



**Town of South Bristol**  
6500 Gannett Hill Road ó West  
Naples, New York 14512-9216  
585.374.6341

---

**Planning Board Agenda**

Wednesday, April 20, 2016

7:00 p.m.

**Call to Order**

**Pledge of Allegiance**

**Reading of Vision Statement**

*Preserve and protect our safe, clean, naturally beautiful rural and scenic environment with carefully and fairly planned commercial, residential, agricultural and recreational development.*

**Minutes**

Approval of March 16, 2016 Planning Board Meeting Minutes

**Old Business**

- Proposed Site Plan Review for Lake Front District
- Further Discussion of Comprehensive Plan Update
- County Planning Board Vacancy
- Demolition Permit Fee

**New Business**

- Preliminary site plan discussion concerning 5929 Bopple Hill Road
- Ontario County Planning Board Presentation by Carla Jordan, Senior Planner

**Motion to Adjourn**

## **Town of South Bristol Planning Board Meeting Minutes Wednesday, April 20, 2016**

**Present:** Jim Ely  
Ralph Endres  
Ann Jacobs  
Ann Marie Rotter  
Mike Staub  
Rodney Terminello  
Bessie Tyrrell  
Mary Ann Bachman  
Sam Seymour

**Absent:** N/A

**Guests:** Tim Tyskiewicz, Architect  
Andrew August, Property Owner  
Carla Jordan, Ontario County Planning Board Senior Planner  
Regina Connelly, Ontario County Planning Board Planner  
Dan Marshall  
Judy Voss  
Stephen Cowley  
Tom Burgie  
Carol Dulski  
Tom Bacon  
Jonathan Gage  
Bert Crofton

### **Call to Order**

The meeting of the Town of South Bristol Planning Board was called to order at 7:00 p.m., followed by the Pledge of Allegiance. All board members were present.

### **Reading of Vision Statement**

Board member, Ralph Endres, then read the Comprehensive Plan Vision Statement.

### **Minutes**

Chairperson Ely called for a motion to approve the March 16, 2016 meeting minutes as written. Rodney Terminello made said motion which was seconded by Mike Staub. The motion was unanimously accepted by all board members present.

**Old Business**

Proposed Site Plan Review for Lake Front District:

Chairperson Ely: I have asked Kevin Olvany to review the drafts that Jim Craft and I and others have worked on to try to upgrade our site plan requirements now that we have lakefront site plan review jurisdiction. I have been unable to make contact with Kevin so we are going to put that item off until next time.

Further Discussion of Comprehensive Plan Update:

Chairperson Ely: It is my understanding from Dan Marshall these are works in progress.

County Planning Board Vacancy:

Chairperson Ely: It is my understanding from Dan Marshall this is also a work in progress.

Demolition Permit Fee:

Chairperson Ely: The demolition permit fee which we did discuss exclusively at the last meeting has been set by the Town Board for \$40.00 so that is no longer before us.

**New Business**

Preliminary Site Plan Discussion Concerning 5929 Bopple Hill Road:

I am Tim Tyskiewicz, Architect for Andy and Anne August. They own the property at 5929 Bopple Hill Road that's a lakefront property. There is an existing tiny cottage there and they would like to demolish it and put up a larger cottage and a retaining wall and parking area garage into the bank. We recognize that in order to do that we are going to need some variances. It is a very shallow lot and so the existing cottage is 14 feet from the high water line and we want to keep it that close and that's a variance. We also want to move it closer to the road. Like if you have driven down that road, there are a lot of garages and houses very close to the road and some closer than we are asking for. So that is why I am here tonight.

Chairperson Ely: You indicate you are planning to take down the existing cottage. Is that correct?

Tim T.: Correct.

Chairperson Ely: And that is a cottage with two bedrooms? Is that correct?

Tim T.: That's correct. Two bedrooms and there is a septic system there that has been approved for three bedrooms. The cottage that we are building has three bedrooms.

Chairperson Ely: So it will be a larger footprint?

Tim T.: It is.

Chairperson Ely: So the building will be a higher story building?

Tim T.: It is a 800 square foot footprint so it's about twice as big as the footprint that's there. We also want a garage that's new square footage. So we are little bit over on what is allowed for our coverage on the site. I have that all itemized on the bottom right corner there.

Chairperson Ely: The garage is going to be on the upper level, street level. It is that correct?

