

ONTARIO COUNTY PLANNING BOARD

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

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This document will serve as both the draft minutes for the Ontario County Planning Board and as the Official Notice of Findings and Decision for the applications reviewed by the CPB. It can also be viewed at the Ontario County Planning Department Website www.ontariocountyny.gov/97/Planning

1. Call to Order

Vice Chair Magnan called the Wednesday, June 10, 2026, Ontario County Planning Board meeting to order at 7:03 PM.

2. Roll Call

Upon roll call, the following members were:

Present:

Ruth Cahn

Burch Craig

Dan Crowley

Lisa Grefrath

Stephen High

Ed Kaiser

Paul Lambiase

A.J. Magnan

Chris Mergler

Jamie Purdy

Leonard Wildman

Tammy Worden

Ben Wickham

Present Not Voting:

Jack Dailey

Absent:

None

Excused:

Thomas Kugris, Ted Liddell, Paul Passavant, Ryan Wilmer

Present (Voting): 13, Present (Not Voting): 1, Absent: 0, Excused: 4

Guests: Ken & Wende Rieck (88-2026)

3. Approval of Minutes:

Tammy Worden motioned to approve the minutes of the County Planning Board's May, 13 2026 meeting as revised in order to clarify the number of resulting lots (3 total) after the lot-line adjustment for referral 63-2026. The motion was seconded by Jamie Purdy. The motion passed.

4. Old Business:

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

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 108.00-3-1.112
Information
(Address & ID):

Description & Review Comments:

Exempt (See Exemption #1 of Appendix B of the OCPB Bylaws).

Attachments:

1. Test Questions
2. Photos
3. Survey
4. SEAF
5. ZBA App

7. Town of Canandaigua

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 154.06-2-6.000
Information
(Address & ID):

Description & Review Comments:

The subject parcel is 0.56 acres. The proposed shed is 10' x 14'. The shed will be in the northern (front) yard and used for the storage of landscaping equipment and tools. The southern (rear) boundary of the parcel is on the Canandaigua Lake shoreline.

According to Oncor:

- The subject and surrounding land use is residential. Onanda Park is roughly 200 ft. to the north.
- The entire parcel is within the FEMA Q3 Floodplain.
- The proposed shed location lies within the Draft 2023 FEMA 500-Year Floodplain. The parcel also contains Draft 2023 FEMA 100-Year Flood Zones.
- Slope disturbed is little to none (0-3% gradient).

The applicants were present for the June 10, County Planning Board Meeting and provided additional detail:

- The proposed shed fits in with community character. There is a much larger accessory structure directly across the street.
- The shed is proposed in the front yard so it is not viewable from the lake.

What must be proven in order to be granted an area variance? If requesting an area variance, that is, permission to build in an otherwise restricted portion of the property (such as in the required front, side or rear yards, or above the required building height, or in excess of the lot coverage regulations), then state law requires the applicant to show that the benefit the applicant stands to receive from the variance will outweigh any burden to health, safety and welfare that may be suffered by the community. State law requires the ZBA to take the following factors into consideration in making its determination:

1. whether an undesirable change will be produced in the character of the neighborhood, or a detriment to nearby properties will be created by the granting of the area variance;
2. whether the benefit sought by the applicant can be achieved by some method which will be feasible for the applicant to pursue but would not require a variance;

3. whether the requested area variance is substantial;
4. whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district; and
5. whether an alleged difficulty is self-created.

Unlike the use variance test, the ZBA need not find in favor of the applicant on every one of the above questions. Rather, the ZBA must merely take each one of the factors into account. The ZBA may also decide that a lesser variance than the one requested would be appropriate, or may decide that there are alternatives available to the applicant which would not require a variance. See the submitted ZBA application for the applicants' response to the test questions.

Comment

1. The Town is encouraged to grant only the minimum variance necessary to allow reasonable use of the lot.

CRC Comment

1. Stamped engineer plans that are edited should not be used as it is a violation of New York State Education Law.

Attachments:

1. Aerials
2. Shed Location
3. Rendering
4. ZBA App
5. Test Questions
6. Neighbors Correspondence

Board Motion: To retain referral 88-2026 as a class 1 and return to the local board with comments.

Motion made by: Tammy Worden, **seconded by:** Lisa Grefrath. **Vote:** Yes 13, No 0, Abstained 0. **The motion:** Passed.

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 Information: 84.00-1-26.120

| (Address & ID):

Description & Review Comments:

Policy AR-7: Signs

The County Planning Board has long taken an interest in supporting local efforts to limit excessive signage. The Board has identified Route 5&20 as a primary travel corridor for tourists visiting Ontario County. The intent is to protect the character of development along these corridors by encouraging local boards to adhere to their adopted laws as much as possible. A. All applications for signs located on property adjoining primary travel corridors that do not comply with local limits on size and/or number.

Final classification: Class 2

Findings:

1. The proposed sign is on land along a corridor identified by the Board as being a primary travel corridor for tourists visiting Ontario County.
2. Protection of the community character along these corridors is an issue of countywide importance.
3. Local legislators have standards for signage that allows for business identification sufficient to safely direct customers onto the specified site.
4. It is the position of this Board that the proposed signage is excessive.
5. Excessive signage has a negative impact on community character.

Final Recommendation — Denial

Attachments:

1. Aerial
2. Sign Image
3. Test Questions
4. ZBA App
5. PB App
6. Waiver

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 Information (Address & ID):	84.00-1-26.120

Description & Review Comments:

See 89.0-2026.

Attachments:

None

8. Town of Farmington

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 Information (Address & ID):	41.07-1-28.100

Description & Review Comments:

The subject parcel is 2.1 acres, and the disturbance is estimated at 1.3 acres. The project is located on the south side of County Road 41, approximately 0.5 miles east of NYS Route 332. The lot is currently vacant. The proposed project will be located on the south side of County Road 41. The building will have four loading docks (northern/front of building) and two at-grade overhead doors (eastern side of building). Associated pavement parking facilities include 13 parking spaces for standard vehicles (2 of which are ADA accessible) and nine dedicated parking spaces for box trucks and smaller tractor trailers. A new point of access will be installed off County Road 41 along with a sidewalk along the width of the property. Additionally, the property will be enclosed with a 6-ft. chain-link security fence and slide gate at the front entrance.

