

Town of Farmington

1000 County Road 8
Farmington, New York 14425

PLANNING BOARD ORGANIZATIONAL MEETING Wednesday, January 8, 2019, 7:00 p.m.

MINUTES—DRAFT #1

The following minutes are written as a summary of the main points that were made and are the official and permanent record of the actions taken by the Town of Farmington Planning Board. Remarks delivered during discussions are summarized and are not intended to be verbatim transcriptions. An audio recording of the meeting is made in accordance with the Planning Board adopted Rules of Procedure. The audio recording is retained for 12 months.

Board Members Present: Edward Hemminger, *Chairperson*
Adrian Bellis
Timothy DeLucia
Shauncy Maloy
Douglas Viets

Staff Present:

Lance S. Brabant, CPESC, Town of Farmington Engineer, MRB Group D.P.C.
Ronald L. Brand, Town of Farmington Director of Development and Planning
Dan Delpriore, Town of Farmington Code Enforcement Officer
Don Giroux, Town of Farmington Highway and Parks Superintendent

Town Official Present:

Supervisor Peter Ingalsbe

Also Present:

First Assistant Chief Phil Robinson, Farmington Volunteer Fire Association

Town Board Appointments to the Planning Board:

At the Organizational Meeting on January 7, 2020, the Farmington Town Board reappointed EDWARD HEMMINGER to serve as Chairperson of the Planning Board for a one-year term to expire on December 31, 2020.

The Town Board also reappointed ADRIAN BELLIS to serve on the Planning Board for a five-year term to expire on December 31, 2024; and appointed TIMOTHY DELUCIA to serve on the Planning Board to fill the remainder of a vacant position to expire on December 31, 2022.

Mr. Hemminger, Mr. Bellis and Mr. DeLucia took their places upon the Planning Board.

Planning Board Members and Terms of Office:

Shauncy Maloy	Appointed January 23, 2018*	Term expires December 31, 2020
Edward Hemminger	Appointed 2017	Term expires December 31, 2021
Timothy DeLucia	Appointed January 6, 2020**	Term expires December 31, 2022
Douglas Viets	Appointed 2019	Term expires December 31, 2023
Adrian Bellis	Appointed 2020	Term expires December 31, 2024

*Filling the unexpired term of Scott Makin

**Filling the unexpired term of Mary Neale

1. MEETING OPENING AND PUBLIC NOTICE

The meeting was called to order at 7:00 p.m. After the Pledge of Allegiance was recited, Mr. Hemminger explained the emergency evacuation procedures. He asked everyone to please sign in and requested that cell phones and other devices be set on silent mode.

Mr. Hemminger said the meeting would be conducted according to the Rules of Procedure approved by the Planning Board on February 6, 2019.

Mr. Hemminger gave public notice of the 2020 Organizational Meeting at the Planning Board meeting that was held on December 18, 2019. Notice of the meeting was posted upon the Town Clerk's bulletin board and upon the calendar on the Town of Farmington website by the Town Clerk. The meeting clerk notified the Canandaiga *Daily Messenger* newspaper on December 30, 2019.

2. SUPERVISOR'S REPORT

Supervisor Ingalsbe provided the following information:

- The Town is closing the 2019 books. External auditors will review the financial records in approximately two weeks to prepare and to submit the annual financial report to the New York State Comptroller's Office.
- The Town has received compliments—and no complaints—from residents on the good work of the Town Highway Department staff during the winter plowing season to date.
- Staff met recently with MRB Group (the Town engineers) on the design plans for development of Beaver Creek Park. Following several adjustments, the plans will be reviewed with the Town's Recreation Advisory Committee on January 28, 2020, for their final comments prior to going out for bids. Water and sewer lines

will be installed by Town employees prior to the start of work by the selected contractor.

3. CHAIRPERSON'S REPORT

Mr. Hemminger provided the following information:

- The number of applications submitted to the Planning Board in 2019 increased from the previous year. More than half of the 2019 applications were significant and required more than one meeting for consideration.
- The Delaware River Solar project Article 78 proceeding that has been filed by the Concerned Citizens of Farmington (regarding the board's determination of the State Environmental Quality Review [SEQR] Negative Declaration) has been re-assigned to Supreme Court Justice Charles A. Schiano Jr. and has been rescheduled to be heard by the court on March 23, 2020. Mr. Hemminger said that the Planning Board will move forward with the consideration of the solar project Sub-division and Special Use Permit applications but may not consider the Site Plan application until the SEQR Article 78 proceeding is resolved by the court. The board is following the advice of legal counsel on these applications.
- In response to comments from applicants concerning the length of time of the Planning Board process, Mr. Hemminger reported that the Byrne Dairy Store application was first presented to the Planning Board on May 1, 2019 (concept discussion). The applicant received approval of the Special Use Permit and the Preliminary Site Plan on June 19, 2019; and approval of the Final Site Plan on July 17, 2019. He also noted that the Planning Board process for the Farmington branch of Lyons National Bank began with the concept presentation on July 2, 2019; followed by approval of two Area Variances by the Zoning Board of Appeals on July 22, 2019; approval of the Preliminary Site Plan by the Planning Board on August 21, 2019; and approval of the Final Site Plan on September 4, 2019. Construction is now underway. The bank branch is scheduled to open in the spring. Mr. Hemminger said that the process is efficient when applicants comply with the Town Code and work cooperatively with the Town staff.
- No additional information has been received regarding the application of the Finger Lakes Wildlife Center, 4949 Fox Road. An Area Variance and the Temporary Use Permit were approved by the Zoning Board of Appeals on August 26, 2019. The Planning Board began consideration of the Preliminary Site Plan on September 4, 2019. Mr. Hemminger suggested that the applicants may be working on funding and engineering details at this time.
- Mr. Hemminger said that the Planning Board seeks to treat all applicants fairly. He commended board members and staff for their time, dedication and attention to detail during the past year of continued Town growth and development.

4. OPEN DISCUSSION

Director of Development and Planning:

Mr. Brand discussed the following topics:

- Delaware River Solar today submitted the Decommissioning Plan for the proposed solar project on Yellow Mills Road, and the applicant's in-line responses to the pertinent Town Code Special Use Permit, Subdivision and Site Plan criteria for "Large Scale Ground-Mounted Solar PV Systems." Mr. Brand said that he began his review of the Town Code responses and will have a number of questions and concerns for the applicant regarding these documents. The materials have been distributed via e-mail to the project distribution list. They have been posted to the Town website for public availability and will be included in the board members' packets for the Planning Board meeting on January 15, 2020.
- Planning Board members are welcome to attend the Town Board review of the Beaver Creek Park design plans with the Recreation Advisory Committee on January 28, 2020. This workshop session is scheduled to commence at 6:00 p.m. in the Main Meeting Room of the Town Hall.
- Work continues on the update to the Town's Comprehensive Plan by the committee and staff advisors. A community survey has been developed and has been distributed internally to committee members and others in draft form for review. The survey is expected to be approved by the update committee at its meeting on January 21, 2020, and will be available to the public from January 31st to February 21st. Mr. Brand said that the survey includes several open-ended questions designed to stimulate residents' thoughts. He said that the results will be helpful to the committee as members continue through the update process. Chapter 2 ("Background, Assets and Constraints") will be discussed at the January meeting, as well.
- The Town's application for a Genesee Transportation Council (GTC) grant for a feasibility study to include design needs for sidewalk construction was not funded. The grant would have funded the construction of new sidewalks along both sides of State Route 96, the south side of Elizabeth Way, the east side of Mertensia Road, the west side of Beaver Creek Road, the north side of County Road 41 between Beaver Creek Road and State Route 332, and the south side of County Road 41 between the Auburn Trail crossing and the existing sidewalks along the west side of State Route 332. The total length of the proposed sidewalks would have been approximately 13,300 lineal feet of five-foot-wide concrete sidewalks, and would have included the installation of 20 ADA curbs/ramps, eight pedestrian crossing signals and two solar-powered flashing pedestrian crossing signs. Mr. Brand suggested that the grant may not have been approved because of a previously approved GTC grant, that is finally getting started, for the study of the State Route 332/State Route 96 transportation corridors.

- The engineering firm of Fisher Associates has accepted the work of the new contractor (Nardozzi Paving & Construction LLC) for the completion of the items for the Auburn Trail project. The original contractor did not complete the work and abandoned the project. The new contractor was retained by the bonding company to bring the project to completion. Mr. Brand said that the Town Board is expected to accept the Trail and may conclude the contract at its next meeting. He said that the Town may also have an opportunity to have the new contractor complete some additional work on the Trail in the spring that was not included in the original contract.
- Code Enforcement Officer Dan Delpriore and Zoning Officer John Weidenborner are working on updates and remaining issues with the Town Code. A meeting may be scheduled in February to resume the Town Code update project.
- Robert Laviano, the applicant of the Farmington Pointe project, which is located on the west side of State Route 332, has retained the Rochester, N.Y., firm of SRF Associates for a traffic study that is now in progress for this project. Following completion of the traffic study, a report and recommendation from the Planning Board to the Town Board will be prepared.
- The Town would like a response and direction from the Farmington Volunteer Fire Association regarding the donation of land from Mr. Laviano for a proposed new fire station to be located along Carmen's Way and in the vicinity of State Route 332. The donation of land would be an amenity to be offered by the applicant in return for the Town's approval of incentives as part of an Incentive Zoning application. Assistant Chief Robinson said that he is of the opinion that the proposed location is viable and that the new chief and their new president of the fire department are generally on board with the location of a proposed new station in this vicinity. It was requested that a formal correspondence from the fire department be provided to the Town to enable the Town Board to consider the value of the donation of the land as an amenity to be offered by the applicant.
- Mr. Brand confirmed that the Veritiv Corporation warehouse of printing papers (the former Unisource warehouse) on Collett Road is now vacant, as was discussed previously by Town resident William Allen at the Planning Board meeting on November 20, 2019.
- Draft resolutions for adoption of the Planning Board 2020 Rules of Procedure and the 2020 Major Thoroughfare Overlay District (MTOD) Site Design Guidelines were provided to board members prior to the meeting. Mr. Brand said that although the board may not be ready to adopt these documents this evening, the resolutions have been prepared for review at this time and for use when needed.

