



Phillips Lytle LLP

VIA FEDERAL EXPRESS

December 14, 2017

Village of Trumansburg Planning Board
c/o Mr. Rick Geiger, Chairman
Village Hall
56 E. Main Street
Trumansburg, NY 14886

Re: **Application for Preliminary Major Subdivision Review**
Ithaca Neighborhood Housing Services and Sundial Property Development,
LLC/Claudia Brenners' Proposed Project at 46 South Street in the Village of
Trumansburg, New York

Dear Chairman Geiger and Members of the Planning Board:

As you know, we represent Ithaca Neighborhood Housing Services ("INHS") in connection with the project at 46 South Street ("Project"), which involves the proposed development of a residential/mixed-use/mixed-income residential project on a nineteen (19) acre parcel of property located at 46 South Street in the Village of Trumansburg, New York ("Site"). The Project, which will be set on fifteen (15) individual lots, will consist of seventeen (17) market rate for-sale units, ten (10) affordable for-sale townhomes, six (6) affordable rental townhomes, and forty (40) rental apartments in a two story elevator building. The apartment building will include a 3,000 square foot community lounge which will house a kitchenette and laundry facilities for use by residents, as well as management and maintenance offices. The Trumansburg Community Nursery School, a 501c3 non-profit organization, will construct and operate a 4,500 square foot school on the Site. The goal of the Project is to create an intergenerational, mixed income community where seniors can age in place and young families can purchase homes in the very competitive local housing market.

On behalf of INHS and Sundial Property Development LLC/Claudia Brenner ("Applicants"), we are pleased to submit this letter of intent and application with supporting documentation for Preliminary Major Subdivision Review ("Subdivision Application"). We request that the Village of Trumansburg Planning Board ("Planning Board") commence its Preliminary Major Subdivision Review process. We also request

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that the Planning Board initiate an environmental review of the Project pursuant to Article 5 ("VEQRA") of the Village of Trumansburg Code ("Code"), as well as the State Environmental Quality Review Act, Article 8 of the New York Environmental Conservation Law, as amended and the regulations adopted pursuant thereto by the Department of Environmental Conservation of the State of New York, being 6 N.Y.C.R.R. Part 617, et. seq., as amended ("SEQRA") (collectively, "VEQRA/SEQRA").

Enclosed you will find one (1) original and eight (8) copies of this Subdivision Application, with the following exhibits attached hereto and made part hereof:

- Exhibit A:** Subdivision Application Form
- Exhibit B:** Preliminary Plat
- Exhibit C:** Aerial Map
- Exhibit D:** Subdivision Review Compliance Checklist

PROJECT DETAILS

Applicant: Ithaca Neighborhood Housing Services; Sundial Property Development, LLC/Claudia Brenner

Attorney Contact: Phillips Lytle LLP
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Project Location: 46 South Street in the Village of Trumansburg, New York in an Area Zoned R1 Residential District

Property Owner: Sundial Property Development, LLC



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Project Description: INHS proposes the development of a residential/mixed-use/mixed-income neighborhood project resulting in seventeen (17) market rate for-sale units, ten (10) affordable for-sale townhomes, six (6) affordable rental townhomes, and forty (40) rental apartments in a two story elevator building. The apartment building will include a 3,000 square foot community lounge which will house a kitchenette and laundry facilities for use by residents, as well as management and maintenance offices. The Trumansburg Community Nursery School, a 501c3 non-profit organization, will construct and operate a 4,500 square foot school on the Site.

PROJECT NARRATIVE

The Site consists of nineteen (19) acres located at 46 South Street in the Village of Trumansburg ("Village"). See Aerial Map attached hereto as *Exhibit C*. The Project is being developed by Sundial Property Development, LLC/Claudia Brenner, a local architect, and INHS, a 40 year old non-profit organization. Both Ms. Brenner and INHS have a long history of working in the Village. INHS currently manages sixty (60) units of senior housing on Juniper Lane and four (4) units on Main Street in the Village. Ms. Brenner has been the architect of record on more than twenty (20) projects in the Village.

The Project consists of the new development of 73 housing units and a nursery school. The housing will be a mix of for-sale and affordable rentals. The proposed unit mix includes seventeen (17) market rate for-sale units to be developed and sold by Ms. Brenner, ten (10) affordable for-sale homes sold by INHS, six (6) affordable rental townhomes, and forty (40) affordable rental apartments in a two (2) story elevator building owned and managed by INHS. The apartment building will include a 3,000 square foot community lounge which will house a kitchenette and laundry facilities for



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use by residents, as well as management and maintenance offices. The Trumansburg Community Nursery School, a 501c3 non-profit organization, will construct and operate a 4,500 square foot school on the Site.

PRELIMINARY SUBDIVISION REVIEW ANALYSIS

Section 431 of the Code requires INHS to undertake Preliminary Subdivision review with the Planning Board. On August 24, 2017, the Planning Board determined that the Project be classified as a Major Subdivision. Thus, below you will find each Major Preliminary Subdivision review requirement set forth in the Code, along with an explanation describing how each has been addressed and, as applicable, an exhibit reference directing your attention to the relevant materials. Please note that Applicants are simultaneously applying for preliminary site plan approval ("**Site Plan Application**"). To avoid multiple duplicative submittals, in some instances, supporting exhibits for the Subdivision Application are referenced to the Site Plan Application.

Section 432. Major Subdivision Preliminary Plat and Accompanying Data. To initiate review and approval of any subdivision, an owner/subdivider of land must submit to the Planning Board the following documents:

(a) Proposed subdivision name, name of Village, Town, and County in which it is located, date, true north point, scale, name and address of owner of record, subdivider, engineer or surveyor, including license number and seal.

Applicants' Response: See Exhibit B, Preliminary Plat.

(b) The name/s of all subdivisions immediately adjacent and the name of the owners of record of all adjacent property.

Applicants' Response: See Exhibit B, Preliminary Plat.

(c) Zoning district, including exact boundary of districts, where applicable.



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Applicants' Response: *See Site Plan Application.*

(d) All parcels of land proposed to be dedicated to public use and the condition of such dedication.

