

ONTARIO COUNTY PLANNING BOARD COORDINATED REVIEW COMMITTEE MEETING

Tuesday, October 7, 2025, Time: 3:30 PM
20 Ontario St., Room 229, Canandaigua, NY 14424

Ontario County Planning Board
Wednesday, October 8, 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 Canadice

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- a 2025-3030 **157-2025 (Class 2)** Comprehensive Plan Update for the Town of Canadice.

Municipality:	Town of Canadice
Referring Board:	Town Board
Application Type:	Comprehensive Plan
Class:	Class 2
Property Tax ID:	N/A
Property Address:	N/A

5. Town of Canandaigua

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- a 2025-3001 **158-2025 (Class 1)** Area Variance for the proposed lots of a future 42-lot subdivision to have a minimum area of 20,000 SF when a minimum of 1.0 acre (43,560 SF) is required – at 0000 County Road 16.

Municipality:	Town of Canandaigua
Referring Board:	Zoning Board of Appeals
Application Type:	Area Variance
Class:	Class 1
Property Tax ID:	97.04-1-6.121
Property Address:	0000 County Road 16

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- b 2025-3003 **159-2025 (Exempt)** Site Plan for a single-family dwelling on two currently vacant parcels (to be combined) — at 0000 County Road 16.

Municipality:	Town of Canandaigua
Referring Board:	Planning Board
Application Type:	Site Plan
Class:	Exempt

		Property Tax ID:	140.11-1-48.200; 140.11-1-48.300
		Property Address:	0000 County Road 16
c	2025-3004	160-2025 (Exempt) Site Plan to construct a new single-family home on a currently vacant parcel at 0000 State Route 21 South.	
		Municipality:	Town of Canandaigua
		Referring Board:	Planning Board
		Application Type:	Site Plan
		Class:	Exempt
		Property Tax ID:	112.00-1-68.121
		Property Address:	0000 State Route 21 S
d	2025-3005	161-2025 (Exempt) Site Plan to construct a new single-family home on a currently vacant parcel at 0000 State Route 21 South.	
		Municipality:	Town of Canandaigua
		Referring Board:	Planning Board
		Application Type:	Site Plan
		Class:	Exempt
		Property Tax ID:	112.00-1-68.122
		Property Address:	0000 State Route 21 S
e	2025-3006	162-2025 (AR2) Area Variances (3) to tear down an existing pre-existing non-conforming accessory structure (shed) and replace it with a larger (60 SF) shed – at 3498 Sandy Beach Drive. The Area Variances are for: (1) lot coverage of 70.06% when no greater than 40% is permitted, (2) a 3 ft. south side setback of 3 ft. when 8 ft. is required, and (3) a 0 ft. rear (lake) setback when 15 ft. is required.	
		Municipality:	Town of Canandaigua
		Referring Board:	Zoning Board of Appeals
		Application Type:	Area Variance
		Class:	AR2
		Property Tax ID:	98.15-1-51.000
		Property Address:	3498 Sandy Beach Drive

6. Town of Hopewell

a	2025-3023	163.0-2025 (Class 1) Area variances (2) and Subdivision to divide a 2.6-acre parcel into two parcels of 0.72-acres and 1.47-acres (remaining 0.45-acres to be annexed to TM# 99.00-2-39.000) – at 3881 Route 5 and 20. Area variances are for: (1) a 0.72- acre residential lot when 1-acre is required, and (2) a 1.47-acre commercial lot when a minimum of 2-acres is required. 163.1-2025 is regarding the subdivision portion of the referral.	
		Municipality:	Town of Hopewell
		Referring Board:	Zoning Board of Appeals
		Application Type:	Area Variance
		Class:	Class 1
		Property Tax ID:	99.00-2-38.100

Property Address: 3881 Route 5 and 20

- 1 2025-3024 **163.1-2025 (Class 1)** Area Variances (2) and Subdivision to divide a 2.6-acre parcel into two parcels of 0.72-acres and 1.47-acres (remaining 0.45-acres to be annexed to TM# 99.00-2-39.000) – at 3881 Route 5 and 20. Area variances are for: (1) a 0.72-acre residential lot when 1-acre is required, and (2) a 1.47-acre commercial lot when a minimum of 2-acres is required. 163.0-2025 is regarding the area variance portion of the referral.

Municipality: Town of Hopewell
Referring Board: Planning Board
Application Type: Subdivision
Class: Class 1
Property Tax ID: 99.00-2-38.100
Property Address: 3881 Route 5 and 20

7. Town of Naples

- a 2025-3090 **173-2025 (Class 2 / LATE REFERRAL)** Amendment to Town Code sections 132-42.2 Commercial Wind Turbines and 132-42.4 Major Solar Collector Systems.

