

ONTARIO COUNTY PLANNING BOARD

Wednesday, July 8, 2026, Time: 7:00 PM

Join from the meeting link

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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

Chair Passavant called the Wednesday, July 8, 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
Thomas Kugris
Paul Lambiase
Ted Liddell
A.J. Magnan
Chris Mergler
Paul Passavant
Jamie Purdy
Leonard Wildman
Ryan Wilmer
Tammy Worden

Present Not Voting:

None

Absent:

Jack Dailey

Excused:

Ben Wickham

Present (Voting): 16, Present (Not Voting): 0, Absent: 1, Excused: 1

Guests: Jacob Epstein - Dimension Energy (102.0-2026 & 102.1-2026)

3. Approval of Minutes:

A.J. Magnan motioned to approve the minutes of the County Planning Board's June 10, 2026 meeting. The motion was seconded by Leonard Wildman. 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

101-2026 (Class 1) Special Use Permit for an attached accessory dwelling unit home addition at 4976 State Route 64.

Municipality: Town of Bristol
Referring Board: Zoning Board of Appeals
Application Type: Special Use Permit
Class: Class 1
Property 152.00-1-77.100
Information
(Address & ID):

Description & Review Comments:

Accessory dwelling units are a specially permitted use in all zoning districts, provided it is located on the same parcel as the principal residential dwelling unit – per Town Code §350-54.1 (C & D).

The subject parcel is 45.8 acres. The addition is to the northern side of the existing structure. According to the submitted materials, the addition will take up 2,500 SF. Disturbance is estimated at 0.08 acres.

Some relevant definitions (per Town of Bristol Zoning Code §350-54.1 Accessory Dwelling Units) include:

- Accessory Building – “A detached building on the same lot with and of a nature customarily incidental and subordinate to the principal structure.”
- Accessory Dwelling Unit – “An accessory dwelling unit (ADU) is an independent residential dwelling unit located on the same lot as a stand-alone (i.e., detached or

encompassed within) single-family home. See § 350-54.1H (Maximum gross floor area)."

- Dwelling Unit – *"One or more rooms with provision for living, cooking, sanitary and sleeping facilities arranged for the use of one family."*
- Dwelling, Two-Family – *"A building containing two dwelling units."*

According to Oncor:

- Mud Creek lies on the rear (western) portion of the parcel.
- FEMA Q3 Floodplains, and Draft 100- and 500-Year Flood zones surround Mud Creek.
- National Wetlands, and NYDSEC Informational and Jurisdictional wetlands exist on the parcel.
- Ecological Communities: Land east of Mud Creek consists of (shallow and deep emergent) marshland and shrub swamp. The area where the house and addition is proposed is on mowed lawn. Land west of Mud Creek is forested (Appalachian Oak—Hickory Forest and Successional Northern Hardwoods).
- Soil disturbed is Naples Creek Silty Clay Loam (hydric, moderately high permeability, very high erodibility, is prime farmland if drained, and is in hydrologic soil group B/D).
- Land disturbed has little to no slope (0-3% gradient). The area east of Mud Creek has little to no slope. The area west of Mud Creek has an extremely steep slope (31–60% gradient), sloping downhill towards the stream.

Comments

1. Within/along the parcel are DEC Informational Wetlands and will require a Jurisdictional Determination request from the NYSDEC.
2. The applicant and referring agency are strongly encouraged to involve the Ontario County Soil and Water Conservation District as early in the review process as possible to ensure adequate water and septic function/capacity is available for the addition.

CRC Comments

1. The referring Board should consider clarifying the definition of "Accessory Dwelling Unit (ADU)," as the current language is ambiguous. Specifically, the phrase "encompassed within" is unclear and may conflict with the definition of an "Accessory Building," which is limited to a detached structure. Clarifying these definitions would improve consistency and administration of the zoning regulations.
2. The referring Board should consider whether the proposed project meets the definition of a two-family dwelling under the Town of Bristol Zoning Code. As a permitted use in the A-C (Agriculture-Conservation) District, such a classification may eliminate the need for a Special Use Permit.

Attachments:

1. Aerials
2. Plans
3. ZBA App
4. SEAF
5. Floor Plan

Board Motion: To retain referral 101-2026 as a class 1 and return to the local board with comments.

Motion made by: Stephen High, **seconded by:** Paul Lambiase. **Vote:** Yes 15, No 0, Abstained 1 (A.J. Magnan). **The motion:** Passed.

7. Town of Farmington

102.0-2026 (Class 1) Special Use Permit and Site Plan for a proposed 3.6 MW AC large-scale solar energy system at 5601 State Route 96. 102.0-2026 is regarding the Special Use Permit, and 102.1-2026 is for the Site Plan.