Private utility services will be extended to the building and stormwater management facilities installed in accordance with NYSDEC requirements. 8" roof laterals tie into a perforated storm trench on the eastern boundary of the property. Two bio-retention facilities are proposed (1.5- to 2.5-ft. deep). The storm trench directs water into the bioretention at the front of the parcel. Connection to public water and sewer is proposed. Overhead electric service runs along County Road 41 (to the north).

There are 14 proposed LED lights to be installed – 8 building mounted and 6 freestanding pole-mounted lights around the parking lot. Lighting shall provide shields resulting in zero light spillage to adjacent properties. 57 trees are proposed (4 Autumn Blaze Maple, 6 Red Sunset

Maple, 4 River Birch, 25 Farrow Red Twig Dogwood, 6 Skyline Honey Locust, and 12 Green Giant Western Red Cedar) and 41 shrubs are proposed. The trees are to be planted along the boundaries of the parcel. Shrubs are to surround the bioretention areas.

According to Oncor:

- The subject parcel is a vacant commercial parcel. The surrounding parcels are for manufacturing use. The parcels to the north and south are also vacant commercial parcels.
- Soil disturbed is Farmington Loam – not hydric, moderately high permeability, medium erodibility, is farmland of statewide importance, and is in hydrologic soil group D.
- Soil disturbed has predominately gentle to no slope (0–9% gradient). There is an area in the center of the parcel indicated to have a steep slope (16–30% gradient).

Comment

1. Will lighting be dark sky compliant?

OCDPW Comment

1. DPW has been working directly with the engineers on this proposed plan, and at this time we have no additional comments.

Attachments:

1. Aerial
2. Site Plan
3. Utility Plan
4. Grading & Erosion Plan
5. Landscaping & Lighting Plan
6. Plan Set
7. Photos
8. Cover Letter
9. LOI
10. SEAF
11. SWPPP (219 pages)
12. PB Resolution

Board Motion: To retain referrals 90-2026, 91.0-2026, 91.1-2026, 92.0-2026, 94-2026, 96.0-2026, 96.1-2026, and 99-2026 as class 1s and return them to the local boards with comments.

Motion made by: Stephen High, **seconded by:** Chris Mergler. **Vote:** Yes 13, No 0, Abstained 0. **The motion** Passed.

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	19.00-1-13.100
Information	
(Address & ID):	

Description & Review Comments:

The project will be constructed in the north-west portion of the parcel with a smaller area in the southeastern portion and protected by existing screening that is being kept with the addition of planted screening. The project site consists of an undeveloped parcel of land that appears to consist of a combination of an agricultural field and light to moderate tree cover. The footprint for the proposed solar array and substation consisted primarily of agricultural fields with some isolated trees. The total fenced area will be roughly 24.2 acres out of a total of 90.38 total parcel acres. 0.13 acres of impervious surface being created (according to the SWPPP). The project will be configured as a solar tracking system. The land will be leased. A connection to the existing National Grid utility lines along State Route 21 will be provided to facilitate the distribution of solar-generated electricity. This will be accomplished by providing underground and overhead electric lines from the solar array to the existing utility service. The site will be mowed. A decommissioning plan was provided with a decommissioning cost (adjusted for inflation) of \$521,468.47.

Components of the solar facility include:

- Solar Modules: 10,350 modules
- Inverters: 32 150 kW inverters
- Transformers and Equipment Pads: Centrally located within the fenced array
- Fencing: 7-foot-high agricultural woven wire fencing with self-locking gate in accordance with the National Electrical Code
- Access Roads: Paved and pervious gravel roads
- Vegetative Buffer: 237 Thuja Green Giant trees to buffer the solar array from the adjacent residences to the south and east.

Operational noise is primarily generated by inverters and transformers. The inverters emit less than 65 dBA at 1 meter. Due to setbacks and vegetative buffers, noise levels at the property line are expected to be below 40 dBA, comparable to a quiet residential area. It is predicted that noise levels from the surrounding agricultural activities will be greater than that of the solar array. Inverters operate only during daylight hours and shut down at night. The nearest residence is located approximately 190 feet to the east of the Project on Mt. Payne Road. The array will have minimum setbacks of at least 40 ft. from all property lines; up to 441 ft. in some areas. The panels are roughly 10 ft. in height. A glare analysis was conducted for screening heights of 5 ft. and 20 ft. The only road predicted to have glare is Mt. Payne Road. At 5 ft., the array was only predicted to have 576 minutes of green glare and 1,189 minutes predicted of yellow glare – per year. At 20 ft. of screening, only 16 minutes of green glare is predicted per year (0 minutes of yellow glare). Green glare is glare considered to have low potential to cause temporary after-image, and yellow glare is glare with potential to cause temporary after-image.

A visibility simulation was submitted for four locations along Mt. Payne Road (from Year 0 to Year 15).

The site can be broken into three (3) separate drainage areas. Drainage Area 1 flows to the east then into a ditch flowing north-south into a neighboring property. Drainage Area 2 flows east into a ditch running north-south before entering a culvert at the southern edge of the property along Mt. Payne Road. Drainage Area 3 flows Northeast into a field delineated wetland in the Northeast corner of the property.

According to Oncor:

- Subject land use is rural residential & agricultural. Surrounding land use is predominately rural residential, agricultural, vacant, or a combination thereof.
- The subject and surrounding parcels are all in the Ontario County Agricultural District.
- A National Wetland, NYSDEC Jurisdictional Wetland, and NYSDEC Informational Wetlands lie on the north-west corner of the parcel. A wetland delineation report and NYSDEC Jurisdictional Wetland Determination were completed. The project proposes no regulated activities within the boundary of state regulated freshwater wetlands and/or regulated adjacent areas. Therefore, no freshwater wetlands permit is required.
- Soil disturbed is primarily Ontario Loam – not hydric, moderately high permeability, medium erodibility, is an area of prime farmland, and is in hydrologic soil group B.
- Slope disturbed is predominately gentle to none (0–9%).
- The parcel is roughly 150 ft. west of the Town of Manchester / Town of Farmington Town line.