Applicants' Response: *See Exhibit B, Preliminary Plat.*

(e) Location of existing property lines, easements, buildings, water courses and wetlands, rock outcrops, wooded areas, single trees with a circumference of 25 inches or more as measured 3 feet above the base of the trunk, and other significant existing features for the proposed subdivision and adjacent property.

Applicants' Response: *See Site Plan Application.*

(f) Location of existing sewers, water mains, culverts, and drains on the property, with pipe sizes, grades, and directions of flow.

Applicants' Response: *See Site Plan Application.*

(g) Contours with intervals of 10 feet or less as required by the Planning Board, including elevations on existing roads. Approximate grading plan if natural contours are to be changed more than 2 feet.

Applicants' Response: *See Site Plan Application.*

(h) The width and location of any streets or public ways or places shown on the Official Map or the Master Plan, if such exists, within the area to be subdivided, and the width, location, grades, and street profiles of all streets or public ways proposed by the developer.

Applicants' Response: *See Site Plan Application. See also, Exhibit B, Preliminary Plat.*

(i) The approximate location and size of all proposed water lines, valves, hydrants, and sewer lines, and fire alarm boxes. Connection to existing lines or alternate means of



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water supply or sewage disposal and treatment as provided in the Tompkins County Sanitary Code. Profiles of all proposed water and sewer lines.

Applicants' Response: *See Site Plan Application.*

(j) Storm drainage plan indicating the approximate location and size of proposed lines and their profiles. Connection to existing or alternate means of disposal.

Applicants' Response: *See Site Plan Application.*

(k) Plans and cross-sections showing the proposed location and type of sidewalks, street lighting standards, street trees, curbs, water mains, sanitary sewers, and storm drains, and the size and type thereof, the character, width, and depth of pavements and sub-base, the location of manholes, basins, and underground conduits.

Applicants' Response: *See Site Plan Application.*

(l) Preliminary designs of any bridges or culverts which may be required.

Applicants' Response: *See Site Plan Application. See also, Exhibit B, Preliminary Plat.*

(m) The proposed lot lines with approximate dimensions and area of each lot.

Applicants' Response: *See Site Plan Application. See also, Exhibit B, Preliminary Plat.*

(n) Where the topography is such as to make difficult the inclusion of any of the required facilities within the public areas as laid out, the preliminary plat shall show the boundaries of proposed permanent easements over or under private property, which permanent easements shall not be less than 20 feet in width, and which shall provide satisfactory access to an existing public highway or other public open space shown on the subdivision or the Official Map.



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Applicants' Response: See Exhibit B, Preliminary Plat.

(o) An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances, made and certified to by a licensed land surveyor. The corners of the tract shall also be located on the ground and marked by substantial monuments of such size and type as approved by the Village Engineer, and shall be referred to and shown on the Plat.

Applicants' Response: See Site Plan Application.

(p) If the application covers only a part of the subdivider's holding, a map of the entire tract, drawn at a scale of not less than 1 : 4,800 showing an outline of the platted area with its proposed streets and indication of the probable future street system with its grades and drainage in the remaining portion of the tract and the probable future drainage layout of the entire tract shall be submitted so that the part of the subdivider's holding submitted can be considered in the light of the entire holding.

Applicants' Response:

(q) A copy of any covenants or deed restrictions intended to cover all or part of the tract.

Applicants' Response: See Site Plan Application.

(r) A Full Environmental Assessment Form (EAF, long form) with Part 1 filled in.

Applicants' Response: See Site Plan Application.

Section 470. **General Requirements and Design Standards**

In considering applications for subdivision of land, the Planning Board shall be guided by the standards set forth in the following sections. The standards shall be considered **minimum** requirements.

Section 471. **General Considerations**



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471.1 Character of Land. Land to be subdivided shall be of such character that it can be used safely for building purposes without danger to health or peril from fire, flood, or other menace.

Applicants' Response: *The Project has been developed in support of general health, safety, and welfare in accordance with all applicable building codes and Village Subdivision Regulations.*

471.2 Conformity to Official Map and Comprehensive Plan. Subdivisions shall conform to the Official Map of the Village and shall be in harmony with the Master Plan.

Applicants' Response: *The Project has been developed consistent with the Village Comprehensive Plan, including, but not limited to:*

- *the provision of a variation in housing options and types;*
- *supports walkability both within the newly created neighborhood, as well as, safe pedestrian connectivity to downtown and nearby school campus;*
- *mixed-income neighborhood development with affordable housing options including affordable dwelling units suitable for seniors; and*
- *preserves and enhances existing open space and provides community amenities.*

For additional analysis of compliance with the Comprehensive Plan, See Exhibit O, Narrative of Consistency With Comprehensive Plan/Zoning.

471.3 Specifications for Required Improvements. All required improvements shall be constructed or installed to conform to the Village Specifications.

Applicants' Response: *Acknowledged.*

471.4 Acceptance. Roads will be accepted only if they are free and clear of all liens, encumbrances, easements, and/or rights of way. A written statement of acceptance must be filed by the Supervisor of Public Works, the Village Engineer, and the Village Attorney before any road shall be accepted by the Village Board.

Applicants' Response: *All proposed Village roads will be free and clear of any liens, encumbrances, easements, and/or rights of way prior to dedication to the Village.*



Section 472. Street Layout

472.1 Width, Location, and Construction. Streets shall be of sufficient width, suitably located, and adequately constructed to conform with the Master Plan, and to accommodate the prospective traffic and afford access for firefighting, snow removal, and other road maintenance equipment. The arrangement of streets shall be such as to cause no undue hardship to adjoining properties and shall be coordinated so as to compose a convenient system.

***Applicants' Response:** Applicant will ensure, through consultation with the Department of Public Works, that the road layout and design is compliant with subdivision regulations and is appropriately sized to facilitate traffic and access needs.*

472.2 Arrangement. The arrangement of streets in the subdivision shall provide for the continuation of principal streets of adjoining subdivisions, and for proper projection of principal streets into adjoining properties which are not yet subdivided, in order to make possible necessary fire protection, movement of traffic, and the construction or extension, presently or when later required, of needed utilities and public services such as sewers, water lines, and drainage facilities.

