



SPECIAL TOWN BOARD MEETING

Lansing Town Hall Board Room
Monday, April 06, 2026
4:00 PM

AGENDA

SUBJECT TO CHANGE

Meeting is open to the public and streamed live on YouTube.

VIEW THE MEETING LIVE - TOWN OF LANSING YOUTUBE CHANNEL

To find our YouTube Channel - Go to www.lansingtownny.gov, click on the "YouTube" Icon (red square) located on the bottom left corner of our Home Page.

- 1. Call Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Resolutions**
 - [a.](#) Resolution Updating and Amending Town Planning Fee Schedules
- 5. Work Session**
- 6. Executive Session if Needed**
 - [a.](#) Motion to Enter/Exit
- 7. Adjourn Meeting**
 - [a.](#) Motion to Adjourn Meeting

In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in this meeting should contact the Town Clerk's Office at 607-533-4142. Request should be made 72 hours prior to the meeting.

RESOLUTION UPDATING AND AMENDING TOWN PLANNING FEE SCHEDULES

RESOLUTION 26-

RESOLUTION UPDATING AND AMENDING TOWN FEE SCHEUDLES

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, the town has long known it needed to update its fee schedules and commenced that work in 2025 to ensure fees were reasonable and fair for all sorts of varying projects of differing sizes; and

WHEREAS, while work will continue on an overall update for all permit, fee, occupancy, and use fees and charts in the town, the town has become aware that its existing planning fees were only designed to apply to typical residential and commercial projects, and do not work properly or fairly for large commercial or industrial projects; and

WHEREAS, this matter is classified as a Type II Action under SERQA such that no further or additional environmental review is required, and upon deliberation of the forging and the submitted information and amended fee schedule, the town board of the town of Lansing has hereby RESOLVED as follows:

- 1. Effective March 1, 2026 the existing Planning Fee Schedule is repealed and superseded, and the following Planning Fee Schedule shall apply

TOWN OF LANSING PLANNING FEE SCHEDULE

SITE PLAN REVIEW:

Site Plan Application & Review: Application fee is based upon estimated project cost, as follows:

\$1-\$150,000	\$ 250
\$150,001-300,000	\$ 400
\$300,001-\$600,000	\$ 600
\$600,001-\$1,200,000	\$ 900
\$1,200,001-\$4,000,000	\$ 1,250
\$4,000,001-\$10,000,000	\$ 2,000
\$10,000,001-\$25,000,000	\$ 2,500
Over \$25,000,000	\$ 4,000

Modifications: If there are no significant changes to the site plan the fee is \$250.

Where the changes are significant, fees are calculated per the chart above.

Special: NYS law and the town code permit additional charges or reimbursements, including but not limited to:

Developer’s Agreements: Large Projects, as determined by the Zoning Officer, may be required to submit escrow funds to cover the costs of technical or specialized studies or reviews (e.g., environmental,

stormwater, wetlands, traffic, etc.). A Town Planner shall initially determine the amount of such deposit.

Fees in Lieu of Dedication: Large projects, as determined by the planning board, may be required to pay a per dwelling parks and recreation fee, as determined upon a per project basis.

SPECIAL PERMITTING:

Special Use Permit Review: \$300.

Modifications: If there are no significant changes to the special permit the fee is \$150. Where the changes are significant, fees are \$300.

Special: NYS law and the town code permit additional charges or reimbursements, including but not limited to:

Developer’s Agreements: Large Projects, as determined by the Zoning Officer, may be required to submit escrow funds to cover the costs of technical or specialized studies or reviews (e.g., environmental, stormwater, wetlands, traffic, etc.). A Town Planner shall initially determine the amount of such deposit.

Fees in Lieu of Dedication: Large projects, as determined by the town board or planning board, may be required to pay a per dwelling parks and recreation fee, as determined upon a per project basis.

STORMWATER:

Notice of Ground Disturbance Permit: \$10.00.

Stormwater & Erosion Control Application: \$550.00, and additional costs for legal and/or engineering review may be required per Town Code Chapter 225.

SUBDIVISION:

Exempt Subdivision/Lot Line Adjustments: \$125.00.

Minor Subdivisions: \$250, plus \$200 for each lot (whether building lots or not) as shown in sketch plan or initially proposed preliminary plat, such total being due and payable at the time of initial application. Upon final approval, an additional fee of \$200 is due for each lot in excess of the initial number as presented/calculated (no refund is due for a reduction in lots upon approval).

Major Subdivisions: \$500 plus \$250 for each lot (whether building lots or not) as shown in sketch plan or initially proposed preliminary plat, due at time of initial application. Upon final approval, an additional fee of \$200 is due for each lot in excess of the initial number as presented/calculated (no refund is due for a reduction in lots upon approval). An initial escrow or developer’s agreement may be required per Town Code Chapter 235.

Parks and Recreation Fees for New Development: Fees in lieu of dedications may be required in an amount of up to \$1,250 per Dwelling Unit, determined on a per project basis.

ZONING & REZONING:

Appeal to Zoning Board of Appeals: \$150.

Area Variance Application: \$150.

Use Variance Application: \$300.

Planned Development Area (PDA): Initial fee \$1,250, plus any escrow or developer’s agreement fees as determined by the town planner, plus applicable site planning, subdivision, ZBA, and special permitting fees, as applicable.

Petition for Zoning Amendment or Change: \$150.

Petition for Open Development Area: \$400.

GENERAL & OTHER FEES:

Cell Tower Application Fee: \$2,000, plus any escrow or developer’s agreement fees as determined by the town planner pursuant to Town Code Chapter 119.

Floodplain Development Permit: \$250, plus any escrow or developer’s agreement fees as determined by the town planner pursuant to Town Code Chapter 142.

Junkyard Permit or Renewal: \$300, plus any escrow or developer’s agreement fees as determined by the town planner pursuant to Town Code Chapter 158.

Outdoor Storage Exemption Certificate: \$100

Public Hearing Notification Fee: \$100

Utility Availability Letter: \$150

Zoning Compliance Letter: \$150

2. Any person or entity that paid any fees upon or after March 1, 2026 for any of the matters referenced in the above chart may apply for a refund by submitting their name, the name of the payor, the amount paid, the name of the project or purpose of the fee, the amount of refund claimed as due, and the equities or legal bases supporting the request for a refund of fees. All refunds shall be subject to audit, review, and approval by the town board.

The question of the adoption of such Resolution was duly motioned by Councilperson _____, duly seconded by Councilperson _____, and put to a roll call vote with the following results:

Councilperson Judy Drake –
Councilperson Christine Montague –
Supervisor Ruth Groff –

Councilperson Laurie Hemmings –
Councilperson Joseph Wetmore –

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on April 6, 2026.

MOTION TO ENTER EXECUTIVE SESSION

Councilperson _____ moved to **ENTER EXECUTIVE SESSION TO DISCUSS**

AT _____ PM.

Councilperson _____ seconded the motion.

All in Favor – _____ Opposed – _____

MOTION TO EXIT EXECUTIVE SESSION

Councilperson _____ moved to **EXIT EXECUTIVE SESSION AT _____ PM.**

Councilperson _____ seconded the motion.

All in Favor – _____ Opposed – _____

MOTION TO ADJOURN MEETING

Councilperson _____ moved to **ADJOURN THE MEETING AT _____ PM.**

Councilperson _____ seconded the motion.

All in Favor – _____ Opposed – _____