Town Board Work Session Agenda  
February 10, 2010  
7:00 p.m.

I. Call to Order – 7:00 p.m.

II. Approval of Minutes – 01/13/10 & 01/27/10

III. Monthly Reports

IV. Public Hearing: - None

V. Guests: - 7:00 p.m. – Melanie Cates re: 2130 Five Mile Line Road  
8:15 p.m. – Rick Dalton re: 1833 Penfield Road

VI. ACTION ITEMS
   Public Safety - None
   
   Community Services
   1. Sherwood Fields – Ainsworth

   Law and Finance
   1. Conservation Board Tree Preservation Guidelines – Evans  
   2. Board Minutes on Website – Renner/LaFountain

   Public Works
   1. 2010 Street Lighting Projects - DiFrancesco  
   2. Watershed Management Meeting Schedule and Goals for ’10 – Benway
   3. Five Mile Line Road Crosswalk Request – Fletcher/Metzler

VII. INFORMATIONAL ITEMS
   Public Safety - None
   
   Community Services
   1. Update on the Victory Garden Project – Kohl  
   2. Bids for Recreation Brochures – Conroy
   3. Bi-Centennial Update - Kohl

   Law and Finance
   1. Review of Development Projects – Benway  
   2. Update of Development Projects – Costello
   3. Abbington Place, Next Steps – Costello/Evans

   Public Works
   1. Commission Ditch Permits/Work Schedule – Benway
VIII. **HELD ITEMS**
1. Town Parks/Properties Ordinance – Ainsworth
2. Recreation Facilities Update – Cooper
3. Sign Ordinance Update – Morehouse/Costello
4. Bi-Centennial Update – Kohl

IX. **Old Business:**

X. **New Business:**

XI. **Executive Session** – Real Estate, Litigation and Human Resource Matters

XII. **Adjournment:**
I. Call to Order – 7:00 p.m.

Present:
Supervisor LaFountain
Councilwoman Metzler
Councilman Moore
Councilman Quinn

Absent:
Councilwoman Kohl

Also Present:
Robert Ainsworth
Geoff Benway
James Costello
Mark DiFrancesco
Katie Evans
James Fletcher
Doug Fox, Consultant
Donna Masters
David Renner

II. Approval of Minutes – 01/13/10 & 01/27/10

CM Moore moved for the approval of the Minutes of January 13, 2010, CW Metzler seconded the motion and all present voted “Aye”.

The Work Session Minutes of January 27, 2010 will be held over for approval until February 24, 2010.

III. Monthly Reports – Supervisor LaFountain reported that all reports are in with the exception of the Recreation Department.

IV. Public Hearing: - None

V. Guests: - 7:00 p.m. – Melanie Cates re: 2130 Five Mile Line Road

Dr. Cates has been practicing Internal Medicine since 1986 including traditional and alternative medicine. She plans to share space with Penny Wopperer, M.D. There are generally 5-8 patients daily with hours of operation from 8:00 a.m. until 7:00 p.m.

She would like to move in on April 1, 2010. Her current practice is located at 625 Panorama Trail. She would like to use the same sign she has right now with her name, MD.

Supervisor LaFountain stated that parking is more than sufficient at this location. We are trying for a more streamline process for an operation such as this.

J. Costello met with Ron Baroody regarding dumpster issues and refuse hauling.

CM Moore said that this is a good example of the streamline process within the Four Corners.
8:15 p.m. – Rick Dalton re: 1833 Penfield Road

This is an Allstate Insurance business primarily property and casualty insurance. He advised the Board that due to Allstate regulations, he cannot move into the 1833 Penfield Road location since there is a liquor store operation in place. He is currently operating from Penn Fair Plaza.

J. Costello said that there are several other sites within the Four Corners if he would be interested.

Mr. Dalton further explained that he is operating solely right now with 1-2 customers at a time. He would not need to use much parking.

He does not currently have a sign, but will eventually propose a sign within the Allstate specifications.

His current lease is up on June 1st; he would like to move into the Four Corners at that time.

J. Costello will work with Mr. Dalton to try and help him find a location. At that point, the subject would come back to the Town Board and would give conditions for a Special Permit.

Supervisor LaFountain and the Town Board members agree that he would not have to come back in, but instead would work out the details.

VI. ACTION ITEMS
Public Safety - None

Community Services
1. Sherwood Fields – Supervisor LaFountain advised that the EDR plan was completed during April 2009. Most of the Town Board members are familiar with it. However, things have been left in the current state without further activity going on. We should give Bob Ainsworth direction for going forward.

