

Town of Farmington

1000 County Road 8
Farmington, New York 14425

PLANNING BOARD
Wednesday, February 6, 2019, 7:00 p.m.

MINUTES—APPROVED

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
Shauncy Maloy
Mary Neale
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
David Degear, Town of Farmington Water and Sewer Superintendent
Dan Delpriore, Town of Farmington Code Enforcement Officer
Don Giroux, Town of Farmington Highway and Parks Superintendent
Jamie Kincaid, Town of Farmington Fire Marshal
John Weidenborner, Assistant Chief, Farmington Volunteer Fire Association

Applicants Present:
Christian Amering, Costich Engineering, Land Surveying & Landscape Architecture, D.P.C.,
217 Lake Avenue, Rochester, N.Y. 14608
Michael Montalto, Costich Engineering, Land Surveying & Landscape Architecture D.P.C.,
217 Lake Avenue, Rochester, N.Y. 14608
Rocco and Pat Venezia, 5120 Laura Lane, Canandaigua, N.Y. 14424

Resident Present:
Gerald A. Bloss, 81 Gannett Road, Farmington, N.Y. 14425

1. MEETING OPENING

The meeting was called to order at 7:00 p.m. After the Pledge of Allegiance was recited, Mr. Hemminger explained the emergency evaluation procedures. He asked everyone to please sign in and requested 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 March 7, 2018.

2. APPROVAL OF MINUTES OF JANUARY 16, 2019

■ A motion was made by MS. NEALE, seconded by MR. BELLIS, that the minutes of the January 16, 2019, meeting be approved.

Motion carried by voice vote.

3. NEW FINAL SITE PLAN

PB #0207-19 New Final Site Plan Application

Name: Venezia & Associates, 5120 Laura Lane, Canandaigua, N.Y. 14424, on behalf of Marcus Development LLC, c/o Graham Marcus, Maddie's Motor Sports, 6226 State Route 96, Farmington, N.Y. 14425

Location: 6226 New York State Route 96

Zoning District: GB General Business District

Request: Final Site Plan approval for a proposed 6,000-square-foot building addition and related site improvements

This application was reviewed by the Project Review Committee on November 2, 2018; January 4, 2019; and February 1, 2019.

The Public Hearing on this application was opened on November 7, 2018; and continued on December 5, 2018. The Public Hearing was closed on December 5, 2018.

The Planning Board approved the State Environmental Quality Review (SEQR) determination on this project (Unlisted Action, Determination of Non-Significance); and the Preliminary Site Plan on December 5, 2018.

Mr. Venezia (Venezia & Associates) presented this application this evening. Ms. Venezia also attended.

Mr. Venezia acknowledged receipt of the MRB Group comment letter and the draft Final Site Plan resolution. He said that he will prepare revised drawings to address the engineering comments and the proposed conditions of approval in the draft resolution.

Mr. Brand said that the draft resolution was provided to the applicant and Board members prior to the meeting. He said that the draft resolution addresses the outstanding issues of this application. These include several Town Code-related concerns regarding spacing, the shifting of the handicapped parking spaces to be closer to the main entrance, and site design revisions to relocate display merchandise farther away from the sidewalk to avoid damage to the merchandise during snow-removal operations.

Mr. Brand said that the requested revisions are minor adjustments which the Town staff believes will provide a benefit to the overall site plan.

He also requested that the applicant provide a rendering of the building elevation which would be labeled to reflect the project. He said that this will be needed to assist the Code Enforcement Officer during on-site compliance inspections of the Final Site Plan.

Prior to submitting the required number of revised Final Site Plan drawings, Mr. Brand suggested that Mr. Venezia arrange to meet with the Building Department staff to review and confirm that the proposed conditions of approval have been addressed on the revised drawings. Mr. Venezia agreed to meet with Town staff.