Comments

1. How frequently will grass cover be mowed?
2. The applicant should consider the use of agro-voltaics.
3. Will there be any additional battery energy storage onsite? Is there space for it in the future?
4. Has any investigation been done to determine if an underground tile is pre-existing on site?
5. The County Planning Board recommends that the County develop a comprehensive inventory of existing energy infrastructure, including available generation and transmission capacity, as well as the location of existing large-scale solar energy facilities throughout the County. Such an inventory would provide a valuable foundation for informed planning and zoning decisions at both the municipal and county levels.

Attachments:

1. Aerials
2. Overall Site Plan
3. Site Plan
4. Grading & Utility Plan
5. Landscaping Plan
6. Plan Set
7. Visual Simulations
8. Cover Letter
9. PB App

10. Resolutions
11. Zoning Map
12. Decommissioning Plan
13. Operations & Mgmt Plan
14. CESIR Study
15. Soil Mapping
16. Draft Bid Sheet
17. NYS Ag & Markets Guidelines
18. SWPP (250 pages)
19. FEAF
20. Wetland Delineation Report (88 pages)
21. NYSDEC Jurisdictional Determination
22. Noise Assessment
23. View & Glare Analysis
24. Emergency Response Plan
25. Geotechnical Report (92 pages)
26. Full application package (605 pages)

Board Motion: To retain referrals 90-2026, 91.0-2026, 91.1-2026, 92.0-2026, 94-2026, 96.0-2026, 96.1-2026, and 99-2026 as class 1s and return them to the local boards with comments.

Motion made by: Stephen High, **seconded by:** Chris Mergler. **Vote:** Yes 13, No 0, Abstained 0. **The motion** Passed.

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 Information (Address & ID): 19.00-1-13.100

Description & Review Comments:

See 91.0-2026.

Attachments:

None

Board Motion: To retain referrals 90-2026, 91.0-2026, 91.1-2026, 92.0-2026, 94-2026, 96.0-2026, 96.1-2026, and 99-2026 as class 1s and return them to the local boards with comments.

Motion made by: Stephen High, **seconded by:** Chris Mergler. **Vote:** Yes 13, No 0, Abstained 0. **The motion** Passed.

9. Town of Hopewell

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 99.00-2-33.000
Information
(Address & ID):

Description & Review Comments:

The pickleball facility was proposed as a referral in April 2025 as 73.0-2025, 73.1-2025, 73.2-2025 and 73.3-2025 for “*Area Variance (for the lot width of 107.4 ft. when a minimum of 200 ft. is required), Special Use Permit, Subdivision, and Site Plan to construct a proposed 20,800 SF racquetball/pickleball facility, parking lot, and associated improvements – at 3791 State Route 5&20 in the Town of Hopewell.*” Both were considered Class 1s – not considered to have countywide or intermunicipal impact and no recommendation given. These area variance and permit requests were granted, and the facility is now in operation.

The project is now here for requested area variances for a proposed freestanding commercial business sign. This referral is only related to the area variance request to have the sign located on a separate parcel (Class 1). The other two area variance requests pertaining to size/number are considered AR2’s (automatic recommendation for denial). The proposed pickleball sign is to be located on the contractor’s business’ parcel – 3791 Route 5 & 20. The building on 3805 Route 5 and 20 has been demolished (still shown on Oncor).

Additional details on the sign include: Precast stone, thin stone veneer, timber (wood beam), steel supports, LED strip lighting, and a fabricated sign panel. The sign will be located just west of the existing driveway.

According to Oncor:

- Subject parcels are residential (3805 Route 5 and 20) and commercial (3791 Route 5 and 20). Surrounding land uses vary: commercial to the west, vacant commercial to the east, and rural residential / agricultural across Route 5 and 20 to the north.
- Parcels to the north are in the Ontario County Agricultural District.

What must be proven in order to be granted an area variance? If requesting an area variance, that is, permission to build in an otherwise restricted portion of the property (such as in the required front, side or rear yards, or above the required building height, or in excess of the lot coverage regulations), then state law requires the applicant to show that the benefit the applicant stands to receive from the variance will outweigh any burden to health, safety and welfare that may be suffered by the community. State law requires the ZBA to take the following factors into consideration in making its determination:

1. whether an undesirable change will be produced in the character of the neighborhood, or a detriment to nearby properties will be created by the granting of the area variance;
2. whether the benefit sought by the applicant can be achieved by some method which will be feasible for the applicant to pursue but would not require a variance;
3. whether the requested area variance is substantial;
4. whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district; and
5. whether an alleged difficulty is self-created.

Unlike the use variance test, the ZBA need not find in favor of the applicant on every one of the above questions. Rather, the ZBA must merely take each one of the factors into account. The ZBA may also decide that a lesser variance than the one requested would be appropriate, or may decide that there are alternatives available to the applicant which would not require a variance. See the submitted ZBA application for the applicants' response to the test questions.

Comment

1. The Town is encouraged to grant only the minimum variance necessary to allow reasonable use of the lot.

CRC Comment

1. Could consolidation/combination of the proposed and existing signage reduce the extent of the requested area variances?

Attachments:

1. Aerials
2. Rendering
3. Plans

Board Motion: To retain referrals 90-2026, 91.0-2026, 91.1-2026, 92.0-2026, 94-2026, 96.0-2026, 96.1-2026, and 99-2026 as class 1s and return them to the local boards with comments.

Motion made by: Stephen High, **seconded by:** Chris Mergler. **Vote:** Yes 13, No 0, Abstained 0. **The motion** Passed.

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 Information (Address & ID): 99.00-2-33.000

Description & Review Comments:

Policy AR-7: Signs

The County Planning Board has long taken an interest in supporting local efforts to limit excessive signage. The Board has identified Route 5&20 as a primary travel corridor for tourists visiting Ontario County. The intent is to protect the character of development along these corridors by encouraging local boards to adhere to their adopted laws as much as possible. A. All applications for signs located on property adjoining primary travel corridors that do not comply with local limits on size and/or number.

Final classification: Class 2

Findings:

1. The proposed sign is on land along a corridor identified by the Board as being a primary travel corridor for tourists visiting Ontario County.
2. Protection of the community character along these corridors is an issue of countywide importance.
3. Local legislators have standards for signage that allows for business identification sufficient to safely direct customers onto the specified site.
4. It is the position of this Board that the proposed signage is excessive.
5. Excessive signage has a negative impact on community character.