Municipality: Town of Naples
Referring Board: Town Board
Application Type: Text Amendment
Class: Class 2 (LATE REFERRAL)
Property Tax ID: N/A
Property Address: N/A

8. Town of Phelps

- a 2025-3089 **171-2025 (Class 2 / LATE REFERRAL)** Text Amendment to replace the definition for "Barnyard" and add a definition for "Pasture" in Section 82-2 Definitions in the Town of Phelps zoning code.

Municipality: Town of Phelps
Referring Board: Town Board
Application Type: Text Amendment
Class: Class 2 (LATE REFERRAL)
Property Tax ID: N/A
Property Address: N/A

- b 2025-3086 **172.0-2025 (Class 1 / LATE REFERRAL)** Special Use Permit and Site Plan for the redevelopment of a former Boy Scout Camp (Camp Dittmer) into a private campground with 51 RV camp sites, a variety of boutique camping options, a new bathhouse, renovated bathhouses and cabins, a trailer dump station, new water, new sanitary sewer, and stormwater infrastructure and associated gravel roadways and accommodations. The project is located at 2212 Toll Road. 172.1-2025 is regarding the site plan portion of the referral.

Municipality: Town of Phelps

Referring Board:	Planning Board
Application Type:	Special Use Permit
Class:	Class 1 (LATE REFERRAL)
Property Tax ID:	61.00-1-61.200
Property Address:	2212 Toll Road

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- 1 2025- **172.1-2025 (Class 1 / LATE REFERRAL)** Special Use Permit and Site Plan for the
3087 redevelopment of a former Boy Scout Camp (Camp Dittmer) into a private
campground with 51 RV camp sites, a variety of boutique camping options, a new
bathhouse, renovated bathhouses and cabins, a trailer dump station, new water, new
sanitary sewer, and stormwater infrastructure and associated gravel roadways and
accommodations. The project is located at 2212 Toll Road. 172.0-2025 is regarding
the special use permit portion of the referral.

Municipality:	Town of Phelps
Referring Board:	Planning Board
Application Type:	Site Plan
Class:	Class 1 (LATE REFERRAL)
Property Tax ID:	61.00-1-61.200
Property Address:	2212 Toll Road

9. Town of Richmond

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- a 2025- **164.0-2025 (Class 1)** Area Variances (2) related to the expansion and renovation of an
3017 existing single-family residence – at 5353 County Road 36. The first area variance is for
a front setback less than 20 ft. required minimum. 164.1-2025 is regarding the rear/lake
setback area variance portion of the referral.

Municipality:	Town of Richmond
Referring Board:	Zoning Board of Appeals
Application Type:	Area Variance
Class:	Class 1
Property Tax ID:	149.19-1-14.000
Property Address:	5353 County Road 36

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- 1 2025- **164.1-2025 (AR2)** Area Variances (2) related to the expansion and renovation of an
3018 existing single-family residence – at 5353 County Road 36. The second area variance
is for a rear/lake setback less than the 50 ft. minimum requirement. 164.0-2025 is
regarding the front setback area variance portion of the referral.

Municipality:	Town of Richmond
Referring Board:	Zoning Board of Appeals
Application Type:	Area Variance
Class:	AR2
Property Tax ID:	149.19-1-14.000
Property Address:	5353 County Road 36

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- b 2025- **165-2025 (Exempt)** Area Variance to erect a four ft. high wire fence in the front yard
3019 when no greater than three ft. is permitted – at 5400 County Road 37.

Municipality:	Town of Richmond
Referring Board:	Zoning Board of Appeals
Application Type:	Area Variance
Class:	Exempt
Property Tax ID:	149.00-1-55.000
Property Address:	5400 County Road 37

- c 2025-3021 **166-2025 (Class 1)** Area variances (2) to construct a 288 SF detached garage one ft. from the rear and side (north) property line when a minimum of ten ft. is required – at 20 Briggs Street.

Municipality:	Town of Richmond
Referring Board:	Zoning Board of Appeals
Application Type:	Area Variance
Class:	Class 1
Property Tax ID:	165.20-1-27.000
Property Address:	20 Briggs Street

- d 2025-3022 **167-2025 (Exempt)** Area Variance for a proposed 4,400 SF pole barn when the allowed maximum floor area for an accessory structure is 200 SF – at 9330 Big Tree Road.

Municipality:	Town of Richmond
Referring Board:	Zoning Board of Appeals
Application Type:	Area Variance
Class:	Exempt
Property Tax ID:	134.00-1-52.210
Property Address:	9330 Big Tree Road

10. Town of Victor

- a 2025-3061 **168.0-2025 (Class 1)** Final Subdivision and Site Plan Approval for a proposed 156-unit multiple-family residential development comprised of three four-story 52-unit buildings – at 200 Victor Heights Parkway. 168.1-2025 is regarding the site plan portion of the referral.