Subdivisions containing 20 units or more shall have at least two street connections with existing public streets, or streets shown on the Official Map, if such exists, or streets on an approved Subdivision Plat for which a bond has been filed.

Where, in the opinion of the Planning Board, topographic or other conditions make such continuance undesirable or impracticable, the above conditions may be modified.

***Applicants' Response:** The proposed Project supports the orderly extension of public roads utilities and allows for a future extension of the public road to connect to the parcel contiguous to the southwest corner of the Site. As a proposed major subdivision with more than twenty (20) units, the Project allows for connections to two (2) existing streets – i.e. Pennsylvania Avenue on the west side and South Street on the east side.*

472.3 Minor Streets. Minor streets shall be so laid out that their use by through traffic will be discouraged.



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Applicants' Response: *Curved (i.e. elongated) minor street lay out and multiple intersections discourage through traffic.*

472.4 Special Treatment Along Major Streets. When a subdivision abuts or contains an existing or proposed major street, the Board may require marginal access streets, reverse frontage with screen planting contained in a non-access reservation along the rear property line, deep lots with rear service alleys, or such other treatment as may be necessary for adequate protection of residential properties and to afford separation of through and local traffic.

Applicants' Response: *Not applicable.*

472.5 Provision for Future Re-Subdivision.

Where a tract is subdivided into lots substantially larger than the minimum size required in the zoning district in which a subdivision is located, the Board may require that streets and lots be laid out so as to permit future re-subdivision in accordance with the requirements contained in these regulations.

Applicants' Response: *The Applicants have no intent to re-subdivide the proposed lots.*

472.6 Circle Drives and Loop Streets. The creation of circle drive or loop residential streets will be encouraged wherever the Board finds that such types of streets are needed or desirable. The Board may require the reservation of a 20 foot wide easement to provide for continuation of pedestrian traffic and utilities to the next street.

Applicants' Response: *Acknowledged.*

472.7 Block Size. Blocks generally shall not be less than 400 feet nor more than 1200 feet in length. In general, no block width shall be less than twice the normal lot depth. In blocks exceeding 800 feet in length, the Planning Board may require the reservation of a 20-foot wide easement through the block to provide for the crossing of underground utilities and pedestrian traffic where needed or desirable and may further specify, at its discretion that a 4 foot wide paved foot path be included.



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Applicants' Response: Proposed lot block size conforms with general dimensions listed including Lot 12.

472.8 Intersections with Collector or Major Arterial Roads. Minor or secondary street openings into such roads shall, in general, be at least 500 feet apart.

Applicants' Response: The proposed major subdivision roadway (Public Road to Pennsylvania Avenue) complies with this requirement. The proposed Private Drive will be 470' south of School House Lane.

472.9 Street Jogs. Street jogs with centerline offsets of less than 125 feet shall not normally be permitted.

Applicants' Response: Project road layout complies with this requirement.

472.10 Angle and Slope of Intersection. In general, all streets shall join each other so that for a distance of at least 30 feet the street is approximately at right angles to the street it joins, and at a slope of 3 percent or less.

Applicants' Response: All Project intersections meet these requirements.

472.11 Relation to Topography. The street plan of a proposed subdivision shall bear a logical relationship to the topography of the property, and all streets shall be arranged so as to obtain as many of the building sites as possible at or above the grade of the streets. Grades of streets shall conform as closely as possible to the original topography.

Applicants' Response: The proposed Project street layout was developed specifically to respond to existing topography (i.e. run parallel to the contours where possible) with proposed first floor finished elevations set above the grade at road frontage where possible.

Section 473. Street Design

473.1 Improvements. Streets shall be graded and improved with pavements, curbs and gutters, sidewalks, storm drainage facilities, water mains, sewers, street lights and signs, street trees, and fire hydrants, except where waivers may be requested, and the Planning Board may waive, subject to appropriate conditions, such improvements as it



considers may be omitted without jeopardy to the public health, safety, and general welfare. Pedestrian easements shall be improved as required by the Village Engineer. Such grading and improvements shall be approved as to design and specifications by the Village Engineer. Installation of fire hydrants shall be in conformity with all requirements of standard thread and nut as specified by the New York Fire Insurance Rating Organization and the Division of Fire Safety of the State of New York.

Applicants' Response: *The proposed Project includes these improvements and is in compliance with referenced fire safety requirements.*

Lighting facilities shall be in conformance with the lighting system of the Village. Such lighting standards and fixtures shall be installed after approval by the appropriate power company and the authorized Village electrical inspector.

Applicants' Response: *Regularly spaced pole mounted site lighting has been developed to provide adequate illumination for roadway and pedestrian circulation facilities. See Site Plan Application.*

473.2 Utilities in Streets. The Planning Board shall, wherever possible, require that underground utilities be placed in the street right-of-way between the paved roadway and street line to simplify location and repair of lines when they require attention. The subdivider shall install underground service connections to the property line of each lot within the subdivision for such required utilities before the street is paved.

Applicants' Response: *The curvature of the proposed roadways and the required separation distances between utilities limits the ability to keep all utilities outside of paved streets. Service connections will be installed to the edge of the right-of-way prior to paving.*

473.3 Utility Easements. Where topography is such to make impractical the inclusion of utilities within the street rights-of-way, perpetual unobstructed easements at least 20 feet in width shall be otherwise provided with satisfactory access to the street. Wherever possible, easements shall be continuous from block to block and shall present as few irregularities as possible. Such easements shall be cleared and graded where required.

Applicants' Response: *Proposed utility easements meet these requirements.*



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473.4 Changes in Grade. All changes in grade shall be connected by vertical curves of such length and radius as meet with the approval of the Village Engineer so that clear visibility shall be provided for a safe distance.

***Applicants' Response:** Subtle vertical curves have been incorporated into the roadway design to maintain adequate sight distances.*

473.5 Watercourses. Where a watercourse separates a proposed street from abutting property, provision shall be made for access to all lots by means of culverts or other structures of design approved by the Village Engineer. Where a subdivision is traversed by a watercourse, drainage way, channel, or stream there shall be provided a storm water easement or drainage right-of-way as required by the Village Engineer, and in no case less than 20 feet in width.