Bob Ainsworth said that millings will be coming this spring. We have the opportunity to have them brought on to the site for the ADA walks.

Jim Fletcher added that this is part of the Stimulus Project in this area starting in May 2010. The plan is to stage the millings out.

CW Metzler suggested a phasing process; start with Phase I and see what we can accomplish. Then plan out the other phases.

Bob Ainsworth said that the primary trail is quite rough.

CM Quinn said that laying out a primary trail first and putting down some type of surface is a start and then work from there.

CW Metzler inquired of the rear boundary; where do you open to the property behind this area or should it be closed off?

Bob Ainsworth answered that this is an R.G.& E. right-of-way; we may not be able to do much there. No work has been done down there recently.

CW Metzler said we would have to have signage indicating what is and is not permitted.

CW Metzler agrees with CM Quinn. She also said that passive usage, such as a few hours at a time for a family with a few picnic tables is a good start.
CM Moore agrees with CW Metzler and CM Quinn. CM Moore said let’s get the park open, have the primary trail done right and have people come out to the park and go from there. Mountain biking can be looked into later on.

Bob Ainsworth said that wherever the wetlands are located, NYSDEC is calling for a boardwalk. Supervisor LaFountain added that this would be a great Eagle Scout project.

Supervisor LaFountain also agrees that we should have this facility open for passive usage and then take a look in the fall for next steps forward. This can also be discussed at the next Work Session for opening the park, signage and striking a balance to keep folks safe, but able to use the park.

Doug Fox, Planning Consultant, added the fact that the Town has access to this property through a license agreement with the Fire District that is in place. They would like the Town to install signage, "Fire District parking straight ahead" with park access signs to the right. Also, the first 25-50 feet of this area should be paved to minimize wear on the District’s driveway.

CW Metzler said this would be a good interface with the fire company and Supervisor LaFountain said we want to continue this relationship with them.

Law and Finance

1. Conservation Board Tree Preservation Guidelines – K. Evans informed the Board that the Conservation Board, with assistance from Doug Fox, worked to establish tree preservation guidelines to provide early guidance to developers and to the appropriate decision-making boards or officials of the Town, to encourage tree preservation techniques for proposed developments where important trees exist, but may not be governed by other regulations, such as the Woodland EPOD. Currently the Woodland Environmental Protection Overlay District (EPOD) only provides an additional level of review for five (5) acres or more of woodlots. Mr. Bob Kanauer said that during 2006-07, the thinking then was to reference the guidelines when issuing advisory comments to Boards having approval authority.

D. Fox stated that the guidelines, when made available to applicants, will put the developer, builders and design professionals on notice to embrace these guidelines in good faith and understanding. These guidelines recognize that trees contribute to the quality of life for all residents of Penfield, and that well-designed residential and commercial developments should preserve as many trees as possible.

The Board discussed the guidelines. Supervisor LaFountain suggested that this current document be reworded; please strike Item 10B within the guidelines.

D. Fox and K. Evans will work on the documents and have a revision prepared for the Board’s consideration at a future work session.

2. Board Minutes on Website – D. Renner and A. Steklof are working toward presenting Board Minutes online. This will include decision making boards. It will be a good idea to redact personal information such as name and address to protect individuals’ identity. This same procedure is done for Freedom of Information requests. The procedure would be to post to the Town website within five (5) business days after board approval. The Town Clerk as well as Clerk to each board will be responsible to review this information before submitting them to D. Renner.

Concerning Rules of Procedure, Item IV, “Conduct of the Public”, D. Renner asked the Board how they wish to capture this.

Supervisor LaFountain said that he and the Town Board members will have to go through the Rules of Procedure first. They are however, comfortable in moving forward with placement of the Minutes on the website. Supervisor LaFountain and D. Renner agreed that this could begin during mid-March.
Public Works
1. 2010 Street Lighting Projects – M. DiFrancesco advised that the first phase will consist of eight (8) locations and the second phase will be six (6) locations. The total project cost estimate is $42,800.00. The Town Board members were in agreement with the phasing process and locations.
2. Watershed Management Meeting Schedule and Goals for ’10 – G. Benway said the agenda for the 3/10/10 meeting is on the website. The first big thing will be Commission Ditch.
3. Five Mile Line Road Crosswalk Request – G. Benway said the request for a marked crosswalk is for the south leg of Five Mile Line Road. This has been brought to the Transportation Committee for input. The recommendations from the Committee are: 1. place near entrance to Grand-Vie, 2. placement opposite of the existing public parking lot 3. the frontage area near the turning lane. Supervisor LaFountain, CW Metzler and CM Moore were in agreement that they would like to see the crosswalk location near the Municipal parking lot. J. Fletcher said there is a concern regarding site distance and northbound traffic can block this in. We would have to prepare a Resolution for Monroe County and discuss cost. He will submit a cost estimate and Resolution for Supervisor LaFountain to review.

