

ONTARIO COUNTY PLANNING BOARD

Wednesday, January 14, 2026, Time: 7:00 PM

<https://ontariocountyny.webex.com>

Meeting number (access code): 2343 871 0760

Meeting password: naMT52j8ZHe

Join by phone: 1-408-418-9388

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 / Kyle Ritts - Minutes - December 10, 2025

4. Old Business:

- a PLEASE BE AWARE OF A RECENT SCAM THAT IS GOING AROUND. THERE ARE NO FEES FOR COUNTY PLANNING BOARD REVIEW. YOU SHOULD NEVER RECEIVE AN INVOICE FROM THE ONTARIO COUNTY PLANNING BOARD.

5. New Business:

6. Town of Bristol

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- a 2026-278 **1-2026 (Class 1)** Site Plan for a 560 SF commercial building addition at 4511 Egypt Road.

Municipality:	Town of Bristol
Referring Board:	Planning Board
Application Type:	Site Plan
Class:	Class 1
Property Tax ID:	123.00-2-31.100
Property Address:	4511 Egypt Road

7. Town of Canandaigua

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- a 2026-279 **2-2026 (Exempt)** Site Plan for the tear-down and re-build of a single-family dwelling at 3385 County Road 16.

Municipality:	Town of Canandaigua
Referring Board:	Planning Board
Application Type:	Site Plan
Class:	Exempt
Property Tax ID:	98.09-1-28.000
Property Address:	3385 County Road 16

8. Town of Farmington

a	2026-280	3-2026 (Exempt) Subdivision of a 116-acre parcel into two, creating Lot 1 (87.4 acres) and Lot 2 (28.6-acres) acres - at 4995 Rushmore Road.
		Municipality: Town of Farmington Referring Board: Planning Board Application Type: Subdivision Class: Exempt Property Tax ID: 19.00-1-1.000 Property Address: 4995 Rushmore Road

9. Town of Gorham

a	2026-281	4-2026 (Exempt) Subdivision of a 1-acre parcel into two 0.5-acre parcels at 4187 State Route 364.
		Municipality: Town of Gorham Referring Board: Planning Board Application Type: Subdivision Class: Exempt Property Tax ID: 127.11-1-6.100 Property Address: 4187 State Route 364
b	2026-282	5-2026 (Exempt) Site Plan approval to add a second floor to an existing single-family home, and converting the existing deck into a screened-in porch and deck at 3932 State Route 364.
		Municipality: Town of Gorham Referring Board: Planning Board Application Type: Site Plan Class: Exempt Property Tax ID: 113.15-1-19.100 Property Address: 3932 State Route 364
c	2026-283	6-2026 (Class 1) Final Subdivision of two lots (totaling 5.8 acres) into six — at 4750 & 4753 Deer Run in the Deer Run Subdivision.
		Municipality: Town of Gorham Referring Board: Planning Board Application Type: Subdivision Class: Class 1 Property Tax ID: 144.15-1-15.100 & 144.15-1-26.100 Property Address: 4750 & 4753 Deer Run

10. Town of Richmond

a	2026-284	7-2026 (Exempt) Subdivision of a 90.2-acre parcel into two (Lot 1: 70.0-acres & Lot 2: 20.2-acres) — at 3972 O'Neill Road.
		Municipality: Town of Richmond

		Referring Board: Application Type: Class: Property Tax ID: Property Address:	Planning Board Subdivision Exempt 106.00-1-14.100 3972 O'Neill Road
b	2026-285	8-2026 (AR1) Site Plan to operate a commercial business (Full Moon Mystics) in an existing commercial building at 8596 Main Street.	
		Municipality: Referring Board: Application Type: Class: Property Tax ID: Property Address:	Town of Richmond Planning Board Site Plan AR1 136.17-1-2.120 8596 Main Street
c	2026-286	9-2026 (Exempt) Area Variance for a proposed third-story addition (when no greater than two-stories is permitted) to an existing single-family dwelling at 5752 Willow Beach.	
		Municipality: Referring Board: Application Type: Class: Property Tax ID: Property Address:	Town of Richmond Zoning Board of Appeals Area Variance Exempt 165.17-1-8.110 5752 Willow Beach
d	2026-287	10-2026 (AR2) Area Variance for a rear (lake) setback of 28.3 ft. (when a minimum of 50 ft. is required) for the tear-down / re-build of a home at 5324 Picketts Cove.	
		Municipality: Referring Board: Application Type: Class: Property Tax ID: Property Address:	Town of Richmond Zoning Board of Appeals Area Variance AR2 150.17-1-52.00 5324 Picketts Cove

11. Town of Seneca

a	2026-288	16.0-2026 (Class 2) Special Use Permit and Site Plan to construct and operate a fuel (oil and gasoline product) storage and distribution facility – at 0000 SR 5&20 in the Town of Seneca. 16.0-2026 is associated with the special use permit and 16.1-2026 is for the Site Plan.	
		Municipality: Referring Board: Application Type: Class: Property Tax ID:	Town of Seneca Zoning Board of Appeals Special Use Permit Class 2 103.00-1-19.120

Property Address: 0000 State Route 5&20

- b 2026-289 **16.1-2026 (Class 2)** Special Use Permit and Site Plan to construct and operate a fuel (oil and gasoline product) storage and distribution facility – at 0000 SR 5&20 in the Town of Seneca. 16.0-2026 is associated with the special use permit and 16.1-2026 is for the Site Plan.