Tim T.: That's correct. Based on the Ontario County comments, I have done a section through the building showing the road is up here about 30 feet higher than the shoreline. This structure this retaining wall and garage structure is cut into the side of the hill so that about a quarter of it is on the existing level of where that unpaved kind of side shoulder is. Then we are using the space that is now diagonal of it's the steep slope there. We are squaring that up and putting a retaining wall and using that square footage for the garage.

Chairperson Ely: So the garage and parking rests on the artificial support you are going to put in?

Tim T.: That's correct.

Chairperson Ely: The property on the existing slope.

Tim T.: That's correct. I can leave this for your conversation. This is the high part and this is the shore line. That is the existing slope right there.

Chairperson Ely: Now you are aware that we have a steep slope ordinance in the Town. Since you are going to be going into the slope that would trigger a whole separate application.

Tim T.: Yes. For a steep slope permit we are already started on those engineering drawings.

Chairperson Ely: That would be a separate process to what we would do here. Now you are envisioning a pretty substantial wooden deck surrounding the property?

Tim T.: That's right. So this drawing also shows that the living level is a floor above the beach level and at that living level it is about ten feet off the shore level. That's also the level that this large deck is. So the idea is instead of having to walk down the whole 30 feet to the shore and then into your house you are going half way down the cliff. And then that's the living level and that where this large deck is so that is where the entry to the house is and the main living floor. The bedrooms are actually on the lower level - at the shore level. So there is a deck that is at that living level then there is a lower deck and in that deck we have a trap door and the trap door is where we lift and access to the existing septic system.

Chairperson Ely: Is the septic shown on this map?

Tim T.: This access door is near the hot tub... this sewer pit right there and then that corresponds with that circle where it says lower wooden deck. That's where our access trap door is going to be.

Chairperson Ely: Is it like a manhole?

Tim T.: That's right. The deck is a little bit off the shore line and there is going to be a lift hook and you lift if up like this and that is where you are going to see your access to your septic system.

Chairperson Ely: Can you show this to the alternate members?

Mary Ann Bachman: Tim, Can this be seen from Bopple Hill Road?

Tim T.: It is a thirty foot high bank and the house is thirty-three feet. So you can just see the tip of it. The garage, if we build this garage that is on the road level so the garage would be opposite view of the lake.

Mike Staub: The treatment system is up above - across the road?

Tim T.: That's right.

Tim T.: There is also an access across the road to the septic system and this is the lower access.

Mike Staub: When was that septic system treated?

Tim T.: I believe it was last year.

Mike Staub: Ok.

Ralph Endres: I think George Barden's writings from the County said that it was in 2003 or 2004.

Sam Seymour: It could be because someone by name of Herb Johnson built this house. It's been there for a while.

Ann Marie Rotter: It was approved in December 2002 installed in June 2003 and designed for a three bedroom residence, an aerobic treatment.

Ralph Endres: Where is the leach field for that or is it just a tank and it's got to be pumped?

Tim T.: I believe that's the kind that you have to require a maintenance agreement for them to check it every year.

Ralph Endres: Usually there is a leach field then if there is no leach field then it has to be pumped by a honey dipper.

Sam Seymour: What is not showing in these plans is the other half of the property which is across the road and up. To put the treatment system in they bore it they drill a hole through the rock under the road to get to that upper location. I do not know the layout but most of the aerobic system is on the top of the hill and obviously a pump at the bottom. It would make sense to assume that the aerobic treatment system is up on top. I do not know that is the case.

Tim T.: I can find those drawings and bring them to the next meeting.

Chairperson Ely: Well that is something, Sam, we should get straightened out. Isn't it?

Sam Seymour: Yes and of course George would look at that too I suppose.

Chairperson Ely: Yes. I am sure he would.

Ralph Endres: What is the square footage of the lot that all this sits on?

Tim T.: It is on the bottom right page there.

Ralph Endres: The lot size is 10,760 quarter of an acre.

Bessie Tyrrell: Does that include the barn across the road or is that considered a different lot?

Tim T.: It's not. Just this side.

Bessie Tyrrell: Ok, so it includes the garage, right?

Tim T.: Up to the property line.

Ann Marie Rotter: Just to get back to the septic. How do you allow for access for maintenance in your plans?

Tim T.: Yes. The trap door in the lower...

Ann Marie Rotter: Wasn't that a deck over it. How high?

Tim T.: The deck over it is about 18 inches over the top of the access so the door lifts up.

