

ONTARIO COUNTY PLANNING BOARD

Referrals for Review at the: **Coordinated Review Committee Meeting –February 11, 2020 at 3:30pm**
County Planning Board Meeting –February 12 at 7:00pm
 2nd Floor, Conference Room 200, 20 Ontario Street, Canandaigua, NY 14424 - Telephone: 585-396-4455

This document will serve as both the minutes for the Ontario County Planning Board and as the **Official Notice of Findings and Decision** for the applications reviewed by the CPB. It can also be viewed at the Ontario County Planning Department Website <http://www.co.ontario.ny.us/index.aspx?nid=516>

Attendance and Minutes.....	2
Referral Reviews and Board Action.....	2
General Procedures and Legal Obligations for Referring Agencies.....	17

Results Key - Recommended referring body action: A = approve, A-M = Approve with Modification, D = disapproval

Referral No	Municipality	Referring Board	Applicant	Application Type	Class/Action	Page
15 - 2020	Town of Canandaigua	Town Board	Town of Canandaigua	Text Amendment	2/A	2
16 - 2020	Town of Farmington	Planning Board	Wright, Gary	Technical Review	n/a	3
17 - 2020	Town of Farmington	Planning Board	Howland PE CPESC, Carol	Site Plan	1	4
18 - 2020	Naples Joint Planning Board	Planning Board	Daniel DiGiovanna & Trevor Andrews	Site Plan	1	54
18.1 - 2020	Naples Joint Planning Board	Planning Board	Daniel DiGiovanna & Trevor Andrews	Special Use Permit	1	6
19 - 2020	Town of Manchester	Planning Board	Rogers, Gary	Site Plan	1	6
20 - 2020	Town of Canandaigua	Planning Board	Venezia & Associates	Site Plan	AR 2	7
20.1 - 2020	Town of Canandaigua	Zoning Board of Appeals	Venezia & Associates	Area Variance	AR 2	8
21 - 2020	Town of Canandaigua	Planning Board	Marks Engineering	Site Plan	2/A	9
22 - 2020	Town of Victor	Planning Board	Dehollander Design	Technical Review	n/a	10
23 - 2020	Town of Farmington	Zoning Board of Appeals	Cobblestone Arts Center	Area Variance	AR 2	11
24 - 2020	Town of East Bloomfield	Planning Board	Jackson, Sandy	Site Plan	1	11
25 - 2020	City of Canandaigua	Planning Commission	300 Eastern Boulevard LLC	Site Plan	1	12
25.1 - 2020	City of Canandaigua	Planning Commission	300 Eastern Boulevard LLC	Special Use Permit	1	14
26 - 2020	Town of Hopewell	Planning Board	Grove, William	Site Plan	1 late referral	14
26.1 - 2020	Town of Hopewell	Planning Board	Grove, William	Special Use Permit	1 late referral	14
27 - 2020	Town of Gorham	Planning Board	Grove, William	Site Plan	1 late referral	15
27.1 - 2020	Town of Gorham	Planning Board	Grove, William	Special Use Permit	1 late referral	15
28 - 2020	Town of Hopewell	Planning Board	Grove, William	Site Plan	1 late referral	16
28.1 - 2020	Town of Hopewell	Planning Board	Grove, William	Special Use Permit	1 late referral	16

Cities	Member name in bold if on local legislative, planning, or zoning board	P-Present, E – Excused Absence, A – Absent, V – Vacant		
Canandaigua	Thomas Lyon PB	P		
Geneva	Paul Passavant	P		
Towns				
Bristol	VACANT			
Canadice	Stephen Groet PB	P		
Canandaigua	David Wink	P		
East Bloomfield	Mike Woodruff PB		E	
Farmington	Patti Wirth	P		
Geneva	Steven High	P		
Gorham	Jack Dailey		E	
Hopewell	Bill Namestnik	P		
Manchester	VACANT			
Naples	Carol O’Brien PB	P		
Phelps	Glen Wilkes PB	P		
Richmond	Leonard Wildman PB	P		
Seneca	Timothy Marks PB	P		
South Bristol	Albert Crofton ZBA	P		
Victor	Marty Avila	P		
West Bloomfield	Sue Boardman ZBA		E	

Guests: Mary Steblen/LaBella- RGE project, Trevor Andrews & Dan DiGiovanna-Naples Brewing Company, Gary Rogers-Woodstone Earth Co.

Staff: Linda Phillips –OCPD

Call To Order/Roll Call: Chair Len Wildman called the 2/12/20 CPB meeting to order at 7:08, and requested Ms. Phillips to do roll call. Ms. Phillips presented roll call and reported that there were thirteen (13) members present, meeting the quorum requirement.

Motion made by David Wink to approve the January 8, 2020 minutes as revised, seconded by Marty Avila (abstentions Glen Wilkes, Carol O’Brien, Bill Namestnik, Paul Passavant) **Motion not carried**

Motion made by Steve Groet to approve the December 11, 2019 minutes as revised, seconded by David Wink (required abstentions M. Woodruff, Ruby Morrison, Carol O’Brien, Glen Wilkes, Albert Crofton, Marty Avila) **Motion not carried**

15 - 2020	Town of Canandaigua Town Board	Class: 2
Referral Type:	Text Amendment	
Applicant:	Town of Canandaigua	
Brief Description:	Text amendments to Town code to define and regulate farms and agricultural uses in the Town of Canandaigua consistent with NYS Dept. of Agriculture and Markets Law. https://www.co.ontario.ny.us/DocumentCenter/View/22229/15-2020-01_2019-12-20-Ag-Enhancement-Draft-Local-Law https://www.co.ontario.ny.us/DocumentCenter/View/22230/15-2020_2019-10-29-Ag-Revisions-Zoning-Schedule_newchanges	

Key provisions of proposed regulatory changes to enhance the agricultural economy of the Town include:

1. Consolidate agricultural related definitions to include only agricultural use, agricultural building, farm, farmer, farming practices, farm labor, farm vehicle, and truck garden/nursery farm and cross referencing definitions for farm operation, farm woodland,

- commercial horse boarding operation, and crops, livestock, and livestock products to section 301 of NYS Agriculture & Markets law.
2. Adding language to site plan review criteria regarding minimizing negative impacts to farmland and agricultural operations.
 3. Removing limit on structure size and sale of off premises products for permanent accessory structures for the sale of agricultural or nursery products grown by the operator.
 4. Permitting as of right temporary accessory structures for sale of seasonal agricultural products grown principally by the operator and requiring they be located outside the ROW and discontinued if parking along a road becomes a traffic safety concern in the eyes of the Town Highway Superintendent or local law enforcement

Comments

1. The referring board is commended for tackling and persisting with the task of revising definitions and zoning regulations related to agricultural uses.
2. The referring board should define farm labor housing not only with reference to occupancy by farm employees, but also with reference to location on a parcel in agricultural use. The referring board may also want to explicitly state that such farm labor housing use must be within a state certified county agricultural district and must be discontinued if the agricultural use is discontinued.
3. Schedule I lists no minimum lot size for agricultural use. It appears agricultural use is a broad term that includes activities which do not meet the NYS Agriculture and Markets Law definition of a farm.
4. Consider adding impact to farmland and agricultural operations to the review criteria of subdivisions and special use permits.