Mr. Kincaid discussed the locations of the nearest fire hydrants to the building on the property. He noted that this distance would determine whether the building has to be sprinklered, or whether an additional fire hydrant would be required to meet code. He also noted that the parking spaces as depicted upon the Final Site Plan measure 9 feet by 18 feet when the Town Code requires parking spaces to be 9 feet by 20 feet.

Mr. Brabant said that there are no major concerns in the MRB Group engineering comment letter of February 5, 2019. He said that the applicant has been requested to provide infiltration testing results prior to the issuance of building permits to validate the infiltration rates on the site.

Mr. Hemminger asked about fire equipment access. Assistant Fire Chief Weidenborner said that the turning radius shown on the plans indicates that there is enough room for a fire truck to enter and maneuver on the site. In the event of a fire, he said that most of the fire apparatus would be staged on State Route 96 or on the adjacent car wash business property.

Ms. Neale asked about references to the “man door” in the draft resolution. Mr. Venezia described this is a business/residential-size door, as opposed to a large overhead door.

There were no further comments or questions on this application this evening.

Mr. Hemminger said that the draft Final Site Plan resolution had been provided to the applicant (Mr. Marcus) and to Mr. Venezia prior to meeting. He asked Mr. Venezia if he understood the draft resolution and agreed with the conditions. Mr. Venezia said that he understood the resolution and agreed with the conditions.

■ A motion was made by MR. VIETS, seconded by MR. BELLIS, that the reading of the following resolution be waived and that the resolution be approved as submitted by Town staff:

**TOWN OF FARMINGTON PLANNING BOARD RESOLUTION
MADDIE’S MOTORSPORTS
FINAL SITE PLAN—CONTINUATION**

PB #0207-19

APPLICANT: Venezia Associates, 5120 Laura Lane, Canandaigua, N.Y. 14424, on behalf of Marcus Development LLC, c/o Graham Marcus, Maddie’s Motorsports, 6226 State Route 96, Farmington, N.Y. 14425

ACTION: Final Site Plan: Proposed 6,000-square-foot building addition and related site improvements at 6226 State Route 96

WHEREAS, the Town of Farmington Planning Board (hereinafter referred to as Planning Board) has given consideration to the public record upon the above application, including the Project Review Committee Meeting minutes of February 1, 2019; and

WHEREAS, the Planning Board has received testimony from both Town Staff and the applicant at tonight’s meeting.

NOW, THEREFORE, BE IT RESOLVED that the Planning Board does hereby move to table further consideration upon this application; and directs the applicant to provide revised Final Site Plan and Building Elevation drawings for the above referenced Action that addresses the concerns discussed at tonight’s meeting which include the following:

1. The Applicant is to provide written responses to the requested changes contained in the report dated February 5, 2019, from Lance S. Brabant, Director of Planning Services, MRB Group, D.P.C., the Town’s Engineering Firm.
2. A color rendering of all four building elevations is to be provided as part of the requested Final Site Plan Approval. These drawings are also to include the title “Final Building Elevations, Maddie’s Power Sports, 6226 State Route 96, Farmington, New York.” There also needs to be a signature line on each elevation for the Planning Board Chairperson’s signature.