Municipality: Town of Farmington
Referring Board: Planning Board
Application Type: Special Use Permit
Class: 1
Property 30.00-1-36.111
Information
(Address & ID):

Description & Review Comments:

The project that is being developed will participate in New York's NY-Sun Community Solar Program, allowing residents, businesses, and other customers to subscribe to a portion of the project's energy production and receive credits on their electric bills. The project is intended to support New York's clean energy goals by generating renewable electricity while providing subscribers with lower energy costs. The applicant states that the site was selected based on factors including solar exposure, site accessibility, environmental constraints, topography, available electrical infrastructure, and the willingness of the property owner to participate.

The project is proposed on a 50.6-acre parcel, with the solar array occupying approximately 16.45 acres in the southern, currently forested portion of the property. Disturbance is estimated at roughly 17.52 acres and 16.8 acres of forested land and 3.5 acres of grassland/shrubland is to be removed. The northern and central portions of the site contain an existing industrial fabrication and machine shop. A wetland delineation identified six wetlands on the property, including one confirmed New York State-regulated wetland and five wetlands that may be federally regulated pending additional review by the U.S. Army Corps of Engineers. According to the applicant, the current site layout avoids impacts on the state-regulated wetland while evaluations of potential federal permitting requirements continue. The facility will interconnect to an existing RG&E distribution line along NY-96.

The proposed facility will include approximately 7,900 solar panels mounted on single-axis tracking systems supported by galvanized steel piles driven approximately 10 to 12 feet into the ground. Supporting infrastructure will include underground electrical collection lines, transformers, switchgear, gravel access roads, and a seven-foot chain-link security fence with vehicle and pedestrian access gates. Most electrical conductors will be installed underground, with a short overhead connection to the existing utility line. Swales and culvert pipes will be

utilized for stormwater management.

Construction is expected to take approximately six to eight months and will involve clearing vegetation where necessary, limited grading, installation of temporary staging areas, construction of access roads, and installation of the solar array and associated electrical equipment. After construction, disturbed areas beneath and between the solar panels will be seeded with low-growing, non-invasive, pollinator-friendly vegetation to stabilize soils and reduce maintenance needs. While at this time a specific grazer(s) for the Project has not yet been identified or contracted with, to the maximum extent possible, the Applicant will undertake good-faith efforts to utilize local shepherds. The site will be monitored, so vegetation height does not reach above the lowest point of the solar modules, at an assumed height between 24–30 inches above grade. Should any of the vegetative screening plantings need to be replaced due to declining conditions, they will be replaced during the next seasonal growing cycle.

Materials will be delivered by truck during construction, although the applicant does not anticipate significant traffic impacts. Approximately 25 to 30 workers are expected during the construction period, with operations and maintenance visits occurring about once per month after the facility becomes operational.

The applicant has submitted a Decommissioning Plan describing how the solar facility will be removed at the end of its useful life or if it is deemed abandoned. The plan provides for the removal of all project components, including solar panels, racking, fencing, electrical equipment, foundations, access roads, and underground wiring. Recyclable materials, including steel, aluminum, copper, and concrete, will be recycled where practical, and the site will be restored by de-compacting soils, backfilling excavated areas, reseeding disturbed areas with native vegetation, and implementing erosion and sediment controls until the site is stabilized. The applicant states that solar facilities are generally designed to operate for 20 to 30 years.

The plan also establishes procedures for determining project abandonment, consistent with the Town Code, and requires decommissioning to be completed within one year following the end of the project's useful life or an official determination of abandonment. There is a decommissioning bond of \$420,332.00, based on a third-party engineer's estimate of decommissioning costs plus a 10 percent contingency. The bond would remain in effect for the life of the project and be updated every five years to reflect current costs.

An emergency response plan was submitted as well. The site will be served by Farmington Volunteer Fire Association, Victor Farmington Volunteer Ambulance, and Canandaigua Emergency Squad. A road, bridge, and culvert structural analysis was submitted as well.

According to Oncor:

- Parcels to the north (across SR96) and an adjacent parcel to the west is in the Ontario County Agricultural District.
- Surrounding parcel land uses vary – there is a mix of commercial, industrial, vacant (commercial and industrial), and agricultural.
- A stream runs through the northern end of the parcel.
- National and NYSDEC informational wetlands are located on the parcel.
- Slope disturbed is little to none (0-3% gradient).
- Soil disturbed is predominately Kendaia Loam (hydric, moderately high permeability, medium erodibility, is prime farmland if drained, and is in hydrologic soil group B/D).
- The forest to be removed consists of successional northern hardwood.

