Penfield Planning Board
Meeting Minutes for
July 9, 2015
As the Planning Board met at 6:30 PM local time Thursday, July 9, 2015 in the Auditorium conference room to discuss, in a meeting open to the public, tabled matters and other business that was before it.

I. CALL TO ORDER:

PRESENT: Allyn Hetzke, Jr  
Bob Kanauer  
Bill Bastian  
Roseann Denoncourt  
Terry Tydings

ABSENT: Doug McCord

ALSO PRESENT: Zachary Nersinger, Town Planner  
Douglas Sangster, Planning Technician  
Mike O’Connor, Assistant Engineer

II. APPROVAL OF MINUTES:

Meeting minutes for June 25, 2015 were APPROVED.

Vote: Moved by: Kanauer  
Seconded by: Bastian

Chairperson: Hetzke - Aye  
Bastian - Abstain  
McCord - Absent  
Denoncourt - Aye  
Tydings - Aye  
Kanauer - Aye

Motion was carried.

III. SKETCH PLAN REVIEW:

1. Parrone Engineering, 349 W. Commercial Street, Suite 3200, East Rochester, NY 14445/ 
Kevin Farrell, requests an informal discussion with the board regarding plans to construct a one story 10,150 +/- sq. ft. storage building and a one story 1,600 +/- sq. ft. office building with associated site improvements on a total of 3.14 +/- acres located at 1677 Penfield Road and 10 Plaza Drive, Rochester, NY 14625. The properties are now or formerly owned by Raymond Pizzillo and Lynn Perry Properties LLC, and are zoned LB and GB. Appl# 15P-0015 SBL# 138.08-1-31 and 138.08-1-42.4.

Mr. Nersinger states the address should read “10 Plaza Circle.”

Mr. Kevin Ferrell of Penfield Storage addressed the board and described the proposed project:
• The project would involve the construction of two (2) new structures: one being a climate controlled storage building along the southeastern property line the backs to the Penn Wood Apartments, and the second being a new front retail office on the
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Penfield Road property. The existing structures on the 1677 Penfield Road property would be demolished.

- Adding the building on the Penfield Road frontage would give the business more visibility to passerby traffic.
- Mr. Farrell explained that he has the 1677 Penfield Road property under contract with the current owner for access to the storage buildings at 10 Plaza Circle.
- The additional storage building proposed would be climate controlled as the industry has seen an increase in demand from customers for that type of storage.

Board Comments:
- Chairman Hetzke asked if there were plans to resubdivide the lands of 1677 Penfield Road and 10 Plaza Circle to one parcel. Mr. Farrell replied that he would merge the properties together as one.
- Chairman Hetzke asked Mr. Farrell to describe the current traffic flow and how he anticipates that will change with the proposed additions. Mr. Farrell explained that currently the site has 24 hour access but the proposed site work would limit access as a keypad controlled gate would be installed. Typically two (2) to three (3) people are on the property regularly. The office would be open 8:00 AM to 6:00 PM six (6) days a week. Having a climate controlled storage unit building would increase customer traffic to the site. Parking is shown on the plan for customers.
- Board member Tydings asked Mr. Farrell to explain the intentions for the several vehicles and trailers that he observed were parked on the property. Mr. Farrell stated that he was aware of the Town’s concerns following the notice issued by the Code Enforcement Officer. The owners of the trucks, landscape equipment, and storage trailers have been notified to have everything removed from the property by Friday (July 10th).
- Board member Tydings asked if any variances would be required. Mr. Farrell stated that a setback variance would be required for the new storage building.
- Board member Tydings asked who owned the buffer area between Penfield Storage and the apartments to the southeast. Mr. Farrell replied that the lands of the buffer area were owned by Penfield Storage.
- Board member Tydings asked how close the proposed storage building would be to the property line that warranted the setback variance. Mr. Farrell replied that the building would be located roughly 15 feet from the property line.
- Chairman Hetzke asked if any trees would be removed. Mr. Farrell replied that two (2) trees would be removed for the construction of the storage building.
- Board member Tydings asked what the business’s current occupancy rate was. Mr. Farrell replied that they are currently running at about 88% occupancy.
- Board member Kanauer asked what the square footage of the existing structures were that would be demolished. Mr. Farrell stated that he was not sure of the exact number but he could find that out. The single story is roughly a 20 foot by 40 foot block building and the other structure is used for apartments.
- Board member Kanauer asked where the HVAC units would be located on the climate controlled storage building. Mr. Farrell replied that an HVAC unit would be installed on the ground level at each end of the building.
• Board member Kanauer asked if a backup generator is proposed to be installed. Mr. Farrell replied that no back generator is proposed.
• Board member Denoncourt asked if the HVAC units would be located towards the back or the front of the storage building. Mr. Farrell replied that the HVAC units would be located at the outside the front corners along the sides of the building.
• Board member Denoncourt asked if the HVAC units would be enclosed. Mr. Farrell replied that the HVAC units would feature a 3-wat enclosure.
• Board member Bastian asked it a greenspace [lot coverage] variance would be necessary. Mr. Farrell replied that additional greenspace could be added to avoid the need for any variances.
• Board member Bastian asked how snow storage would be addressed. Mr. Farrell explained that currently plow trucks push snow toward the fence along the Home Depot property border.
• Board member Tydings asked if the project could be proposed in two parts such that the new retail office building would be constructed first, followed by the construction of the new storage building at a later date. Mr. Farrell stated that the project would not be feasible without the construction of both buildings.

