

ONTARIO COUNTY PLANNING BOARD

Wednesday, June 10, 2026, Time: 7:00 PM

Join from the meeting link

<https://ontariocountyny.webex.com/ontariocountyny/j.php?MTID=m932c7ca998a16e7be4a8ef8f87938b1b>

Join by meeting number

Meeting number (access code): 2343 871 0760

Meeting password: naMT52j8ZHe

Join by phone

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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 - May 13, 2026, County Planning Board Meeting

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

- a 2026-1890 **87-2026 (Exempt)** Area Variance to construct a 4,000 SF pole barn with a 37 ft. front setback when a minimum of 75 ft. is required — at 3709 Briggs Road.

Municipality:	Town of Bristol
Referring Board:	Zoning Board of Appeals
Application Type:	Area Variance
Class:	Exempt
Property Tax ID:	108.00-3-1.112
Property Address:	3709 Briggs Road

7. Town of Canandaigua

- a 2026-1891 **88-2026 (Class 1)** Area Variances (2) for a proposed accessory structure (shed) — at 5497 Rochester Point Drive. The area variances are for: (1) the accessory structure to be placed in the front yard, and (2) with an area of 140 SF when no greater than 100 SF is permitted.

Municipality:	Town of Canandaigua
Referring Board:	Zoning Board of Appeals

Application Type: Area Variance
Class: Class 1
Property Tax ID: 154.06-2-6.000
Property Address: 5497 Rochester Point Drive

- b 2026-1892 **89.0-2026 (AR2)** Area variance and Special Use Permit for the installation of a building-mounted commercial speech sign (ZAVA Smoke Shop & Convenience) — at 4406 Route 5&20. The area variance is for a sign area of 46 SF when no greater than 28 SF is permitted. 89.0-2026 is related to the area variance, and 89.1-2026 is for the site plan.

Municipality: Town of Canandaigua
Referring Board: Zoning Board of Appeals
Application Type: Area Variance
Class: AR2
Property Tax ID: 84.00-1-26.120
Property Address: 4406 Route 5&20

- 1 2026-1893 **89.1-2026 (AR2)** Area variance and Special Use Permit for the installation of a building-mounted commercial speech sign (ZAVA Smoke Shop & Convenience) — at 4406 Route 5&20. The area variance is for a sign area of 46 SF when no greater than 28 SF is permitted. 89.0-2026 is related to the area variance, and 89.1-2026 is for the site plan.

Municipality: Town of Canandaigua
Referring Board: Planning Board
Application Type: Special Use Permit
Class: AR2
Property Tax ID: 84.00-1-26.120
Property Address: 4406 Route 5&20

8. Town of Farmington

- a 2026-1894 **90-2026 (Class 1)** Preliminary Site Plan approval for a 16,000 SF storage warehouse facility and related site improvements at 0000 County Road 41.

Municipality: Town of Farmington
Referring Board: Planning Board
Application Type: Site Plan
Class: Class 1
Property Tax ID: 41.07-1-28.100
Property Address: 0000 County Road 41

- b 2026-1895 **91.0-2026 (Class 1)** Special Use Permit and Site Plan for a proposed 4.72 MW AC large-scale solar energy system – at 4494 Mount Payne Road. 91.0-2026 is regarding the Special Use Permit, and 91.1-2026 is for the Site Plan.

Municipality: Town of Farmington
Referring Board: Planning Board

Application Type: Special Use Permit
Class: Class 1
Property Tax ID: 19.00-1-13.100
Property Address: 4494 Mount Payne Road

- 1 2026-1896 **91.1-2026 (Class 1)** Special Use Permit and Site Plan for a proposed 4.72 MW AC large-scale solar energy system – at 4494 Mount Payne Road 91.0-2026 is regarding the Special Use Permit, and 91.1-2026 is for the Site Plan.

Municipality: Town of Farmington
Referring Board: Planning Board
Application Type: Site Plan
Class: Class 1
Property Tax ID: 19.00-1-13.100
Property Address: 4494 Mount Payne Road

9. Town of Hopewell

- a 2026-1897 **92.0-2026 (Class 1).** Area variances (3) variances requested for a sign for (In A Pickle) — at 3791 Route 5 and 20. Area variances are for: (1) the sign to be located on a separate parcel, (2) a second ground-mounted sign on a parcel when only one is permitted, and (3) an 81 SF sign when no greater than 20 SF is permitted. 92.0-2026 is related to the sign location area variance (1), and 92.1-2026 is for the area variances related to number (2) and size (3).