Board Motion: A motion to retain referral 15-2020 as a Class 2 and return it to the local board with recommendation of approval with comments.
Motion made by: D. Wink
Seconded by: M. Avila
Vote: 13 in favor, 0 opposed, 0 abstention **Motion carried.**

16 - 2020	Town of Farmington Planning Board	Class: n/a
Referral Type:	Technical Review	
Applicant:	Wright, Gary	
Property Owner:	Wright, Whitney	
Representative:	Greene Land Surveying PLLC	
Tax Map No(s):	19.00-1-10.120	
Brief Description:	Technical review of an exempt site plan for a house on a 3.5 acre site at 573 Yellow Mills Road north of Rushmore Road in the Town of Farmington. https://www.co.ontario.ny.us/DocumentCenter/View/22231/16-2020-Aerial https://www.co.ontario.ny.us/DocumentCenter/View/22232/16-2020-Preliminary-Site-Plan	

The site plan indicates a 43,162 SF area of a proposed 3.3 acre lot will be disturbed to build a house and barn. The parent parcel surrounds a 6.3 acre home at 595 Yellow Mills Road. The same owners also own a .6 acre vacant residential lot to the north of the proposed lot.

Generally, the area in front of the house is graded to drain to the west towards Yellow Mills Road and the area to rear of the house is graded to drain to a ditch slightly east of the rear property line. The proposed well is located very close to the southern property line adjacent to the parent parcel remainder lot. There is no documentation on the site plan of adequate quantity and quality of water available from the proposed well on the site. The proposed driveway is approximately 240' north of the existing farm access road on the vacant lot to the south. No information is provided regarding site distance.

According to OnCor, the property and all adjacent properties are in an agricultural district. The property is not constrained by floodplains. On the parent parcel, there is a north-south ridge with 16 to 30 % slopes in the center of the parcel and a small area of a 69 acres DEC wetland along the southern border. Neither of these features is near the proposed home site.

Comments

1. The site plan does not include a scale.

OCSWCD Comments

Green infrastructure could be considered to manage water from indicated drainage.

17 - 2020	Town of Farmington Planning Board	Class: 1
Referral Type:	Site Plan	
Applicant:	Howland PE CPESC, Carol	
Tax Map No(s):	17.00-2-17.200	
Brief Description:	Site plan approval for improvements to the RG&E substation (#127) at 961 Hook Road south of the Thruway in the Town of Farmington. The substation improvements will improve area electric service and provide electricity needed for the adjacent Empire Pipeline compression station. https://www.co.ontario.ny.us/DocumentCenter/View/22233/17-2020-Aerial https://www.co.ontario.ny.us/DocumentCenter/View/22234/17-2020-Sediment-and-Erosion-Plan	

The 21 acre lot off Hook Road at Loomis Road is bisected by a Niagara Mohawk utility easement containing 2 transmission lines along the path of the former Lehigh Valley Railroad. The site is developed with two electric transformer facilities. A small fenced electric substation in a 125' x 175' area near Hook Road and a large electric substation in an irregularly shaped fenced area approximately 250' x 250' to the northeast of the Niagara Mohawk ROW. There is also a 66' x70' fenced tesla battery storage facility east of the access road and south of the ROW. The existing site access road is approximately 531' south of the Hook Road/Loomis Road intersection. The road provides access to the south end of the small substation, crosses the ROW and provides access to the west side of the large substation.

The proposed project would add capacity to the north and east sides of the large substation. The changes will require expansion of the substation yard which has a stone top over a gravel base and the expanded fenced area. New fencing will be 8' tall with a barbed wire top. The project also includes three new transmission lines to connect the substation to the Empire Pipeline site to the east and two connections to Canandaigua District lines 782 N/S and 787. The project also includes approximately 6,000' of 12' wide stone access road along the northern property line adjacent to the Thruway from the existing access road east to the Empire Pipeline station. Bio-retention areas (17,197 cf and 9,097 cf) are proposed at both ends of the proposed access road to manage stormwater from the access road and the substation yard. As the project disturbs 4.7 acres, a SWPPP has been prepared.

Adjacent land uses includes a single family home to the north at Hook Road and the Thruway and agricultural fields owned by Empire Pipeline to the south and east. The proposed access road will be approximately 120' from the residential lot and 250' from the home.

According to OnCor, the property is not in an agricultural district and not constrained by floodplains, wetlands, or steep slopes. Site soil characteristics are as follows:

- Palmyra gravelly loam 4.8 acres 3-8 slope % 3.9 Acres 0-3 % slope
- Prime Farmland**
- Permeability:** high **Erodibility:** medium
- Hydrological Group B Not Hydric**
- Camillus silt loam 3 - 8 % 5.0 acres
- Prime Farmland**
- Permeability:** high **Erodibility:** high
- Hydrological Group C Not Hydric**
- Palmyra gravelly sandy loam 0-3 % 4.2 acres
- Prime Farmland**
- Permeability:** high **Erodibility:** medium
- Hydrological Group B Not Hydric**
- Phelps Gravelly silt loam 0-3 % 3.3 acres
- Prime Farmland**
- Permeability:** high **Erodibility:** medium
- Hydrological Group B/D Not Hydric**

OCSWCD Comments

1. The 12” outlet pipe in the south east corner of the lot has the potential to negatively impact adjacent agricultural field and should be further evaluated.
2. The prepared SWPPP will be reviewed by the Town of Farmington and forwarded to OCSWCD for additional input as needed.

Board Motion: A motion to retain referral 17-2020 as Class 1 and return it to the local board with comments.

Motion made by: S. Groet

Seconded by: B. Namestnik

Vote: 13 in favor, 0 opposed, 0 abstentions **Motion carried**

18 - 2020	Village of Naples Planning Board	Class: 1
Referral Type:	Site Plan	
Applicant:	Daniel DiGiovanna & Trevor Andrews	
Property Owner:	Slocombe, Willis	
Tax Map No(s):	201.14-1-28.000	
Brief Description:	Site plan and special use permit for use of building on .024 acre lot at 104 N. Main Street in the Village of Naples as a micro-brewery and taproom. https://www.co.ontario.ny.us/DocumentCenter/View/22235/18-2020-survey https://www.co.ontario.ny.us/DocumentCenter/View/22236/18-2020-aerial-site-plan	

The existing detached one story wood frame building occupies approximately 550 SF of the 1,055 SF lot. The building occupies 90 percent of the 25’ frontage maintaining the pedestrian friendly street edge. No information is provided regarding the existing façade or the proposed front stairs and ramp. Review of the 2019 Naples Historic Resources Survey indicates the building has a traditional store front façade with a recessed entry, large display windows, and a false 2nd story façade with a decorative bracketed cornice at the top. There are no plans to change the façade at this time. The adjacent historic building at the corner of Mill Street burned down.

Based on the Historic Resource Survey, the property is one of 185 properties proposed for inclusion in a National Register eligible historic district focused on 19th and early 20th century buildings extending from 167 and 158 North Main Street north of Academy/Ontario Streets, excluding the elementary school, and continuing south to the Granby Block and 122-126 South Main Street. The proposed historic district also includes residential buildings to the west of Main Street along Thrall and Elisabeth Streets and north of Cross Street, railroad buildings along West Avenue at Academy Street, and homes on Reed Street and East Avenue to the east of Main Street. The designation of a Central Naples Historic District would help maintain the character of the village core area and expand property owners’ access to financing for improvements

A survey indicates vehicle access by agreement with the property to the south via Mill Street. The applicant anticipates an increase in evening pedestrian traffic and vehicle traffic and parking, though no congestion. Proposed signage includes a company logo in place of the existing print shop sign and a sandwich board sign on the sidewalk. Aside from the ramp and sign, no exterior lighting or other building modifications are proposed. The property is more than 150’ from any residential district and no buffering is required.