***Applicants' Response:** A box culvert is proposed to convey the runoff from Wetland A in the northwest corner of the site across the proposed Village Road to the large stormwater wetland. A 20' wide easement has been proposed.*

Section 474. Street Names

474.1 Type of Name. All street names shown on a Preliminary Plat or Subdivision Plat shall be approved by the Planning Board. In general, streets shall have names and not numbers or letters.

***Applicants' Response:** Public streets and private drives have not yet been named as part of the Subdivision Application. The Applicants welcome the opportunity to work with the Village in developing name options.*

474.2 Names to be Substantially Different. The subdivider shall confer with the County Fire Coordinator to assure that proposed street names are substantially different and are not confused in sound or spelling with present names in this or nearby municipalities, except that streets that join or are in alignment with streets of an abutting or neighboring property shall bear the same name. Generally, no street should change direction sharply or at a corner without a change in street name.



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Applicants' Response: *Public streets and private drives have not yet been named as part of the Subdivision Application.*

Section 475. Lots

475.1 Lots to be Buildable. The lot arrangement shall be such that in constructing a building in compliance with the zoning regulations, there will be no foreseeable difficulties for reasons of topography or other natural conditions. Lots should not be of such depth as to encourage the later creation of a second building lot at the front or rear.

Applicants' Response: *The proposed Project complies with this requirement.*

475.2 Side Lines. All side lines of lots shall be at right angles to straight street lines and radial to curved street lines, unless a variance from this rule will give a better street or lot plan.

Applicants' Response: *The proposed Project complies with this requirement with the following exceptions: Lots 10; 11; 14; and 15. Side Lines for these lots have been developed to create "orderly" lots with side lines which are not radial to the curved street line.*

475.3 Corner Lots. In general, corner lots should be larger than interior lots to provide for proper building setback from each street and provide a desirable building site, and to avoid obstruction of free visibility at the roadway intersection.

Applicants' Response: *The proposed Project complies with this requirement.*

475.4 Driveway Access. Driveway access and grades shall conform to specifications of the Village Driveway Law, if one exists. Driveway grades between the street and the setback line shall not exceed 10 percent.

Applicants' Response: *The proposed Project complies with this requirement.*

475.5 Access from Private Streets. Access from private streets shall be deemed acceptable only if such streets are designed and improved in accordance with these regulations.

Applicants' Response: *The proposed Project complies with this requirement.*



475.6 Monuments and Lot Corner Markers. Permanent monuments meeting specifications approved by the Village Engineer as to size, type, and installation, shall be set at such block corners, angle points, points of curves in streets, and other points as the Village Engineer may require and their location shall be shown on the Subdivision Plat.

Applicants' Response: Proper monumentation will be installed in accordance with Village standards.

Section 476. Drainage Improvements

476.1 Removal of Spring and Surface Water. The subdivider may be required by the Planning Board to carry away by pipe or watercourse any spring or surface water that may exist either previous to, or as a result of the subdivision. Such drainage facilities shall be located in the street right-of-way where feasible, or in perpetual unobstructed easements of appropriate width.

Applicants' Response: Acknowledged.

476.2 Drainage Structure to Accommodate Potential Development Upstream. A culvert or other drainage facility shall, in each case, be large enough to accommodate potential runoff from the entire upstream drainage area, whether inside or outside the subdivision. The Village Engineer shall approve the design and size of the facility based on anticipated run-off from a ten-year storm under conditions of total potential development permitted by the Zoning Regulations in the watershed.

Applicants' Response: A box culvert is proposed to convey the runoff from Wetland A in the northwest corner of the Site across the proposed Village Road to the large stormwater wetland.

476.3 Responsibility for Drainage Downstream. The subdivider's engineer shall also study the effect of each subdivision on the existing downstream drainage facilities outside the area of the subdivision; this study shall be reviewed by the Village Engineer. Where it is anticipated that the additional run-off incident to the development of the subdivision will overload an existing downstream drainage facility during a ten-year storm, the Planning Board shall notify the Village Board of such potential condition. In



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such case, the Planning Board shall not approve the subdivision until provision has been made for the improvement of such condition.

Applicants' Response: *The drainage facilities in South Street at the Private Drive are undersized and in poor condition. Approximately 100LF of piping and a new drainage structure will be installed to improve the drainage facilities on South Street. Runoff from the balance of the Site will be controlled by on-Site stormwater management systems so no downstream drainage facilities will need to be modified.*

476.4 Land Subject to Flooding or Uninhabitable Land. Land subject to flooding or land deemed by the Planning Board to be uninhabitable shall not be platted for residential occupancy, nor for such other uses as may increase danger to health, life, or property, or aggravate the flood hazard, but such land within the plat shall be set aside for such uses as shall not be endangered by periodic or occasional inundation, or improved in a manner satisfactory to the Planning Board to remedy the hazardous conditions. (See Trumansburg Local Law No. 1-1987, *Flood Damage Prevention Local Law*, concerning regulation of development in Flood Hazard Areas.)

Applicants' Response: *The Project is not within a Flood Hazard Area.*

Section 477. Parks, Open Spaces, and Natural Features

477.1 Recreation Areas Shown on Village Plan. Where a proposed park, playground, or open space shown on the Village Plan is located in whole or in part in a subdivision, the Board shall require that such area or areas be shown on the Plat in accordance with the requirements specified in paragraph 487.2 below. Such area or areas may be dedicated to the Village or County by the subdivider if the Village Board approves such dedication.

Applicants' Response: *Not applicable.*

477.2 Parks and Playgrounds not Shown on Village Plan. The Planning Board shall require that the Plat shows sites of a character, extent, and location suitable for the development of a park, playground, or other recreation purpose. The Planning Board may require that the developer satisfactorily grade any such recreation areas shown on the Plat.