Code Enforcement Officer:

Mr. Delpriore said that hard copies of the Delaware River Solar materials that were received today (the proposed Decommissioning Plan for the proposed solar project on Yellow Mills Road, and the applicant's in-line responses to the pertinent Town Code Special Use Permit, Subdivision and Site Plan criteria for "Large Scale Ground-Mounted Solar PV Systems") will be included in the board members' packets for the meeting to be held on January 15, 2020. He also noted that the materials were distributed via e-mail earlier today to the distribution list and were posted upon the Town website.

Mr. Delpriore said that he is working with Mr. Brand and with Ms. Daniels in the Supervisor's office regarding a number of outstanding application charge-back fees for engineering and Town Attorney services provided during 2019. He said that a draft letter has been prepared and sent to the Town Attorney for his review. When approved, the letter will be sent to applicants who are in arrears on these fees, and notices will be given to them that their applications will be placed on hold if their outstanding fees are not remitted.

Highway and Parks Superintendent:

Mr. Giroux reviewed the projects that were completed in 2019 including the Ivory Drive extension to Carmen's Way (to provide access from the Auburn Meadows Subdivision to the State Route 332/Carmen's Way signalized intersection), seven miles of oil and stone on Town roads, crack filling on Town roads, milling and filling where required, fiber mat tape sealing where required, contour milling and overlay on Hook Road, and the rebuild of the curve on Hook Road.

He also said that the first phase of the Canandaigua–Farmington Town Line Road improvement project was completed in 2019, and that he recently met with Canandaigua Highway Superintendent James Fletcher to establish the 2020 work schedule and to begin ordering materials.

Mr. Giroux said that tennis courts at Mertensia Park were upgraded in 2019 to provide for pickle ball and tennis use. Playgrounds in Farmington Grove were replaced, paths were improved for ADA compliance and lighting was improved in the parking area. Mr. Giroux said that public restroom buildings located within Town Park and Pumpkin Hook Park will be improved this year for ADA compliance, and that the playground in Town Park will be replaced.

Town Engineer:

Mr. Brabant said that the Farmington Site Design Guidelines were updated in 2019 and will be posted upon the Town website. A number of highway-related criteria were included in the update. He also said that the stormwater management plan was completed

to comply with MS4 requirements. These new criteria will benefit the Town as a starting point for future New York State Department of Environmental Conservation amendments to the stormwater regulations.

In addition, Mr. Brabant noted the 2019 adoption of the State Route 96 Corridor Street Scape Guidelines and the first implementation of the guidelines in the design of the Byrne Dairy Store site.

Among projects for 2020 will be work on the Stormwater Management Facility Map (to include the Geographic Information System mapping data, a part of the New York State Stormwater Management Program [SWMP]). The Stormwater Management Facility Map will document all stormwater management facilities in the Town (both Town- and private-owner maintained facilities). This project will also include a new map along with a narrative for Chapter 2 of the Comprehensive Plan update that is now underway.

Mr. Brabant also provided two draft maps which are updates to the Town's official water main map. The updated maps will be included in the Comprehensive Plan Update and be available to Town Departments for their reviews of pending applications. Mr. Brabant said that MRB Group is working with the Town Water and Sewer Department to identify the water main locations and to confirm the existing data.

Mr. Brabant said that MRB Group this afternoon has begun reviewing the Delaware River Solar application materials as they have just now been submitted. He acknowledged receipt of the Decommissioning Plan that was submitted today. He said that the Town engineering comments will reflect the need for additional site-specific data regarding the proposed decommissioning plan. He said that the Town will seek more specific information directly related to the Yellow Mills Road site. He said that the engineering review will be especially thorough regarding the operation, maintenance and decommissioning of the site.