Ann Marie Rotter: How does a human being go in eighteen inches?

Tim T.: You don't. It is actually the height of the lid anyways. So when you open the lid and then you can stand in this opening and straddle.

Ann Marie Rotter: You can't stand because I have one of these systems and it does not have a covering.

Rodney Terminello: How hard is this patio and is it already there?

Tim T.: That patio is all new patio and I have square footage for lower patio is 500 square feet and the upper one is 850.

Chairperson Ely: You are 552 square feet over allowed coverage. Right?

Tim T.: Right.

Rodney Terminello: But that does not even include the patio? Are we including a patio?

Tim T.: That includes the patio. That whole version includes the patio. That is what I was hoping for a little relief from that because you have talked about lot coverage. The main does go through the wood deck boards.

Ralph Endres: You are going to be digging into a shale cliff and that shale leaches water at all different levels from top to bottom and when you cut that you may end up causing more water that comes down naturally now. So I never see any of those cliffs that have been machined that don't leak. Just go on up to Bristol Harbour and see what is going on up there.

Tim T.: Every time that I have planned in the past to do a retaining wall once we cut into the side of the hill we found that the shale stands vertically very well and so we didn't end up needing to put up the retaining wall. But it is true that you can see the water come through presumably that water comes through regardless of where the cut occurs because the water is permanently seeping.

Ralph Endres: It is going to be deterred around it in some way.

Tim T.: Oh you mean if when we construct that and we have to counter that on the back side for sure and bring it around for sure.

Chairperson Ely: Now the cottage footprint you are proposing is that significantly different from the existing cottage?

Tim T.: It is larger. It is 850 square feet.

Chairperson Ely: I am bothered by the fact that you are trying to add so much square footage over the coverage requirement. Is there some way you think you and your clients can trim that?

Tim T.: Yeah if we were not able to get that variance, we would probably eliminate that lower deck and that would pretty much cover it we would just be walking on the shale.

Chairperson Ely: I understand. You will retain the hot tub?

Tim T.: Absolutely.

Sam Seymour: Is there an elevation view?

Tim T.: This is the high road level hovering now over the slope.

Chairperson Ely: Is the patio figured in?

Rodney Terminello: No it is taken out.

Chairperson Ely: I would like to go back about the garage for a minute if I can. I have walked down there quite a bit and walked on that very area that you are talking about putting a garage in. Seems to me that there is hardly enough space to turn a car around. You are of course planning to deal with that part going into the slope over the slope. Nonetheless, will that front of garage will be into the town's right-of-way?

Tim T.: The garage would be on private property and not into the right of way. This is a picture of the house across the road and that garage is about eleven feet from the edge of the

Mary Ann Bachman: Were these pictures taken last week?

Tim T.: These are new pictures. There is another one down the road that is about ten feet from the edge. So there's tons off in fact the next door neighbor's house is closer to the road than we are asking. For sure it's not a good idea to build too close to the road. We understand that you do not owe us a garage at the end of the road.

Chairperson Ely: Let's cut to the chase here a little bit. George Barden sent you a letter indicating a number of concerns he has and the county planning has frankly turned the proposal down. So this has put the ball back in your court. Are you going to be in a position to respond to George's queries and also concerns addressed by County?

Tim T.: Sure. There were about ten items and we have about seven of them all clarified. There are few that we have not gotten to them. We just got them a couple of days ago.

Chairperson Ely: We do not want to put you on the spot. We would have to have adequate responses to all those.

Tim T.: And too if you table it I will come the next meeting I'll itemize them and refer to the number on the comment.

Chairperson Ely: And I would recommend that you consider with the owners whether there are some steps you can take to reduce the coverage. You are not asking for a variance for a tiny bit, you are asking for a very substantial coverage. Is that an agreeable way to proceed?

Tim T.: Ok.

Chairperson Ely: If you could circulate in advance to the Board Secretary Diane before the meeting? Is that agreeable to you?

Tim T.: Sure is.

Chairperson Ely: How about the board members?

Board Members: Yes.

Chairperson Ely: With your permission, Board Members, we will defer this application to the May meeting and we will look forward to seeing your detailed responses to the County and to George. Ok?

Tim T.: I will send the package to the Ontario County, George Barden, and to you guys.

Mary Ann Bachman: When you talk about reducing the lot coverage, are you talking about the overhang piece you are speaking about?