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Applicants' Response: *Community exterior recreation area has been provided east of the centrally located apartment building on Lot 12. Additional pedestrian circulation paths set within open space are intended to serve as supplemental passive recreation amenities.*

The Board shall require that not less than 3 acres of recreation space be provided per 100 dwelling units shown on the plat. However, in no case shall the amount required be more than 10 percent of the total area of the subdivision. Such area or areas may be dedicated to the Village by the subdivider if the Village Board approved such dedication.

Applicants' Response: *Acknowledged.*

477.3 Information to be Submitted for Evaluation of Proposed Recreation Site. In the event that an area to be used for a park or playground is required by the Board to be shown on the plat, the subdivider shall submit to the Board, prior to final approval, a reproducible site map of the proposed park or playground area at a scale not smaller than 1:3,600, with the following features shown thereon:

- (a) The boundaries of the area, giving lengths and bearing of all straight lines, radii, lengths, central angles, and tangent distances of all curves.

Applicants' Response: *Applicants will comply as necessary.*

- (b) Existing features such as brooks, ponds, clusters of trees, rock outcrops, and structures.

Applicants' Response: *Applicants will comply as necessary.*

- (c) Existing, and, if applicable, proposed changes in grade and contours of the area and of areas immediately adjacent.

Applicants' Response: *Applicants will comply as necessary.*

477.4 Waiver of Plat Designation of Area for Parks and Playgrounds. In cases where the Planning Board finds that due to the size, topography, or location of the subdivision, land for park, playground, or other recreation purpose cannot be properly



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located therein, or, if in the opinion of the Village Board or Planning Board it is not desirable, the Planning Board may waive the requirement that the Plat show land for such purposes.

If the Board does waive this requirement it shall then require as a condition to approval of the Plat a payment to the Village of Trumansburg an amount of \$250.00 per unit shown on the Final Plat. Such payment shall be made to the Village at the time of Final Plat approval, and no Plat shall be signed by the authorized officer of the Planning Board until such payment is made. The Village has conducted financial analysis which indicates this sum is reasonably related, and conservatively so, to the additional burden a new residential dwelling lot creates for recreational requirements of the village's citizens. All such payments shall be held by the Village in a special Village Recreation Site Acquisition and improvement Fund to be used for the acquisition or improvement of land that:

- (a) is suitable for public park, playground, or other recreational purposes, and
- (b) is so located that it will serve primarily the general neighborhood in which the land covered by the Plat lies, and
- (c) shall be used only for park, playground, or other recreational land acquisition or improvements.

Such money may also be used for the physical improvement of existing parks or recreation areas serving the general neighborhood in which the land shown on the Plat is situated, providing the Planning Board finds there is a need for such improvements.

Applicants' Response: *Acknowledged.*

477.5 Reserve Strips Prohibited. Reserve strips of land, which might be used to control access from the proposed subdivision to any neighboring property, or to any land within the subdivision itself shall be prohibited.

Applicants' Response: *Acknowledged.*



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477.6 Preservation of Natural Features. The Planning Board shall, wherever possible, establish the preservation of all natural features which add value to residential developments and to the community, such as large trees or groves, water courses and falls, historic spots, and similar irreplaceable assets. No tree with a circumference of 25 inches or more as measured 3 feet above the base of the trunk shall be removed unless the tree is within the right-of-way of a street as shown on the final Subdivision Plat. Removal of additional trees shall be subject to the approval of the Planning Board. In no case, however, shall a tree with a circumference of 25 inches or more as measured 3 feet above the base of the trunk be removed without prior approval by the Planning Board.

Applicants' Response: Acknowledged.

Section 490. Additional Design and Construction Requirements.

As part of the proposed Project, the design of both public roads and private drives have been developed in accordance with NYSDOT requirements for street construction and will be provided for review by the Village Department of Public Works representative.

GENERAL MUNICIPAL LAW ("GML") REFERRAL

To the extent that this Application requires referral under GML 239-m, this matter may need to be reviewed by the Tompkins County Planning Department, and we ask that this Application be so submitted, if required.

CONCLUSION

On behalf of the Applicants, we respectfully request that the Planning Board initiate Major Subdivision review by determining that the Subdivision Application contains all information required by the Village subdivision regulations. In addition, we also request that the Planning Board initiate the VEQRA/SEQRA process by declaring its intent to be lead agency. We look forward to discussing this Subdivision Application as well as answering any questions in connection with the same at the Planning Board's next regularly scheduled meeting on Thursday, January 25, 2018.



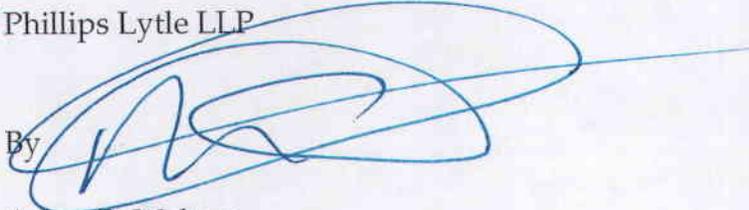
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December 14, 2017

In the meantime, if you have any questions with the information contained herein,
please do not hesitate to contact the undersigned.

Very truly yours,

Phillips Lytle LLP

By 

Adam S. Walters

cc: Matt Johnston, Village Planner
Joseph L. Bowes, Director of Real Estate Development, INHS
Alena Fast, Real Estate Developer, INHS
Claudia Brenner, Architect

Doc #01-3079012.2

Exhibit A



Date of Application:
12-15-17

Subdivision Application

Proposed Subdivision Name: 46 South Street- working name

Parcel Number(s) : 9-1-2 & 8-3-2.2

Name of street(s) which property abuts: South Street, Pennsylvania Avenue

Applicant's Name: Ithaca Neighborhood Housing Services

Address: 115 W. Clinton Street City: Ithaca

State: NY Zip: 14850 Phone #: 607-277-4500

Interest (circle one): Owner-of-record **Option Holder** Broker or Agent

Owner's Name: Sundial Property Develoment, LLC

Address: 421 N. Aurora Street City: Ithaca

State: NY Zip: 14850 Phone #: 607-227-9626

****If Applicant is NOT Owner-of-record, please provide above information and a letter of authorization from the owner of record****