Mr. Brabant commended the Planning Board and the Town staff for requiring a review of the Delaware River Solar project by the New York State Department of Agriculture and Markets early in the State Environmental Quality Review (SEQR) application process. He said that other municipalities often do not request this review until after a Site Plan is approved, and then hearing of changes requested by the Department of Agriculture and Markets. He said that Farmington has handled this application in the right way.

Supervisor Ingalsbe:

Supervisor Ingalsbe said that in 2019 the Town Board funded the installation of a new above-ground gasoline fuel station for the use of all Town departments. He said that construction is underway at a site located on the south side of Empire Drive on the Highway Department campus off Hook Road, across from the entrance to the Empire Pipeline property; that the concrete pad, posts and communications lines have been in-

stalled; and that the Town is awaiting delivery of the fuel tank. The project will be completed in 2020.

Supervisor Ingalsbe also discussed the LED streetlight project that began in 2018. Although it was originally scheduled for completed in 2019, it has been delayed to allow time for other Wayne County municipalities to participate in the bid for lighting fixtures and appurtenances, which will lower the cost of the project for the Town. Paperwork has been approved by RG&E and has been submitted to the New York State Public Service Commission. Supervisor Ingalsbe said that the largest portion of the cost of streetlights is the monthly RG&E rental charge per pole. He said that the rental charges will decline with the contract to be awarded for installation of the LED lights. In addition, the delay in the contract will enable the Town to take advantage of the “smart” technology that will include features such as dimming of the streetlights during certain hours, security cameras and electronic notice of bulbs that burn out. He said that the bulbs will last for 10 years, that there will be a five-year guarantee on the installation, and an additional guarantee on the LED bulbs. Supervisor Ingalsbe said that the “smart” technology was not available when the project was originally proposed in 2018. With this technology, Supervisor Ingalsbe noted that streetlights which are not working will be reported to the Town immediately, and that currently it can take from 90 days to 120 days for RG&E to repair a streetlight.

Planning Board Chairperson:

Mr. Hemminger discussed the participation of the Farmington Volunteer Fire Association in the review of applications. Mr. Delpriore said that plans are now being digitized and will be sent to the fire department as appropriate. Chief Robinson said that the fire department will send a representative to the Planning Board meetings to discuss any fire department responses when needed. He said that access to sites, fire department connections and fire apparatus turning radii are among the issues that would be reviewed by the fire department. Mr. Hemminger said that the board is always concerned about fire safety access. He requested that Chief Robinson and the fire department let him know how the Planning Board could assist them. Mr. Hemminger expressed appreciation to the fire department for their time and for their advice on applications.

Planning Board Members:

Mr. Viets asked about the electronic preparation of board packets and the future posting of the applications on a password-protected section of the Town website. Mr. Delpriore said that the Building Department is working on this with the Town Website Committee and will begin to send PDF files of smaller applications to board members. He requested that board members let him know of issues that may develop.

5. 2020 RULES OF PROCEDURE

Prior to the meeting, Mr. Hemminger and Mr. Brand provided their suggested revisions to the Rules of Procedure to board members and Town staff. Mr. Hemminger said that most of the revisions reflect current administrative procedure changes. Mr. Brand said that several duplications and inconsistencies have been identified to be corrected.

Among the revised sections are:

22. County Referrals

To be revised to reflect that the Code Enforcement Officer or the Director of Planning and Development will sign referrals to the Ontario County Planning Board, instead of the Planning Board Chairperson.

30. Comprehensive Plan Maintenance

This section will remain in the Rules of Procedure as a reminder that the Planning Board is to submit a report on the Comprehensive Plan to the Town Board in July of each year. The report may not be required in 2020 because of the update to the Plan by the committee but Mr. Brand requested that this section remain in the Rules of Procedure.

Mr. DeLucia requested that revisions to the Rules of Procedure be dated to better differentiate between versions. Mr. Hemminger requested that the clerk prepare a “clean” copy of the current version incorporating the changes received to date, and that the file name indicate the date of the revision. The clerk will provide the “clean” version to board members and Town staff via e-mail.

Following discussion, it was the consensus of the board that consideration of the adoption of the 2020 Rules of Procedure and the 2020 MTOD Major Thoroughfare Overlay District Site Design Guidelines be scheduled for the board meeting on Wednesday, February 5, 2020.

6. ADJOURNMENT

■ A motion was made MR. BELLIS, seconded by MR. VIETS, that the meeting be adjourned.

Motion carried by voice vote.

The meeting was adjourned at 8:00 p.m.

The next regular meeting of the Planning Board will be held on Wednesday, January 15, 2020, at the Farmington Town Hall, 1000 County Road 8.

Following the meeting, the clerk locked the front doors to the Town Hall.

Respectfully submitted,

_____ L.S.
John M. Robortella,
Clerk of the Farmington Planning Board