Municipality: Town of Hopewell
Referring Board: Zoning Board of Appeals
Application Type: Area Variance
Class: Class 1
Property Tax ID: 99.00-2-33.000
Property Address: 3791 State Route 5 and 20

- 1 2026-1898 **92.1-2026 (AR2).** Area variances (3) variances are requested for a sign for (In A Pickle) — at 3791 Route 5 and 20. Area variances are for: (1) the sign to be located on a separate parcel, (2) a second ground-mounted sign on a parcel when only one is permitted, and (3) a 81 SF sign when no greater than 20 SF is permitted. 92.0-2026 is related to the sign location area variance (1), and 92.1-2026 is for the area variances related to number (2) and size (3).

Municipality: Town of Hopewell
Referring Board: Zoning Board of Appeals
Application Type: Area Variance
Class: AR2
Property Tax ID: 99.00-2-33.000
Property Address: 3791 State Route 5 and 20

- b 2026-1899 **93-2026 (AR1)** Special Use Permit renewal for CMAC event parking — at 4392 County Road 50.

Municipality: Town of Hopewell

		Referring Board:	Planning Board
		Application Type:	Special Use Permit
		Class:	AR1
		Property Tax ID:	85.03-1-3.000
		Property Address:	4392 County Road 50
c	2026-1900	94-2026 (Class 1) Special Use Permit to operate a food truck in the Lowe's parking lot at 4200 Recreation Drive.	
		Municipality:	Town of Hopewell
		Referring Board:	Planning Board
		Application Type:	Special Use Permit
		Class:	Class 1
		Property Tax ID:	85.03-1-21.000
		Property Address:	4200 Recreation Drive
d	2026-1901	95-2026 (Class 2) Special Use Permit to construct a parking lot with 100 parking spaces for CMAC event parking at 4303 Route 5 & 20.	
		Municipality:	Town of Hopewell
		Referring Board:	Planning Board
		Application Type:	Special Use Permit
		Class:	Class 2
		Property Tax ID:	99.00-1-7.000
		Property Address:	4303 Route 5 and 20

10. Town of Manchester

a	2026-1902	96.0-2026 (Class 1) Special Use Permit and Site Plan to convert an existing building into a vehicle sales building and 60-car gravel parking lot at 2896/98 State Route 96. 96.0-2026 is related to the special use permit, and 96.1-2026 is for the site plan.	
		Municipality:	Town of Manchester
		Referring Board:	Planning Board
		Application Type:	Special Use Permit
		Class:	Class 1
		Property Tax ID:	33.00-1-42.210
		Property Address:	2896/98 State Route 96
1	2026-1903	96.1-2026 (Class 1) Special Use Permit and Site Plan to convert an existing building into a vehicle sales building and 60-car gravel parking lot at 2896/98 State Route 96. 96.0-2026 is related to the special use permit, and 96.1-2026 is for the site plan.	
		Municipality:	Town of Manchester
		Referring Board:	Planning Board
		Application Type:	Site Plan
		Class:	Class 1
		Property Tax ID:	33.00-1-42.210
		Property Address:	2896/98 State Route 96

11. Town of Richmond

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| a | 2026-1904 | 97-2026 (Exempt) Area Variance for a proposed 1,920 SF accessory structure (pole barn) when an area of no greater than 200 SF is permitted — at 8373 State Route 20A |
| | | Municipality: Town of Richmond |
| | | Referring Board: Zoning Board of Appeals |
| | | Application Type: Area Variance |
| | | Class: Exempt |
| | | Property Tax ID: 136.00-1-76.310 |
| | | Property Address: 8373 State Route 20A |
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| b | 2026-1905 | 98-2026 (Exempt) Area Variance for a proposed 6 ft. tall fence in the front yard when no greater than 3 ft. is permitted — at 4655 County Road 37. |
| | | Municipality: Town of Richmond |
| | | Referring Board: Zoning Board of Appeals |
| | | Application Type: Area Variance |
| | | Class: Exempt |
| | | Property Tax ID: 135.00-2-5.100 |
| | | Property Address: 4655 County Road 37 |

12. Town of Victor

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| a | 2026-1906 | 99-2026 (Class 1) Preliminary Subdivision approval to construct a 74-lot clustered subdivision on 158.2-acres at 973 Brownsville Road and two additional parcels on Brownsville Road (0000 Brownsville Road). |
| | | Municipality: Town of Victor |
| | | Referring Board: Planning Board |
| | | Application Type: Subdivision |
| | | Class: Class 1 |
| | | Property Tax ID: 16.00-1-39.000; 16.00-1-42.110; 16.00-1-42.220 |
| | | Property Address: 973 & 0000 Brownsville Road |