- The Proposed Subdivision is a (check on of following):
- Minor Subdivision (lot line adjustment, no new lots being created) _____
 - Minor Subdivision (1-2 new lots created) _____
 - Minor Subdivision (3-4 new lots created) _____
 - Major Subdivision (5 or more new lots created) x

How many total lots are to be created by this subdivision? 15

What is the current Zoning Classification of this property? Residential1

What is (are) the current land uses of this property? Agricultural

Are new public streets being proposed as a part of this Subdivision? (circle one) **YES** NO

Are any variances being requested as a part of this Subdivision? (circle one) YES **NO**
****If yes, please attached a full detailed description of each variance being requested.****

*****PLEASE COMPLETE BACK SIDE OF FORM*****

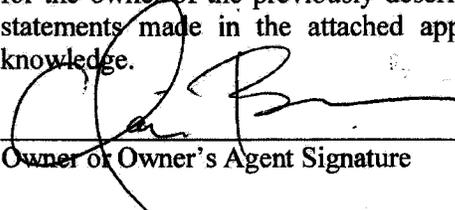
Applicant's Acknowledgement

I understand that with this application I responsible for the following:
(please read and initial each item):

- Reading the Village of Trumansburg Subdivision Regulation. CB
- Abiding by the Regulations set forth in the Subdivision Regulations. CB
- Reading the Zoning Code regulations that apply to my proposal. CB
- Obtaining and reading the Construction standards that apply to my proposal. CB
- Providing a detailed written description of my proposal. CB
- Providing a SITE LOCATION PLAN drawn in accordance with the Subdivision Regulations. CB
- Providing a Letter of Authorization from the Owner-of-Record, if applicant is NOT the property owner. CB
- Paying all required fees associated with my proposal. CB
- Submitting ALL required information and fees along with this application, in order to start subdivision process CB

I, the applicant, herby acknowledge that I understand and agree that any error, misstatement or misrepresentation of material fact, whether or not deliberate, that might or would otherwise cause this application to be denied, or any material alteration or change in the plans, specifications or property line location accompanying this application made subsequent to the issuance of a permit relating to this application, without the approval of the Village of Trumansburg, shall constitute sufficient ground for the immediate revocation of such permit.

I, being dully sworn according to law, hereby swear and attest that I am the lawful owner or agent for the owner of the previously described property and that the allegations, representations and statements made in the attached application are accurate and complete to the best of my knowledge.



Owner or Owner's Agent Signature

12-13-17
Date

LETTER OF AUTHORIZATION

Sundial Property Development, LLC, the owner ("Owner") of 46 South Street in the Village of Trumansburg, New York (the "Site"), does hereby authorize Ithaca Neighborhood Housing Services ("INHS") to file any application(s) for government approvals that are necessary for Subdivision and Site Plan Approval for the proposed 46 South Street Project or for any similar reason.

Assessor's Parcel Number: 9-1-2 & 8-3-2.2 (To be consolidated into one (1) parcel)

Site Owner: Sundial Property Development, LLC

By:



Name:

CLAUDIA BRENNER

Title:

SOLE MEMBER SUNDIAL Prop Dev LLC

Certified Authorized Signatory

COPY

DEC 08 2017



Department of Assessment

BY: Kuo

128 East Buffalo Street

Jay Franklin
Director

Irene Kehoe
Assistant Director

TAX SEARCH FOR CONSOLIDATION

Requirements for consolidation:

1. Identical ownership of all parcels to be consolidated
2. All parcels to be contiguous (adjoining), may cross roads
3. All parcels to be located in the same Municipality, Special District and School District
4. All taxes need to be current and paid in full

NOTE: If you plan on splitting the consolidated parcels in the future, it is advised you should call your local Zoning or Planning Department to verify you will be able to split the combined parcels.

CITY _____ TOWN Ulysses VILLAGE Trumansburg

RESIDENTIAL yes COMMERCIAL _____

PARCELS TO BE CONSOLIDATED:

- | | |
|-----------------|-------------------|
| 1. <u>9-1-2</u> | 2. <u>8-3-2.2</u> |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

OWNER(S) OF RECORD

Sundial Property Development LLC

FOR TAX/ASSESSMENT ROLL YEAR: 2018

All taxes are paid on each of the parcels to be consolidated yes no

CONSOLIDATION REQUESTED BY: [Signature] 12-8-17 607-275-0715
Signature & Date Phone Number

*Please Note: Consolidation requests made by March 1st will take effect for the current year Final Assessment Roll. Consolidation requests made after will take effect the following year.

COMMENTS: _____

For Office Use Only	
RPA: _____	PARCEL TO BE KNOWN AS: _____
<input type="checkbox"/> Finance	<input type="checkbox"/> Input
<input type="checkbox"/> Mapping	<input type="checkbox"/> Processed

Mail Address:
128 East Buffalo Street
Ithaca, New York 14850
<http://www.tompkins-co.org/assessment/>

Tel: 607-274-5517
Fax: 607-274-5507
assessment@tompkins-co.org

Exhibit B

DATE	REVISION

Warning
ATTENTION TO THIS MAP NOT BEING A FINAL MAP OF THE SUBDIVISION, NEW YORK STATE ENGINEERS AND SURVEYORS BY LAW REQUIRE THAT ALL CERTIFICATIONS HEREON ARE VALID FOR THIS MAP AND ONLY FOR THE PURPOSES OF THE MASSING AND LAYOUT OF THE LOTS. NO OTHER INFORMATION OR SIGNATURE APPEARS HEREON.