An annotated aerial photo of the area indicates taproom patrons can park on North Main Street or in the municipal parking lot off Wall Street approximately 325’ from the front entrance. Such arrangement meets the standards for the Planning Board to waive off-street parking requirements.

The aerial also indicates the locations of a waste receptacle and a cesspool for short term sewage disposal in the 12’ rear yard. It is not clear whether the cesspool is existing or the facility mentioned in an e-mail from NYS Agricultural and Markets food safety inspector which must be in place before opening. A letter from the mayor documents that, in the absence of a sewer use law, the specifics of brewery wastes anticipated to enter the sewer collection and treatment system (approximately 48 gallons per month) were discussed with the system engineer and no impacts are anticipated.

The applicant will provide complete ADA accessibility including an appropriately sloped 3' wide front door ramp, an accessible bathroom, and a 4 seat bar area and additional tables at ADA height. Anticipated hours of operation are Thurs 4-9, Friday 4-10, Saturday 2-10, and Sunday 12-6.

A letter from the Village DPW supervisor indicates, based on the width of the sidewalk in front of this building, a new wheelchair ramp and stair system extending not more than 42" from the building face and retaining a minimum of 4' of sidewalk will be allowed at this location

The use is appropriate to the Village C-1 Commercial district; however, the zoning code does not define or allow any use encompassing the retail sale of drinks where no food is served.

Comments

1. What is the width of the access driveway off Mill Street? Is it sufficient for delivery and waste collection vehicles?
2. Is there sufficient room for placement of a sandwich board sign while retaining 4' of usable sidewalk after installation of the entry ramp and stairs?
3. Is the applicant proposing to open prior to connection to the sewer collection and treatment system currently under construction?
4. The applicant should be made aware of the Village Design Guidelines in the event future façade modifications are proposed.

CPB In response to questions the applicant indicated:

1. with installation of a cut-off valve and alarm, the brewery and taproom could begin operation with the existing sewage treatment system in place. The referring body may want to know the size of the cesspool and how often it would require pumping if operations begin before connection to the sewer collection and treatment system.
2. The existing ROW is sufficient to allow vehicle access for trash pickup and cesspool pumping.

Board Motion: A motion to retain 18-2020 and 18.1-2020 as Class 1s and return them to the local board with comments.
Motion made by: M. Avila
Seconded by: P. Wirth
Vote: 12 in favor, 0 opposed, 1 abstention (C. O'Brien) Motion carried

18.1 - 2020	Village of Naples Planning Board	Class: 1
Referral Type:	Special Use Permit	
Applicant:	Daniel DiGiovanna, Trevor Andrews &	
Property Owner:	Slocombe, Willis	
Tax Map No(s):	201.14-1-28.000	
Brief Description:	Site plan and special use permit for use of building on .024 acre lot at 104 N. Main Street in the Village of Naples as a micro-brewery and taproom.	

See information at 18-2020.

19 - 2020	Town of Manchester Planning Board	Class: 1
Referral Type:	Site Plan	
Applicant:	Rogers, Gary	
Tax Map No(s):	11.00-2-59.100	
Brief Description:	Site plan to add a 4,250 SF pole barn to accommodate an expanding heavy truck and equipment repair business at 485 SR 21 in the Town of Manchester. https://www.co.ontario.ny.us/DocumentCenter/View/22237/19-2020-Aerial https://www.co.ontario.ny.us/DocumentCenter/View/22238/19-2020-Site-Plan	

The property includes 45 acres located approximately 1.5 miles north of the Thruway. The property is zoned A-1 Agricultural and developed with a commercial heavy equipment repair use allowed by a special use permit. The site plan does not indicate any stormwater quality or quantity management or erosion control features. There are 3 existing building on the site all accessed off a

single driveway. The rear building is 7,373 SF and houses existing repair activities. This building will be expanded to the rear (east) of the site. The middle building is a 2,400 SF office building built in 2016. The front building is an old farm building.

According to OnCor, the property is in an agricultural district and not constrained floodplains, steep slopes, or DEC wetlands. Site soils flag a portion of the site as a potential wetland in the National Wetland Inventory. There is a 34 acre DEC wetland to the southeast of the property. Site soils in the area proposed for the addition are Arkport fine sandy loam 0-3 % slope. Most of the site is prime farmland. Soils characteristics in the area of the addition have high erodibility and high permeability, they are not hydric and in hydrologic group A. It appears the rear/eastern half of the lot is farmed.

Comments

1. The site plan should include features to mitigate stormwater quantity and quality impacts of proposed building addition and to control soil erosion during construction.
2. Measures should be in place throughout the facility to contain any accidental spill of toxic materials and all waste products should be disposed of properly.

OCSWCD Comments

1. No stormwater management information provided, no serious concerns given size and topography of lot.

CPB In response to questions, applicant indicated building has an existing oil/water separator of sufficient size to accommodate expanded business.

Board Motion: A motion to retain referral 19-2020 as Class 1 and return it to the local board with comments.
Motion made by: T. Marks
Secoded by: D. Wink
Vote: 13 in favor, 0 opposed, 0 abstentions Motion carried

20 - 2020	Town of Canandaigua Planning Board	Class: AR 2
Referral Type:	Site Plan	
Applicant:	Venezia & Associates	
Property Owner:	Lupton, Alan & Elisabeth	
Tax Map No(s):	98.13-1-18.100	
Brief Description:	Site plan and area variances for demolition of existing home and construction of a new home requiring 4 variances at 3459 Lakeview Lane off CR 16 in the Town of Canandaigua. https://www.co.ontario.ny.us/DocumentCenter/View/22239/20-2020-site-plan-only-Lakeview-Lane-3459-2020-01-22-	

The existing lot has a pre-existing non-conforming lot width of 112' when 125 ' required. The existing house is setback 36 feet from the lake when a 60' rear setback is required.

The proposed home requires 4 variances:

1. A front setback of 34' when 60' is required.
2. A rear setback of 40' when 60' is required. (proposal increases Lake setback by 4')
3. Building coverage of 21% when 15% is allowed.
4. Lot coverage of 30% when 25% is allowed.

The proposed property redevelopment involves substantial expansion of the house and garage footprints, patios, and walkways; an increase in area of the driveway; removal of an existing shed; and a decrease in the amount of lake wall. Areas along the southern property boundary and the hedge along the northern edge of the disturbed area will be graded to 3H to 1V slopes and treated with erosion control blankets and steep slope seed mix.

According to OnCor, the east half of the property is in the Canandaigua Lake floodplain. Site soils are Cayuga silt loam 3-8 % slopes. Soil characteristics include very high erodibility and moderately high permeability. Soils are not hydric and are in hydrologic soil group C/D.