Final Recommendation — Denial

Attachments:

None

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 Information (Address & ID):	85.03-1-3.000

Description & Review Comments:

Policy AR-3: Permit Renewals with No Proposed changes

Renewal of special use permits or other previously approved local applications where no expansion or other similar change is proposed have been determined by this Board to be a category of referrals with no potential countywide or inter-municipal impact.

Final classification shall be Class 1

Findings:

1. Applications addressed by this policy propose no new development.
2. Applications addressed by this policy propose no changes to the existing use.
3. Such applications present little potential for countywide or intermunicipal impact.

Final Recommendation — The CPB will make no formal recommendation to deny or approve applications for renewal of special use permits or other previously approved local permits where no expansion or other similar change is proposed (Class 1).

Comments from individual members and staff shall be so designated and sent to the referring agency.

OCDPW Comment

1. OCDPW has no comments or concerns.

Attachments:

1. Aerial
2. Parking Plan
3. Statement of Operations
4. Parking plan pdf

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 Information (Address & ID):	85.03-1-21.000
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Description & Review Comments:

The operation is for “CB Roasters” to operate a barbeque trailer from April – November. Chicken is to be cooked onsite using a charcoal heat source. The trailer is to be located in the south-east corner of the Lowe’s parking lot – between Lowe’s and the bank at 4175 Recreation Drive.

Comment

1. Hours of operation should be clarified as a condition of approval.

CRC Comments

1. A timeframe (expiration year) for the proposed special use should be established as a condition of approval.
2. It is recommended that the applicant provide written confirmation from Lowe's, signed by an authorized representative, indicating support for the proposed special use on the property.
3. It is recommended that submission of a clearer and more detailed sketch illustrating the extent, location, and arrangement of the proposed special use.

Attachments:

1. Aerial
2. Permission signature & sketch
3. Parking Lot Location

Board Motion: To retain referrals 90-2026, 91.0-2026, 91.1-2026, 92.0-2026, 94-2026, 96.0-2026, 96.1-2026, and 99-2026 as class 1s and return them to the local boards with comments.

Motion made by: Stephen High, **seconded by:** Chris Mergler. **Vote:** Yes 13, No 0, Abstained 0. **The motion** Passed.

95-2026 (Class 2 / D) 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 / D
Property Information (Address & ID):	99.00-1-7.000

Description & Review Comments:

The project was referred to in May 2024 as 100-2024 "Special Use Permit to construct a parking lot with 157 parking spaces for CMAC event parking at 4303 Route 5 & 20." It was deemed a Class 2 and recommended for denial, as it was considered to have the potential for significant adverse county-wide and/or inter-municipal impacts – citing NYSDOT comments and pedestrian safety concerns.

Subject Parcel is 3.9 acres. Proposed parking is a mix of gravel and turf. Spaces are 10' x 20'. Other amenities include trash canisters and light poles. The existing building is to remain – current office for Marks Engineering. Entrance is to a parking lot along SR5&20. Temporary parking signage during these events will be posted near the entrance of the driveway. There will be 4–5 workers – 1 to collect money at the entrance and 3-4 to direct vehicles to park.

According to OnCor, the subject parcel is/has:

- A Draft 2023 FEMA 100-Year Flood Zone buffering Fall Brook.
- Gentle to no slope (0-9% gradient). Soil is predominately Cayuga Silt Loam (not hydric, moderately high permeability, very high erodibility, is an area of prime farmland, and is in hydrologic soil group C/D).
- Current land use of the parcel is commercial. Surrounding parcels are mostly community services (FLCC) and commercial.

2024 Relevant Comments

1. SR 5&20 speed limit is 40 mph (transitioning to 55 mph as you head east). Does entrance meet NYSDOT safety standards/requirements?
2. Is there any proposed landscaping/buffering to neighboring parcels?

2024 NYSDOT Comment

1. NYSDOT does not agree with approving this site as a parking area for CMAC events with the existing entrance. We have previously reviewed this site for a residential development with 63 apartment units. For that development, we requested that the existing driveway be removed and moved to the east, along with the grass median be removed to install a left turn lane. The existing driveway is very difficult to turn left in and out of. I have even more concerns with this operating as an event parking space than with an apartment complex, as you would have high volumes of vehicles that may be unfamiliar with the area all coming and going at the same time. We have reviewed some plans for the previously proposed development but never received final plans that showed all the items we required. We believe that these driveway changes should be made prior to any changes in use to this property.

2024 CPB Comments

1. How do the pedestrians get to CMAC from proposed parking? Do they have to walk along the shoulder of SR 5&20 (speed limit transitioning from 45 to 55 mph at this location)? This is not a safe route for pedestrians to walk. Are sidewalks or a path

- proposed to provide access to the CR 50 sidewalk?
2. Many CMAC concert-goers are from outside the area and are unfamiliar with this location. Given the speed limit transition, and the possibility for unexpected stops, is this a safe location for a parking lot? Driveway/highway median modifications as outlined by NYSDOT would be required to provide minimally safe higher traffic in general at this location.
 3. Will there be any surveillance or parking attendants?
 4. How much of an increase to impervious surfaces is proposed? Is there / will there be a stormwater protection plan?
 5. How will the water resources (Canandaigua Lake Watershed) be protected? There is no stormwater management facility proposed to mitigate the the increased runoff from the gravel surface.
 6. How will spaces be marked/stripped on grass and gravel surfaces?

NYSDOT Comment

1. DOT's opinion on this proposal is unchanged from the May 2024 comments. The current driveway location doesn't allow for safe left turns in or out. Pedestrian safety is also a concern due to the lack of sidewalk between the proposed parking lot site and Lakeshore Drive.

Attachments:

1. Aerial
2. Layout CMAC parking
3. Letter of Intent
4. Old (2024) Sketch

CPB Comment

1. The County Planning Board reiterates NYSDOT's comments. From the submitted materials and NYSDOT comments, there seems to be no evidence that the previous questions (from 2024) have been answered.

Board Motion: To retain referral 95-2026 as a Class 2 and return to the local board with the recommendation of disapproval with comments. Based on consideration of the referral, review comments and findings included herein, there is the potential for significant adverse county-wide and/or inter-municipal impacts.

Findings

1. The Ontario County Planning Board has an interest in protecting and enhancing the safety and operation of Ontario County's many transportation resources. This Board considers this referral to have the potential for intermunicipal and countywide impacts on transportation resources.
2. The Board has identified Route 5 & 20 as a primary travel corridor. Referrals along these roads and any others identified by the Board are subject to additional scrutiny - per the Ontario County Planning Board bylaws.
3. The Board expressed concerns over pedestrian safety along this primary travel corridor.

