

**TOWN OF PENFIELD**  
DEVELOPMENTAL SERVICES DEPARTMENT APPLICATION  
340-8642

FOR OFFICE USE ONLY

Application # 21T-015 Date Received 10/13/21  
Prior # \_\_\_\_\_  
Application Type C.U.P. Meeting Date 11/3/21  
Jurisdiction TOWN BOARD Outcome \_\_\_\_\_  
SEQR Classification TYPE II ACTION

PROJECT NAME: PENFIELD HOPE

PROJECT DESCRIPTION: INSTALLATION OF OFFICE AND EMERGENCY  
FOUR CORNER

LOCATION (Address, Distance & Direction From Nearest Intersection): \_\_\_\_\_

1771 PENFIELD ROAD

SBL#: 139.09-13 ZONING: FOUR CORNERS (FC)

APPLICANT: DURAND HARRIS ON BEHALF OF PENFIELD HOPE

Address: 554 WESTCREEK DRIVE, WEBSTER NY 14586

Phone: 585-671-0327 Email: DURAND.HARRIS@5TCPENFIELD.COM

AGENT: SAME

Address: SAME

Phone: SAME Email: \_\_\_\_\_

PROPERTY OWNER: THEODORE L. AND CAROL PITTINER

Address: 157 WAKEMAN ROAD FAIRPORT NY 14450

Phone: \_\_\_\_\_ Email: TEDPITTINER@HOTMAIL.COM

SIZE OF PROPERTY (in acres): .25 ACRES

APPLICATION FOR	AMOUNT	CHECK #
<input type="checkbox"/> Administrative Review		
<input checked="" type="checkbox"/> Conditional Use Permit	<u>\$110.00</u>	Application Fee <u>1020</u>
<input type="checkbox"/> Incentive Zoning		Engineering Fees _____
<input type="checkbox"/> Site Plan		Development Review Fee _____
<input type="checkbox"/> Subdivision		Other _____
<input type="checkbox"/> Special Permit for Historic Site		

DATE: 10/13/21 APPLICANT'S SIGNATURE: Durand Harris

**Costello, Jim**

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**From:** Duncan Harris <Duncan.Harris@sjcpenfield.com>  
**Sent:** Thursday, September 16, 2021 1:14 PM  
**To:** Costello, Jim  
**Cc:** Cathy Kamp  
**Subject:** Penfield Hope

Jim,

We wanted to update you on the progress of Penfield Hope and appreciate your past support. Penfield Hope is in the process of forming a 501-C3 (all forms have been submitted and waiting in our confirmation) and are continuing moving forward in our mission to serve the Penfield community. During this time of COVID it has been challenging, but Penfield Hope has remained open during this entire difficult time serving residents. We working together with other local churches and get much positive feedback from our clients and the community at large.

We are currently looking for a new operating space for Penfield Hope in the town since working out of the basement of the church, as we last discussed, is limiting for us in the way we would like to serve the community. Although the parish has invited us to stay as long as we need, we would like to move in the not too distant future. We are looking at potentially leasing the property at 1771 Penfield Road. Right now this property is zoned as commercial/residential I believe. What would be the process for us to understand if Penfield Hope would be allowed to operate our Emergency Food Cupboard with wrap around services from this property or other town locations?

Thank you again for all your help!

We would also be interested to hear if you had any other suggestions on locations to consider for Penfield Hope.

Duncan and Cathy

*Short Environmental Assessment Form*  
*Part 1 - Project Information*

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project: Issuance of Conditional Use Permit to Allow an Office and Emergency Food Cupboard - Penfield Hope			
Project Location (describe, and attach a location map): 1771 Penfield Road, Penfield, New York 14526			
Brief Description of Proposed Action: Applicant proposes to install an office and emergency food cupboard at 1771 Penfield Road in the Four Corners zoning district.			
Name of Applicant or Sponsor: Duncan Harris on behalf of Penfield Hope		Telephone: (585) 671-0327	
		E-Mail: duncan.harris@sjcpenfield.com	
Address: 558 Westcreek Drive			
City/PO: Webster		State: New York	Zip Code: 14580
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action? .25 acres			
b. Total acreage to be physically disturbed? 0 acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? .25 acres			
4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources?	NO	YES	
If Yes,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a. Will storm water discharges flow to adjacent properties? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES			
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?			
If Yes, briefly describe: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES			

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> Applicant/sponsor name: <u>DUNCAN HARRIS</u> Date: <u>10/13/21</u> Signature: <u><i>Duncan Harris</i></u>		



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