13. Town of West Bloomfield

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| a | 2026-1907 | 100-2026 (Exempt / LATE REFERRAL) Area Variance to construct a 3,840 SF accessory structure (pole barn) in the front yard at 1930 County Road 35. |
| | | Municipality: Town of West Bloomfield |
| | | Referring Board: Zoning Board of Appeals |
| | | Application Type: Area Variance |
| | | Class: Exempt / LATE REFERRAL |
| | | Property Tax ID: 51.00-1-84.100 |
| | | Property Address: 1930 County Road 35 |

14. Privilege of the Floor

- a Access Management public input flyer **public engagement open house on Thurs, June 25 from 5:30 to 7:30** at Geneva Town Hall, 3759 County Road 6
- b Tom Harvey (Planning Director) — Planning Department Updates

15. Upcoming Trainings:

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

Monroe County Land Use Decision-Making Program

- [See link to register](#)
- Summer 2026 Program - Integrating Complete Streets Principles into Local Land Use Decisions
 - **Wednesday, July 15, 2026 - 4:00 PM - 8:30 PM; Monroe Community College, 1000 E Henrietta Rd., Rochester, NY.**
 - Registration Deadline: Wednesday, July 8, 2026 (or until seats are filled).
- Fall 2026 Program: SEQRA and Site Plan Review
 - More details to come!

Livingston County Upcoming Trainings

- [See link to register](#)
- **Housing 360⁰- From Policy to Practice**
 - **1 Murray Hill Drive, Building 1 Conference Center, Mount Morris, NY**
 - Session 3: Dealing with Vacant Properties
 - **Wednesday, June 24, 2026 - 6:00 PM - 7:30 PM**
 - Session 4: What Affordability Means: A Toolkit for Communities
 - **Wednesday, August 19, 2026 - 6:00 PM - 7:30 PM**
 - Session 5: Housing-Friendly Zoning
 - **Wednesday, October 14, 2026 - 6:00 PM - 7:30 PM**
 - Session 6: How to Improve Property Maintenance
 - **Wednesday, December 16, 2026 - 6:00 PM - 7:30 PM**
- **Let's Plan! 2026: Land Use Training Series**
 - Session 2: Basics of Zoning - Roles and Responsibilities
 - **Tuesday, June 16, 2026 - 6:00 PM - 8:00 PM; Dansville Town Hall, 14 Clara Barton St., Dansville, NY**
 - Session 3: Freshwater Wetlands Regulation Training
 - **Tuesday, September 8, 2026 - 6:00 PM - 8:00 PM; Little Lakes Community Center, 4705 S Main St., Gymnatorium, Hemlock, NY**
 - Session 4: SEQR - Resources & Tools
 - **Tuesday, December 8, 2026 - 6:00 PM - 8:00 PM; Government Center, 6 Court St., Room 205/208, Geneseo, NY**

Estabrook Municipal Bootcamp

- [See link to register](#)
- **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 Division of Local Government Services Youtube Training Page

- [See link](#)
- Topics include: Farmland Protection & Agricultural Viability, Floodplain Regulation for Local Board Review, and introductory webinars for new planning and zoning board members.
- The courses are 1-2 hours each. Send an email/screenshot of training to the County Planning Department for credit.

NYS DOS Regional onsite & Online interactive courses

- [See link](#)
- Includes a statewide schedule of NYS DOS onsite local government trainings.
- Includes links to online interactive courses and previously recorded webinars. Recorded webinars include:
 - Essentials for Planning and Zoning Board Staff
 - Zoning Board of Appeals Overview
 - Planning Board Overview
 - Zoning Basics for Enforcement Officials and Board Members
 - State Environmental Quality Review Act (SEQRA) Basics
 - Floodplain Regulation for Local Review Boards
 - Farmland Protection & Agricultural Viability

NYS DOS Recorded Webinars

- [See 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 training is free (If your municipality is a member)

- [See 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 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

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. Upcoming Meetings and Important Dates

- a The next Coordinated Review Committee will be on July 7, 2026, at 20 Ontario St 2nd flr rm 229 at 3:30PM. The next associated Ontario County Planning Board meeting will be on July 8, 2026, at 74 Ontario St. Rm 218 (Sessions Room), Canandaigua, NY at 7:00 PM.

17. Adjournment:

- a Meeting motion to adjourn the June 10, 2026, County Planning Board Meeting