4. The Board reiterates the comments made by NYSDOT (both 2024 and current).

Motion made by: Dan Crowley, **seconded by:** Leonard Wildman. **Vote:** Yes 12, No 1 (Ben Wickham), Abstained 0. **The motion:** Passed.

10. Town of Manchester

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 33.00-1-42.210
Information
(Address & ID):

Description & Review Comments:

The subject parcel is 6.1 acres, and the disturbance is estimated at 0.40 acres. The applicant would like to lease this property and a 3,500 SF metal building for vehicle sales (formerly an auto bodywork shop). The site is in the GC General Commercial Zoning District, which requires special use permit approval. No vehicle repairs will be done on the property.

According to Oncor:

- The subject parcel has a residential with commercial use. I-90 lies directly to the north, residential homes lie to the west, and vacant to the east and south.
- National and NYSDEC Informational Wetlands lie on the parcel.
- Slope is little to none around the business / parking area. Parcel generally slopes uphill north to south.

Comments

1. Protection of water quality is a stated goal of the Ontario County Planning Board. It should be ensured that all vehicle oils/fluids be contained and properly disposed of.
2. Within/along the parcel are DEC Informational Wetlands and will require a Jurisdictional Determination request from the NYSDEC.

NYSDOT Comment

1. This driveway should be modified to conform to geometric standards for minor commercial driveways as outlined in NYSDOT's *Policy and Standards for the Design of*

Entrances to State Highways and Standard Sheet 608-03. Please note that a highway work permit must be obtained prior to any work being performed in the right-of-way.

Attachments:

1. Aerials
2. Site Plan
3. PB Apps
4. SEAF
5. Submittal Letter

Board Motion: To retain referrals 90-2026, 91.0-2026, 91.1-2026, 92.0-2026, 94-2026, 96.0-2026, 96.1-2026, and 99-2026 as class 1s and return them to the local boards with comments.

Motion made by: Stephen High, **seconded by:** Chris Mergler. **Vote:** Yes 13, No 0, Abstained 0. **The motion** Passed.

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 Information (Address & ID): 33.00-1-42.210

Description & Review Comments:

See 96.0-2026.

Attachments:

None

Board Motion: To retain referrals 90-2026, 91.0-2026, 91.1-2026, 92.0-2026, 94-2026, 96.0-2026, 96.1-2026, and 99-2026 as class 1s and return them to the local boards with comments.

Motion made by: Stephen High, **seconded by:** Chris Mergler. **Vote:** Yes 13, No 0, Abstained 0. **The motion** Passed.

11. Town of Richmond

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 Information (Address & ID): 136.00-1-76.310

Description & Review Comments:

Exempt (See Exemption #1 of Appendix B of the OCPB Bylaws).

Attachments:

1. Test Questions
2. SEAF
3. ZBA App

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 Information (Address & ID): 135.00-2-5.100

Description & Review Comments:

Exempt (See Exemption #3 of Appendix B of the OCPB Bylaws).

OCDPW Comments

1. Fences are not allowed within the Right-of-Way (ROW) and must be installed on the property owner's side of the property line.
2. Prior to installing a fence, the applicant must obtain all required Town approvals and permits.

Attachments:

1. Test Questions
2. Sketch
3. ZBA App
4. SEAF

12. Town of Victor

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 Information (Address & ID):	16.00-1-39.000; 16.00-1-42.110; 16.00-1-42.220

Description & Review Comments:

The project is a proposed cluster subdivision that includes the following three parcels: 973 Brownsville Road (97.6-acres), TM# 16.00-1-42.220 (10.5-acres), and TM#16.00-1-42.110 (50.1-acres).

The three parcels are located along the west and east sides of Brownsville Road to the south of I-90. The Brownsville Road and TM# 16.00-1-42.110 parcels are split by Brownsville Road with portions on both the west and east sides of the road. The development is bordered on the west by Ravenwood Golf Course, on the south by Azzano Circle Subdivision, and on the north by a few privately-owned, single-family homes.

The site is characterized by a mix of active agricultural land, successional forest, and mature wooded areas, with topography ranging from gently rolling uplands to steep slopes. Ground elevations generally range from approximately 550 to 635 feet above mean sea level, with an overall slope trending east toward Ganargua Creek. Portions of the site exhibit moderate to steep slopes exceeding 15 percent.

The proposed subdivision is a development of the 973 Brownsville Road parcel and comprises 72 new single-family home lots, 1 existing single-family home on the eastern portion of the parcel, and 1 vacant portion of the western portion of the parcel. The project site encompasses approximately 97 acres. The two additional parcels (totaling 60.6 acres) will remain as-is and will be utilized solely for density credit purposes. The typical lot size is proposed to be around 12,750 SF (0.29-acres). There is a proposed density of 0.46 units/acre (72 units / 158.2-acres).

New points of access for the 72-lot cluster subdivision will be from Brownsville Road and the existing stub road from Azzano Circle. The Sanitary Sewer District and Drainage Improvement Area will be extended to the new subdivision to the south. The subdivision is located in the service area of the Monroe County Water Authority (MCWA) and the Town's water benefit area; an extension of a water district is not required.

The application is requesting the use of §278 of the Town Law of the State of New York to "cluster" the subdivision, thereby maximizing the creation of open spaces. The development is proposed to comply with the requirements of Cluster Zoning under Town Code Chapter 184

Article V, including:

- Preserve environmentally sensitive areas (§184-18)
- Number of units allowed (§184-19D and §184-21A1)
- Permitted use (§184-23A)

The development is also proposed to comply with the residential overlay District B maximum density of 0.5 lots/acre with a maximum of 79 lots out of 158.2-acres. A total of 87 acres will be dedicated to conservation easements over the three lots. As a part of the Cluster Zoning, the applicant is requesting modification of the Residential R-2 bulk requirements as seen in the submitted Letter of Intent (LOI).

Existing infrastructure in the vicinity includes Brownsville Road, associated roadside drainage systems, and multiple culvert crossings that convey flows beneath the roadway. Notably, two 12- inch culverts along Brownsville Road and a private driveway culvert at 950 Brownsville Road serve as key drainage conveyance points. The proposed project will introduce roadway, utility, and site improvements primarily within previously disturbed or agricultural areas, while avoiding significant impacts to forest stands and existing structural features.