Public Comments:
No comments were submitted by the public.

The Board discussed this application after the public meeting:

Following a discussion at its July 9, 2015 public meeting and subsequent discussion at its work session the same evening, the Penfield Planning Board offers the following comments for the applicant:
• The board is supportive of the project as it was presented in its concept form. However, the board will require that the site is compliance with the Town Code and all past approvals from the board including, but not limited to, the Planning Board’s approval resolution dated January 24, 1985 and the Zoning Board of Appeals approval resolution dated March 12, 1985. This year, the Town’s Code Enforcement Officer sited the property for being in violation for outside storage without permits from the town. The applicant shall demonstrate how the property has addressed this matter to bring the site into compliance.
• The applicant is referred to the Town Code to calculate the necessary parking spaces required and determine if a variance will be applied for to the Zoning Board of appeals at a later submission date for Preliminary and Final approvals. Land banked parking shall be shown on the site plan and in the site data tables.
• An updated SWPPP report and stormwater calculations, documenting compliance with the Phase 2 Stormwater Regulations for water quality and quantity will be required for a preliminary and final application submission.
• Include a lighting and photometric plan with cut sheets upon submission of a Preliminary/Final application.
• Include a full landscape plan with planting schedule upon submission of a Preliminary/Final application.
Submission of revised plans shall include properly labeled property lines for the merger of parcels known as 10 Plaza Circle and 1677 Penfield Road. Site details including, but not limited to, topography must be included within a 100 foot buffer area around the limits of the property boundaries.

Submission of revised plans shall include properly labeled easement boundaries, both those to be proposed and those to be abandoned.

Provide details for proposed dumpster enclosure area on the site plans. Per the Town Code, proposed dumpster enclosures must attempt to match the building materials of structures on the property.

Utility plans shall provide details for modifications to the existing sanitary and storm sewers that travel through the property.

Provide details and for proposed HVAC units with the locations identified on the site plan.

To review fire department access please follow up with the Fire Marshal’s office, 585-340-8643.

Proved details for all proposed screening to adjacent properties from site traffic, vehicle headlights, and building mounted light fixtures. Buffering must be addressed along the southeast side of the proposed climate controlled storage building to minimize noise impacts from emergency backup generators.

A letter of intent for a Preliminary and Final application should explain the anticipated number of employees for all operations of the business at full build out, and the expected number of customers/visitors to the site at peak and off hours during regular business days of the week. Please specify if the intended use of access points to the building addition is for visitors, employees, or both, and security will be address on the properties.

A letter of intent should explain the list of variances that will be applied for to the Zoning Board of Appeals, including, but no limited to, setbacks, lot coverage, and parking.

Upon submission of an application for Preliminary and Final approval, provide written responses to the above comments and any additional comments received to date, including the PRC Memo dated July 1, 2015. Additionally, written responses to the factors of consideration for Site Plan and Subdivision approval found in Articles VIII-8-3, IX-9-3 and X-10-4 of Chapter 29, Town of Penfield Zoning Ordinance should also be submitted.

The board directed staff to the issue the sketch plan review letter.

Vote: Moved by: Bastian Seconded by: Denoncourt
McCord - Absent Tydings - Aye
Motion was carried.
IV. PUBLIC HEARING:

2. Edwin A. Summerhays, L.S., 2509 Browncroft Boulevard, Suite 209, Rochester, NY 14625/ David Schoff, requests under Article VIII-8-3 of the Code for preliminary and final subdivision approval to resubdivide the 47.55 +/- acre parcel at 1450 Marchner Road, Webster, NY 14580 and the 2.13 +/- acre parcel located at 1394 Marchner Road, Webster, NY 14580 from two (2) to three (3) parcels. The properties are now or formerly owned by David Schoff and Elaine Schoff, and Roy Green and Meredith O'Brien Green, and are zoned RA-2. Appl# 15P-0013 SBL# 095.01-1-63.3 and 095.01-1-63.103.

Mr. Summerhays addressed the board and described the proposed subdivision of lands:
- Currently the Schoff's have 47.5 acres and the Green's have 2 acres.
- The Green's would like to purchase 10 acres from the Schoff's.
- Lot 2, as shown on the map, would subdivide 9.5 acres from the Schoff's lands as a new lot to be sold to a private buyer for a single family residential home.
- A 60 foot strip of land was provided to the north of Lot 2 to avoid creating for access to the remaining land to the west of Lot 2 until such time that the Green's can purchase the lands.
- Monroe County comments were received but no issues effect this project as no physical improvements are proposed.
- Town comments included a request for a 30 foot easement over the Four Mile Creek area. The Schoff's are in agreement with that request.