The applicant representative was present for the 7/8/2026 County Planning Board Meeting and provided additional information on the proposed project:

- There are no plans for on-site battery energy storage at this time.
- A glare analysis has not been conducted, but it can be done if requested by the Town.
- A majority of wooded area is shagbark hickory, which is habitat for bats. They will mitigate habitat loss where possible.
- No Agricultural land will be removed as a result of this project.
- The existing building on the parcel will remain and the operations will continue.

Comments

1. The referring Board should ensure that the applicant has adequately evaluated potential glare impacts associated with the proposed solar facility. If required based on the project's location, the Board should verify that the applicant has obtained all necessary determinations or approvals from the Federal Aviation Administration (FAA) and the New York State Department of Transportation (NYSDOT) to ensure that glare from the facility will not adversely affect aviation or highway safety.
2. Protection of community character is a stated goal of the Ontario County Planning Board. The referring Board should ensure that proposed landscaping and buffering are sufficient to minimize visual impacts on adjacent properties and nearby public roadways throughout the life of the project.
3. Protection of water quality/quantity is a stated goal of the Ontario County Planning Board. It should be ensured that all wetland buffers be maintained per NYSDEC and Army Corps of Engineers requirements.
4. The Board encourages the use of agrivoltaics where possible.
5. Will there be any additional battery energy storage onsite? Is there space for it in the future?
6. 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. Grading Plans
4. Plan Set
5. Photo Simulations
6. FEAF
7. Submittal Letter
8. Project Narrative
9. Op and Maint Plan
10. Decommissioning Plan
11. Soil Letter
12. Bridge and Culvert Analysis
13. Driveway Analysis
14. Emergency Plan

15. Data and Specs
16. SUP Criteria
17. NYSDEC Jurisdictional Determination
18. RGE Report
19. Ground Lease
20. Construction Schedule
21. MTOD Compliance Letter
22. NYOPRHP Letter
23. Soil Sampling Plan
24. Full Application - 296 pages

Board Motion: To retain referrals 102.0-2026 and 102.1-2026 as class 1's and return to the local board with comments.

Motion made by: Dan Crowley, **seconded by:** Paul Lambiase. **Vote:** Yes 16, No 0, Abstained 0. **The motion:** Passed.

102.1-2026 (Class 1) Special Use Permit and Site Plan for a proposed 3.6 MW AC large-scale solar energy system – at 5601 State Route 96. 102.0-2026 is regarding the Special Use Permit, and 102.1-2026 is for the Site Plan.

Municipality: Town of Farmington
Referring Board: Planning Board
Application Site Plan
Type:
Class: Class 1
Property 30.00-1-36.111
Information
(Address & ID):

Description & Review Comments:

See 102.0-2026.

Attachments:

None

Board Motion: To retain referrals 102.0-2026 and 102.1-2026 as class 1's and return to the local board with comments.

Motion made by: Dan Crowley, **seconded by:** Paul Lambiase. **Vote:** Yes 16, No 0, Abstained 0. **The motion:** Passed.

8. Town of Geneva

103-2026 (Class 2 / A) Local Law adding the definition "Lodging Facility" and to

amend the permitted uses in the Lake View Overlay District.

Municipality: Town of Geneva
Referring Board: Town Board
Application Type: Text Amendment
Class: Class 2 / A
Property N/A
Information
(Address & ID):

Description & Review Comments:

The proposed text amendment establishes a definition for "lodging facility," a term currently referenced in code section §165-19B(3) (Lake View Overlay District – Permitted Uses) but not defined in the existing zoning code.

Lodging Facility is to be defined as– *“A building constructed in accordance with the Building Code of New York State that provides no more than 14 rooms for sleeping to accommodate an occupancy that is primarily transient in nature; not to include a single family or two-family dwelling.”*

Transient occupancy is defined as *"the temporary occupancy of a unit, group of units, dwelling or portion of a dwelling, hotel, or other building for periods of less than 30 days or one calendar month, whichever is less."*

The amendment also repeals and replaces §165-19B(3) Lake View Overlay District - Permitted Uses. This amendment removes "country inn" as a permitted use within the Lake View Overlay District. "Lodging facilities" remain a permitted use *only* within the Lake View Overlay District under both the current and proposed zoning code.

Comment

1. The referring Board may wish to ensure that the newly defined "Lodging Facility" use is clearly distinguished from existing lodging-related uses (such as hotels, motels, inns, short-term rentals, or bed-and-breakfasts) to avoid potential ambiguity regarding applicable zoning standards and permitting requirements.

Attachments:

1. Local Law 4-2026

Board Motion: To retain referral 103-2026 as a class 2 and return to the local board with recommendation for approval with comments.

Motion made by: Ryan Wilmer, **seconded by:** Tammy Worden. **Vote:** Yes 16, No 0, Abstained 0. **The motion:** Passed.