Tim T.: No, it is the lower deck, lower level.

Chairperson Ely: You will have new drawings for us at the next meeting. Board members want to keep original plans to compare.

Tim T.: You can keep these plans.

Ontario County Planning Board Presentation by Carla Jordan, Senior Planner:

Chairperson Ely: I would like to introduce Carla Jordan from the Ontario County Planning Board. She is here to help us better understand how the town planning board interfaces with the county planning.



Carla Jordan: I would also like to introduce Regina Connelly who is a planner with our office. Many of you might be familiar with Maria Rudzinski who had previously been the staff support to the county planning board and she has moved on to bigger and better projects within the county. Regina and I have big shoes to fill. They take two of us to replace one of her but we are happy to be doing it. We are happy to be here.

I do have some cards if anybody needs it. We definitely would encourage you, if you ever have any questions, to call and we would be happy to walk you through any questions or concerns relative to the process you might have.

The presentation was created by the N.Y.S. Department of State who provides guidance relative to the responsibilities of the planning and zoning boards and various local municipalities and so Ontario County borrowed their presentation and made it their own.

The purpose of the Ontario County Planning Board first and foremost is to determine whether an action made in a municipality has a potential for inner municipal or county wide impacts.

There is a lot of time when the planning board struggles with the project that they do not think it is a good idea. If it does not have potential for county wide or inner municipal impact, we will trust that the local board will kind of see those same concerns and will think of their constituency when they are making those decisions.

The municipal benefits are again we are supposed help identify potential impacts between municipalities. There is some requirements when you are within five hundred feet of a municipal border to make sure your adjoining or adjacent municipalities are aware of the pending application as well.

There is some language in General Municipal Law §239-m that basically creates this regional or county planning entity. There is different ways that the state allows you to do that. Ontario County has chosen to have a county planning board in which a member from each municipality appoints someone or recommends appointment to the board and the county board of supervisors takes that recommendation and appoints that person to the county planning board. The villages are represented by the town that they are within. The county planning board is considered a public body so they operate the very same way you do. There are subject to quorum requirements. They cannot take action unless they have a quorum which in their case is ten. There are eighteen members on the board. They have to have ten to take action. We will talk about how certain county board members might have to abstain from voting and that may set quorum requirement even more important. We are subject to the open meetings law so all of our meetings are open the public. Our minutes are published on county website and they are also sent out to various distributions groups. We are working on cleaning up because, as you can imagine, clerks change, code enforcement officers, planning and zoning boards change so that is one of our action items is to clean up those distribution lists and make sure that information is easily being disseminated to our municipalities. If the member of the county planning board is a representative of a local board, so I am going to talk about South Bristol because they have a vacancy if anybody is interested. If whoever was appointed to South Bristol on the county planning board served on the planning or zoning board. If there was an action that came before the county planning board they would have to abstain from voting. They would have to limit their deliberation to simple yes or no questions. The point is to not sway the board on behalf of your municipality. You are only allowed to vote on an action once. So presumably if you are on a planning board you are going to save your vote for the local planning board meeting and not the county planning board meeting. There are municipalities on our county planning board who have people who do

not sit on a local board. They don't sit on a local board for example, the Town of Bristol has appointed their zoning and planning board secretary. We have farmers who sit on the board, retired professors, we have planning board chairs and zoning board members. We also have people who do not reside in the town that they are elected/appointed to represent. So really here is a wide gambit of potential for that.

Applications that are subject to referral is a pretty wide list. Anything relative to an action that the planning or zoning board might take use and area variances, site plan approvals, special use permits they all require referral to the county planning board. It probably seems pretty obvious. What some people do not think of is whenever you change your zoning code. If you make any amendments to zoning code, that also needs a referral to the county planning board.

Items are to be referred on page 4 if within 500 feet of certain structures: municipal boundary, state or county park or recreation area, a right-of-way, a stream or discharge channel that is owned by the county. What triggers the most is because we are a pretty rural county is if you are 500 feet from a county road, it requires referral to the county planning board. Also if you are 500 feet from an agricultural district, it requires referral to the county planning board. There are a lot of areas of our county that if you are within an agricultural district but not be actively farmed still requires referral to the county planning board.

Chairperson Ely: May I ask you one question with subject to referral?

Carla Jordan: Yes.

Chairperson Ely: These are things that must be referred.

Carla Jordan: They must be referred to the Ontario County Planning Board.

