

ONTARIO COUNTY PLANNING BOARD

Wednesday, March 12, 2025, Time: 7:00 PM

1. Call to Order

- a Chair Paul Passavant - Meeting - Call to order

2. Roll Call

- a Erin Holley - Roll Call

3. Approval of Minutes:

- a Paul Passavant / Linda Phillips - Minutes - February 12, 2025

4. New Business:

5. City of Canandaigua

- a 2025-863 **29-2025 (Class 2)** Map Amendment to rezone a 27.4-acre parcel from R1-B (Single Family Residential) to PUD (Planned Unit Development) - at 156 Stewart Place, just south of the City/Town of Canandaigua municipal boundary, in the City of Canandaigua.

Municipality:	City of Canandaigua
Referring Board:	City Council
Applicant:	City Council, City of Canandaigua
Application Type:	Map Amendment
Class:	Class 2
Property Tax ID:	71.09-3-37.111; 71.09-2-47.000
Property Address:	156 Stewart Place; 0000 North Rd.

6. Town of Bristol

- a 2025-864 **30-2025 (Class 1)** Area Variances (2) to construct a new single-family residence on a currently vacant parcel – at 6591 Day Road in the Town of Bristol. Area Variances are for: (1) front (northern) setback of 17.1 ft. when 57.9 ft. is required, and (2) a side (southern) setback of 25 ft. when 50 ft. is required.

Municipality:	Town of Bristol
Referring Board:	Zoning Board of Appeals
Applicant:	Timothy Cassidy & Kimberly Edwards
Application Type:	Area Variance
Class:	Class 1
Property Tax ID:	124.00-2-39.000
Property Address:	6591 Day Rd.

7. Town of Canandaigua

- a 2025-865 **31-2025 (Exempt)** Site Plan to construct a 2,400 SF single-family home on a currently vacant lot - at 4080 Cramer Rd. in the Town of Canandaigua.

Municipality:	Town of Canandaigua
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Referring Board: Planning Board
Applicant: Greg Wojcik
Application Type: Site Plan
Class: Exempt
Property Tax ID: 111.00-1-25.000
Property Address: 4080 Cramer Rd.

- b 2025- 866 **32.0-2025 (Class 1)** Area Variance (for a driveway 0 ft. from the side property line when a minimum of 10 ft. is required) and Site Plan to construct a single-family home on a currently vacant lot - at Latting Rd. (TM# 57.00-1-7.120) in the Town of Canandaigua.

Municipality: Town of Canandaigua
Referring Board: Zoning Board of Appeals
Applicant: Hunter Reid
Application Type: Area Variance
Class: Class 1
Property Tax ID: 57.00-1-7.120
Property Address: 0000 Latting Road

- 1 2025- 867 **32.1-2025 (Exempt)** Area Variance (for a driveway 0 ft. from the side property line when a minimum of 10 ft. is required) and Site Plan to construct a single-family home on a currently vacant lot - at Latting Rd. (TM# 57.00-1-7.120) in the Town of Canandaigua.

Municipality: Town of Canandaigua
Referring Board: Planning Board
Applicant: Jonathan Jones, Marks Engineering
Application Type: Site Plan
Class: Exempt
Property Tax ID: 57.00-1-7.120
Property Address: 0000 Latting Road

- c 2025- 868 **33.0-2025 (Class 1)** Area Variance and Site Plan (to construct a single-family home) for a proposed lot line adjustment creating a lot width of 81.27 ft. when a minimum of 125 ft. is needed - at 4594 County Road 4 in the Town of Canandaigua.

Municipality: Town of Canandaigua
Referring Board: Zoning Board of Appeals
Applicant: Brennan Marks, Marks Engineering
Application Type: Area Variance
Class: Class 1
Property Tax ID: 71.00-1-44.200
Property Address: 4594 County Road 4

- 1 2025- 869 **33.1-2025 (Exempt)** Area Variance and Site Plan (to construct a single-family home) for a proposed lot line adjustment creating a lot width of 81.27 ft. when a minimum of 125 ft. is needed - at 4594 County Road 4 in the Town of Canandaigua.