**Policy AR 5 Applications involving one single family residential site, including home occupations.
Part B Development of Lakefront Parcels.**

- B. The following applies to all development on parcels with lake frontage that require;
- variances pertaining to lot coverage or,
 - variances pertaining to side yard setbacks or,
 - variance pertaining to lake shore setbacks

The CPB’s role of reviewing and making recommendations on county wide development has provided a unique perspective on the trend of more intensive development and use of lakefront lots. Of particular concern are the incremental negative impacts to water quality and the character of our lakefront neighborhoods. The following policy is a result of discussion and debate spanning 18 months as well as consultation with outside agencies directly involved with water quality issues in Ontario County.

The intent is to address over development of lakefront lots and support the clearly stated interest by local decision makers to do the same.

Final Classification: 2

Findings:

1. Protection of water features is a stated goal of the CPB.
2. The Finger Lakes are an indispensable part of the quality of life in Ontario County.
3. Increases in impervious surface lead to increased runoff and pollution.
4. Runoff from lakefront development is more likely to impact water quality.
5. It is the position of this Board that the legislative bodies of lakefront communities have enacted setbacks and limits on lot coverage that allow reasonable use of lakefront properties.
6. Protection of community character, as it relates to tourism, is a goal of the CPB.
7. It is the position of this Board that numerous variances can allow over development of properties in a way that negatively affects public enjoyment of the Finger Lakes and overall community character.
8. It is the position of this Board that such incremental impacts have a cumulative impact that is of countywide and intermunicipal significance.

Final Recommendation: Denial

Comments

1. The referring board is encouraged to grant only the minimum variance necessary to allow reasonable use of the lot.
2. The applicant and referring agency are strongly encouraged to involve Canandaigua Lake Watershed Manager as early in the review process as possible to ensure proper design and implementation of storm water and erosion control measures.
3. There is no proposed mitigation of the stormwater quality and quantity impacts of proposed increase in building and lot coverage. Also some waters from the western portion of the site appear to drain to adjacent properties.
4. How will the grading changes and sewer line installation along the northern hedge and within the dripline of the 60” black walnut tree impact the viability of this tree and hedge? Tree protection marking and development sequencing should be in place to minimize compaction of the root zone within the drip line of this tree and that of the 84” black walnut proposed to remain.
5. No landscaping is proposed or plan provided to review compliance with the Town of Canandaigua shoreline development regulations or adequacy of screening toward property to the south following removal of the Arborvitae hedge.
6. Demolition debris should be recycled if facilities exist and remaining debris should be disposed of in a licensed facility.

20.1 - 2020	Town of Canandaigua Zoning Board of Appeals	Class: AR 2
Referral Type:	Area Variance	
Applicant:	Venezia & Associates	

Property Owner:	Lupton, Alan & Elisabeth
Tax Map No(s):	98.13-1-18.100
Brief Description:	Site plan and area variances for demolition of existing home and construction of a new home requiring 4 variances at 3459 Lakeview Lane off CR 16 in the Town of Canandaigua.

See information at 20.1-2020.

21 - 2020	Town of Canandaigua Planning Board	Class: 2
Referral Type:	Site Plan	
Applicant:	Marks Engineering	
Property Owner:	Rosato, Keith	
Tax Map No(s):	84.00-1-22.000	
Brief Description:	Site plan for new 5,000 SF accessory storage building for vehicles, equipment, materials, and woodworking at Handyman Services, 3060 CR 10 near Recreation Drive in the Town of Canandaigua. https://www.co.ontario.ny.us/DocumentCenter/View/22240/21-2020-Aerial	

The new 5,000 SF building and new 3,300 SF asphalt area will be located west of the existing parking lot along the border with Creekview Apartments. The site plan shows removal of the existing septic system west of the existing parking area and connection of the existing building to the Canandaigua Lake County Sewer District via a sewer line to the north. The site plan also shows installation of an 8' high wood fence along the western property line and portions of northern and southern property line; a grass swale to treat and retain stormwater; and landscaping along the northern edge of the existing 6 parking spaces. There is a note that new exterior lighting will be dark sky compliant. The lot is in the Community Commercial District and the Mixed Use Overlay.

The site survey shows an access easement from the west end of the property to a nearby radio tower. Construction of the proposed building would block access to this ROW. The Town of Canandaigua confirmed with the tower owner that they now access the tower from the Creekview driveway and not from the subject property.

According to OnCor, the property drains to the Canandaigua Outlet and is not constrained by steep slopes, wetlands or floodplains.

Site soil characteristics are as follows:

Odessa Silt Loam 0-3 % slope .71 acres
Prime Farmland if drained
Permeability: moderately low **Erodibility:** very high
Hydrological Group C/D **Partially Hydric**
Palmyra gravelly loam 3-8 % .22 acres
Prime Farmland
Permeability: Medium **Erodibility:** medium
Hydrological Group B **Not Hydric**

OCSWCD Comments

1. Current proposed location of the silt fence does not allow construction of grass swale while maintaining silt fence appropriately.
2. Location of a soil stockpile is mentioned in the narrative, but not indicated on the plans.

Canandaigua Lake County Sewer District Comments

1. The Canandaigua Lake County Sewer District cannot approve a connection or approve site plans for this property until the Sewer District takes ownership of the sanitary sewer in this location. Once ownership takes place the owner can re-submit for a review of the requested sanitary sewer connection.

CRC Comments

1. The local board may want to explicitly condition removal of the septic system on dedication of sewer lateral and approval of proposed connection.

CPB Comments

1. The referring body may want to request installation of noise buffering vegetation to mitigate noise impacts of use on neighboring residential uses to avoid future complaints.
2. Unless required pollution control measures are proposed, any approval should specify no vehicle repair allowed in the building.

Board Motion: A motion to retain referral 21-2020 as a Class 2 and return it to the local board with recommendation of approval with comments.

Motion made by: M. Avila

Seconded by: D. Wink

Vote: 13 in favor, 0 opposed, 0 abstention **Motion carried**

22 - 2020	Town of Victor Planning Board	Class: n/a
Referral Type:	Technical Review	
Applicant:	Dehollander Design	
Property Owner:	Clintman, Jacob	
Tax Map No(s):	16.00-1-2.120	
Brief Description:	Technical review of 5 lot subdivision on Aldridge Road approximately 1,800' west of CR 9 in the Town of Victor. https://www.co.ontario.ny.us/DocumentCenter/View/22242/22-2020-Aerial https://www.co.ontario.ny.us/DocumentCenter/View/22243/22-2020-Subdivision-Sketch-Plan	

The 8.7 acre lot has approximately 360' of frontage on Aldridge Road and a depth of approximately 1,100'. The clustered subdivision will include 5 lots ranging in size from .8 to 5 acres with portions of Lots 2, 3, 4, and 5 in the 4.4 acre conservation area. The land on the south side of Aldridge Road in the project vicinity is developed with three 100' lots with a shared access point. Chapter 55 Access Management of the Town of Victor Code requires driveway spacing of 125' where speed limits are 35 MPH or less, 245' where speed limits are 35 to 45 MPH, and 440' where speed limits are 45 MPH or greater. Distances to existing residential driveways on the same side of the road are approximately 200'. There is also a farm access driveway just west of the property.

The site currently drains towards the southeast. The concept plan indicates a stream along the eastern property boundary and a conceptual area for stormwater management along the stream at the Aldridge Road frontage in the southeast corner of the site.