Board Comments:
- Board member Denoncourt asked if any new roads ways would need to be constructed at this time. Mr. Summerhays replied that no changes will take place.
- Board member Denoncourt asked if wetlands were present. Mr. Summerhays replied that both wetland and floodplain areas area present on the Schoff's property. The plans did show the delineation of the wetland or floodplain boundaries as no site improvements are proposed.
- Board member Tydings asked is Christmas trees were being sold on the property. Mr. Summerhays answered on behalf of Mr. Schoff's reply that the trees are not being sold but the woodworking business is ongoing.
- Chairman Hetzke asked Mr. Summerhays to review the lot configurations for Lot 2 and Lot 3. Mr. Summerhays explained that to avoid creating a land locked parcel to the west of Lot 2, a 60 foot wide strip of land from Lot 3 was left to the north of Lot 2 that provides access to the remaining lands of Lot 3. In the future, the Green's, owners of Lot 1, plan to resubdivide the remaining land of the Schoff's to the west of Lot 2 and north of the land they would gain with this application.

Public Comments:
No comments were submitted by the public.

The Board discussed this application after the public meeting:
- Mr. Nersinger reviewed the comments for the public hearing portion of the meeting.
- The board had no concerns with the proposed subdivision of lands.
The board APPROVED the Short EAF Part 2.

Vote: Moved by: Denoncourt Seconded by: Bastian
McCord - Absent Tydings - Aye

Motion was carried.

The board APPROVED the draft approval resolution.

Vote: Moved by: Denoncourt Seconded by: Bastian
McCord - Absent Tydings - Aye

Motion was carried.

3. BME Associates, 10 Lift Bridge Lane East, Fairport, NY 14450/ Steve McAlpin requests under Articles III-3-10 and IX-9-2 of the Code for preliminary and final site plan and EPOD permit approval to construct a single family residential home on 9.6 +/- acres of the property located at 1450 Marchner Road, Webster, NY 14580. The property is now or formerly owned by David Schoff and Elaine Schoff, and is zoned RA-2. Appl# 15P-0014 SBL# 095.01-1-63.3.

Mr. Fred Shelly of BME Associates addressed the board and described the proposed project:
- Access to the proposed single family home would utilize the existing driveway from 1450 Marchner Road (Schoff property) and branch off of that to the new home. The remaining portion of the driveway would be removed.
- The property would be connected to private water and features an on-site waste water [sanitary] system.

Board Comments:
- Chairman Hetzke asked for clarification of the proposed driveway layout and if the new home and the property at 1394 Marchner Road would have a shared driveway. Mr. Shelly replied that the home would have its own driveway separate from the adjacent properties.
- Board member Bastian asked if the proposed single family home would encroach into the wetlands or other environmentally sensitive areas. Mr. Shelly replied that the home would be located 310 +/- feet from the nearest EPOD (Environmental Protection Overlay District).
- Board member Bastian asked for confirmation that home is 590 +/- feet from the right of way. Mr. Shelly confirmed the distance of 590 +/- feet.
- Board member Bastian asked if sprinklers would be required in the home. Mr. Shelly replied that they will comply with the New York State Fire Code and the Town Code.
• Board member Kanauer asked what the second garage shown on the plans would be used for. Mr. Shelly replied that the owner has indicated that he would like to use it as a hobby-shop/ workshop.

Public Comments:
No comments were submitted by the public.

The Board discussed this application after the public meeting:
• Mr. Nersinger reviewed the site plan application with the board.
• The board asked if the driveway shown on the plan met the standards for emergency vehicle equipment. Mr. Nersinger replied that he would follow up with the Fire Marshal and Engineering department about the required road standards. Any issues would be addressed and resolved by the applicant’s engineer.
• The board had no further comments regarding this application.

The board APPROVED the Short EAF Part 2.

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<th>Vote: Moved by:</th>
<th>Bastian</th>
<th>Bastian - Aye</th>
<th>Denoncourt - Aye</th>
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<tr>
<td>Chairperson:</td>
<td>Hetzke - Aye</td>
<td>McCord - Absent</td>
<td>Kanauer - Aye</td>
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<td>Seconded by:</td>
<td>Kanauer</td>
<td>Tydings - Aye</td>
<td>Kanauer - Aye</td>
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Motion was carried.

The board APPROVED the draft approval resolution with conditions:

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<td>Seconded by:</td>
<td>Kanauer</td>
<td>Tydings - Aye</td>
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Motion was carried.

V. TABLED ITEMS:

4. Peter Romeo, 309 Canterbury Road, Rochester, New York 14607/ Jasmin Heganovic request under Article IX-9-2 of the code for Preliminary and Final site plan review to construct a single family residence with a detached storage shed and associated site improvements on 0.46+/- acres located at 2775 Penfield Road. The land is currently or formerly owned by Jasmin Heganovic, and is zoned RA-2. Appl# 15P-0001 SBL# 141.01-1-15.

The board took NO ACTION.
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There being no further business to come before the Board, this meeting was adjourned at 8:00 PM, Thursday, July 9, 2015.

These minutes were adopted by the Planning Board on August 13, 2015.