3. There is to be a note added to the Final Site Plan drawings that demonstrates compliance with the 400-foot travel distance for spacing between the closest fire hydrant and furthest point of the existing building and the proposed addition.
4. The parking spaces shown measure 2 feet short of the required 20 foot depth. The parking spaces shown measure 9 feet by 18 feet. The Town Code requires 9 feet by 20 feet.
5. All areas of the site intended to be used for outdoor storage of equipment and related vehicles are to be delineated on the final site plan drawings.
6. There is to be a note added to the drawing that reads . . . “Commercial speech signage is not a part of this Final Site Plan Application. Such signage will be subject to Final Sign Site Plan Approval by the Planning Board at a later date and time, and under separate file number.”
7. The front portion of the site is to be redesigned showing the two way drive aisle, the location of the main entrance to the front of the building and a plan for landscaping in this area. In addition, if the flow of delivery vehicles (tractor trailer trucks) to the site is to be as shown, then the angled parking along the east side of the building will need to be reoriented.
8. Depending upon where the main entrance to the building is going to be the location of the handicapped parking spaces may need to be relocated.
9. With the removal of the existing on-site parking spaces shown in front of the existing building, which are to be relocated to the eastern edge of the building, this area is to be redesigned to show a greater setback of the Display Parking Area from the sidewalk, so as to provide space for snow storage for sidewalk plows. The current two feet of space shown is not sufficient for snow storage. It is suggested that the Display Parking Area be shortened by five feet and moved back from the sidewalk by five feet. In addition, the applicant should consider reducing the number of vehicles to be displayed in the front area and allocating a Display Parking Area along the west side of the property near the entrance from State Route 96.
10. The proposed location for the Public Safety Street Identification Number Sign shown on drawing C-1 appears to be not visible for motorists traveling west on State Route 96, as it is blocked from view by vehicles in the Display Parking Area. This sign will need to be relocated unless the Display Parking Area is shifted back from the sidewalk (*see above Condition of Approval #5*).
11. There needs to be a five-foot-wide concrete sidewalk connecting the proposed on-site parking spaces located along the east side of the building to the Man Door Entrance located in the front of the building and to the Man Door Entrance located on the east side of the proposed 6,000-square-foot building addition.

12. The Fire Marshal will want a fire department connection (FDC) installed in the southwest corner of the existing building if the building is going to be sprinklered.
13. There is to be a landscaping plan prepared, reviewed and accepted by Town Planning Board. The landscape area is to be the delineated in front of the building and includes that area described in Condition #5 above. The Final Site Plan drawing is to show the landscape area along with a listing of quantities for all landscaping materials being installed. All landscaping materials are to be in accordance with the adopted Town of Farmington Planning Board Resolution for Site Design Guidelines for the Major Thoroughfare Overlay District (MTOD). The following species of plant materials and sizes, contained in the above referenced resolution, are to be the option of the applicant:
 - a. **Evergreens (conifers and ornamentals)**
 - Abies (fir)
 - Chamaecyparis (cypress)
 - Erica (heath)
 - Juniperus (juniper)
 - Picea (spruce)
 - Pinus (pine)
 - Pseudotsuga (fir)
 - Taxus (yew)
 - Tsuga (hemlock)
 - b. **Broadleaf Evergreens**
 - Buxus (boxwood)
 - Calluna (heather)
 - Euonymus (euonymus ever)
 - Ilex (holly)
 - Pieris (andromeda)
 - Rhododendron (rhododendron)
 - Rhododendron (azalea)
 - c. **Deciduous Trees (shade and ornamental flowering)**
 - Acer (maple)
 - Amelanchier (shadbush-service berry)
 - Betula (birch)
 - Carpinus (hornbeam)
 - Cercis (redbud)
 - Cornus (dogwood)
 - Crataegus (hawthorn)
 - Fagus (beech)
 - Gleditsia (locust)
 - Magnolia (magnolia)
 - Malus (flowering crabapple)
 - Prunus (flowering-cherry)
 - Pyrus (flowering pear)

Tilis (linden)
Syringa (tree lilac)

- d. **Deciduous Shrubs**
 Aronia (choke cherry)
 Clethra (summersweet)
 Cornus (dogwood)
 Cotoneaster (contoneaster)
 Deutzia (deutzia)
 Forsythia (forshythia)
 Hamamelis (witch hazel)
 Ilex (holly)
 Philadelphus (mock organe)
 Spiraea (spirea)
 Syringa (lilac)
 Viburnum (viburnum)
 Weigela (weigela)
- e. **Herbaceous Perennials including**
 Daylilies, Hostas, Sedum and Fern
- f. **Ornamental Grass, Sedges, Reeds**
 Calamagrostis (feather reed grass)
 Festuca (dwarf clumping grass)
 Miscanthus (large clumping grass)
 Panicum (switch grass)
 Pennisetum (fountain grass)
- g. **Ground Covers**
 Ajuga (Bugleweed)
 Euonymus (wintercreeper)
 Hedera (English ivy, Baltic ivy)
 Lonicera (halls honeysuckle)
 Pachysandra (pachysandra)
 Vinca (myrtle)

