TOWN BOARD WORK SESSION AGENDA
Wednesday, February 12, 2020 7:00 PM
Supervisor R. Anthony LaFountain, presiding

I. Call to Order
II. Approval of Minutes – January 22, 2020
III. Monthly Reports
IV. Public Hearings - None
V. Guests
   a. Adianah Martinez, requesting a Streamline Approval for an Esthetic Business at 1826 Penfield Road - Costello
   b. RG&E - Request for a Utility Easement on Shadow Pines - Tait
   c. Andrew Spencer, BME Associates - Presentation of the Draft Shadow Pines Master Plan - Costello
VI. Action Items
   a. Development of Apartment Building at 1211 Empire Blvd. - Costello
   b. Annual Pond Treatment Review - Valentine
   c. Hold Harmless Agreement, 74 Bentbrook Circle - Valentine
   d. Proposed Mixed Use Ordinance Amendments - LaFountain
VII. Informational Items
   a. Petition for Sidewalk Installation on Rossbrook Drive - Valentine
   b. Application Received for a Hair Salon at 2086 Five Mile Line Road - Costello
VIII. Held Items
   a. Jomanda Way, Expanding No Shooting Petition - LaFountain
   b. Sign Ordinance Updates/Proposed Ordinance Revision - Costello/LaFountain
   c. Community Choice Aggregation, Penfield CCA Resident's Committee - LaFountain
IX. Old Business – (NONE)
X. New Business
XI. Executive Session
XII. Next Meeting: February 26, 2020
XIII. Adjournment

This meeting will be video recorded and broadcast LIVE via the town's website www.penfield.org and the Town's Government Access Cable Channel 1303. Questions regarding video coverage contact Penfield TV at (585) 340-8661.
I. Call to Order

Present:
Supervisor LaFountain
Councilwoman Drawe
Councilwoman Kohl
Councilman Moore
Councilman Ockenden

Also Present:
Jim Costello
Lisa Grosser
Eric Tait
Mark Valentine

II. Approval of Minutes – 1/22/20
CM Ockenden moved for the approval of the Minutes of January 22, 2020, CW Drawe seconded the motion.

III. Monthly Reports – Reports for January have all been submitted.

IV. Public Hearing – None

V. Guests

a. Adianah Martinez, Requesting a Streamline Approval for an Esthetic Business at 1826 Penfield Road – Costello
Jim Costello introduced Adianah Martinez who is interested in opening an esthetic business in the eastern half of the Art Stop building.

Adianah Martinez explained that she has had a salon on South Avenue for the last year and 8 months. She is interested in having three (3) work stations and will see clients by appointment only. Hours of operation will be 10:00 AM to 9:00 PM. Clients will be seen Monday through Saturday and there will be no more than two (2) estheticians working at one time. She will park on Five Mile Line Road or the Public Parking area, and leave the 13 spaces on Penfield Road open for clients.

Councilwoman Kohl asked about signage.

Martinez said she would use a window decal to display the logo for I Attractions. She will be adding dividers to the interior for privacy, but no building permits will be necessary.

Costello asked about refuse collection.
Martinez said she will take garbage home daily and will not have a collection on site.

Kohl asked if she would have any neon signage.

Martinez said the previous tenant left his neon “Open” sign and she may use it.

Costello said that is fine as long as the sign does not blink.

Councilman Moore stated that this application meets the parameters of the streamline process.

Councilwoman Drawe asked Martinez when she plans to open.

Martinez said she plans to open March 1st.

Costello said a Conditional Use Permit would be issued through an Administrative Approval. He added if the sign is on the interior of the window a sign permit will not be required. He will also review the requirements for exterior signage with the applicant.

Councilwoman Kohl moved to approve the business, Councilwoman Drawe seconded and all present voted “Aye.”

b. R G & E – Request for a Utility Easement on Shadow Pines – Tait

Eric Tait introduced Mary Kay Masters from R G & E. As the State plans to make improvements to the Five Mile Line Road/Atlantic Avenue intersection by widening the area and adding a turn lane, there will be a conflict with the existing natural gas substation.

Mary Kay Masters explained that they would like to move the regulator substation to the northwest corner near Shadow Pines. The stainless steel box would be above ground and be either 4’ x 10’ or 5’ x 11’. There would be one stack which would be 4” or 6”.

Supervisor LaFountain asked about buffering, and access for maintenance.

Masters stated that the pavement at the northwest corner is wider. Currently a truck can pull to the side of the road to perform annual inspections and change the chart box monthly. There is a single family home nearby that could be buffered with arborvitaes. The box will be located along the existing tree line.

Councilman Ockenden asked how far the box will be located from the road.

Masters said the box would be located 47 feet from the centerline of the road.
Ockenden asked what protection devices are in place if a motor vehicle hits the box.

Masters stated the breakaway stack is located closer to the road. Masters added that bollards or trees could be added if necessary.

Eric Tait stated the current substation is located closer to the road than where the replacement substation will be installed.

Masters added the current box is below grade and the replacement box will be installed at grade.

Jim Costello asked if the box could be installed underground.