DARRIN A. BROCK, L.S.
N.Y.S. LICENSE NO. 050597
D.A.B.
SIGNATURE
LICENSED LAND SURVEYOR



PROJECT
SUNDIAL PROPERTY DEVELOPMENT, LLC
421 NORTH AURORA STREET
ITHACA, NY 14850

SHEET TITLE
PRELIMINARY PLAT

JOB NO.
S15748B

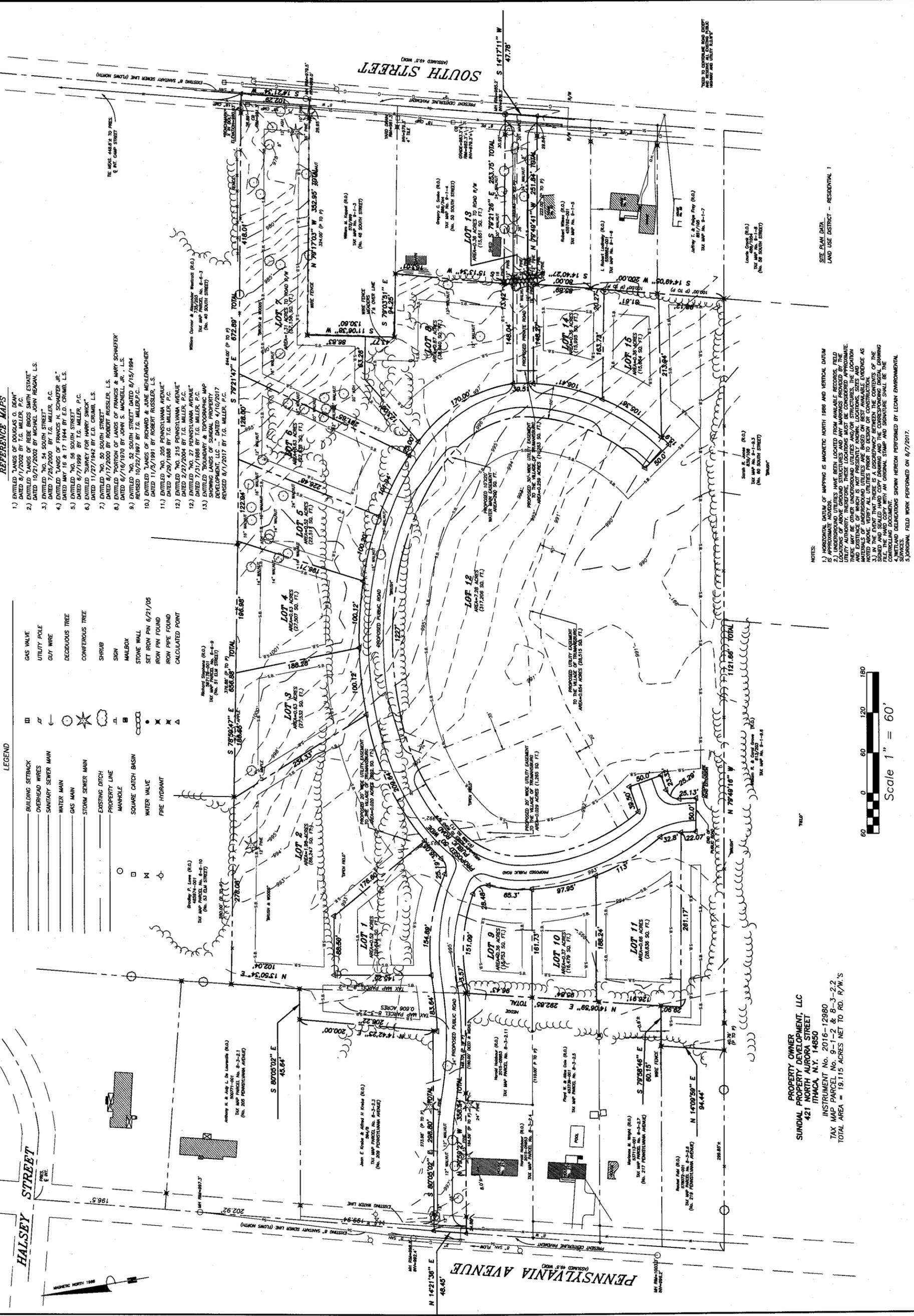
DATE
12/13/2017

SCALE
1" = 60'

DRAWN BY
DLD

CHECKED
USB

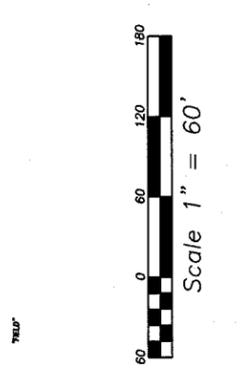
SHEET
1 OF 1



- REFERENCE MAPS**
- ENTITLED "MAPS OF OVERSAS O'BEAN" DATED 8/1/2002 BY T.G. MILLER, P.C.
 - ENTITLED "MAPS OF REBE BROGS SMITH ESTATE" DATED 10/21/2002 BY MICHAEL JOHN REAGAN, L.S.
 - ENTITLED "NO. 54 SOUTH STREET" DATED 7/25/2000 BY T.G. MILLER, P.C.
 - ENTITLED "LANDS OF FRANCIS H. SCHMETER JR." DATED MAY 16 & 17 1944 BY E.D. CRUMB, L.S.
 - ENTITLED "NO. 56 SOUTH STREET" DATED 8/7/1989 BY T.G. MILLER, P.C.
 - ENTITLED "NO. 57 SOUTH STREET" DATED 11/27/1942 BY E.D. CRUMB, L.S.
 - ENTITLED "NO. 50 SOUTH STREET" DATED 8/17/2000 BY ROBERT RUSSELL, L.S.
 - ENTITLED "PORTION OF LANDS OF FRANCIS & MARY SCHMETER" DATED 6/16/1970 BY JOHN S. MACNELL, JR., L.S.
 - ENTITLED "NO. 52 SOUTH STREET" DATED 8/15/1984 REVISED 10/22/1987 BY T.G. MILLER, P.C.
 - ENTITLED "LANDS OF RICHARD & JUNE MEHLERBACHER" DATED 11/5/1991 BY ROBERT RUSSELL, L.S.
 - ENTITLED "NO. 205 PENNSYLVANIA AVENUE" DATED 4/29/1988 BY T.G. MILLER, P.C.
 - ENTITLED "NO. 215 PENNSYLVANIA AVENUE" DATED 2/27/2004 BY T.G. MILLER, P.C.
 - ENTITLED "NO. 217 PENNSYLVANIA AVENUE" DATED 7/31/1988 BY T.G. MILLER, P.C.
 - ENTITLED "BOUNDARY & TOPOGRAPHIC MAP SHOWING LANDS OF SUNDIAL PROPERTY DEVELOPMENT, LLC" DATED 4/10/2017 REVISED 8/1/2017 BY T.G. MILLER, P.C.