According to OnCor, the lot is not in an agricultural district and not constrained by floodplains or wetlands. There are areas of 16 to 30 % slope at the rear(north) end of the site. The 70 acre lot to the north has a land use code of field crops from the assessor and appears to be farmed in the 2018 OnCor aerial.

Comments

1. Will continued use of the field driveway be allowed across lot 5 and the conservation easement?
2. A referring board access management waiver would be required to develop the subdivision with the proposed driveway spacing. Instead, the lot 5 driveway could be a private road that also provides access to lots 2 and 4. A waiver to the limit of 3 homes served by a private road would be required to provide access to lot 1 from such a road. See comment #3 below regarding through road shown on the Town of Victor Official Map in this area. Adherence to the Official Map could involve future conversion of the private road to a dedicated local subdivision road. As an alternative to the waiver regarding number of lots on a private road, and in furtherance of long term desirable access spacing, the referring board could allow a driveway to Lot 1 and require the Lot 1 owner to remove direct access to Aldridge Road and connect to the dedicated local road in the future.
3. The Town of Victor Official Map indicates a through access connection along the western property boundary of this lot in the vicinity of the farm access driveway. The road is intended to serve this and the adjacent parcel to the west and to connect with a road providing access to CR 9. The referring body should require the applicant to document consultation with the adjacent property owner to the west regarding future development plans. Such information is necessary for the referring body to assess the feasibility of the access connection.
4. The access connection to CR 9 shown on the Official Map would require crossing an area of 16 to 30 % slopes. The referring body may want to amend the Official Map to instead indicate a future connection to the end of Coyer Crossing.

OCSWCD Comments

1. The intermittent stream indicated on the concept plan is a mapped Class C stream. DEC should be consulted regarding any proposed in-line stormwater management facility.
2. Unable to make additional comments due to lack of detail provided.

23 - 2020	Town of Farmington Zoning Board of Appeals	Class: AR 2
Referral Type:	Area Variance	
Applicant:	Cobblestone Arts Center	
Tax Map No(s):	41.00-1-38.100	
Brief Description:	Area variance for commercial electronic variable message sign at Cobblestone Arts Center, 1622 SR 332 in the Town of Farmington.	

The 22"x72" electronic message sign would be mounted below the existing sign. The Town of Farmington code does not allow commercial electronic variable message signs.

Policy AR-7: Signs

The County Planning Board has long taken an interest in supporting local efforts to limit excessive signage. The Board has identified SR 5/US 20 as a primary travel corridor for tourists visiting Ontario County: The intent is to protect the character of development along these corridors by encouraging local boards to adhere to their adopted laws as much as possible.

- A. All applications for signs located on property adjoining primary travel corridors that do not comply with local limits on size and or number.

Final classification: Class 2**Findings:**

1. The proposed sign is on land along a corridor identified by the Board as being a primary travel corridor for tourists visiting Ontario County.
2. Protection of the community character along these corridors is an issue of countywide importance.
3. Local legislators have standards for signage that allows for business identification sufficient to safely direct customers onto the specified site.
4. It is the position of this Board that the proposed signage is excessive.
5. Excessive signage has a negative impact on community character.

Final Recommendation – Denial**Comments**

1. Will the bottom of the sign be 4' off the ground to provide visibility, even in winter conditions?
2. The local referring board should ensure the sign conforms to the NYSDOT standards in the following link regarding message duration, transition time, spacing, and maximum day and night time brightness of commercial electronic variable message signs (CEVMS) <https://www.dot.ny.gov/divisions/engineering/real-estate/repository/cevms-criteria-for-website.pdf>

24 - 2020	Town of East Bloomfield Planning Board	Class: 1
Referral Type:	Site Plan	
Applicant:	Jackson, Sandy	
Property Owner:	Wendel's LLC/ Shivers, Shakes & Cones	
Tax Map No(s):	81.00-1-34.000	
Brief Description:	Site plan for addition of mini golf course at Shivers, Shakes, and Cones, 6570 SR 5/US 20 at SR 64/Whalen Road in the Town of East Bloomfield. https://www.co.ontario.ny.us/DocumentCenter/View/22244/24-2020-Aerial https://www.co.ontario.ny.us/DocumentCenter/View/22245/24-2020-Jackson-mini-golf-8100-1-34000	

This .5 acre property at the northeast corner of SR 5/US 20 and SR 64/Whalen Road is currently operated as a seasonal ice cream store. There is informal parking to the west of the building with access off Whalen Road and SR 5/US 20 and a lot with capacity for 12 cars to the east of the building with access off SR 5/US 20.

The mini-golf course would be installed in a 96’x172’ area to the east of the formal parking area. The golf course structures, lights, landscaping and fence were previously installed in Newark, NY. The 18 hole course will consist of 18 structures, including a water feature, located on tamped crush stone. The holes will be connected by gravel paths.

The area would be enclosed by a chain link fence and 20’ light poles with full cut off fixtures will be installed at each corner to allow for evening play. The fenced storage area behind the existing building would be expanded from 8’x24’x8’ to 8’x24’x24’. A seasonal port-a-potty would be placed on the east side of the building near the service window and screened from the road. The business is expected to operate May to October, generally until 9:30 pm.

The applicant has included correspondence with NYSDOT and the Town of East Bloomfield DPW regarding placement of the fence in relation to the road and water line ROWs and with NYSDEC regarding placement away from monitoring wells associated with the site’s former use as a gas station. Adjacent land uses include the Irish Mafia brew pub to the north and the Outdoor Store to the east. These neighboring businesses support the addition of the mini-golf course.

Comments

1. The site plan should indicate the location of the water line to be extended to supply the water feature.
2. Landscaping, fencing or other site features should be installed to eliminate access to the west parking lot from SR 5/US 20. The site plan should show fencing to narrow the entrance to the parking area off Whalen Road and locate such entrance as far from intersection as possible to avoid queuing on SR 5/US 20 waiting for cars to enter the parking area. It would also be desirable to add fencing or landscaping to screen this parking from the state highway and primary tourist route.
3. Is the parking sufficient to support both businesses?
4. It would be desirable to improve the appearance of the fence along NYS 5/US 20, considering the need for security, visibility, and the limited space available for landscaping outside the fence.

OCSWCD Comments

No stormwater management proposed; no serious concerns given nature of proposed site changes.

Board Motion: A motion to retain referrals 24-2020, 26-2020, 26.1-2020, 27-2020, 27.1-2020, 28-2020 and 28.1-2020 as Class 1s and return them to the local boards with comments.

Motion made by: D. Wink **Seconded by:** B. Crofton

Vote: 13 in favor, 0 opposed, 0 abstentions **Motion carried.**

25 - 2020	City of Canandaigua Planning Commission	Class: 1
Referral Type:	Site Plan	
Applicant:	300 Eastern Boulevard LLC	
Tax Map No(s):	84.19-1-6.1	
Brief Description:	Site plan and special use permit for a 3,550 SF wellnow urgent care, a 2,300 Chipolte with drive-thru and a 2,000 SF T-Mobile retail store at 300 Eastern Boulevard south of Muir Lake and west of Aspen Dental in the City of Canandaigua. https://www.co.ontario.ny.us/DocumentCenter/View/22246/25-2020-Aerial https://www.co.ontario.ny.us/DocumentCenter/View/22247/25-2020-civil-site-plan	

The development site is the westernmost portion of 9.5 acre development site occupied by Aspen Dental and a number of other retail stores and services. The site will have access from the road frontage road via the western entrance to the adjacent shopping center. No new access connection from the frontage road or SR5/US 20 is proposed. Development of this area was previously approved and light poles and stormwater infrastructure were installed. The proposed development will reuse some of these facilities and remove others.

