

# ONTARIO COUNTY PLANNING BOARD COORDINATED REVIEW COMMITTEE MEETING

Tuesday, July 8, 2025, Time: 3:30 PM  
20 Ontario St., Room 229, Canandaigua, NY 14424

Ontario County Planning Board  
Wednesday, July 9, 2025 at 7:00 pm

## 1. Call to Order

- a Vice Chair Steve High - Meeting - Call to order

## 2. Roll Call

- a Kyle Ritts / Linda Phillips - Roll Call

## 3. New Business:

## 4. Town of Canandaigua

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- a 2025-1915 **104-2025 (Class 2)** Local Law creating a new Town of Canandaigua Code Chapter 220-9U (Accessory Dwelling Units) and amending certain existing sections to align with the new chapter.  

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|--------------------------|---------------------------------|
| <b>Municipality:</b>     | Town of Canandaigua             |
| <b>Referring Board:</b>  | Town Board                      |
| <b>Applicant:</b>        | Town of Canandaigua, Town Board |
| <b>Application Type:</b> | Text Amendment                  |
| <b>Class:</b>            | Class 2                         |
| <b>Property Tax ID:</b>  | N/A                             |
| <b>Property Address:</b> | N/A                             |
  - b 2025-1916 **105-2025 (Class 1)** Area Variance associated with a proposed minor subdivision of a 15-acre parcel into two (Lot 1: 10.0-acres, Lot 2: 5.0-acres) - at 4651 State Route 21 S in the Town of Canandaigua. The area variance is for a proposed lot width of 33.47 ft. when a minimum 225 ft. is required.  

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|--------------------------|-------------------------|
| <b>Municipality:</b>     | Town of Canandaigua     |
| <b>Referring Board:</b>  | Zoning Board of Appeals |
| <b>Applicant:</b>        | Daniel Richter          |
| <b>Application Type:</b> | Area Variance           |
| <b>Class:</b>            | Class 1                 |
| <b>Property Tax ID:</b>  | 139.00-1-20.110         |
| <b>Property Address:</b> | 4651 State Route 21 S   |

|   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| c | 2025-1917 | <p><b>106.0-2025 (AR2)</b> Area Variance and Special Use Permit for the installation of a 250 SF wall-mounted commercial speech sign in the CC zoning district when the maximum allowed sign area is 91.3 SF - at 4406 State Route 5&amp;20 in the Town of Canandaigua.</p> <p><b>Municipality:</b> Town of Canandaigua<br/> <b>Referring Board:</b> Zoning Board of Appeals<br/> <b>Applicant:</b> Rania Kassis (Kassis Superior Signs)<br/> <b>Application Type:</b> Area Variance<br/> <b>Class:</b> AR2<br/> <b>Property Tax ID:</b> 84.00-1-26.120<br/> <b>Property Address:</b> 4406 State Route 5 &amp; 20</p> |
| 1 | 2025-1933 | <p><b>106.1-2025 (AR2)</b> Area Variance and Special Use Permit for the installation of a 250 SF wall-mounted commercial speech sign in the CC zoning district when the maximum allowed sign area is 91.3 SF - at 4406 State Route 5&amp;20 in the Town of Canandaigua.</p> <p><b>Municipality:</b> Town of Canandaigua<br/> <b>Referring Board:</b> Planning Board<br/> <b>Applicant:</b> Rania Kassis (Kassis Superior Signs)<br/> <b>Application Type:</b> Special Use Permit<br/> <b>Class:</b> AR2<br/> <b>Property Tax ID:</b> 84.00-1-26.120<br/> <b>Property Address:</b> 4406 State Route 5 &amp; 20</p>     |
| d | 2025-1934 | <p><b>107-2025 (AR1)</b> Special Use Permit to install a 24 SF permanent commercial speech sign - at 3225 State Route 364 (Roseland Plaza) in the Town of Canandaigua.</p> <p><b>Municipality:</b> Town of Canandaigua<br/> <b>Referring Board:</b> Planning Board<br/> <b>Applicant:</b> Jim Colombo<br/> <b>Application Type:</b> Special Use Permit<br/> <b>Class:</b> AR1<br/> <b>Property Tax ID:</b> 98.00-1-46.110<br/> <b>Property Address:</b> 3225 State Route 364</p>                                                                                                                                      |
| e | 2025-1935 | <p><b>108-2025 (Class 1)</b> Retroactive Site Plan for 17,800 SF of land clearing and grubbing - at 0000 Poplar Beach, just south of the Canandaigua Country Club, in the Town of Canandaigua.</p> <p><b>Municipality:</b> Town of Canandaigua<br/> <b>Referring Board:</b> Planning Board<br/> <b>Applicant:</b> Anthony Venezia (Venezia Associates)</p>                                                                                                                                                                                                                                                            |