The following is a list of minimum sizes for the recommended Plant groups at the time of planting:

Evergreen (conifer) 6' to 8'
 Evergreen (ornamental) 24" to 48"
 Broadleaf Evergreens 24" to 48"
 Deciduous trees (shade) 3" caliper
 Deciduous trees (ornamental flowering) 2" to 2½" caliper
 Deciduous Schrubs 18" to 48" or 2–3 gal.
 Herbaceous Perennials 1–3 gal.

Ornamental Grass 1–3 gal.
Ground Cover 2 year 2½" pot

- 14. A note is to be added to the Final Site Plan drawing that states all landscape plant material must meet the American Standard for Nursery Stock quality. All plant material must be No. 1 or heavy specimen quality grade.
- 15. A note is to be added to the Final Site Plan drawing that states all landscaping shall be installed and maintained to insure growth. A two-year form of guarantee is a condition of Final Site Plan Approval that is to remain in effect from the date of the issuance of the Certificate of Occupancy.
- 16. Once these changes have been made to the drawings, then one copy of said drawings is to be submitted to the Town Development Office for the Director of Planning and Development, Planning Board Member Douglas Viets, and the Town Engineer to review and accept. Once accepted by these three Town Officials then the applicant is to provide 10 sets of Final Site Plan drawings for the Board’s review and approval.
- 17. The applicant is to coordinate submission dates for the revised packets of maps with the Town Code Enforcement Officer.
- 18. The applicant is advised to closely coordinate all changes to these drawings with the Town Director of Planning and Development and the Town Code Enforcement Officer.

Adrian Bellis	Aye
Edward Hemminger	Aye
Shauncy Maloy	Aye
Mary Neale	Aye
Douglas Viets	Aye

Motion carried.

4. NEW INCENTIVE ZONING REFERRAL
Farmington Market Center Incentive Zoning Application:

Name: Farmington Center LLC, 550 Latona Road, Building E, Suite 501, Rochester, N.Y. 14626

Location: 6139–6179 State Route 96 (Tops Supermarket site, former Wade’s Supermarket site)

Zoning District: GB General Business in the Major Thoroughfare Overlay District

Tax Map Numbers: 29.00-01-39

29.00-01-40
29.00-01-41.1

Request: A request from the Farmington Town Board for a Report and Recommendation from the Planning Board on the rezoning of approximately 18 acres of land, located on the south side of State Route 96 and east of Mertensia Road, from GB General Business to IZ Incentive Zoning

This project was reviewed by the Project Review Committee on September 1, 2017; February 2, 2018; June 1, 2018; January 4, 2019; and February 1, 2019.

Michael Montalto (Costich Engineering) presented this application. Mr. Amering (Costich Engineering) also attended.

Mr. Montalto provided the following information:

Project:

The applicant proposes expansion of an approximately 18.3-acre site located on the south side of State Route 96 immediately east of the intersection of State Route 96 and Mertensia Road. The site is the former Wade's Plaza, currently operating as the Tops Market and Canandaigua National Bank facilities.

The site is comprised of three parcels of land having tax account numbers 29.00-01-39, 29.00-01-40 and 29.00-01-41.1 Development of the property is proposed under the Incentive Zoning application being requested. If approved by the Town Board, the Incentive Zoning for this project will allow for a number of uses including relocation of the existing Canandaigua National Bank branch, addition of a Tops Fueling Kiosk to supplement their market operation, Mavis Tire facility, restaurants and a mixed-use office building. The properties are currently zoned General Business (GB).