Municipality: Town of Seneca
Referring Board: Planning Board
Application Type: Site Plan
Class: Class 2
Property Tax ID: 103.00-1-19.120
Property Address: 0000 State Route 5&20

12. Town of Victor

- a 2026-290 **11-2026 (Class 2)** Use variance to allow for an existing 3-unit apartment building where no greater than two-family dwellings are permitted in the R-2 zoning district at 7659 State Route 251.

Municipality: Town of Victor
Referring Board: Zoning Board of Appeals
Application Type: Use Variance
Class: Class 2
Property Tax ID: 15.01-1-45.000
Property Address: 7659 State Route 251

- b 2026-291 **12-2026 (Exempt)** Waiver request to not have a sprinkler system (as required by Town of Victor Code requirements) — at 7404 State Route 96 (Fine Arts Studio).

Municipality: Town of Victor
Referring Board: Zoning Board of Appeals
Application Type: Other
Class: Exempt
Property Tax ID: 15.00-2-27.000
Property Address: 7404 State Route 96

- c 2026-292 **13-2026 (Class 1)** Area Variance for construction of impervious surface (single-family home and driveway) within 100 ft. of a wetland — at 0000 Benson Road.

Municipality: Town of Victor
Referring Board: Zoning Board of Appeals
Application Type: Area Variance
Class: Class 1
Property Tax ID: 6.01-1-29.300
Property Address: 0000 Benson Road

- d 2026-293 **14-2026 (Class 1)** Area Variance for construction of impervious surface (single-family home and driveway) within 100 ft. of a wetland — at 0000 Baker Road.

Municipality:	Town of Victor
Referring Board:	Zoning Board of Appeals
Application Type:	Area Variance
Class:	Class 1
Property Tax ID:	1.02-1-31.200
Property Address:	0000 Baker Road

13. Village of Naples

- a 2026-294 **15-2026 (Class 2)** Text Amendment to Village Code section 385-9B General Regulations for Preservation of Natural Features in the Village of Naples.

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

14. Privilege of the Floor

15. Upcoming Trainings:

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

NYS DOS Division of Local Government Services - 2025/2026 Winter Webinar Series (Remote)

- [See link to register.](#) Click on individual meeting dates within the link to register.
- **January 22, 2026; 2:00 PM - 3:30 PM**
 - Essentials for Planning and Zoning Board Staff
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LOCATE Finger Lakes Energy Infrastructure Summit

- [Click here for link](#)
- Topics include: Challenges to job development in the Finger Lakes because of the electric grid, the status of the electric grid serving the Finger Lakes region, what steps are necessary to modernize and upgrade the energy grid throughout the Finger Lakes region, and New York State policy action items needed to upgrade energy distribution in the Finger Lakes region.

MRB Group / Hancock Estabrook Municipal Bootcamp

- [Click here for link.](#)
- SESSION 1: Environmentally Speaking — The Nuts and Bolts of SEQR
 - **Thursday, January 22, 2026 – 6:00 PM – 7:00 PM; (Remote)**
- SESSION 2: From Big to Small — The Big Picture — Developing and Implementing Comprehensive Plans
 - **Thursday, February 26, 2026–6:00 PM - 7:00 PM; (Remote)**

- SESSION 3: Getting it Together — The Basics of Running a Meeting and the Open Meetings Law
 - **Thursday, March 26, 2026–6:00 PM - 7:00 PM; (Remote)**
- SESSION 4: Soaking Up The Sun — Solar and Battery Storage and the Local Review Process
 - **Thursday, April 23, 2026–6:00 PM - 7:00 PM; (Remote)**
- SESSION 5: Water, Water Everywhere — The Impact of Wetlands on Development
 - **Thursday, May 28, 2026–6:00 PM - 7:00 PM; (Remote)**
- SESSION 6: Zoning Board Basics — Roles of the Zoning Board in Community Development
 - **Thursday, June 25, 2026–6:00 PM - 7:00 PM; (Remote)**
- SESSION 7: Growing Intentionally — The Role of Local Leadership in Attracting Investment and Economic Development
 - **Thursday, July 23, 2026–6:00 PM - 7:00 PM; (Remote)**
- SESSION 8: A Storm is Brewing — How Development Review Addresses Stormwater Management and Water Quality
 - **Thursday, September 24, 2026–6:00 PM - 7:00 PM; (Remote)**
- SESSION 9: Funding Your Priorities — Developing and Managing Competitive Grant Applications
 - **Thursday, October 22, 2026–6:00 PM - 7:00 PM; (Remote)**
- SESSION 10: Santa's Naughty and Nice List — The Best and Worst of 2023
 - **Thursday, December 17, 2026–6:00 PM - 7:00 PM; (Remote)**

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 in 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 are 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

16. Adjournment:

- a Meeting motion to adjourn