To the west across the access road to Roseland Waterpark is a 2.5 acre vacant commercially zoned site. To the north of the site is the eastern portion of Muir Lake. Muir Lake and the Canandaigua Outlet are in private ownership as is most of the undeveloped land north of the site and south of Saltonstall Street/CR 46.

The EAF indicates development will disturb 1.25 acres of the 2.0 acre site resulting in 64 % impervious lot coverage. The site plan indicates construction of a 3,552 SF building for wellnow urgent care on the eastern portion of the site and a 4,333 SF building for retail (T-Mobile) and restaurant (Chipotle) tenants on the west side of the property. There are enclosed dumpsters to the rear of each building and a stormwater management facility in the northeast corner of the site. The site is zoned C-3 Heavy commercial. The restaurant use requires a special use permit.

The site plan indicates most parking is located in front of the buildings including parking adjacent to each building, adjacent to the frontage road, and a double aisle between these parking areas. The photometric plan indicates proposed lighting levels are .1 foot-candles along the south and west property boundaries, .1 to .7 foot-candles along the north property line bordering City of Canandaigua owned land around Muir Lake, and 1.7 to 4.3 foot-candles along the property line shared with Aspen Dental.

The landscaping plan indicates trees planted 30' on center along the frontage road, shrubs around the rear of dumpster enclosures, and trees, shrubs, and ground cover in parking aisle landscaping islands and in selected areas around the buildings. The frontage landscaping may be to the north of a sidewalk along the frontage road.

According to OnCor, Muir Lake and much of the land to the northeast of the property in the town of Canandaigua are DEC regulated wetlands and in the floodplain. These lands are in the Canandaigua Outlet watershed.

Comments

1. As properties along the frontage road are developed/redeveloped owners should be required to agree to fair financial contribution toward future maintenance and repair of the frontage road.
2. Handicapped spaces should be located as close as possible to the urgent care building entrance. Placement of handicapped parking adjacent to a curb can make it difficult for a driver with a mobility impairment to move from car to building, especially when snow accumulates in the curbed area.
3. The building front elevation does not appear to accurately show parking in front of the urgent care building.
4. The referring body should consider the visual impact of locating all parking in front of the buildings and possibility of land banking some parking.
5. Will retail/restaurant delivery vehicle exist via the drive-thru? Will waste collection vehicle block access to the drive-thru?

OCSWCD Comments

1. SWPPP does not provide enough detail at this time and includes some errors (project is located in Ontario County and DEC Region 8). More detail is needed in order to make comments regarding proposed stormwater management facilities and erosion and sediment control practices.

CRC Comments

1. There is a sidewalk connection from the SR 5/US 20 sidewalk to the frontage road approximately 200' east of the subject property. The western property boundary is 600' west of the access point off SR 5/US 20 where pedestrian access across the grass ROW is also possible. The referring body should consider whether an additional sidewalk connection from SR 5/US 20 to the frontage road and to the proposed parking area is desirable in the vicinity of this development.
2. The referring body should consider the community character impact of currently vacant commercial space in the shopping center on the property where development is proposed.
3. The referring body should consult with local emergency services to ensure the proposed layout would accommodate any necessary transport of urgent care customers.

Board Motion: A motion to retain 25-2020 and 25.1-2020 as Class 1s and return them to the local board with comments.

Motion made by: C. O'Brien

Seconded by: P. Wirth

Vote: 12 in favor, 0 opposed, 1 abstention (T. Lyon) Motion carried

25.1 - 2020	City of Canandaigua Planning Commission	Class: 1
Referral Type:	Special Use Permit	
Applicant:	300 Eastern Boulevard LLC	
Tax Map No(s):	84.19-1-6.1	
Brief Description:	Site plan and special use permit for a 3,550 SF wellnow urgent care, a 2,300 Chipolte with drive-thru and a 2,000 SF T-Mobile retail store at 300 Eastern Boulevard south of Muir Lake and west of Aspen Dental in the City of Canandaigua.	

See information at 25-2020.

26 - 2020	Town of Hopewell Planning Board	Class: 1 Late Referral
Referral Type:	Site Plan	
Applicant:	Grove, William	
Property Owner:	Potter, Mark	
Tax Map No(s):	85.03-1-4.100	
Brief Description:	Site plan and special use permit for 139 special event parking spaces at Finger Lakes Lodge, 3259 CR 10 near SR 5/US 20, in the Town of Hopewell. https://www.co.ontario.ny.us/DocumentCenter/View/22250/26-27-28-2020-site-plan https://www.co.ontario.ny.us/DocumentCenter/View/22289/26-27-28-aerial	

A single site plan was prepared for CMAC special event parking proposed on 3 sites in the vicinity of SR 5/US 20, CR 50, and CR 10. The parcel at 3259 has paved access off CR 10 through the rear of Mavis Discount Tire. The parcel also has an unimproved access off CR 50. This access point is approximately 125' from the intersection of CR 10. The 139 9'x20' parking space with 20' drive aisles are proposed in the lawn area along SR 5/US 20 and to the rear of the lodge. This site is also proposed to interconnect with parking proposed on the lot to the south, 4360 CR 50.

Adjacent land uses include Mavis Discount Tire at 3250 CR 10, Reliant Community Credit Union at 3255 CR 10, and apartments along the west side of CR 10 (3281 CR 10 and 4392 CR 50) and to the west with access off CR 50 (4360 CR 50).

No trash barrel and rope perimeter barrier is indicated around this site.

Comments

1. Is adequate parking reserved for motel resident to meet code and parking need?
2. Does the parking layout take into consideration the location of light pole and vegetation to the rear of the lodge?
3. What will prevent parkers from exiting via the driveway connection to the apartments at 4350 CR 50 to the west?
4. Are existing vegetation and grade changes sufficient to control direct access from parking spaces to SR 5/US 20 and adjacent uses along CR 10?

CPB Comment The referring board may want to add conditions to ensure any road clean up or re-establishment of lawn associated with use of temporary parking area in very wet or very dry conditions.

Board Motion: A Motion to accept referral 26-2020, 26.1-2020, 27-2020, 27.1-2020, 28-2020, and 28.1-2020 as a late referrals.

Motion made by D. Wink **Seconded by** M. Avila

Vote: 13 in favor, 0 opposed, 0 abstentions Motion Carried

Board Motion: A motion to retain referrals 24-2020, 26-2020, 26.1-2020, 27-2020, 27.1-2020, 28-2020 and 28.1-2020 as Class 1s and return them to the local boards with comments.

Motion made by: D. Wink **Seconded by:** B. Crofton

Vote: 13 in favor, 0 opposed, 0 abstentions Motion carried.

26.1 - 2020	Town of Hopewell Planning Board	Class: 1 Late Referral
Referral Type:	Special Use Permit	
Applicant:	Grove, William	

Property Owner:	Potter, Mark
Tax Map No(s):	85.03-1-4.100
Brief Description:	Site plan and special use permit for 139 special event parking spaces at Finger Lakes Lodge, 3259 CR 10 near SR 5/US 20, in the Town of Hopewell.