9. Town of Gorham

104-2026 (Exempt) Subdivision of a 133.1-acre lot into two parcels (Lot 1: 5.8-acres and Lot 2: 127.3-acres) at 5328 West Swamp Road.

Municipality: Town of Gorham
Referring Board: Planning Board
Application Type: Subdivision
Class: Exempt
Property Information (Address & ID): 157.00-1-19.000

Description & Review Comments:

Exempt (See Exemption #11 of Appendix B of the OCPB Bylaws).

Attachments:

1. Subdivision Plat
2. PB App
3. SEAF

10. Town of South Bristol

105-2026 (Exempt) Site Plan for a 352 SF shed at 6985 State Route 21.

Municipality: Town of South Bristol
Referring Board: Planning Board
Application Type: Site Plan
Class: Exempt
Property Information (Address & ID): 191.17-1-20.111

Description & Review Comments:

Exempt (See Exemption #9 of Appendix B of the OCPB Bylaws).

Attachments:

1. Site Plan
2. Survey
3. PB App
4. SEAF
5. Project Description
6. NYSPRHP Letter
7. ZBA Dec
8. Ag Data Statement

11. Town of Victor

106-2026 (Exempt) Area Variance to construct a 720 SF forward of the front line of the principal structure accessory structure (temporary greenhouse) at 7720 County Road 41.

Municipality: Town of Victor
Referring Board: Zoning Board of Appeals
Application Type: Area Variance
Class: Exempt
Property Information (Address & ID): 38.00-1-13.121

Description & Review Comments:

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

Attachments:

1. Greenhouse Location
2. Greenhouse Details
3. Test Questions
4. ZBA App
5. SEAF
6. Neighbor Letter
7. Owner Letter

107.0-2026 (Exempt) Area Variance and Site Plan re-approval to allow a front yard setback of 40 ft. for vehicle parking (Van Bortel Subaru) when 80 ft. is required at 6305 State Route 96. 107.0-2026 is related to the Site Plan and 107.1-2026 is for the Area Variance.

Municipality: Town of Victor
Referring Board: Planning Board
Application Type: Site Plan
Class: Exempt
Property Information (Address & ID): 28.04-2-64.100

Description & Review Comments:

Exempt (See Exemption #2 of Appendix B of the OCPB Bylaws).

NYSDOT Comment

1. The driveway apron that served the old building at address #6305 should be removed under a Highway Work Permit. This driveway apron doesn't meet commercial standards and can't be used as such, nor should it be left as a dead end this close to a parking lot.

Attachments:

1. Site Plan
2. Utility and Grading Plan
3. Landscaping and Lighting Plan
4. Setback Plan
5. Plan Set
6. Test Questions
7. Variance Resolution
8. Time Extension Resolution
9. PB App
10. ZBA App
11. SEAF
12. LOI

107.1-2026 (Exempt) Area Variance and Site Plan re-approval to allow a front yard setback of 40 ft. for vehicle parking (Van Bortel Subaru) when 80 ft. is required at 6305 State Route 96. 107.0-2026 is related to the Site Plan and 107.1-2026 is for the Area Variance.

Municipality: Town of Victor
Referring Board: Zoning Board of Appeals
Application Type: Area Variance
Class: Exempt
Property Information (Address & ID): 28.04-2-64.100

Description & Review Comments:

Exempt (See Exemption #2 of Appendix B of the OCPB Bylaws).

Attachments:

None

108-2026 (Class 1) Site Plan to expand the parking area with 41 new parking spaces (in addition to the existing 26 spaces) at 825 Phillips Road.

Municipality: Town of Victor
Referring Board: Planning Board
Application Type: Site Plan

Class:	Class 1
Property Information	15.01-1-40.000
(Address & ID):	

Description & Review Comments:

The subject parcel is 5.4 acres. Disturbance is estimated at 0.40 acres. The building was formerly occupied by Horsepower Motors and later by Leonard's Trucking.

Donohoe Management has received strong interest from a prospective tenant seeking to occupy the building; however, additional parking is required on behalf of the tenant. As shown on the site plan, the project consists of a new asphalt parking area with 41 new parking spaces (9' x 18'), in addition to the existing 26 spaces located along the north side of the building. Two of the proposed parking spaces are ADA accessible. The parking layout includes associated 24-foot-wide drive aisles.

As part of the proposed expansion, two new building-mounted light fixtures are planned along the west elevation of the building. A monument sign and a building-mounted sign are also proposed and will be submitted to the Town of Victor Building Department for review and approval at a later date.