Masters said that could be considered if necessary.

LaFountain asked what the time frame would be. He added the NYSDOT is having a Public Information meeting on March 3 and improvements are proposed for 2021.

Tait added the work will be bid in the fall of 2020 and construction will take place spring of 2021.

Masters stated that all construction will take place in the fall of 2020 so it is completed before the roadway improvements begin.

Councilman Moore stated he feels it would be a better option to place the box underground.

Masters said if the box is underground, then two (2) stacks would be required above ground. Masters submitted photos of the property with the proposed location of the box to the Board for its review.

LaFountain stated this box would be slightly larger than an electrical transformer.

Moore asked if residents have been contacted regarding the project.

Masters said no.

Costello asked if the box is located above ground, could it be painted green.

Masters said yes.

Kohl said she prefers the box be located underground.

LaFountain asked if a driveway would be installed.

Masters said no, we can continue to pull to the side of the road for maintenance.
Moore said he would like to visit the site and reiterated he prefers the box be located underground.

Councilman Moore moved to hold this item until the February 26, 2020 Work Session so that the Board can visit the site. Councilwoman Drawe seconded and all present voted “Aye.”

c. Andrew Spencer, BME Associates – Presentation of the Draft Shadow Pines Master Plan – Costello

Supervisor LaFountain reviewed that the Town Board received five (5) proposals on September 20, 2019 and at the September 25 Work Session, requested time to review the proposals in depth. At the October 23 Work Session, the Board decided to move forward with the proposal from BME Associates. The draft Master Plan proposal was due to the Board by the end of January 2020.

Andrew Spencer, Landscape Architect presented the Conceptual Master Plan to the Board. In the presentation Spencer discussed proposed uses which include cross country running/skiing trails, walking trails, passive nature observation, biking, picnic/pavilion areas, meadow/natural areas and orienteering.

Spencer then detailed the proposal for the North end of the property, which includes a municipal recreation center facility on approximately 22 acres, disc golf, pavilion/picnic areas, cross country trails, cross country skiing trails, biking and walking trails, fitness trails with fitness stations, orienteering and meadow areas.

Spencer continued to detail the proposal for the South end of the property (approximately 115 acres) which includes pavilion/picnic areas, cross country trails, skiing and biking trails, mountain biking trails, walking trails, orienteering, meadow areas and stream view corridors/overlooks.

Spencer reviewed that there are currently two (2) locations to access the site and no pedestrian access. Pedestrian access would be added from Atlantic Avenue. Bay Trail is located across the street and this would enable students to access the site for after school activities. Pedestrian access would also be added from the ROW of Harwood Circle, Huntington Meadow and Clark Road. The existing asphalt golf cart paths would remain. The paths need to be ADA compliant and could be stone dust, chipped or soil.

Councilwoman Drawe asked about additional parking on the site.

Spencer stated parking would be added near the proposed recreation building. There are 80 existing parking spaces near the Clark House. A grass lot was used for parking during events at Shadow Pines and at a minimum it should be gravel. If funding allows it will be asphalt.
Councilwoman Kohl asked what would be the potential uses for the two (2) other buildings on the site.

Spencer said we would look to repurpose the larger building into an indoor pavilion. We need to review the structure to see if it is worth repurposing it. The maintenance facility could be used as such for storage of mowers and snow equipment.

LaFountain suggested if the Board is favorable, a Resolution could be submitted to establish a Public Information Meeting in March. Spencer could show his presentation to the community and we would have a period of time to receive questions/comments from residents.

Councilwoman Kohl moved to schedule a Public Information Meeting, Councilwoman Drawe seconded and all present voted “Aye.” A resolution will be submitted at the next Legislative Session on February 19, 2020 scheduling a Public Information Meeting on March 11, 2020.

Supervisor LaFountain asked that tonight’s presentation be put on the website.

Councilman Moore asked if the planned sports fields would be for multisport use.

Spencer said yes, they could be used for soccer, lacrosse and field hockey.

Moore asked if a spray park would be proposed.

Spencer said it had been discussed and if added it would be placed on the north end of the property. Spencer also said an ice rink was suggested, but outdoor ice rinks tend to be costly. These items can be incorporated in the future if desired.

LaFountain added he had spoken with Chris Bilow, Recreation Director and the multiuse field at the Community Center was changed to a baseball diamond by the school district. There is a need for more multiuse fields.

VI. ACTION ITEMS

a. Development of Apartment Building at 1211 Empire Blvd. – Costello

Supervisor LaFountain reviewed that at the last Work Session the Board requested to visit the site and review earlier submissions.

Jim Costello stated that he has received a letter from the owners of K2 Brewing and they are concerned about encroachment to their property and the loss of parking. Costello added these items can be worked through during the Site Plan Review Process.
Councilwoman Drawe stated she and Councilman Ockenden stayed on site after the visit and discussed their concerns about ingress and egress of the property.

Costello stated the applicant will add improvements to Empire Blvd. A middle turn lane will be installed on Empire Blvd. to allow for safer ingress and egress to and from Wilbur Tract Road. Previously the NYSDOT was not supportive, but they are now allowing it. There will also be improvement to the apron to allow a better right turn.