Municipality:	Town of Victor
Referring Board:	Planning Board
Application Type:	Subdivision
Class:	Class 1
Property Tax ID:	15.00-2-14.210
Property Address:	200 Victor Heights Parkway

- 1 2025-3062 **168.1-2025 (Class 1)** Final Subdivision and Site Plan Approval for a proposed 156-unit multiple-family residential development comprised of three four-story 52-unit buildings – at 200 Victor Heights Parkway. 168.0-2025 is regarding the subdivision portion of the referral.

Municipality:	Town of Victor
Referring Board:	Planning Board

Application Type:	Site Plan
Class:	Class 1
Property Tax ID:	15.00-2-14.210
Property Address:	200 Victor Heights Parkway

- b 2025-3078 **170-2025 (Class 1 / LATE REFERRAL)** Site Plan for proposed renovations and a 280 SF addition to an existing structure at 7404 Pittsford Victor Road.

Municipality:	Town of Victor
Referring Board:	Planning Board
Application Type:	Site Plan
Class:	Class 1 (LATE REFERRAL)
Property Tax ID:	15.00-2-27.000
Property Address:	7404 Pittsford Victor Rd. Victor, NY 14564

11. Village of Rushville

- a 2025-3015 **169.0-2025 (Class 2)** Comprehensive update of the Village of Rushville's Zoning Code and amendments to the Zoning Map. 169.1-2025 is regarding the map amendment portion of the referral.

Municipality:	Village of Rushville
Referring Board:	Village Board
Application Type:	Text Amendment
Class:	Class 2
Property Tax ID:	N/A
Property Address:	N/A

- 1 2025-3016 **169.1-2025 (Class 2)** Comprehensive update of the Village of Rushville's Zoning Code and amendments to the Zoning Map. 169.0-2025 is regarding a text amendment portion of the referral.

Municipality:	Village of Rushville
Referring Board:	Village Board
Application Type:	Map Amendment
Class:	Class 2
Property Tax ID:	N/A
Property Address:	N/A

12. Upcoming Trainings:

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

NYSDOS in-person training on 3 topics: adopting and amending zoning, affordable housing, SEQR – Short EAF

- **For more info:** <https://www.senecacountyny.gov/gov/admin/planning/>

NY Association of Towns Fall Planning & Zoning School

- **Thursday, October 9, 2025, from 8 am to 12 PM in Kingston**
- Topics include open meeting's 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.](#)

MRB Group / Hancock Estabrook Municipal Bootcamp

- **Thursday, October 23, 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, December 18, 2025 – 6:00 PM – 7:00 PM;**(Remote)
 - SESSION 10: SANTA’S NAUGHTY and NICE LIST— THE BEST AND WORST OF 2025

Monroe County Land Use Decision-Making Training

- **Tuesday, October 21, 2025, from 4:00 PM to 8:30 PM** at Monroe Community College - 1000 E Henrietta Rd., Rochester, NY 14623
- Cost: \$50 (meal included) — Fee waivers and financial aid are available for eligible participants.
- [Click here for link.](#) Registration deadline is Friday, October 10, 2025, or until all seats are filled.

Genesee Finger Lakes Regional Planning Council

- **Friday, October 24, 2025, from 8:30 AM to 4:00 PM** at Wayne-Finger Lakes BOCES Conference Center in Newark — 437 Vienna St., Newark, NY 14513.
- \$60 per person until October 15, 2025, at midnight, or \$75 per person after October 15, until October 22, when registration closes. All registration includes continental breakfast, coffee, and lunch.
- [Click here for link](#)
- Topics Include:
 - Resources for Scam and Identity Theft Protection
 - AI and Local Government
 - Land Use and SEQRA Case Law Update
 - Creating Vibrant Public Spaces: Placemaking Strategies for Streetscapes, Downtowns, and Parks
 - Climate Smart Communities Showcase
 - Conesus Lake Watershed Management Plan — 20 Years of Partnership and Success
 - Public Meeting & Hearings

- Spot Zoning

Deploying Safe Lithium-ion Energy Storage in your community — hosted by the New York State Interagency Fire Safety Working Group (from May 7, 2025)

- Topics include: critical safety considerations, regulatory updates, best practices in the field, and recommendations for local actions. [See presentation slides](#)

NYS DOS Regional On-Site Trainings

- [Click here for link](#)
- Statewide schedule of NYS DOS on-site local government trainings. Typically, updated August and November/December.

NYS DOS On-Line Interactive Courses

- [Click here for link](#)
- Includes links to online interactive courses.

NYS DOS Recorded Webinars

- [Click here for link](#)
- Use this 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.

New York Conference of Mayors trainings is free (If your municipality is a member)

- [Click here for link](#)
- The NY Conference of Mayors also offers virtual and recorded webinars for member villages and cities.
- 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 ZBA'S 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

New York Planning Federation trainings are free (if your municipality is a member)

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