According to Oncor:

- The subject parcel has commercial land use. Surrounding land use is predominately commercial, with some vacant land on the adjacent parcels to the east.
- Land disturbed:
 - Little to no slope (0-3% gradient).
 - Primarily mowed lawn currently.
 - Arkport Fine Sandy Loam (not hydric, high permeability and erodibility, is prime farmland, and is in hydrologic soil group A).

Comment

1. Protection of water quality and water quantity is a stated objective of the Ontario County Planning Board. The referring Board should consider requiring appropriate stormwater management measures to mitigate potential increases in runoff associated with the proposed expansion of impervious surface resulting from the parking lot expansion.

CRC Comment

1. The Board encourages the applicant to consider incorporating electric vehicle charging stations as part of the proposed parking facility.

Attachments:

1. Aerials
2. Site Plan

3. Grading Plan
4. Plan Set
5. PB App
6. SEAF
7. LOI
8. Lighting Detail
9. Highway Comments

Board Motion: To retain referral 108-2026 as a class 1 and return to the local board with comments.

Motion made by: A.J. Magnan, **seconded by:** Tammy Worden. **Vote:** Yes 16, No 0, Abstained 0. **The motion:** Passed.

109.0-2026 (AR1) Special Use Permit and Site Plan for an antenna upgrade on an existing wireless telecommunications facility at 400-441 Commerce Drive. 109.0-2026 is regarding the Special Use Permit, and 109.1-2026 is for the Site Plan.

Municipality: Town of Victor
Referring Board: Planning Board
Application Type: Special Use Permit
Class: AR1
Property 6.04-1-78.000
Information
(Address & ID):

Description & Review Comments:

Policy AR-8: Co-location of telecommunication equipment and accessory structures on existing towers and sites

Co-location of telecommunication equipment and accessory structures on existing towers and sites has been determined by this Board to be a category of referrals with no potential countywide or inter-municipal impact. Proposals for specially permitted uses are not covered under this policy. Applications for new towers or increasing the height of an existing tower will require full Board review.

Final classification shall be Class 1

Findings:

1. The application proposes co-location of telecommunication equipment and accessory structures on existing tower and sites.
2. It does not include a proposal for a new tower or increasing the height of an existing tower.
3. The above-described application presents little potential for countywide or intermunicipal impact.

Final Recommendation — The CPB will make no formal recommendation on applications proposing only co-location of telecommunication equipment and accessory structures on existing towers and sites (Class 1).

Attachments:

1. Aerials
2. Plan Set
3. SUP App
4. Site Plan App
5. SEAF
6. LOI
7. Structural Analysis
8. Compliance Response
9. Legal Standards

109.1-2026 (AR1) Special Use Permit and Site Plan for an antenna upgrade on an existing wireless telecommunications facility at 400-441 Commerce Drive. 109.0-2026 is regarding the Special Use Permit, and 109.1-2026 is for the Site Plan.

Municipality: Town of Victor
Referring Board: Planning Board
Application Type: Site Plan
Class: AR1
Property Information (Address & ID): 6.04-1-78.000

Description & Review Comments:

See 109.0-2026.

Attachments:

None

12. Village of Manchester

110.0-2026 (Technical Review) Technical Review for a local law amending Chapter 290 (Zoning) of the Code of the Village of Manchester to add regulations pertaining to solar energy systems. 110.0-2026 is regarding the Technical Review, and 110.1-2026 is for the Text Amendment.

Municipality: Village of Manchester
Referring Board: Village Board
Application Type: Technical Review

Class:	Technical Review
Property Information	N/A
(Address & ID):	

Description & Review Comments:

The proposed local law amends Chapter 290 (Zoning) of the Village of Manchester Code by adding a new Section 290-29.1, "Solar Energy Systems," establishing regulations governing the installation of solar energy systems within the Village.

The proposed law would:

- Establish a purpose statement recognizing the public benefit of renewable energy while seeking to minimize adverse impacts on neighboring properties and protect the public health, safety, and welfare.
- Define two types of solar energy systems:
 - Major Solar Collection System
 - Minor Accessory Solar Collection System
- Permit — rooftop and building-mounted minor accessory solar collection systems as accessory structures in all zoning districts, subject to applicable building permits and, where otherwise required, site plan review. The law also establishes installation, inspection, battery storage, and abandonment requirements for these systems.
- Prohibit major solar collection systems in all zoning districts within the Village.
- Prohibit all ground-mounted and freestanding minor accessory solar collection systems throughout the Village.
- Exempt solar energy systems located on Village-owned property from the above prohibitions when their primary purpose is to benefit the Village of Manchester.