Municipality: Town of Canandaigua

		Referring Board: Applicant: Application Type: Class: Property Tax ID: Property Address:	Planning Board Brennan Marks, Marks Engineering Site Plan Exempt 71.00-1-44.200 4594 County Road 4
d	2025-870	34-2025 (Class 1) Area Variances to place an accessory generator: (1) 13 ft. from the rear property line when 15 ft. is required, and (2) 10 ft. from the side property line when 15 ft. is required - at 8012 Arbour Hill Trail in the Town of Canandaigua.	
		Municipality: Referring Board: Applicant: Application Type: Class: Property Tax ID: Property Address:	Town of Canandaigua Zoning Board of Appeals Sabrina Martin, Home Power Systems Area Variance Class 1 112.19-1-50.000 8012 Arbour Hill Trail
e	2025-871	35-2025 (Exempt) Local Law Update: Town Code text amendment to §45 Cemeteries and Monuments.	
		Municipality: Referring Board: Applicant: Application Type: Class: Property Tax ID: Property Address:	Town of Canandaigua Town Board Town of Canandaigua Local Law Exempt NA NA
f	2025-872	36-2025 (Class 2) Text Amendment(s): three separate local law updates to Chapter §220-21 RLD, regarding: (1) to §220-21(C)(1) Detached Garages, (2) to §220-21(C)(3) Generators, and (3) to §220-21(D)(3) Bisected Lots.	
		Municipality: Referring Board: Applicant: Application Type: Class: Property Tax ID: Property Address:	Town of Canandaigua Town Board Town of Canandaigua Text Amendment Class 2 NA NA

8. Town of Farmington

a	2025-873	37.0-2025 (Class 1) Special Use Permit renewal for an existing telecommunications tower - at 4804 Kyte Rd. in the Town of Farmington. In addition, a preliminary subdivision is proposed to subdivide the 28.3-acre parent parcel, excluding the Kyte Rd. right-of-way, into 4 separate parcels (1 containing the telecommunications tower, and 3 for future residential use).	
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Municipality:	Town of Farmington
Referring Board:	Planning Board
Applicant:	Tim Mattice 1014 Dominion Dr Katy Texas 77450
Application Type:	Special Use Permit
Class:	Class 1
Property Tax ID:	31.00-1-61.000
Property Address:	4804 Kyte Rd.

- 1 2025-874 **37.1-2025 (AR1)** Special Use Permit renewal for an existing telecommunications tower at 4804 Kyte Rd. in the Town of Farmington. In addition, a preliminary subdivision is proposed to subdivide the 28.3-acre parent parcel, excluding the Kyte Rd. right-of-way, into 4 separate parcels (1 containing the telecommunications tower, and 3 for future residential use).

Municipality:	Town of Farmington
Referring Board:	Planning Board
Applicant:	Tim Mattice 1014 Dominion Dr Katy Texas 77450
Application Type:	Subdivision
Class:	AR1
Property Tax ID:	31.00-1-61.000
Property Address:	4804 Kyte Rd.

- b 2025-875 **38.0-2025 (Class 1)** Special Use Permit and Site Plan for a 1.75-acre expansion of a parking lot (for the display of vehicles) at an existing commercial RV (Meyers RV) business – at 6200 SR96 in the Town of Farmington.

Municipality:	Town of Farmington
Referring Board:	Planning Board
Applicant:	Meyers RV of Farmington
Application Type:	Special Use Permit
Class:	Class 1
Property Tax ID:	29.00-1-70.110
Property Address:	6200 SR96

- 1 2025-876 **38.1-2025 (Class 1)** Special Use Permit and Site Plan for a 1.75-acre expansion of a parking lot (for the display of vehicles) at an existing commercial RV (Meyers RV) business – at 6200 SR96 in the Town of Farmington.

Municipality:	Town of Farmington
Referring Board:	Planning Board
Applicant:	Meyers RV of Farmington
Application Type:	Site Plan
Class:	Class 1
Property Tax ID:	29.00-1-70.110
Property Address:	6200 SR96

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| c | 2025-877 | 39-2025 (Class 1) Site Plan Amendment for a 7,200 SF commercial (textile business) pole barn - at 1067 Gateway Dr. in the Town of Farmington.

Municipality: Town of Farmington
Referring Board: Planning Board
Applicant: Decal, LLC
Application Type: Site Plan
Class: Class 1
Property Tax ID: 29.00-1-1.210
Property Address: 1067 Gateway Dr. |
| d | 2025-878 | 40.0-2025 (Class 1) Preliminary Site Plan and Re-subdivision to construct a 38,600 SF office building and adjoining 25,000 SF (Industrial/Manufacturing) warehouse with related site improvements - at 6100 Loomis Rd. and 9 additional contiguous parcels, just north of Loomis Rd., in the Town of Farmington.