See information at 26-2020.

27 - 2020	Town of Gorham Planning Board	Class: 1 Late Referral
Referral Type:	Site Plan	
Applicant:	Grove, William	
Property Owner:	Potter, Mark	
Tax Map No(s):	85..03-1-5.100	
Brief Description:	Site plan and special use permit for 153 special event parking spaces at 4350 CR 50 near CR 10 in the Town of Hopewell. See site plan for 26-2020, 27-2020, & 28-2020 at 26-2020.	

A single site plan was prepared for CMAC special event parking proposed on 3 sites in the vicinity of SR 5/US 20, CR 50, and CR 10. The parcel at 4360 CR 50 is undeveloped and proposed to accommodate 153 9'x20' parking spaces with 20' drive aisles. Site access will be interconnected with 3259 CR 10 via the Lodge parking and Mavis access point. There will also be an unimproved access point off CR 50. The site plan shows a trash barrel and rope barrier along the east property boundary to prevent access to the adjacent lot at 4360 CR 50.

In 2021, Ontario County will be installing a sidewalk in the ROW along the north side of CR 50 along the front of this property.

Comments

1. Does the parking layout preserve the existing trees along CR 50?
2. What will prevent access to adjacent uses at 3281 CR 10 and 4392 CR 50?
3. The site plan should show a barrier along the CR 50 frontage. The existing drainage ditch will be converted to a piped stormwater system during installation of the sidewalk.

CPB Comment The referring board may want to add conditions to ensure any road clean up or re-establishment of lawn associated with use of temporary parking area in very wet or very dry conditions.

Board Motion: A Motion to accept referral 26-2020, 26.1-2020, 27-2020, 27.1-2020, 28-2020, and 28.1-2020 as a late referrals.

Motion made by D. Wink **Seconded by** M. Avila

Vote: 13 in favor, 0 opposed, 0 abstentions Motion Carried

Board Motion: A motion to retain referrals 24-2020, 26-2020, 26.1-2020, 27-2020, 27.1-2020, 28-2020 and 28.1-2020 as Class 1s and return them to the local boards with comments.

Motion made by: D. Wink **Seconded by:** B. Crofton

Vote: 13 in favor, 0 opposed, 0 abstentions Motion carried.

27.1 - 2020	Town of Gorham Planning Board	Class: 1 Late Referral
Referral Type:	Special Use Permit	
Applicant:	Grove, William	
Property Owner:	Potter, Mark	
Tax Map No(s):	85..03-1-5.100	
Brief Description:	Site plan and special use permit for 153 special event parking spaces at 4350 CR 50 near CR 10 in the Town of Hopewell.	

See information at 27-2020.

28 - 2020	Town of Hopewell Planning Board	Class: 1 Late Referral
Referral Type:	Site Plan	
Applicant:	Grove, William	
Property Owner:	Childs, Robert	
Tax Map No(s):	99.00-1-6.000	
Brief Description:	Site plan and special use permit for 47 special event parking spaces at 4335 CR 50 near SR 5/US 20 in the Town of Hopewell. See site plan for 26-2020, 27-2020, & 28-2020 at 26-2020.	

A single site plan was prepared for CMAC special event parking proposed on 3 sites in the vicinity of SR 5/US 20, CR 50, and CR 10. This residential property is proposed to accommodate 47 9'x20' parking spaces with 20' drive aisles. Sixteen spaced are proposed with access from the driveway to the garage and 31 spaces are proposed with access from the driveway to the house. At 90', the spacing of these existing access points is closer than is desirable (125') and the distance to the next access point to the west is only 55'. Both site driveways have acceptable sight distance for exiting vehicles.

A trash barrel and rope barrier is proposed along the northern property boundary.

In 2021, Ontario County will be installed a sidewalk in the ROW on the north side of CR 50 opposite this property.

Comments

1. Ontario County requests placement of a trash barrel and rope barrier in line with the street lights along the CR 50 frontage to SR 5/US 2 to restrict parking in this area and maintain the operation and safety of the CR 50&SR 5/US 20 intersection.
2. Has applicant secured permission from the owners of Cedar Lodge to place a trash barrel barrier along their frontage?
3. Does the parking layout preserve existing site vegetation?

CPB Comment The referring board may want to add conditions to ensure any road clean up or re-establishment of lawn associated with use of temporary parking area in very wet or very dry conditions.

Board Motion: A Motion to accept referral 26-2020, 26.1-2020, 27-2020, 27.1-2020, 28-2020, and 28.1-2020 as a late referrals.

Motion made by D. Wink **Seconded by** M. Avila

Vote: 13 in favor, 0 opposed, 0 abstentions Motion Carried

Board Motion: A motion to retain referrals 24-2020, 26-2020, 26.1-2020, 27-2020, 27.1-2020, 28-2020 and 28.1-2020 as Class 1s and return them to the local boards with comments.

Motion made by: D. Wink **Seconded by:** B. Crofton

Vote: 13 in favor, 0 opposed, 0 abstentions Motion carried.

28.1 - 2020	Town of Hopewell Planning Board	Class: 1 Late Referral
Referral Type:	Special Use Permit	
Applicant:	Grove, William	
Property Owner:	Childs, Robert	
Tax Map No(s):	99.00-1-6.000	
Brief Description:	Site plan and special use permit for 47 special event parking spaces at 4335 CR 50 near SR 5/US 20 in the Town of Hopewell.	

General Information

The Ontario County Planning Board (CPB) was established by the Ontario County Board of Supervisors under the provision of NYS General Municipal Law Article 12-B Section 239-c. County Planning Boards. The state legislature determined in §239-c. 1. (a), (b), (g) & (f):

1. Legislative findings and intent. The legislature hereby finds and determines that:

(a) Significant decisions and actions affecting the immediate and long-range protection, enhancement, growth and development of the state and its communities are made by county planning boards.

(b) County planning boards serve as an important resource to the state and its localities, helping to establish productive linkages between communities as well as with state and federal agencies.

(f) The great diversity of resources and conditions that exist within and among counties requires consideration of such factors by county planning boards.

(g) It is the intent of the legislature therefore, to provide a permissive and flexible framework within which county planning boards can perform their power and duties.

Note: l, (d), and (e) refer to the county comprehensive plan.

The CPB membership consists of one representative from each of the 16 towns and 2 cities who are selected by the town board or city council and formally appointed by the Board of Supervisors for terms of 5 years. Members representing a town, also represent any village(s) located with the town.

General Summary of CPB Review Responsibilities

This section provides a general summary of the CPB's roles and responsibilities. The specific responsibilities of a county planning board are found in §239 l, m, & n and the CPB Bylaws approved by the Ontario County Board of Supervisors. (Links: Complete §239 text Page151: [Guide to NYS Planning and Zoning Laws](#) and [Ontario County Planning Board Bylaws under "Quick Links"](#))

The Ontario County Planning Board reviews certain zoning and planning actions prior to the final decision made at the village, town, or city level and makes a recommendation to the municipality. Although CPB review is required, the action is advisory in nature and can be overridden at the local level (super majority if a recommendation for denial or approval without recommended modification.