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|--------------------------|-------------------|
| <b>Application Type:</b> | Site Plan         |
| <b>Class:</b>            | Class 1           |
| <b>Property Tax ID:</b>  | 98.15-1-70.000    |
| <b>Property Address:</b> | 0000 Poplar Beach |

## 5. Town of Farmington

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- a      2025-  
1953      **115-2025 (Exempt / LATE REFERRAL)** Retroactive Area Variance (44 ft. front setback when a minimum of 50 ft. is required) for the replacement of a primary residence's front stoop canopy - at 6184 Fawn Meadow St. in the Town of Farmington.

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|--------------------------|-------------------------|
| <b>Municipality:</b>     | Town of Farmington      |
| <b>Referring Board:</b>  | Zoning Board of Appeals |
| <b>Applicant:</b>        | Frederick Laudise       |
| <b>Application Type:</b> | Area Variance           |
| <b>Class:</b>            | Exempt                  |
| <b>Property Tax ID:</b>  | 29.18-3-10.000          |
| <b>Property Address:</b> | 6184 Fawn Meadow Street |

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- b      2025-  
1954      **116-2025 (Class 1 / LATE REFERRAL)** Area Variance to construct a pole barn with a 25 ft. height when no greater than 15 ft. is permitted - at 5540 Holtz Rd. in the Town of Farmington.

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|--------------------------|-------------------------|
| <b>Municipality:</b>     | Town of Farmington      |
| <b>Referring Board:</b>  | Zoning Board of Appeals |
| <b>Applicant:</b>        | Adrian Bellis           |
| <b>Application Type:</b> | Area Variance           |
| <b>Class:</b>            | Class 1                 |
| <b>Property Tax ID:</b>  | 9.03-1-6.400            |
| <b>Property Address:</b> | 5540 Holtz Rd.          |

## 6. Town of Geneva

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- a      2025-  
1816      **109-2025 (Class 1)** Site Plan for a 12,400 SF building expansion to the existing (Sturdy Built) manufacturing facility – at 842 and 844 State Route 5&20 in the Town of Geneva.

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|--------------------------|-----------------------------------|
| <b>Municipality:</b>     | Town of Geneva                    |
| <b>Referring Board:</b>  | Planning Board                    |
| <b>Applicant:</b>        | Earth & Sky Design                |
| <b>Application Type:</b> | Site Plan                         |
| <b>Class:</b>            | Class 1                           |
| <b>Property Tax ID:</b>  | 103.04-1-45.000 & 103.00-3-32.000 |
| <b>Property Address:</b> | 842 & 844 State Route 5 and 20    |

## 7. Town of Gorham

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a 2025-1788 **110-2025 (Exempt)** Subdivision of a roughly 126.5-acre parcel into two - at 5070 Bassage Rd. in the Town of Gorham. Parcel 1 is proposed at 116-acres and Parcel 2 is proposed at 11.9-acres (10.6-acres from the parent parcel + 1.3-acres to be annexed from 157.00-1-31.200).

**Municipality:** Town of Gorham  
**Referring Board:** Planning Board  
**Applicant:** Allen & Ellen Martin  
**Application Type:** Subdivision  
**Class:** Exempt  
**Property Tax ID:** 157.00-1-8.210  
**Property Address:** 5070 Bassage Road

## 8. Town of Manchester

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a 2025-1918 **111.0-2025 (Class 2)** Use Variance and Site Plan for the conversion of an existing construction equipment storage building into a brewery/restaurant – at 1755 Pioneer Rd. in the Town of Manchester.

**Municipality:** Town of Manchester  
**Referring Board:** Zoning Board of Appeals  
**Applicant:** M & Y Incorporated  
**Application Type:** Use Variance  
**Class:** Class 2  
**Property Tax ID:** 44.03-1-22.000  
**Property Address:** 1755 Pioneer Road

1 2025-1930 **111.1-2025 (Class 1)** Use Variance and Site Plan for the conversion of an existing construction equipment storage building into a brewery/restaurant – at 1755 Pioneer Rd. in the Town of Manchester.

**Municipality:** Town of Manchester  
**Referring Board:** Planning Board  
**Applicant:** M & Y Incorporated  
**Application Type:** Site Plan  
**Class:** Class 1  
**Property Tax ID:** 44.03-1-22.000  
**Property Address:** 1755 Pioneer Road

## 9. Town of Richmond

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a 2025-1931 **112-2025 (Class 2)** Local Law to amend multiple sections of the Town of Richmond's Zoning Law.