Comments

1. It is recommended the referring Board include legislative findings in the resolution explaining why a prohibition of certain solar energy systems is necessary, rather than permitting (or specially permitting) the use, subject to specific dimensional and screening requirements.
2. It is noted that the proposed local law prohibits all ground-mounted accessory solar collection systems while permitting roof-mounted systems. It is recommended the Village provide legislative findings (in the resolution) explaining the basis for this distinction and why ground-mounted systems are considered to have greater land use impacts.
3. In addition to “minimizing adverse impacts on neighboring properties and protecting public health, safety and welfare,” the referring Board may want to include additional areas of importance (i.e. protecting community character, historic resources, scenic views, and agricultural preservation) in their Purpose statement.
4. It is recommended the term solar “farm” be changed (ex: solar array) or omitted, as the term “farm” is already defined in the Village Code and is completely different in character.
5. It is recommended that the definitions of Major and Minor Solar Collection Systems be clarified. As written, references to onsite and off-site use and roof-mounted systems in the definition of a Major Solar Collection System may create confusion regarding which

solar installations are intended to be permitted as minor accessory systems.

6. It is recommended that the definition of a Major Solar Collection System include “inverters” in the list of solar-related equipment, which are commonly a component of major solar collection systems.
7. The referring Board should consider revising the definition of a Minor Accessory Solar Collection System to include performance-based criteria in addition to, or in place of, the 4,000-square-foot size limitation. As drafted, the size cap may preclude larger buildings from installing rooftop solar systems sized to meet their onsite energy needs, even when the systems remain an accessory to the principal use. In addition, the Board should consider an energy generation threshold, such as limiting a minor system to no more than 110% of the property's historical onsite energy consumption, with larger systems being classified as Major Solar Collection Systems. This approach would better distinguish accessory systems intended for onsite use from commercial-scale power generation.
8. It is recommended that the Village consider establishing development standards and, where appropriate, site plan review criteria for solar energy systems located on Village-owned property. Although such systems are exempt from the prohibition, applying consistent design and siting standards would further the stated purposes of the local law and promote compatibility with surrounding land uses.
9. The Village should consider clarifying the code to specify if a major solar collection system operated by the Village is permitted for off-site use / sale back to the grid.
10. It is recommended the code, additionally, reference the applicable New York State Building and Fire Code requirements and other applicable state regulations to ensure consistency with evolving standards governing battery energy storage systems.
11. The referring Board may want to add screening standards for permitted (rooftop) systems and maximum permitted height.
12. It is recommended that the Village consider adding provisions outlining the process for enforcing the removal of abandoned Minor Accessory Solar Collection Systems. Such provisions could clarify how abandonment is determined, establish notice and compliance procedures, and identify enforcement mechanisms to ensure timely removal.

CRC Comments

1. The referring Board may wish to consider organizing the regulation of solar energy systems using the three-tier framework set forth in the NYSEDA New York Solar Guidebook. Doing so would provide clearer distinctions between system types and allow standards to be more appropriately tailored to the scale and potential impacts of each system. See link to NYS Solar Guidebook <https://www.nyserda.ny.gov/All-Programs/Clean-Energy-Siting-Resources/Solar-Guidebook>
2. The proposed prohibition of major solar collection systems may unnecessarily limit future land use opportunities. The referring Board may wish to consider allowing such systems in appropriate locations, such as brownfields, industrial properties, or large commercial rooftops, subject to Special Use Permit approval and appropriate standards.

CPB Comment

1. The referring Board may wish to consider adopting a temporary moratorium on new solar energy system applications as a legally recognized planning tool to provide additional time to evaluate and refine the proposed regulations, if deemed necessary. The County Planning Board has observed a number of municipalities successfully utilize

temporary moratoria to allow for thoughtful review and development of comprehensive local solar regulations.

Attachments:

1. Local Law
2. Resolution

110.1-2026 (Class 2 / A) Technical Review for a local law amending Chapter 290 (Zoning) of the Code of the Village of Manchester to add regulations pertaining to solar energy systems. 110.0-2026 is regarding the Technical Review, and 110.1-2026 is for the Text Amendment.

Municipality: Village of Manchester
Referring Board: Village Board
Application Type: Text Amendment
Class: Class 2 / A
Property Information (Address & ID): N/A

Description & Review Comments:

At the request of the Village of Manchester, a Technical Review of the provided text amendment was conducted prior to the upcoming July 8, 2026, County Planning Board meeting. 110.0-2026 is for the technical review. This referral (110.1-2026) is for the same text amendment, but is subject to full County Planning Board review as a Class 2.

The proposed local law amends Chapter 290 (Zoning) of the Village of Manchester Code by adding a new Section 290-29.1, "Solar Energy Systems," establishing regulations governing the installation of solar energy systems within the Village.