Post-development drainage will mimic the drainage patterns of pre-development conditions through the use of swales, drainage pipes, and other drainage improvements to convey runoff to stormwater facilities that treat runoff and attenuate large rain events. Two stormwater management facilities are proposed (roughly 10 ft. deep) and one bioretention facility (7 ft. deep) is proposed. Drainage of each of the main drainage features off-site will be maintained and the peak discharge rate reduced. This is accomplished with preservation of natural spaces, impervious surface reduction (where possible), and runoff reduction practices. The SWPPP outlines all the specific practices.

According to Oncon:

- The subject parcel is in Ontario County Agricultural District #1.
- Soil disturbed varies, but is predominately all areas of prime farmland.
- The subject parcel has a predominately small to moderate slope (0-9% gradient). Areas along Brownsville Road and Ganargua Creek contain areas of steep to extremely steep slope (16–60% gradient).
- FEMA Q3 Floodplains, Draft 2023 100- and 500-Year Floodplains exist on the subject parcels on the west side of Brownsville Road.
- NYSDEC Jurisdictional and Informational Wetlands lie on the southwestern corner of 973 Brownsville Road (portion of parcel west of Brownsville Road).

The applicant representatives for the project were present at the June 9th CRC Meeting and provided additional details:

- Homes will have a minimum square footage of roughly 1,800 SF.
- Homes will be priced at roughly \$500,000 minimum.
- The proposed development will occur on the farmland / open areas. Disturbance to forested area is to be minimal.
- The roads will be dedicated to the Town. Victor schools will be able to access bus

pickup.

- They have reached out to RG&E and have a confirmed will-serve/connect letter.
- Gas heat, heat pumps, and geothermal are all options. Natural gas generators will also be an option.
- ADA-compliant homes are an option.
- The goal is for homes to have both gas and electricity.
- The development will have trails that connect to the Azzano Circle subdivision to the south, towards Ganargua Creek, and the goal is to eventually connect it to existing trails to the south.
- The Genesee Land Trust and Town of Victor will hold easements on the subdivision's trail.

Comments

1. Has the applicant received confirmation from NYSEG that capacity will be available for full build out? In 2024, utility providers began notifying developers of electric and gas delivery capacity limitations. Local municipal building and zoning staff are requested to encourage those planning developments with significant new energy use to notify RG&E or NYSEG as appropriate. See utility provider (RG&E and NYSEG) intake form below. <https://www.ontariocountyny.gov/DocumentCenter/View/47729/NYSEG-RGE-Eco-Dev-Intake-Form2020-rev1>
https://www.ontariocountyny.gov/DocumentCenter/View/47728/NYSEG-RGE-Housing-Intake-Form_2024
2. The applicant should confirm whether there is sufficient water capacity available for this subdivision.
3. The applicant and referring Board should consider development-wide energy generation and energy use reduction strategies, such as solar, geothermal, or high-efficiency materials and equipment. The referring Board/municipality is encouraged to evaluate the feasibility of incorporating such measures and to consider requiring their use where appropriate.
4. The applicant should consider fencing around the stormwater management facilities for pedestrian/vehicle safety.
5. Will the Victor Central School District provide bus service to the development, and if so, where will designated pickup locations be situated? The Board further asks whether any sheltered pickup areas are proposed, and whether sufficient space exists onsite to safely accommodate school bus traffic, including pick-up and turnaround movements.
6. Is there adequate space for emergency vehicle turnaround if needed?
7. The referring Board should consider requiring that the developer provide a portion of units at costs affordable to average-sized households (families) at or below 100% of the annual median income.
8. How many of the units will be ADA compliant or visitable by providing a zero-step entry, 36' doorways, and access to a bathroom?
9. At the start of each phase, the referring board is encouraged to require the applicant to adhere to the code/design standards in place at that time – not what was in place at the start of the project.
10. Within/along the parcel are DEC Informational Wetlands and will require a Jurisdictional Determination request from the NYSDEC.
11. The applicant and referring agency should consult with the Ontario County Highway Department and NYSDOT to ensure that the sight distances for the proposed development entrances comply with standards established by the American Association

of State Highway and Transportation Officials (AASHTO).

OCDPW Comments

1. We highly recommend that the Town has the engineer verify before and after conditions of water leaving the site, and also verify that the capacities of the cross-culverts beneath Brownsville Rd are equal to, or less than the current conditions once the development has been fully constructed.
2. We also suggest that the cross culverts under Bowerman are called out and sized on the site plans.

CRC Comments

1. When submitting for final site plan approval, the plans should be updated to show accurate elevations (i.e. stormwater management facilities) and consideration/locations for drainage access easements (i.e. lots 38 and 71).
2. It is recommended that the referring board evaluate the long-term administration of the proposed easement, including its recording, maintenance responsibilities, and potential third-party enforcement.
3. It is recommended that access easements be established for any shared driveways (i.e. lot 33 and 34).

Attachments:

1. Aerials
2. Overall Plan
3. Prelim Subdiv Plat
4. Utility Plan
5. Grading Plan
6. Plan Set
7. Floor Plans
8. Ag Data Statement
9. Engineers Report (53 pages)
10. FEAF
11. LOI
12. PB App
13. SWPPP (249 pages)

Board Motion: To retain referrals 90-2026, 91.0-2026, 91.1-2026, 92.0-2026, 94-2026, 96.0-2026, 96.1-2026, and 99-2026 as class 1s and return them to the local boards with comments.

Motion made by: Stephen High, **seconded by:** Chris Mergler. **Vote:** Yes 13, No 0, Abstained 0. **The motion Passed.**

13. Town of West Bloomfield

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 Information (Address & ID):	51.00-1-84.100

Description & Review Comments:

Exempt (See Exemption #1 of Appendix B of the OCPB Bylaws).

Attachments:

1. Sketch
2. Rendering
3. Code Section
4. ZBA App
5. Building Permit

Board Motion: To accept referral 100-2026 as a late referral.

Motion made by: Paul Lambiase, **seconded by:** Leonard Wildman. **Vote:** Yes 13, No 0, Abstained 0. **The motion:** Passed.