Municipality: Town of Farmington
Referring Board: Planning Board
Applicant: T&M Properties of WNY, LLC
Application Type: Site Plan
Class: Class 1
Property Tax ID: 17.00-1-67.010; 17.00-1-67.100; 17.00-1-67.200; 17.00-1-67.300; 17.00-1-67.400; 17.00-1-67.500; 17.00-1-67.600; 17.00-1-67.700; 17.00-1-67.800; 17.00-1-67.900
Property Address: 0000 Loomis Rd. |
| 1 | 2025-879 | 40.1-2025 (Class 1) Preliminary Site Plan and Re-subdivision to construct a 38,600 SF office building and adjoining 25,000 SF (Industrial/Manufacturing) warehouse with related site improvements - at 6100 Loomis Rd. and 9 additional contiguous parcels, just north of Loomis Rd., in the Town of Farmington.

Municipality: Town of Farmington
Referring Board: Planning Board
Applicant: T&M Properties of WNY, LLC
Application Type: Subdivision
Class: Class 1
Property Tax ID: 17.00-1-67.010; 17.00-1-67.100; 17.00-1-67.200; 17.00-1-67.300; 17.00-1-67.400; 17.00-1-67.500; 17.00-1-67.600; 17.00-1-67.700; 17.00-1-67.800; 17.00-1-67.900
Property Address: 0000 Loomis Rd. |
| e | 41-2025 Referral Does Not Exist. It was a part of 37.0-2025 and was incorrectly assigned a referral number. | |

9. Town of Gorham

a	2025-881	42.0-2025 (Exempt) Subdivision (of a 1.98-acre parcel from a 157.0-acre parent parcel) and Site Plan for the construction of a single-family home - at 4091 Middle Rd. in the Town of Gorham. Municipality: Town of Gorham Referring Board: Planning Board Applicant: Hayley Oaks Application Type: Subdivision Class: Exempt Property Tax ID: 113.00-1-41.200 Property Address: 4091 Middle Road
1	2025-882	42.1-2025 (Exempt) Subdivision (of a 1.98-acre parcel from a 157.0-acre parent parcel) and Site Plan for the construction of a single-family home - at 4091 Middle Rd. in the Town of Gorham. Municipality: Town of Gorham Referring Board: Planning Board Applicant: Hayley Oaks Application Type: Site Plan Class: Exempt Property Tax ID: 113.00-1-41.200 Property Address: 4091 Middle Road
b	2025-883	43-2025 (Exempt) Site Plan for a tear-down / re-build of a single-family home - at 4244 SR364 in the Town of Gorham. Municipality: Town of Gorham Referring Board: Planning Board Applicant: Matthew Rischpater Application Type: Site Plan Class: Exempt Property Tax ID: 127.11-1-37.000 Property Address: 4244 NYS Rt 364
c	2025-884	44-2025 (Exempt) Site Plan to construct 2 additions (totaling 682 SF) to an existing residence - at 4914 CR11 in the Town of Gorham. Municipality: Town of Gorham Referring Board: Planning Board Applicant: Julia & Tom Insalaco Application Type: Site Plan Class: Exempt Property Tax ID: 141.17-1-1.000 Property Address: 4914 Co Rd 11

10. Town of Phelps

a	2025-885	52-2025 (AR1 / Late Referral) Site Plan to replace a current sign with a 50 SF LED digital sign - at 1943 SR14 in the Town of Phelps.
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Municipality:	Town of Phelps
Referring Board:	Planning Board
Applicant:	ASB Ventures LLC
Application Type:	Site Plan
Class:	AR1
Property Tax ID:	63.00-3-18.210
Property Address:	1943 State Route 14

11. Town of Richmond

a	2025-886	45-2025 (Exempt) Area Variance for a 4 ft. tall fence in the front yard when no greater than 3 fl. is permitted - at 45 Mastin Dr., just north of Sandy Bottom Park, in the Town of Richmond.
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Municipality:	Town of Richmond
Referring Board:	Zoning Board of Appeals
Applicant:	Jacqueline Boorman
Application Type:	Area Variance
Class:	Exempt
Property Tax ID:	135.20-2-26.000
Property Address:	45 Mastin Dr.