Chairperson Ely: Must be referred.

Carla Jordan: What you do not have to send to the county planning board is on page 5. There are specific exemptions for interpretations by the zoning board of appeals. If the zoning board has made an action and the applicant is asking for a determination or some sort of review of that action, we don't need to see that. We've reviewed it more than likely when the zoning board made their initial action. We do not to be weighing a code enforcement officer's interpretation of that decision. There is a wide list of items that are exempt from being referred to the Ontario County Planning Board. When the county planning board was created, there were resolutions and agreements between every single municipality in the county that said this what you have to send us per the state law. These actions and a list of actions were are going to consider exempt. The county is going to leave it up to the municipality. We feel that there is really not any chance for inner municipal or county wide associated with these list of items. Those items are in our bylaws. If you do not have, I am happy to forward them to you. A good example are fences, accessory structures, site plans relative to accessory structures, some single family residential site plans, normally if they have one area variance associated with them we do not require. The way the by-laws are written now, they are little confusing. We always welcome you to give us a call and we will tell you if you should refer it. I would always tell you to err on the side of caution and refer it.

Mike Staub: Are the by-laws online?

Carla Jordan: They are. Yes.

There is some information on page 6 about agricultural data statements. Whenever you do anything within 500 feet of an agricultural district, as part of your review, you are supposed to obtain an agricultural data statement. Which basically is a list of those adjacent farms that might be operating so they understand any potential impact. They will be notified of the proposed action and could understand potential impact to their farming operations.

The county does have a referral form cover sheet that has to be sent as part of the referral process and basically when you send that form we want to see everything that you are seeing. We want copies of the site plan, if you have storm water speedy, storm water prevention permit. Any of those items and on the referral cover sheet and check what you are asking to review. We do appreciate if you are asking for a variance that you put in writing what you are asking for. If it is a lot coverage variance, 25% is allowed by code and the applicant requesting 35%. That helps us so we do not have to go digging through your code to interpret.

What we are looking at again is county wide or inner municipal impacts. So we spend a lot of time focused on any potential traffic impact. Anything that might be an issue with community character or community appearance and this portion of the county, we spend a lot of time concerned about water quality and how incremental development along the way might adversely affect the water quality within the county.

We do have by-laws that specifically call out what the county planning board charge is. They are to review applications with consideration of things like traffic, the importance of tourism to Ontario County and understanding that we have designated roads that the county has determined are primary travel corridors so if we get an application that's along Routes 21, or 64, or 332 or 96 we understand it is a little bit heightened sense of review because it has been designated as a primary travel corridor and protecting the character of the county is critically important. It is also that we are blessed to live where we live and water quality is important. We are lucky to have partner agencies like the Canandaigua Lake Watershed Manager, Kevin Olvany, Ontario County Soil and Water Conservation District that really go out of their way to accommodate our schedule and make sure they provide us comments on pending applications. A lot of times you will see reference to comments by those organizations. If we have any potential development along a county road or state road, we do also refer the applications to the Ontario County Highway Department or the N.Y.S. Department of Transportation so that they can weigh in on the application as well.

When it gets to the Ontario County Planning Board there are a couple options. If anyone has seen our agenda when it listed we have a cover page with applicant, what type of referral it is site plan, area variance with a number one or two next to it. The number one those numbers are initially assigned by planning board staff. Regina and I review the application and at first glance it is going to be a one. A class one has little to no chance of inner municipal or county wide impact. When we have a project that is designated as a class one, the board's option is to approve it with comments. They will send it back to the local board and say our recommendation is for approval with comments. I probably should have stated this in the beginning, we are an advisory board so we do not make a determination on our own we do not approve or deny anything or we recommend. So we are making a recommendation to the local board for approval or denial.

If upon our review, we feel it does have potential for inner municipal or county wide impact, we will designate it a class two. So it will have a two next to it. There are three options. The board has three options when they are reviewing a class two.

The first option is to approve it with comments. So they could review it and say we think they have done everything they can to mitigate or minimize the impact, we will recommend for approval with comments.

The other option for a class two is to recommend approval with modifications. In that case, the county planning board would have findings where they might have an issue. They will recommend approval with the following modification. We had one last month where a municipality was looking to create a planned unit development on their property and they had a 51 acre parcel they wanted to be rezoned as planned unit development but they only showed a site plan for 13 acres. So our recommendation was you do not understand the full impact of rezoning this entire parcel. You need to have whole parcel planning you need to show whole build out to see what the potential lot coverage issues are, storm water issues are. So that is something the county planning board sent back approval with modification. The modification was to require and provide whole parcel planning for that project.

