

Village of Cayuga Heights Planning Board
Meeting #133
Monday, October 27, 2025
Marcham Hall – 7:00 pm
Minutes

Present: Planning Board Members Chair F. Cowett, M. Johnston, J. Leijonhufvud, R. Segelken
Code Enforcement Officer B. Cross (via Zoom), Attorney S.O. Shah, Alternate Member E. Quaroni, Deputy Clerk K. Perkins
Members of the Public

Item 1 – Meeting called to order

- Chair F. Cowett opened the meeting at 7:00 pm.
- Chair F. Cowett stated that Board member M. McMurry is unable to attend and appointed Alternate Member E. Quaroni a full voting member for the meeting.

Item 2 – September 29, 2025 Minutes

- The Board reviewed the minutes of the September 29, 2025 meeting.

Motion: J. Leijonhufvud

Second: R. Segelken

RESOLUTION No. 447
APPROVING MINUTES OF SEPTEMBER 29, 2025

RESOLVED, that the written, reviewed and revised minutes of the September 29, 2025 meeting are hereby approved.

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

Opposed – None

Item 3 – Public Comment

- No members of the public wished to comment.

Item 4 – East Upland Road Planned Development Zone (PDZ)

- J. Leijonhufvud stated that she will be doing consulting work for Whitham Design LLC which is advising the applicant on the East Upland Road Planned Development Zone project; she asked Attorney S.O. Shah to confirm that she should recuse herself from Planning Board consideration of the proposed PDZ.
- Attorney S.O. Shah confirmed that J. Leijonhufvud should recuse herself from any Planning Board business having to do with the proposed PDZ to avoid the appearance of a conflict of interest.
- J. Leijonhufvud recused herself from participating in this portion of the meeting.
- Chair F. Cowett stated that the Village’s Board of Trustees at its meeting on October 15 deemed the application for the East Upland Road Planned Development Zone to be complete, declared itself lead agency for SEQRA review, and categorized the PDZ as an Unlisted SEQRA action; should the Trustees approve the PDZ, development of the project would require site plan approval by the Planning Board; because the Planning Board is an agency that has discretionary decision authority to approve certain aspects of the project, the Trustees have requested that the Planning Board concur with the Trustees acting as lead agency in SEQRA review of the PDZ and that the Planning Board join the Trustees in a coordinated SEQRA review of the PDZ proposal; the Trustees have the authority to conduct and conclude SEQRA, but the Planning Board can provide the Trustees with input pertaining to environmental concerns during the SEQRA review process; the Trustees have therefore also requested that the Planning Board join them in a special meeting on Wednesday November 12 at 7:00 pm.
- The Planning Board discussed whether to concur with the designation of the Village’s Board of Trustees as lead agency in a coordinated SEQRA review with the Village’s Planning Board of the Upland Heights PDZ proposal.

Motion: M. Johnston

Second: E. Quaroni

RESOLUTION No. 448
SEQRA LEAD AGENCY CONCURRENCE
EAST UPLAND ROAD PLANNED DEVELOPMENT ZONE

WHEREAS, an applicant is proposing a Planned Development Zone (PDZ), which involves the construction of ten townhouses on two parcels located on East Upland Road; and

WHEREAS, the Village of Cayuga Heights Board of Trustees has deemed the PDZ application to be complete, has stated its intent to serve as lead agency for the SEQRA environmental review of the project, and has categorized the project as an Unlisted action under SEQRA; and

WHEREAS, the Board of Trustees has also stated that the SEQRA review will be conducted as a coordinated review amongst the various agencies that have discretionary decision authority to approve certain aspects of the project; and

WHEREAS, development of the project will require site plan approval by the Village of Cayuga Heights Planning Board; and

WHEREAS, in their October 15, 2025 meeting the Village of Cayuga Heights Board of Trustees requested lead agency concurrence from the Village of Cayuga Heights Planning Board and requested that the Planning Board agree to a coordinated SEQRA review of the project with the Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED THAT, the Village of Cayuga Heights Planning Board does hereby concur with the designation of the Board of Trustees of the Village of Cayuga Heights as lead agency under the New York State Environmental Quality Review Act for the purpose of overseeing the SEQRA environmental review of the Upland Heights PDZ and agrees to a coordinated SEQRA review of the project with the Board of Trustees.

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

Opposed – None

- The Planning Board discussed whether to participate with the Village’s Board of Trustees in a joint meeting on Wednesday November 12 at 7:00 pm at Marcham Hall.

Motion: R. Segelken

Second: M. Johnston

**RESOLUTION No. 449
JOINT MEETING WITH THE BOARD OF TRUSTEES
ON NOVEMBER 12, 2025**

RESOLVED, that the Village of Cayuga Heights Planning Board will participate with the Village’s Board of Trustees in a joint meeting on Wednesday November 12 at 7:00 pm at Marcham Hall.

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

Opposed – None

Item 5 – New Business

- Chair F. Cowett stated that, subsequent to the Planning Board approving the site plan for the proposed project at 515 Cayuga Heights Road at the Board’s September 29

meeting, an Article 78 proceeding was filed on October 8 appealing the granting of a variance for the project by the Village's Zoning Board of Appeals.

- Attorney S.O. Shah stated that an Article 78 proceeding can be a fairly lengthy process; should the variance be successfully appealed, the Zoning Board of Appeals would need to revisit its granting of the variance, after which the Planning Board would need to conduct another site plan review.
- R. Segelken asked if construction had started on the project.
- Code Enforcement Officer B. Cross replied that construction had not started; he is unable to issue a building permit until the Article 78 proceeding is resolved.
- Chair F. Cowett stated that the next regularly scheduled meeting of the Planning Board will be held on Monday November 24, 2025 at 7:00 pm at Marcham Hall.

Item 6 – Adjourn

- Meeting adjourned at 7:40 pm.