b	2025-887	46-2025 (Exempt) Lot Combination combining a 1.81-acre parcel (136.17-1-23.100) and a 1.78-acre parcel (136.17-1-22.000) into a single parcel - at 4859 East Lake Rd. in the Town of Richmond.
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Municipality:	Town of Richmond
Referring Board:	Planning Board
Applicant:	Samantha Kennedy
Application Type:	Minor Subdivision
Class:	Exempt
Property Tax ID:	136.17-1-23.100 & 136.17-1-22
Property Address:	0000 and 4859 East Lake Rd.

c	2025-888	47-2025 (AR1) Site Plan for a new tenant (educational/community center) in an existing building on an existing commercial parcel - at 8730 Main St. in the Town of Richmond.
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Municipality:	Town of Richmond
Referring Board:	Planning Board
Applicant:	Joe Cassara
Application Type:	Site Plan
Class:	AR1
Property Tax ID:	135.20-1-14.000
Property Address:	8730 Main St

12. Town of South Bristol

- a 2025-889 **51.0-2025 (Class 1 / Late Referral)** Area Variances (2) & Site Plan for a proposed 241 sq.ft. addition to a single-family home - at 6957 Granger Point Drive. The first Area Variances is for: (1) a front setback of 43.1ft. where no less than 50ft. is allowed.

Municipality: Town of South Bristol
Referring Board: Zoning Board of Appeals
Applicant: Mark Schlegel
Application Type: Area Variance
Class: Class 1
Property Tax ID: 191.17-1-7.000
Property Address: 6957 Granger Point Drive

- 1 2025-890 **51.1-2025 (AR 2 / Late Referral)** Area Variances (2) & Site Plan for a proposed 241 SF addition to a single-family home - at 6957 Granger Point Drive. The second Area Variance is for: (2) a lot coverage of 31.28% where no greater than 20% is allowed.

Municipality: Town of South Bristol
Referring Board: Zoning Board of Appeals
Applicant: Mark Schlegel
Application Type: Area Variance
Class: AR 2
Property Tax ID: 191.17-1-7.000
Property Address: 6957 Granger Point Drive

- 2 2025-891 **51.2-2025 (Exempt / Late Referral)** Area Variances (2) & Site Plan for a proposed 241 sq.ft. addition to a single-family home - at 6957 Granger Point Drive.

Municipality: Town of South Bristol
Referring Board: Planning Board
Applicant: Mark Schlegel
Application Type: Site Plan
Class: Exempt
Property Tax ID: 191.17-1-7.000
Property Address: 6957 Granger Point Drive

13. Town of Victor

- a 2025-892 **48-2025 (Class 1)** Site Plan to construct a 5,331 SF drive-thru restaurant (Chick-fil-A) with double-lane drive-thru and outdoor patio. The project is proposed on a 1.96-acre portion of land on the Eastview Mall southeast corner - at 100-1020 Eastview Mall Dr. in the Town of Victor.

Municipality: Town of Victor
Referring Board: Planning Board
Applicant: Bohler Engineering
Application Type: Site Plan
Class: Class 1

Property Tax ID: 6.00-1-12.100
Property Address: 100-1020 Eastview Mall Drive

- b 2025-893 **49-2025 (Class 1)** Preliminary Subdivision Approval for 24 single-family home lots on a 74.5-acre parcel - on the west side of Cline Rd. (TM# 7.00-1-30.110) and the T. Victor / T. Farmington municipal boundary in the Town of Victor.

Municipality: Town of Victor
Referring Board: Planning Board
Applicant: Polidori & Feri Custom Homes
Application Type: Major Subdivision
Class: Class 1
Property Tax ID: 7.00-1-30.110
Property Address: Cline Road

14. Village of Victor

- a 2025-894 **50.0-2025 (Class 1)** Site Plan and lot combination to construct a proposed 18,170 SF building and parking lot for a proposed commercial recreational facility (bar/restaurant, mini-golf, and indoor skydiving) – located on six parcels on the north side of School St. in the Village of Victor.

Municipality: Village of Victor
Referring Board: Village Board
Applicant: Mitchell Design Build
Application Type: Site Plan
Class: Class 1
Property Tax ID: 16.17-2-58.190, 16.17-2-58.180, 16.17-2-58.170, 16.17-2-58.160, 16.17-2-58.150, 16.17-2-58.140
Property Address: 0000 School St.