**Municipality:** Town of Richmond

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|--------------------------|------------------------------|
| <b>Referring Board:</b>  | Town Board                   |
| <b>Applicant:</b>        | Town of Richmond, Town Board |
| <b>Application Type:</b> | Text Amendment               |
| <b>Class:</b>            | Class 2                      |
| <b>Property Tax ID:</b>  | N/A                          |
| <b>Property Address:</b> | N/A                          |

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- b      2025-1952      **113-2025 (AR1 / LATE REFERRAL)** Site Plan for a proposed "personal and professional service" use (education center) within an existing building - at 8732 Main St. in the Town of Richmond.

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|--------------------------|------------------|
| <b>Municipality:</b>     | Town of Richmond |
| <b>Referring Board:</b>  | Planning Board   |
| <b>Applicant:</b>        | Joe Cassara      |
| <b>Application Type:</b> | Site Plan        |
| <b>Class:</b>            | AR1              |
| <b>Property Tax ID:</b>  | 135.20-1-13.120  |
| <b>Property Address:</b> | 8732 Main Street |

## 10. Town of Seneca

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- a      2025-1955      **114-2025 (Class 1 / LATE REFERRAL)** Site Plan to construct a 9,100 SF commercial building (East Coast Van Life) with associated improvements - at 4224 South St. (and adjacent parcels) in the Town of Seneca.

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|--------------------------|-------------------------------------------------------------------------------------|
| <b>Municipality:</b>     | Town of Seneca                                                                      |
| <b>Referring Board:</b>  | Planning Board                                                                      |
| <b>Applicant:</b>        | East Coast Van Life                                                                 |
| <b>Application Type:</b> | Site Plan                                                                           |
| <b>Class:</b>            | Class 1                                                                             |
| <b>Property Tax ID:</b>  | 131.09-2-55.200; 131.09-2-55.300; 131.09-2-56.000; 131.09-2-57.000; 131.09-2-63.200 |
| <b>Property Address:</b> | 0000 SR245; 0000 SR245; 4224 South St.; 2123 SR245; 0000 SR245                      |

## 11. Privilege of the Floor

## 12. Upcoming Trainings:

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

Cornell cooperative Extension - Virtual Solar Trainings

- Wednesday, July 9 from 5:30 to 7 PM: Working effectively with the community/municipality/developer. Hear from NYSERDA, the Land Use Law Center at Pace University and a global energy company. [See link to register.](#)

- Wednesday, July 16 from 5:30 to 7 PM: Environmental concerns. Hear from NYS Department of Agriculture and Markets and a University of Michigan researcher. [See link to register.](#)
- Wednesday, July 23 from 5:30 to 7 PM: First-responder concerns. Hear from the Energy Safety Response Group about their experience working with municipalities, developers, and others and training emergency response teams to address emergencies at large-scale solar and battery energy storage facilities. [See link to register.](#)
- Wednesday, July 30 from 5:30 to 7 PM: Community benefit agreements. Hear from three speakers with an array of experience regarding how to negotiate community benefit and payment in lieu of taxes agreements to benefit the entire community and the ag communities' or other stakeholders specifically impacted. [See link to register.](#)

#### NY Association of Towns Fall Planning & Zoning School

- Topics include open meetings law, new wetland regulations, affordable housing, and siting of large-scale energy projects (Binghamton, Lake George, and East Aurora or Agritourism (Kingston only). You will need your town's membership credentials and then create a login username and password. [See link to register.](#)
  - Tuesday, September 2, 2025 from 8 am to 12 PM in Binghamton
  - Saturday, September 13, 2025 from 8 am to 12 PM in Lake George
  - Wednesday, October 1, 2025 from 8 am to 12 PM in East Aurora
  - Thursday, October 9, 2025 8 am to 12 PM in Kingston

#### MRB Group / Hancock Estabrook Municipal Bootcamp; <https://dos.ny.gov/training-assistance>

- 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.

#### NYSDOS Local Government Training Schedule; <https://dos.ny.gov/training-assistance>

- Includes links to YouTube recordings of NYSDOS Planning Board, Zoning Board of Appeals, and SEQR basics training (CERTIFICATE OF COMPLETION NOT PROVIDED).

NYSDOS On-Demand Training; [https://dos.ny.gov/training-courses?f%5B0%5D=filter\\_term%3A2236](https://dos.ny.gov/training-courses?f%5B0%5D=filter_term%3A2236)

- Use the 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.