14. Privilege of the Floor

- Access Management, Complete Streets, and Resiliency Project community open house on Thursday, June 25th from 5:30 to 7:30 at Geneva Town Hall, 3750 County Road 6.

Tom Harvey (Planning Director) —

- Planning Department Updates
- Access Management, Complete Streets, and Resiliency Project Presentation
 - Managing Access involves the planning and managing of the spacing and design of: driveways, median openings, traffic signals, and intersections for all roads.
 - Crash rate indices increase as the number of access points per mile increases.
 - Access Management is implemented by a brief description of physical techniques, an access management plan, an official street map, an access management local law, and a zoning local law and subdivision regulations.
 - Methods used to manage access include: cross-property access, shared driveway access, service roads (frontage and rear), right and left turn lanes, signals and signal spacing, spacing/location/design of intersections and driveways, corner clearance, and medians.
 - A technique for good access is to provide alternative routes. To avoid things like cul-de-sacs and dead end streets, and promoting interconnecting streets.
 - The Ontario County Access Management, Complete Streets, and Resiliency Plan will help address the following areas and help protect community character: managing growth pressure (Victor, Farmington, Canandaigua are growing), evolving

agricultural and rural landscape (CAFO and Amish/Mennonite), closing policy gaps (lack of official map, out of date 239-K Permits), and statutory opportunity (GML 239-e and GML 239-F).

- Proposed project schedule - the project coordination / kick-off, inventory of existing conditions and planned conditions, and needs assessment has been completed. Public engagement round 1 will happen in June, then Analysis and Recommendations into September, public engagement round 2 into October, final recommendation and draft implementation plan into November, draft report into December, and a final report estimated to be completed by the end of December 2026.
- Existing Land Use and Growth Trend #1 (high priority): Suburban Growth Corridors (Victor, Farmington, Canandaigua, Manchester) have sustained residential and commercial growth over the last 20 years. Significant increases in traffic volumes, driveway additions, and new access requests. Highest priority areas for access management standards are driveway spacing, turning lane warrants, and coordination with municipal site plan review.
- Existing Land Use and Growth Trend #2 (moderate priority): Agricultural Areas (a majority of the County road network) have large farm equipment, CAFO hauling, and growing Amish/Mennonite operations that generate slow-moving, wide-load, and non-motorized traffic. Farm consolidation has increased heavy vehicle volumes on rural roads. Access design must accommodate these operational realities.
- Existing Land Use and Growth Trend \$3 (context sensitive): Lakefront Segments and Hamlet Nodes (Mixed-use areas along county corridors) have closely-spaced driveways, on-street parking, and pedestrian activity within constrained rights-of-way. Complete streets accommodations are most critical here. Cross-access and shared access strategies are particularly important.
- There are gaps to be filled regarding municipal zoning regulations. There is a inconsistency across municipal boundaries regarding site design standards addressing driveway location and number. Also, there is an absence of cross-access provisions.
- Victor's Access Management Local Law is the most comprehensive local regulatory framework in the county and will serve as a foundational model for county-level regulations developed.
- There will be a community open house (public input session) on Thursday, June 25 from 5:30 PM to 7:30 PM at the Geneva Town Hall (3750 County Road 6).

15. Upcoming Trainings:

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 360° - 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

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

17. Adjournment:

Board motion to: Adjourn. **Motion made by:** Paul Lambiase, **seconded by** Dan Crowley.

Vote: Yes 13, No 0, Abstained 0. **The motion** Passed. The June 10th Ontario County Planning Board meeting was adjourned at 7:31 PM.

DRAFT

General Information

The Ontario County Planning Board (CPB) was established by the Ontario County Board of Supervisors under the provision of NYS General Municipal Law Article 12-B Section 239-c. County Planning Boards. The state legislature determined in §239-c. 1. (a), (b), (g) & (f):

1. Legislative findings and intent. The legislature hereby finds and determines that:

(a) Significant decisions and actions affecting the immediate and long-range protection, enhancement, growth and development of the state and its communities are made by county planning boards.

(b) County planning boards serve as an important resource to the state and its localities, helping to establish productive linkages between communities as well as with state and federal agencies.

(f) The great diversity of resources and conditions that exist within and among counties requires consideration of such factors by county planning boards.

(g) It is the intent of the legislature therefore, to provide a permissive and flexible framework within which county planning boards can perform their power and duties.

Note: I, (d), and (e) refer to the county comprehensive plan.

The CPB membership consists of one representative from each of the 16 towns and 2 cities who are selected by the town board or city council and formally appointed by the Board of Supervisors for terms of 5 years. Members representing a town, also represent any village(s) located with the town.

General Summary of CPB Review Responsibilities

This section provides a general summary of the CPB's roles and responsibilities. The specific responsibilities of a county planning board are found in §239 l, m, & n and the CPB Bylaws approved by the Ontario County Board of Supervisors. (Links: Complete §239 text Page151: [Guide to NYS Planning and Zoning Laws](#) and [Ontario County Planning Board Bylaws under "Quick Links"](#))

The Ontario County Planning Board reviews certain zoning and planning actions prior to the final decision made at the village, town, or city level and makes a recommendation to the municipality. Although CPB review is required, the action is advisory in nature and can be overridden at the local level (super majority if a recommendation for denial or approval without recommended modification).

NYS law spells out the types of actions reviewed by the CPB:

- Adoption or amendment of zoning regulations (text and/or map)
- Comprehensive plans
- Site plan approvals
- Special use permits
- Variances
- Any special permit, exception, or other special authorization which a board of appeals, planning board or legislative body is authorized to issue under the provisions of any zoning ordinance
- Subdivisions

NYS law specifies that CPB is required for the above actions to occur on real property lying within a distance of 500 feet from any:

- Boundary of any city, village, or town boundary
- Existing or proposed county or state park or other recreation area,
- Right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway, existing or proposed right-of-way,
- Stream or drainage channel owned by the county or for which the county has established channel lines, or
- Existing or proposed boundary of any county or state owned land on which a public building or institution is situated.

General Procedures

The Ontario County Planning Board meets once each month to review referred local actions for intermunicipal and countywide impacts. They are separated into two categories: Class 1 & Class 2. Class 1s are applications that the CPB has formally decided have little potential intermunicipal or countywide impact. For Class 2 applications, the CPB has determined that there will be potential impacts before voting to approve, modify or deny.