- 1 2025-895 **50.1-2025 (Exempt)** Site Plan and lot combination to construct a proposed 18,170 SF building and parking lot for a proposed commercial recreational facility (bar/restaurant, mini-golf, and indoor skydiving) – located on six parcels on the north side of School St. in the Village of Victor.

Municipality: Village of Victor
Referring Board: Village Board
Applicant: Mitchell Design Build
Application Type: Major Subdivision
Class: Exempt
Property Tax ID: 16.17-2-58.190, 16.17-2-58.180, 16.17-2-58.170, 16.17-2-58.160, 16.17-2-58.150, 16.17-2-58.140
Property Address: 0000 School St.

15. Privilege of the Floor

16. Upcoming Trainings:

- a **An updated list of training opportunities can be found at:** <https://www.ontariocountyny.gov/192/Training>

- **MRB Group / Hancock estabrook municipal bootcamp;**
- <https://dos.ny.gov/training-assistance>
 - SESSION 3: UNDER THE TENT – OPEN MEETINGS, RECORD KEEPING, AND ENGAGING THE PUBLIC IN COMMUNITY DEVELOPMENT
 - Thursday, March 27, 2025 – 6:00 PM – 7:00 PM; (Remote)
 - SESSION 4: ENVIRONMENTALLY SPEAKING – THE NUTS & BOLTS OF SEQR
 - Thursday, April 24, 2025 – 6:00 PM – 7:00 PM; (Remote)
 - SESSION 5: PLANNING BOARD BASICS: ROLES OF THE PLANNING BOARD IN COMMUNITY DEVELOPMENT
 - Thursday, May 22, 2025 – 6:00 PM – 7:00 PM; (Remote)
 - SESSION 6: ZONING BOARD BASICS: ROLES OF THE ZONING BOARD IN COMMUNITY DEVELOPMENT
 - Thursday, June 26, 2025 – 6:00 PM – 7:00 PM; (Remote)
 - SESSION 7: SOAKING UP THE SUN – SOLAR AND BATTERY STORAGE AND THE LOCAL REVIEW PROCESS
 - Thursday, July 24, 2025 – 6:00 PM – 7:00 PM; (Remote)
 - SESSION 8: PUTTING THE HOME IN HOMETOWN – STRATEGIES FOR ATTRACTING HOUSING INVESTMENT TO YOUR COMMUNITY
 - Thursday, September 25, 2025 – 6:00 PM – 7:00 PM; (Remote)
 - SESSION 9: SHORT, BUT NOT TOO SHORT – HOW SHORT-TERM RENTALS ARE CHANGING THE DEVELOPMENT AND REGULATORY LANDSCAPE
 - Thursday, October 23, 2025 – 6:00 PM – 7:00 PM; (Remote)
 - SESSION 10: SANTA’S NAUGHTY and NICE LIST— THE BEST AND WORST OF 2025
 - Thursday, December 18, 2025 – 6:00 PM – 7:00 PM; (Remote) NYS DOS LOCAL GOVERNMENT TRAINING.

Genesee Finger Lakes Regional Planning Council Spring Workshop : May 30, 2025 Genesee Community College, Batavia. Registration opens March 25.

NYSDOS Local Government Training Schedule

- Includes links to YouTube recordings of NYSDOS Planning Board, Zoning Board of Appeals, and SEQR basics training (CERTIFICATE OF COMPLETION NOT PROVIDED)
- <https://dos.ny.gov/training-assistance>

NYSDOS On-Demand Training

- Use link to access recorded webinars including Introductory courses on Planning and Zoning Boards. The courses are 1-2 hours each. You may choose to complete a final quiz on each topic. Print the quiz to provide documentation of course completion. You may need to disable your browser's pop-up blocker to access links in the training.

- https://dos.ny.gov/training-courses?f%5B0%5D=filter_term%3A2236

The NY Conference of Mayors also offers virtual and recorded webinars for member villages and cities:

- <https://www.nycom.org/training/webinars>

The NY Planning Federation offers virtual and recorded webinars for members:

- Call or e-mail with membership number or to pay and participate as a non-member. 518-512-5270 or email nypf@nypf.org

17. Adjournment:

- a Meeting motion to adjourn