VII. INFORMATIONAL ITEMS
Public Safety - None
Community Services
1. Update on the Victory Garden Project – Kohl – Not discussed
2. Bids for Recreation Brochures – Supervisor LaFountain said that five (5) cost estimates were received; one (1) was withdrawn. Webster Printers was the lowest responsible bidder and a Resolution will be prepared by Linanne Conroy. All Town Board members were receptive to this.
3. Bi-Centennial Update – there will be a meeting tomorrow; CW Kohl will provide an update at the next Work Session.

Law and Finance
1. Review of Development Projects – G. Benway advised that the Fedyk Letter of Credit is closed out.

AARA funds – Governor Paterson would like to take these funds and use them for other underfunded projects. This would impact both the Penfield Road and Panorama Trail proposed projects.

2. Update of Development Projects – J. Costello provided the following updates:
    Camden Park – this is the Larry Fallone development on State Road that has now been sold. This is an approved project, and they will pick up where L. Fallone left off. The new developer (Ryan Homes) will be coming in to renew agreements appropriate with the incentive zoning portion and this will be coming to the Town Board for their review.
    Schaufelberger Park – Attorney Horwitz is looking at this document for Exxon Mobil to perform work; they will need three (3) weeks of digging at this site. Some material may be stored on site for up to eight (8) weeks.
    1140 Empire Blvd – the asbestos abatement company will be meeting on the site and then meet with staff. We will have to send information back to NYSDEC for the issuance of permits.
    Banners – we will be meeting with the banner representative tomorrow and banners will be put up this weekend. The school district already has their banners.
    Daniel Penfield – we went to the statue look see of Daniel Penfield; David Renner now has historical data of this. The target date is June 1, 2010, however, the platform must be done first before placement of the statue. Bob Ainsworth would like to receive this information as soon as he can.
3.  Abbington Place, Next Steps – Supervisor LaFountain stated that the Town Board members are concerned about density; particularly the property portion on the east side of NYS RTE 250 with 160 units proposed. It is too dense and they are trying to cram too much in. With this said, the applicant has indicated that they are not willing to discuss less units and therefore this part of the project will no longer be considered. The west side and incentive zoning will be the focus of tonight’s discussion. The west side is currently zoned RA-2 with 14 single-family lots and 95 patio home/empty nester lots proposed. Items offered as amenities back to the community in exchange for 87 additional lots currently include additional flood storage, purchase of the Schoff property on Marchner Road, a desired price point of $190k for the patio homes, and ADA/CAPS (housing designed for aging in place).

K. Evans said that there are possible incentive zonings that the Town may be interested in such as purchasing open space property within the Town Hall block of Atlantic Avenue, Fairport Nine Mile Point Road, Penfield Center Road and Jackson Road.

Drainage concerns within this area were briefly discussed among the Board members. G. Benway explained that the 1988 Stormwater Management Study for the Four Mile Creek Watershed identified the need for flood storage in this area. The ideal location would be on the east side of NYS Route 250. With that being said, there are still improvements that can be incorporated with the development of the west side of Route 250.

Supervisor LaFountain said that we would not pursue anything on the east side of NYS Route 250 for townhouse development. The Board further discussed the proposed density on the west side and agreed that the southern property line should provide a transition to the low density of the Vendel property. A minimum 100’ lot width should accomplish this.

The Board directed K. Evans to draft a letter with the Towns Board’s comments for Board review at their next meeting (February 17th).

Public Works
1.  Commission Ditch Permits/Work Schedule – G. Benway said there will be a preconstruction meeting held here tomorrow. The first permit has been issued and we should have the second permit any day. The third permit should follow shortly after that.

VIII. HELD ITEMS
1.  Town Parks/Properties Ordinance – Supervisor LaFountain advised that this topic relates to a change from the Animal Control Ordinance portion to tie into the Parks Ordinance. However, there was a delay with wording. CW Metzler said she will take a look at this portion of the Ordinance.

2.  Recreation Facilities Update – M. Cooper is working on this.

3.  Sign Ordinance Update – The Town Board is setting up a session for this item.

IX. Old Business: - None

X. New Business: - None

XI. Executive Session – Real Estate, Litigation and Human Resource Matters – No Session held tonight.

XII. Adjournment: - Supervisor LaFountain adjourned the Work Session at 9:45 p.m.