- LEGEND**
- BUILDING SETBACK
 - OVERHEAD WIRES
 - SANITARY SEWER MAIN
 - WATER MAIN
 - GAS MAIN
 - STORM SEWER MAIN
 - EXISTING DITCH
 - PROPERTY LINE
 - MANHOLE
 - SQUARE CATCH BASIN
 - WATER VALVE
 - FIRE HYDRANT
 - GAS VALVE
 - UTILITY POLE
 - GUY WIRE
 - DECIDUOUS TREE
 - CONIFEROUS TREE
 - SHRUB
 - SIGN
 - MAILBOX
 - STONE WALL
 - SET IRON PIN 6/21/05
 - IRON PIN FOUND
 - IRON PIPE FOUND
 - CALCULATED POINT

- NOTES:**
- UNDERGROUND SYSTEM OF MAPPING IS MAGNETIC NORTH 1886 AND VERTICAL DATUM APPROXIMATE.
 - UNDERGROUND UTILITIES HAVE BEEN LOCATED FROM AVAILABLE RECORDS, FIELD SURVEY AND/OR EXCAVATION. THESE LOCATIONS MUST BE CONSIDERED APPROXIMATE. UTILITY AUTHORITY READING THESE LOCATIONS MUST BE CONSIDERED APPROXIMATE. THERE MAY BE OTHER UNDERGROUND UTILITIES AND/OR STRUCTURES, THE LOCATION AND EXISTENCE OF WHICH IS NOT PRESUMED BY THIS MAP. THE USER SHALL BE RESPONSIBLE FOR VERIFYING ALL UTILITIES PRIOR TO DESIGN OR CONSTRUCTION.
 - IN THE EVENT THAT THERE IS A DISCREPANCY BETWEEN THE CONTENTS OF THIS MAP AND ANY OTHER RECORDS, THIS MAP SHALL CONTROL.
 - THE HARD COPY WITH AN ORIGINAL STAMP AND SIGNATURE SHALL BE THE CONTROLLING DOCUMENT.
 - ORIGINAL FIELD WORK PERFORMED BY LEON ENVIRONMENTAL SERVICES.



PROPERTY OWNER
SUNDIAL PROPERTY DEVELOPMENT, LLC
421 NORTH AURORA STREET
ITHACA, NY 14850

INSTRUMENT NO. 2016-12980
TAX MAP PARCEL NO. 9-1-2 & 8-3-2.2
TOTAL AREA = 19.115 ACRES NET TO RD. R/W. S

Exhibit C



Pennsylvania Avenue

South Street

Existing Conditions Aerial

Exhibit D

Code Section	Compliance
Proposed subdivision name, name of Village, Town, and County in which it is located, date, true north point, scale, name and address of owner of record, subdivider, engineer or surveyor, including license number and seal.	Included in Subdivision Application
The name/s of all subdivisions immediately adjacent and the name of the owners of record of all adjacent property.	Included in Subdivision Application
Zoning district, including exact boundary of districts, where applicable.	
All parcels of land proposed to be dedicated to public use and the condition of such dedication.	Included in Subdivision Application
Location of existing property lines, easements, buildings, water courses and wetlands, rock outcrops, wooded areas, single trees with a circumference of 25 inches or more as measured 3 feet above the base of the trunk, and other significant existing features for the proposed subdivision and adjacent property.	Included in Site Plan Application
Location of existing sewers, water mains, culverts, and drains on the property, with pipe sizes, grades, and directions of flow.	Included in Site Plan Application
Contours with intervals of 10 feet or less as required by the Planning Board, including elevations on existing roads. Approximate grading plan if natural contours are to be changed more than 2 feet.	Included in Site Plan Application
The width and location of any streets or public ways or places shown on the Official Map or the Master Plan, if such exists, within the area to be subdivided, and the width, location, grades, and street profiles of all streets or public ways proposed by the developer.	Included in Subdivision Application & Included in Site Plan Application
The approximate location and size of all proposed water lines, valves, hydrants, and sewer lines, and fire alarm boxes. Connection to existing lines or alternate means of water supply or sewage disposal and treatment as provided in the Tompkins County Sanitary Code. Profiles of all proposed water and sewer lines.	Included in Site Plan Application
Storm drainage plan indicating the approximate location and size of proposed lines and their profiles. Connection to existing or alternate means of disposal.	Included in Site Plan Application

Code Section	Compliance
Plans and cross-sections showing the proposed location and type of sidewalks, street lighting standards, street trees, curbs, water mains, sanitary sewers, and storm drains, and the size and type thereof, the character, width, and depth of pavements and sub-base, the location of manholes, basins, and underground conduits.	Included in Site Plan Application
Preliminary designs of any bridges or culverts which may be required	Included in Subdivision Application
The proposed lot lines with approximate dimensions and area of each lot.	
Where the topography is such as to make difficult the inclusion of any of the required facilities within the public areas as laid out, the preliminary plat shall show the boundaries of proposed permanent easements over or under private property, which permanent easements shall not be less than 20 feet in width, and which shall provide satisfactory access to an existing public highway or other public open space shown on the subdivision or the Official Map.	Included in Subdivision Application
An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances, made and certified to by a licensed land surveyor. The corners of the tract shall also be located on the ground and marked by substantial monuments of such size and type as approved by the Village Engineer, and shall be referred to and shown on the Plat.	Included in Site Plan Application
If the application covers only a part of the subdivider's holding, a map of the entire tract, drawn at a scale of not less than 1 : 4,800 showing an outline of the platted area with its proposed streets and indication of the probable future street system with its grades and drainage in the remaining portion of the tract and the probable future drainage layout of the entire tract shall be submitted so that the part of the subdivider's holding submitted can be considered in the light of the entire holding.	Included in Site Plan Application
A copy of any covenants or deed restrictions intended to cover all or part of the tract.	Included in Site Plan Application
A Full Environmental Assessment Form (EAF, long form) with Part 1 filled in.	Included in Site Plan Application