NY Conference of Mayors trainings are free (if your municipality is a member); <https://www.nycom.org/training/webinars>

- Recorded Webinars Include:
  - ACCESSING FEDERAL FUNDING FROM FEMA (recorded 7-29-20) | Speakers: Robert T. Kennedy, Mayor of the Village of Freeport and NYCOM President; J. Andrew Martin, CFM, Public Assistance Section Chief, NYS Division of Homeland Security and Emergency Services; Janet Plarr, Village Administrator, Village of Blasdell; and Donna Lyudmer, Village of Saltaire
  - ADOPTING LOCAL LAWS AND CONDUCTING REFERENDA (recorded 6-24-21) | Speaker: Rebecca Ruscito, NYCOM Counsel
  - ARPA FUNDING: OVERVIEW OF ALLOWABLE USES AND OTHER REQUIREMENTS (recorded 8-3-21) | Speakers: Peter Baynes, NYCOM Executive Director and Barbara VanEpps, NYCOM Deputy Executive Director
  - CELL TOWERS AND WIRELESS REGULATIONS AND A CASE LAW UPDATE (recorded 12-15-20) | Speakers: Wade Beltramo, NYCOM General Counsel and Rebecca Ruscito, NYCOM Counsel
  - CONDUCT MEETINGS NOW AND DOWN THE ROAD: NAVIGATING THE FUTURE OF MEETINGS AND HEARINGS AS COVID NUMBERS DROP (recorded 3-18-21) | Speakers: Wade Beltramo, NYCOM General Counsel; John Mancini, NYCOM Counsel and Rebecca Ruscito, NYCOM Counsel
  - ETHICS FOR ZBA AND PLANNING BOARD PROCEEDINGS (recorded 12-9-21) | Speaker: Wade Beltramo, NYCOM General Counsel
  - FAIR HOUSING CONSIDERATIONS FOR MUNICIPALITIES (recorded 12-16-21) | Speakers: Charles Grieco, Bond, Schoeneck & King; Moderator: Wade Beltramo, NYCOM General Counsel
  - GRANTS TRAIN IS AT THE STATION: GET READY FOR THE RIDE AHEAD! (recorded 5-6-21) | Speaker: Jim Thatcher, Manager, Community Development, C.T. Male Associates
  - LAWYERS AND ETHICS FOR ZBAS AND PLANNING BOARDS (recorded 12-10-20) | Speaker: Wade Beltramo, NYCOM General Counsel
  - NEW YORK'S MARIJUANA LEGALIZATION: WHAT DOES IT MEAN FOR LOCAL GOVERNMENTS? (recorded 4-15-21) | Speakers: Wade Beltramo, NYCOM General Counsel; John Mancini, NYCOM Counsel; Rebecca Ruscito, NYCOM Counsel
  - PLANNING AND ZONING HOT TOPICS AND CASE LAW UPDATE (recorded 12-14-21) | Speakers: Terry Rice, Partner, Law Office of Terry Rice; Moderator: Wade Beltramo, NYCOM General Counsel

- REGULATING CANNABIS OPERATIONS (recorded 12-7-21) | Speakers: Wade Beltramo, NYCOM General Counsel; Corey Auerbach, Barclay Damon, LLP
- SOLAR PANELS, LARGE SCALE ENERGY GENERATION SITING, AND LOCAL ZONING (recorded 12-17-20) | Speakers: Wade Beltramo, NYCOM General Counsel and Rebecca Ruscito, NYCOM Counsel

NY Planning Federation Trainings are free (if your municipality is a member)

- Call or e-mail with a membership number or to pay and participate as a non-member. 518-512-5270 or email: [nypf@nypf.org](mailto:nypf@nypf.org)
- Recorded Webinars Include:
  - The Essentials of Planning and Zoning
    - Introduction to Planning, Zoning, and Land Use
    - Everything You've Ever Wanted to Know About Preparing a Comprehensive Plan
    - Understanding and Applying SEQRA (NY State Environmental Quality Review Act)
    - The What, Why, and How of Site Plan Review
    - Common Mistakes and Mishaps in Site Plan Review
  - Meeting Process and Communication
    - Enhancing Transparency Effectiveness in Planning Proceedings
    - Innovations and Best Practices for Planning/Zoning Boards
    - Engaging Diverse Communities and Dealing with Difficult People
    - Working with Elected Officials and Understanding Everyone's Role in Planning
    - The Open Meetings Law for Zoning and Planning Boards, Part II
    - Working with Developers to Foster Investment in the Community
    - Communication, the Media and Social Media
    - Open Government and Planning and Zoning Decision Making

### **13. Adjournment:**

- a Meeting motion to adjourn