Councilman Ockenden stated he is concerned that coming from Irondequoit and turning into the parcel requires driving on the shoulder.

Costello said the State feels it can be maintained. In the long term, we would like the center turn lane to continue all the way up Empire Blvd. to Irondequoit. The access point and the breakdown area will have to be maintained and not be diminished in any way.

Drawe asked if the shoulder will be disturbed.

Costello said this will be discussed during the Site Plan review. The NYSDOT will have comments that need to be addressed.

Supervisor LaFountain asked if the Board requires more information before moving forward. He added the Board may also like to review the latest traffic study.

Mark Valentine said SRF provided a letter looking at traffic movement, he will submit that to the Board for review.

Costello said he will contact Jess Sudol and review the intent to deaccelerate traffic in the area. He will also include the letter received from K2 Brewing.

Councilman Moore moved to hold the request for additional review until the February 26, 2020 Work Session, Councilwoman Drawe seconded and all present voted “Aye.”

b. Annual Pond Treatment Review – Valentine
Mark Valentine submitted a quote sheet to the Board for its review. Valentine reviewed that the Town has 190 ponds and 100 of those are owned and maintained by the Town. We frequently receive questions about esthetics, but handle functionality only. The ponds are inspected every three (3) years. The herbicide treatment reduces vegetative growth on the bottom of the ponds and extends the time between dredging and cleaning. The last bid we received from A-Tip was for three (3) years and they held their price. Postcards will be mailed to neighbors advising we are treating the ponds. This has been discussed with the Watershed Management Committee and was supported to move ahead. A-Tip will make the application to the NYSDEC for permitting.
Councilwoman Drawe moved continue with the annual pond treatment, Councilwoman Kohl seconded and all present voted “Aye.” A resolution will be submitted at the next Legislative Session on February 19, 2020.

c. Hold Harmless Agreement, 74 Bentbrook Circle – Valentine
Mark Valentine submitted a survey map of the property including a sketch of the fence with the portion of the fence in the storm sewer easement highlighted. Valentine continued to say the resident understands if the Town needs to access the storm sewer the replacement of the fence would be at his cost. The easement and the Hold Harmless Agreement will stay with the property.

Councilman Ockenden moved to allow the Hold Harmless Agreement subject to conditions, Councilman Moore seconded and all present voted “Aye.” A resolution will be submitted at the next Legislative Session on February 19, 2020.

d. Proposed Mixed Use Ordinance Amendments – LaFountain
Supervisor LaFountain reviewed that a Public Hearing was held December 2019.

Councilman Moore moved to remove this item from the agenda, Councilwoman Kohl seconded and all present voted “Aye.”

VII. INFORMATIONAL ITEMS

a. Petition for Sidewalk Installation on Rossbrook Drive – Valentine
Mark Valentine submitted a Petition for sidewalks that was received in August 2019 from residents on Ross Brook Drive. Valentine stated he will be presenting the 2020 sidewalk needs at the next Work Session on February 26, 2020. This year the sidewalk budget had been expanded to include a request for sidewalks on Huntington Meadow, which will be completed this spring. Also this year sidewalks will be completed on Crowne Oak, Sanders Farm and Empire Blvd. We will start planning for 2021 by doing the permitting and applying for CDBG funding.

Councilwoman Kohl asked the estimated cost.

Valentine submitted an estimate to the Board for its review showing a cost of $119,348.35 for the construction of sidewalks on Rossbrook Drive. Residents had come to the Transportation Committee with their concerns about cutting through this neighborhood in the past.

Supervisor LaFountain asked if a specific side of the road had been designated.
Valentine said the south side. Valentine added staff met with Huntington Meadows neighbors on site and reviewed what trees would need to be removed and what easements would need to be filed, and would do that again with any neighborhood prior to the sidewalks being installed.

Councilwoman Drawe asked if the majority of the neighbors had signed the Petition.

Valentine said yes. We will have a discussion at the Work Session on February 26th to prioritize sidewalk needs and plan for the 2021 budget.

b. Application Received for a Hair Salon at 2086 Five Mile Line Road - Costello
Jim Costello stated a resolution will be submitted at the next Legislative Session on February 19, 2020, scheduling a Public Hearing on March 18, 2020. The applicant is purchasing Dr. Pignato’s building and relocating her existing salon to Penfield.

VIII. HELD ITEMS
   a. Jomanda Way, Expanding No Shooting Petition - LaFountain
   b. Sign Ordinance Updates/Proposed Ordinance Revision - Costello/LaFountain
   c. Community Choice Aggregation, Penfield CCA Resident’s Committee - LaFountain

IX. Old Business - None

X. New Business - None

XI. Executive Session - Real Estate, Litigation and Human Resource Matters - None

XII. Next Meeting - February 26, 2020

XIII. Adjournment - Supervisor LaFountain adjourned the regular Work Session at 8:43 PM.

Lisa Grosser, RMC
Deputy Town Clerk