHD  
file path: F:\EH\SEWAGE(SSW7)\facilities\Lansing\16.-1-40.242.docx  
file to Accela