Legal Obligations for Referring Agencies

DRAFT

Class 1: If an application has been returned to the referring agency as a Class 1, then the only requirement is that they consider any Board comments forwarded to them by the CPB. Referring agencies are asked to read any Board Comments into the minutes of a meeting or hearing held for the subject application.

Class 2: If the CPB has voted to deny or modify a referred application, then the local board needs a majority plus one vote of their full board to act contrary to that decision. CPB approvals without modification require no extraordinary local action. However, in all cases, the referring agency is still required to consider CPB comments as they would for Class 1 applications.

Incomplete Applications

Referrals need to meet the definition of “full statement of such proposed action” in NYS General Municipal Law. The CPB’s determination regarding the completeness of a particular application is supported by factual findings and is made, whenever practical, after consulting with the submitting official or the chairs of referring agencies. The CPB will not make a recommendation on an application that they have determined to be incomplete. NYS General Municipal Law, Article 12-b Section 239-m I

Reporting back to the CPB

Report of final action – Within thirty days after final action, the referring body shall file a report of the final action it has taken with the county planning agency or regional planning council. A referring body which acts contrary to a recommendation of modification or denial of a proposed action shall set forth the reasons for the contrary action in such report.”

NYS General Municipal Law, Article 12-b Section 239-m, Part 6.

Administrative Reviews

The Ontario County Planning Department prepares administrative reviews of referrals as authorized, in accordance with the CPB bylaws. The bylaws include criteria that identify applications that are to be reviewed administratively and specify the applicable recommendations that are to be made to the municipality. AR 1 is an administrative review that is a Class 1 and AR 2 is a review that is a Class 2. An AR 2 requires a majority plus one for the local board to act contrary to the recommendation for disapproved just like Class-2 referrals reviewed by the full Board. The following table summarizes the policies under which administrative review is allowed and guidance regarding class designation and recommendation based on the CPB bylaws.

Administrative Review (AR) Policies:– Ontario County Planning Board By-Laws Appendix D	
AR Policy 1	Any submitted application clearly exempted from CPB review requirements by intermunicipal agreement
AR Policy 2	Applications that are withdrawn by the referring agency
AR Policy 3	Permit renewals with no proposed changes
AR Policy 4	Use of existing facilities for a permitted use with no expansion of the building or paved area (Applications that include specially permitted uses or the addition of drive through service will require full Board review)
AR Policy 5 A. Class 2 Denial	Applications involving one single-family residential site infringing on County owned property, easement or right-of-way.
AR Policy 5 B. Class 2 Denial	Applications involving one single-family residential site adjoining a lake that requires an area variance
AR Policy 5 C.	All other applications involving a site plan for one single-family residence.
AR Policy 6	Single-family residential subdivisions under five lots.
AR Policy 7 A. Class 2 Denial	Variances for signs along major designated travel corridors.
AR Policy 7 B.	Applications involving conforming signs along major travel corridors.
AR Policy 8	Co-location of telecommunications equipment & accessory structures on existing towers and sites (Applications that require a special use permit or for new towers or increasing the height of an existing tower require full Board review)

ONTARIO COUNTY PLANNING BOARD

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

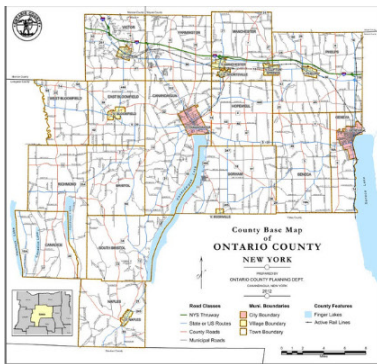
	100-2026 (Exempt / LATE REFERRAL) Area Variance to construct a 3,840 SF accessory structure (pole barn) in the front yard at 1930 County Road 35.
Municipality:	Town of West Bloomfield
Referring Board:	Zoning Board of Appeals
Application Type:	Area Variance
Class:	Exempt / LATE REFERRAL
Property ID:	51.00-1-84.100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

Description & Review Comments:

Exempt (See Exemption #1 of Appendix B of the OCPB Bylaws).

Attachments:

1. Sketch
2. Rendering
3. Code Section
4. ZBA App
5. Building Permit



Ontario County Access Management, Complete Streets and Resiliency Project

www.publicinput.com/OCResilientRoadAccessPlan



Ontario County is developing a **county-wide plan** to improve how access to county roads is managed, how streets serve everyone, and how the road network can better withstand future challenges. The plan covers all 265 centerline miles of county roads; from growing suburban corridors to agricultural routes and rural communities.

This is your opportunity to share what matters to you about the County roads in your community. **We want to hear from residents, farmers, businesses, and local officials.**



Freight & Farm



Commuters



Seniors
(Aging in Place)



Children
(Safe Routes)



Bicycle & Micro-mobility
(Connected Networks)

What is Access Management?

- » Controls where driveways and intersections connect to county roads, improving safety and reducing crashes
- » Preserves road capacity by limiting unnecessary conflict points along high-traffic corridors
- » Guides future development decisions through clear, consistent county-wide standards
- » Establishes an Official County Map to coordinate access as properties develop over time

What are Complete Streets?

- » Designs roads to safely accommodate all users: drivers, cyclists, pedestrians, farm equipment, and horse & buggy
- » Tailors improvements to context: rural roads, growing suburban corridors, and mixed-use areas each get appropriate treatment
- » Supports seniors aging in place and safe routes for children to walk and bike
- » Integrates multimodal access into the county's development review process

What is Resiliency?

- » Ensures county roads can withstand and recover from environmental disruptions
- » Identifies alternative route gaps in the network for redundancy
- » Coordinates drainage infrastructure (culverts, ditches, stream crossings) and proactively maps county ownership and maintenance responsibilities
- » Embedded in culvert replacements, bridge rehabs, and pavement projects to improve capacity and reduce vulnerability

PUBLIC INPUT SESSION

Community Open House — Coming in June 2026

Thursday, June 25, 2026 • Geneva Town Hall, 3750 County Road 6 • 5:30 – 7:30 PM

To provide input or review project materials go to publicinput.com/ocresilientroadaccessplan

Additional opportunities will be scheduled — check the website for updates



Scan to provide your input



publicinput.com/ocresilientroadaccessplan

Share comments – View progress – Register for updates