NYS law spells out the types of actions reviewed by the CPB:

- Adoption or amendment of zoning regulations (text and/or map)
- Comprehensive plans
- Site plan approvals
- Special use permits
- Variances
- Any special permit, exception, or other special authorization which a board of appeals, planning board or legislative body is authorized to issue under the provisions of any zoning ordinance
- Subdivisions

NYS law specifies that CPB is required for the above actions to occur on real property lying within a distance of 500 feet from any:

- Boundary of any city, village, or town boundary
- Existing or proposed county or state park or other recreation area,
- Right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway, existing or proposed right-of-way,
- Stream or drainage channel owned by the county or for which the county has established channel lines, or
- Existing or proposed boundary of any county or state owned land on which a public building or institution is situated.

General Procedures

The Ontario County Planning Board meets once each month to review referred local actions for intermunicipal and countywide impacts. They are separated into two categories: Class 1 & Class 2. Class 1s are applications that the CPB has formally decided have little potential intermunicipal or countywide impact. For Class 2 applications, the CPB has determined that there will be potential impacts before voting to approve, modify or deny.

Legal Obligations for Referring Agencies

Class 1: If an application has been returned to the referring agency as a Class 1, then the only requirement is that they consider any Board comments forwarded to them by the CPB. Referring agencies are asked to read any Board Comments into the minutes of a meeting or hearing held for the subject application.

Class 2: If the CPB has voted to deny or modify a referred application, then the local board needs a majority plus one vote of their full board to act contrary to that decision. CPB approvals without modification require no extraordinary local action. However, in all cases, the referring agency is still required to consider CPB comments as they would for Class 1 applications.

Incomplete Applications

Referrals need to meet the definition of “full statement of such proposed action” in NYS General Municipal Law. The CPB’s determination regarding the completeness of a particular application is supported by factual findings and is made, whenever practical, after consulting with the submitting official or the chairs of referring agencies. The CPB will not make a recommendation on an application that they have determined to be incomplete. NYS General Municipal Law, Article 12-b Section 239-m 1

Reporting back to the CPB

Report of final action – Within thirty days after final action, the referring body shall file a report of the final action it has taken with the county planning agency or regional planning council. A referring body which acts contrary to a recommendation of modification or denial of a proposed action shall set forth the reasons for the contrary action in such report.”

NYS General Municipal Law, Article 12-b Section 239-m, Part 6.

Administrative Reviews

The Ontario County Planning Department prepares administrative reviews of referrals as authorized, in accordance with the CPB bylaws. The bylaws include criteria that identify applications that are to be reviewed administratively and specify the applicable recommendations that are to be made to the municipality. AR 1 is an administrative review that is a Class 1 and AR 2 is a review that is a Class 2. An AR 2 requires a majority plus one for the local board to act contrary to the recommendation for disapproved just like Class-2 referrals reviewed by the full Board. The following table summarizes the policies under which administrative review is allowed and guidance regarding class designation and recommendation based on the CPB bylaws.

Administrative Review (AR) Policies:– Ontario County Planning Board By-Laws Appendix D	
AR Policy 1	Any submitted application clearly exempted from CPB review requirements by intermunicipal agreement
AR Policy 2	Applications that are withdrawn by the referring agency
AR Policy 3	Permit renewals with no proposed changes
AR Policy 4	Use of existing facilities for a permitted use with no expansion of the building or paved area (Applications that include specially permitted uses or the addition of drive through service will require full Board review)
AR Policy 5 A. Class 2 Denial	Applications involving one single-family residential site infringing on County owned property, easement or right-of-way.
AR Policy 5 B. Class 2 Denial	Applications involving one single-family residential site adjoining a lake that requires an area variance
AR Policy 5 C.	All other applications involving a site plan for one single-family residence.
AR Policy 6	Single-family residential subdivisions under five lots.
AR Policy 7 A. Class 2 Denial	Variations for signs along major designated travel corridors.
AR Policy 7 B.	Applications involving conforming signs along major travel corridors.
AR Policy 8	Co-location of telecommunications equipment & accessory structures on existing towers and sites (Applications that require a special use permit or for new towers or increasing the height of an existing tower require full Board review)

CPB Annual Report – staff discussed contents of draft CPB annual report and deemed report ready for submission to the Board of Supervisors. The following summary is from the Feb. 12, 2020 CPB 2010 Annual Report distributed with these minutes:

Trends, Innovations, and Concerns

1. Commercial Solar Generation Facilities –Project size is expected to increase from the 4 to 6 MW/30 to 40 acres of land removed from other productive uses associated with recent projects to 80 to 100 or more MW/600-1,000 acres based on activity elsewhere in the state including Seneca and Livingston Counties.
2. The CPB is sometimes entreated by concerned residents to weigh in on matters of local concern. CPB, as a public body, hears and reports all public input. Board comments and recommendations on character are, however, limited to referrals that impact county-wide quality of life or tourism and avoid comments and recommendations based on question of appropriate neighborhood character.
3. The Town and Village of Victor adopted Access Management Local Laws and Official Maps as well as related zoning and subdivision amendments to implement their Access Management Plan.
4. The Town of Victor adopted and the Town of Canandaigua continues to work on adapting incentive zoning regulations to more effectively address preservation of open space and the myriad agricultural, environmental, and social benefits such spaces provide.
5. The Towns Canandaigua and Victor are working on amendments to their definitions and regulations for agriculture to conform to regulations of the NYS Department of Agriculture.
6. CPB discussion on preparing for climate change. Staff beginning to share information on adaptation and mitigation of likely impacts.
7. OCIT rolled out Explore Area computer application to facilitate local review of development site features, identify applications requiring referral, and eventually to accept electronic referrals.

Upcoming Training Opportunities

March Water Quality Protection in the Agricultural Landscapes. Registration information will be posted here when available. <https://senecawatershedio.wordpress.com/events/> Future topics in this series of workshops will include Water Quality Protection in Urban and Residential Areas (May), and Emerging Issues in Water Quality (July).

Tuesday evenings April 14 to May 19, 2020 Ontario County Citizens Academy – Registration information will be available here after March 1 <http://www.co.ontario.ny.us/1790/Citizens-Academy-Program-2020>

April 8, 2020 NYSDOS: Land Use Moratoria and Public Meetings and Hearing
6:00 pm to 8:15 pm @ Cayuga-Onondaga BOCES, 1879 West Genesee Street Auburn, NY 13021
<https://www.cayugacounty.us/688/Training>

May 15, 2020, 8:30-5 Genesee/Finger Lakes Regional Planning Council workshop, Pittsford. Session information and registration link will be posted here -<http://www.gflrpc.org/local-government-workshops.html>

Clearing House Reviews – none

T. Phelps off-premises signs – consideration of recommendation to T. of Phelps regarding allowability of off premises signs in SR 14 tourism corridor. No evidence of detrimental proliferation of such signs. Learned that when allowing Commercial Electronic Message Signs by variance, the Town of Farmington limits frequency of message change to once per day. No Board recommendation made.

Report on Protection of Woodlots training – Bill Namestnik – tabled

Report from Water Resources Council – Len Wildman- no meeting in February

Adjournment: Being no further business for discussion, Chair Wildman requested a motion to adjourn the 2/12/20 County Planning Board meeting. ***A motion to adjourn was made by Glen Wilkes, seconded by David Wink. Motion Carried.*** The 2/12/20 CPB meeting adjourned at 8:52 pm.