The proposed law would:

- Establish a purpose statement recognizing the public benefit of renewable energy while seeking to minimize adverse impacts on neighboring properties and protect public health, safety, and welfare.
- Define two types of solar energy systems:
 - Major Solar Collection System or Solar Farm — *"An area of land or other area used for a solar collection system, other than a minor or accessory solar collection system, principally used to capture solar energy and convert it to electrical energy to transfer to the public electrical grid in order to sell electricity to or receive a credit from a public utility entity, but also may be for onsite use. Solar farm facilities consist of one or more freestanding ground - or roof-mounted solar collector devices, solar-related equipment and other accessory structures and buildings, including light reflectors, concentrators, and heat exchangers, substations, electrical infrastructure, transmission lines and other appurtenant structures and facilities."*

- Minor Accessory Solar Collection System — *"A solar photovoltaic cell, panel, or array, or solar hot air or water collector device, which relies upon solar radiation as an energy source for collection, inversion, storage, and distribution of solar energy for electricity generation or transfer of stored heat, secondary to the use of the premises for other lawful purposes, with the total surface area of all solar collectors on the lot not to exceed 4,000 square feet."*
- Permit — rooftop and building-mounted minor accessory solar collection systems as accessory structures in all zoning districts, subject to applicable building permits and, where otherwise required, site plan review. The law also establishes installation, inspection, battery storage, and abandonment requirements for these systems.
- Prohibit major solar collection systems in all zoning districts within the Village.
- Prohibit all ground-mounted and freestanding minor accessory solar collection systems throughout the Village.
- Exempt solar energy systems located on Village-owned property from the above prohibitions when their primary purpose is to benefit the Village of Manchester.

Comments

1. It is recommended the referring Board include legislative findings in the resolution explaining why a prohibition of certain solar energy systems is necessary, rather than permitting (or specially permitting) the use, subject to specific dimensional and screening requirements.
2. It is noted that the proposed local law prohibits all ground-mounted accessory solar collection systems while permitting roof-mounted systems. It is recommended the Village provide legislative findings (in the resolution) explaining the basis for this distinction and why ground-mounted systems are considered to have greater land use impacts.
3. In addition to “minimizing adverse impacts on neighboring properties and protecting public health, safety and welfare,” the referring Board may want to include additional areas of importance (i.e. protecting community character, historic resources, scenic views, and agricultural preservation) in their Purpose statement.
4. It is recommended the term solar “farm” be changed (ex: solar array) or omitted, as the term “farm” is already defined in the Village Code and is completely different in character.
5. It is recommended that the definitions of Major and Minor Solar Collection Systems be clarified. As written, references to onsite and off-site use and roof-mounted systems in the definition of a Major Solar Collection System may create confusion regarding which solar installations are intended to be permitted as minor accessory systems.
6. It is recommended that the definition of a Major Solar Collection System include “inverters” in the list of solar-related equipment, which are commonly a component of major solar collection systems.
7. The referring Board should consider revising the definition of a Minor Accessory Solar Collection System to include performance-based criteria in addition to, or in place of, the 4,000-square-foot size limitation. As drafted, the size cap may preclude larger buildings from installing rooftop solar systems sized to meet their onsite energy needs, even when the systems remain an accessory to the principal use. In addition, the Board should consider an energy generation threshold, such as limiting a minor system to no more than 110% of the property's historical onsite energy

consumption, with larger systems being classified as Major Solar Collection Systems. This approach would better distinguish accessory systems intended for onsite use from commercial-scale power generation.

8. It is recommended that the Village consider establishing development standards and, where appropriate, site plan review criteria for solar energy systems located on Village-owned property. Although such systems are exempt from the prohibition, applying consistent design and siting standards would further the stated purposes of the local law and promote compatibility with surrounding land uses.
9. The Village should consider clarifying the code to specify if a major solar collection system operated by the Village is permitted for off-site use / sale back to the grid.
10. It is recommended the code additionally references the applicable New York State Building and Fire Code requirements and other applicable state regulations, to ensure consistency with evolving standards governing battery energy storage systems.
11. The referring Board may want to add screening standards for permitted (rooftop) systems and maximum permitted height.
12. It is recommended that the Village consider adding provisions outlining the process for enforcing the removal of abandoned Minor Accessory Solar Collection Systems. Such provisions could clarify how abandonment is determined, establish notice and compliance procedures, and identify enforcement mechanisms to ensure timely removal.

CRC Comments

1. The referring Board may wish to consider organizing the regulation of solar energy systems using the three-tier framework set forth in the NYSEDA New York Solar Guidebook. Doing so would provide clearer distinctions between system types and allow standards to be more appropriately tailored to the scale and potential impacts of each system. See link to NYS Solar Guidebook <https://www.nyserda.ny.gov/All-Programs/Clean-Energy-Siting-Resources/Solar-Guidebook>
2. The proposed prohibition of major solar collection systems may unnecessarily limit future land use opportunities. The referring Board may wish to consider allowing such systems in appropriate locations, such as brownfields, industrial properties, or large commercial rooftops, subject to Special Use Permit approval and appropriate standards.