The third option is for a denial. A recommendation of denial. That would be the same thing the county planning board would reference their by-laws and say this is what our by-laws say these are the issues or findings. We recommend disapproval on those grounds. The local board can always override the recommendations of the county. That, however, requires a super majority which is a majority plus one. When a referring board gets the comments from the county planning board, state law requires that they need to be read into the minutes of the meeting. So when the board is going to make a determination about a site plan, an area variance they are required to read the comments into the meeting minutes. If they are going to act contrary to the recommendation of the county they have to say why. Because if we do not agree with you it will not hold up in court. What we recommend and will talk about this in a minute. If we recommend a denial on something because we are concerned about the septic system, you could say we appreciate the concern but the applicant has addressed this by doing this. That is the type of thing you need to solidify your record when you are ruling contrary to the county planning board. Every referring body must refer the application before you take action on it. Every once and while we will get a clean-up application where someone says we already voted on this can you look at it. The idea you are supposed to have our comments before you take action on it. That is because that is what is required by New York State. Unfortunately, if you do not follow the proper policy, in terms of process, you open yourself up to an Article 78. If you have somebody who is opposed to the application and you did not refer it to the county planning board your action will easily be thrown out by the judge because you have not followed proper process.

Our applications are due the last week in the month. If you referred something and their application substantially changes, you should send it to the county planning board with the caveat that if it is being substantially changed to address the comments the county made you do not need to send it back to us. If it is something where somebody was proposing a commercial development and they had one curb cut off of 21. You referred it to the county, the county referred it and the county provided comments then they came back and said they want two curb cuts now or we want three that is something that might warrant referral back to the county planning board. Now you have more issues with site distance, travel speed, and our coordinator review agency like the county highway department will want to make comment on those changes to traffic flow.

As I mentioned early on is if you have any of these actions that are within 500 feet adjacent to a municipality like the Town of Naples, Town of Bristol you are also required to send them a notice that you received an application that is 500 feet of a municipal boundary so that they can provide you with comments on it as well.

The Ontario County Planning Board there is a couple of notes on page 13 that was created by the board of supervisors in 1966. I talked about the fact that is it comprised of 18 members and there is a five year term associated with that.

There is one thing that is not included is the administrative review process. We talked about how the county designates referrals either one or two based on their potential for inner municipal or county wide impact. The county by-laws also allows for administrative reviews. What that means is that the county board of supervisors and the county planning board have agreed that there are certain types of applications that the entire board does not need to review. Department staff may act on their behalf in providing an administrative review. You have looked at one before I started talking. There is an administrative review that deals with single-family residential homes and specifically outlines those located on the lake. As you probably saw in the comments provided by the county planning board, any application that exceeds lot coverage, side setback requirements, or lake front setback requirements, the county will always provide a recommendation of denial. That is because the county as a whole we feel that this incremental development has the potential to cause inner municipal or county wide impacts. We also have administrative reviews that pertains to signs so if you were to send a referral that was along a primary corridor that exceeded code requirements, we would recommend denial. If it met requirements, it is up to the referring board. So those administrative reviews are prescribed. If you look in our by-laws what you see in the administrative review was cut and pasted from the by-laws in terms of the findings. Another thing we do as part of that process is same we do when we get a referral that goes before the full board is to coordinate with our partnering agencies where possible. So that is why the administrative review you have had comments from George Barden. Where possible we reach out to partnering agencies and hope that they will provide us comments for inclusion. If they do not get back to us in a timely manner then in an administrative review there will be some sort of language that will say you reach out to Kevin Olvany, etc. prior to any action or language such as that.

I am happy to answer any questions you may have.

Chairperson Ely: Thank you very much for the presentation and also for the very helpful outline. Are there members who have questions for our guest?

Mike Staub: When does the board meet?

Carla Jordan: The board meets the second Wednesday of every month at 7:30 p.m. There is also a coordinated review committee that meets the Tuesday prior. Board members are not required to attend thou they are more than welcome to if they like that meets at 3:30 p.m. That is always the Tuesday before the county planning board meeting and the purpose is to have the ability for partner agencies to weigh in. The board meets the second Wednesday of every month and if for some reason the meeting is cancelled due to inclement weather it does not get rescheduled. Those referrals that were not heard that month will be carried over to the following month.

