

Village of Cayuga Heights Planning Board
Meeting #126
Monday, January 27, 2025
Marcham Hall – 7:00 pm
Draft Minutes

Present: Planning Board Members Chair F. Cowett, J. Leijonhufvud, M. McMurry, E. Quaroni, R. Segelken

Deputy Clerk K. Perkins, Alternate Member M. Johnston, Mayor L. Woodard

Item 1 – Meeting called to order

- Chair F. Cowett opened the meeting at 7:02 pm.
- Chair F. Cowett stated that all Board members are in attendance; Alternate Member M. Johnston is welcome to participate in the meeting, but cannot take part in any Board votes; Attorneys R. Marcus and R. Kawecki, Bousquet Holstein PLLC, and Code Enforcement Officer B. Crosss will not be attending the meeting.
- Chair F. Cowett congratulated Deputy Clerk K. Perkins on her promotion to that position and welcomed her to the meeting.

Item 2 – December 16, 2024 Minutes

- The Board reviewed the minutes of the December 16, 2024 meeting.

Motion: J. Leijonhufvud

Second: R. Segelken

RESOLUTION No. 424
APPROVING MINUTES OF DECEMBER 16, 2024

RESOLVED, that the written, reviewed and revised minutes of the December 16, 2024 meeting are hereby approved.

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

Opposed – None

Item 3 – Public Comment

- No members of the public wished to comment.

Item 4 – Update on Subdivision Review – 634 Highland Road

- Chair F. Cowett stated that at the Board’s previous meeting, the Board approved with conditions the subdivision at 634 Highland Road; those conditions were, first, a agreement approved by the Village Attorney and signed by the applicant providing Parcel A with an easement allowing water, electrical, and gas utility service lines to traverse Parcel B in order that Parcel A could connect if needed with utility lines located on Highland Road providing those services, and, second, that the subdivision plat be revised to show the location of this easement; subsequent to the meeting, on January 13, 2025, both conditions were met and the Chair signed the subdivision plat; the easement and plat have been provided to Board members and posted to the Board’s webpage in advance of this meeting.
- Chair F. Cowett asked Board members if they agreed that the conditions pertaining to the proposed subdivision at 634 Highland Road have been met.
- Board members agreed that the conditions have been met.

Motion: M. McMurry

Second: E. Quaroni

RESOLUTION No. 425

CONFIRMING THAT CONDITIONS (1)(a) AND (1)(b) HAVE BEEN SATISFIED

RESOLVED, that the Board confirms that Conditions (1)(a) and (1)(b) of subdivision approval at 634 Highland Road have been satisfied by the applicant.

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

Opposed – None

Item 5 – Comprehensive Plan Update

- The Board resumed its discussion on updating the Village’s Comprehensive Plan and on possible questions to be included in a resident questionnaire.
- Chair F. Cowett stated that it is time for the Board to put out an initial questionnaire and suggested that it contain a few general openended questions, such as what made you want to live in Cayuga Heights and what would you like to see changed.
- Board members agreed with this approach since it corresponded with the previous comp plan’s concern with community character and values.
- M. Johnston stated that it would be important to communicate and emphasize to Village residents that this questionnaire would not be the only opportunity for them to participate in the comp plan update and that additional questionnaires containing questions more targeted to specific issues will follow.

- J. Leijonhufvud stated that the general question about what made residents want to live in Cayuga Heights could be accompanied by a list of suggested topics for resident responses; it has been her experience with resident surveys that providing some topics together with openended questions gives respondents a better idea about what they are being asked and results in more helpful survey results.
- The Board agreed in principle with appending a list of topics so long as they aren't overly restrictive and so long as space is also provided for respondents to contribute additional comments beyond those contained in the topic list.
- J. Leijonhufvud stated that she has prepared a topic list and will forward it to the Chair.
- The Board discussed other questions to include in the questionnaire and agreed on the following two questions; what improvements or changes would you make in Cayuga Heights and what are the three most important issues or concerns that the Village should address in the future.
- The Board also discussed whether to ask survey respondents to provide information about themselves; it was decided not to ask respondents for their names or whether they are renters or owners; it was decided to ask respondents how long they have lived in Cayuga Heights and how many persons are in their household; answering these two questions would not be required in order to participate in the survey.
- Deputy Clerk K. Perkins stated that a link to the survey could be included in the Village's biweekly electronic newsletter and that, based on the newsletter schedule, residents would have two opportunities to participate in the survey before the Board's next meeting in February.

Item 6 – New Business

- Chair F. Cowett stated that the next meeting of the Planning Board will be held on Monday February 24, 2025 at 7:00 pm at Marcham Hall.

Item 7 – Adjourn

- Meeting adjourned at 7:38 pm.