CPB Comment

1. The referring Board may wish to consider adopting a temporary moratorium on new solar energy system applications as a legally recognized planning tool to provide additional time to evaluate and refine the proposed regulations, if deemed necessary. The County Planning Board has observed a number of municipalities successfully utilize temporary moratoria to allow for thoughtful review and development of comprehensive local solar regulations.

Attachments:

None

Board Motion: To retain referral 110.1-2026 as a class 2 and return to the local board with recommendation for approval with comments.

Motion made by: A.J. Magnan, **seconded by:** Stephen High. **Vote:** Yes 16, No 0, Abstained

0. The motion: Passed.

13. Privilege of the Floor

A training/presentation was given by Triciajean Saxton from the Office of the Aging at 6:00 PM, before the 7/8/2026 CPB Meeting. Highlights of the presentation include:

- Ontario County's population is aging rapidly, with residents age 65+ increasing by over 50% since 2010 and projected to make up approximately one-third of the population by 2030.
- The Ontario County Office for the Aging (OFA) serves as the county's Area Agency on Aging, providing programs and services that promote independent living, dignity, and quality of life for older adults and caregivers.
- OFA offers a wide range of community-based services, some include:
 - Home-delivered meals and community dining
 - Caregiver support and respite
 - Transportation assistance
 - Home modifications and repairs
 - Case management
 - Health insurance counseling (HIICAP)
 - NY Connects information and referral services
 - Legal services, wellness programs, and elder abuse prevention.
- Housing is one of the greatest challenges facing older adults, as many existing homes are not designed for aging, affordable and accessible housing options are limited, and there are few alternatives between single-family homes and assisted living.
- Most older adults want to age in place by remaining in their own homes and communities, close to family, healthcare, shopping, and social connections. Only a small percentage will ultimately require long-term care facilities.
- OFA supports aging in place through programs such as:
 - Emergency response systems
 - Home safety assessments
 - Home modifications
 - Accessible ramp installations
 - Technology assistance.
- There are different types of senior housing options available in Ontario County, including:
 - Independent and supportive housing
 - Adult homes and family-type homes
 - Enriched housing
 - Assisted living and memory care
 - Skilled nursing facilities.
- Emerging housing trends emphasize:
 - Aging in place
 - "Missing middle" housing (duplexes, townhomes, cottage courts, small apartments)
 - Mixed-use, walkable neighborhoods
 - Multigenerational housing options such as accessory dwelling units (ADUs).
- Age-friendly planning best practices include encouraging:
 - Universal design
 - Walkable neighborhoods
 - Mixed-income and mixed-use development
 - Transit-oriented development

- Home modification assistance
- Diverse housing choices that benefit residents of all ages.
- An age-friendly community provides housing choices, transportation, healthcare access, nearby shopping, social connections, accessibility, and opportunities for residents to remain active and independent throughout their lives.

-ALSO-

Planning Department Update:

- The Cornell Cooperative Extension and the Northwest Region Master Forest Owner Program, Presents, "A Woodland Owners' Walk in the Woods 2026."
- Everyone is welcome to attend - especially veterans and new forest owners (1 acre or more). Please share information with your towns. Saturday, July 18, 9:30 - noon, \$10 per family. To register, call the Ontario CCE Office at 585-394-3977 ext 427 or email nea8@cornell.edu - directions to the forest will be given upon registration.

Attachments:

1. Forestry Day in Ontario

14. 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^o– From Policy to Practice**
 - **1 Murray Hill Drive, Building 1 Conference Center, Mount Morris, NY**
 - 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 3: Freshwater Wetlands Regulation Training
 - **Tuesday, September 8, 2026–6:00 PM–8:00 PM**
 - **Little Lakes Community Center, 4705 S Main St., Gymnasium, 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 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 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

15. Upcoming Meetings and Important Dates

The next Coordinated Review Committee will be on August 11, 2026, at 20 Ontario St. (2nd Floor, Room 229), Canandaigua, NY at 3:30 PM. The next associated Ontario County Planning Board meeting will be on August 12, 2026, at 74 Ontario St. (2nd Floor, Room 218 - Sessions Room), Canandaigua, NY at 7:00 PM.

16. Adjournment:

Board motion to: Adjourn. **Motion made by:** Dan Crowley, **seconded by** Ruth Cahn. **Vote:** Yes 16, No 0, Abstained 0. **The motion:** Passed. The July 8th Ontario County Planning Board meeting was adjourned at 7:48 PM.

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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

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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)