Mike Staub: Where do you meet?

Carla Jordan: At the municipal building in Canandaigua at 20 Ontario Street. Right behind the courthouse.

Bessie Tyrrell: You obviously attend the meetings.

Carla Jordan: I do.

Bessie Tyrrell: What are your hours?

Carla Jordan: What hours do I work? All the time. Generally our office hours are from 7:00 a.m. to 5:30 p.m. every day with various levels of staff and we attend the meetings. Generally the county planning board meetings open with a chair and vice chair. Each referral will take two minutes to summarize a project either Regina or myself will outline it depending on who reviewed the referral. We allow the board to ask questions. If there are members of the public, they are allowed to provide comments. In the two years I have been involved, we had two applications that warranted public participation and comment. Generally we will just have an applicant if it's a particularly large project the applicant might send their engineer to be able to answer any questions. First and foremost the department staff provide a summary and county planning board members are allowed to ask any questions and then the applicant are also able to give a small presentation.

Bessie Tyrrell: Do you actually have any training programs for town planning board? If that something that the county does?

Carla Jordan: We did. Generally every year we used to do a training event with Yates County. It was cooperative. The individual who used to be the director of planning for Yates County actually worked in the Ontario County Planning Department when she was younger and she has since left. If it was last year, I would have said yes. This year is kind of up in the air. We do not know what Yates County is going to do. We used to offer that the department of state come out and we would poll the local boards what could you use refreshers on. Are you wanting to get a refresher on a subdivision process? Do you want to talk about seasonal rental of homes? That is an up and coming issue. We would provide contact a representative from the Department of State. We do try to let our members know if there is anything up and coming. Like Monroe County has a training series every fall and spring. Genesee Finger Lakes Planning Commission has conference every year. I think it is on May 19 in Bushnell's Basin. We currently do not offer anything specific.

Ann Marie Rotter: On average, at these meetings, how many applications are you reviewing?

Carla Jordan: I would say probably about twenty on average. Generally the majority of them are class ones. It is going to take three minutes to go through it and say this is what they are proposing because class ones have little to no municipal impact. We generally go by with very little discussion. It is the class twos reviews that generally take more time. We just got a proposal from the Village of Victor that is going to cause some concerns with people. We spent about 45 minutes at the last meeting talking about that one application. The meetings are generally two hours. You are reimbursed for mileage by the county, if anybody is interested. You do not get paid but you do get reimbursed for mileage.

Chairperson Ely: Thank you both very much Regina and Carla for coming and your very helpful comments. It was very nice to have a chance to meet you.

Carla Jordan: Great. Thank you.

**Other**

Chairperson Ely: I want to take the occasion also to welcome Sam Seymour our new alternate member. I am sure he is going to be a very valuable member of our group. I want the alternates to feel fully involved, participate in conversations and to ask questions. They bring their own sources of information to bear. This is a collective effort. We have the entire board here tonight but there are evenings they we do not and then the alternates will get to participate up here. You play a very important role and I want you to be involved in every way that is appropriate for you.

Mary Ann called to my attention out of the Penny Saver that the Canandaigua Lake Watershed Association is presenting a program Thursday that happens to be tomorrow not much advance notice at the Finger Lakes Community College. Apparently some people are going to be attending that from this board.

Chairperson Ely: Dan

Dan Marshall: I just want to reemphasize with regards to that onsite waste water. That's very preliminary and has not been sent out as a proposal. It got sent out to all the various towns to get feedback because it could be a controversial issue especially for residents within 200 feet of the lake. What we were trying to do is Canandaigua Lake Watershed Council wants to get some input from the towns and also get some input from the town's attorneys. In our case we were fortunate that Jeff Graff represents three of the towns surrounding the lake and we paid a third of the cost of this review. It is very important to emphasize that you can have people calling asking what are they going to do. It is very preliminary. This form that it is in today, more than likely, will change.

Chairperson Ely: Thank you Dan. Any other comments or questions? Well then do I hear a motion to adjourn?

**Motion to Adjourn**

Being no further business, Ralph Endres made a motion to adjourn the meeting and it was seconded by Mike Staub. The motion was unanimously accepted and meeting was adjourned at 7:58 p.m.

Respectfully submitted,

Diane Scholtz Graham  
Board Secretary