The project will consist of approximately 37,000 square feet of uses including banking, fueling, retail/service facilities, restaurants and a mixed-use office building. Canandaigua National Bank will be relocated to a 2,200-square-foot stand-alone facility with drive-thru teller service and a drive-up ATM. Tops Markets will add a six-dispenser fueling kiosk. Mavis Tire is to construct a 6,720-square-foot (eight bay) facility. Phase II includes a future 5,700±-square-foot two-tenant building with drive-thru facility. Also in Phase II will be a future 4,367±-square-foot restaurant facility and a future 18,400±-square-foot office building.

In Phase I, the Canandaigua National Bank facility and Tops fueling kiosk are to be developed as "outparcel"-based facilities located closer to State Route 96. In Phase II, both the two-tenant commercial building and the proposed restaurant site will also be located closer to State Route 96.

Proposed Amenities for the Town

1. *Unsignalized Intersection:* Phase I includes the construction of a new entrance to the site at an unsignalized intersection to be located at the eastern portion of the property. In addition, this new entrance will become the first segment of a future dedicated roadway connection to State Route 96 with pavement continuing approximately 270 feet south. Such termination point to the south is to be coordinated with the Town of Farmington Department of Public Works. The construction of the intersection and dedicated road also includes the resurfacing/restriping of approximately 1,350 lineal feet of State Route 96. Also being offered to the Town is a 66 foot wide right-of-way running along the east property line between State Route 96 and the south property line of this project. This land is to provide for future connection to Mercier Boulevard and other Town roads to the south and east. The project sponsor will construct the first segment of the Town dedicated road to all applicable standards of the Town of Farmington.
2. *Public Sidewalks:* Construction of approximately 1,300 feet of five-foot concrete sidewalks across the remaining frontage of State Route 96 and to complete the missing link along the east side of Mertensia Road which are to be dedicated to the Town of Farmington. The sidewalk installation is to include ADA accessible ramps and crosswalk markings. Proposed sidewalks to be built to all applicable Town and State standards and constructed inside the rights of way to be dedicated to the Town.
3. *Pedestrian Crosswalks Signalization:* Installation of pedestrian signalization at three legs of the intersection of State Route 96 and Mertensia Road. Pedestrian signals to be installed on the east side (e.g. the north–south legs) of the intersection; and the north and south sides (e.g. the east–west legs of the intersection). The three pedestrian signalization pads includes handicap ramps, directional drilling of conduits, wiring, count down timers, push buttons, signage, mounting assemblies, signal module, pull boxes, signal retiming and crosswalk striping to State DOT standards.
4. *Land Transfer for Roadway:* Transfer of approximately 1.04 acres of land as depicted on the Incentive Zoning Site Plan from Farmington Center LLC to the Town of Farmington. The land transfer to be utilized by the Town to cumulatively benefit all parties for access management to further the goals of the Town access management plan, facilitating shared access to the intersection for the property to the east and for the extension of the a Town collector road extending to the south connecting with Mercier Boulevard and ultimately to State Route 332 to the east.

Cash Value of the Proposed Amenities

1. Construction of unsignalized intersection, inclusive of resurfacing and restriping of approximately 1,350 lineal feet of State Route 96. Cash Value: \$208,300.

2. Construction of approximately 1,300 lineal feet of five-foot-wide concrete sidewalk, inclusive of crosswalk markings and curb ramps. Cash Value: \$69,900.
3. Installation of pedestrian signalization components at the intersection of State Route 96 and Mertensia Road. Cash Value: \$46,000.
4. Cash value of donated lands to the Town of Farmington for Town right of way at eastern property line. \$47,500 per acre x 1.04 acres. Cash Value: \$49,400.

Total Cash Value of proposed amenities = \$373,600

Community Benefits of Proposed Amenities

The construction of what initially will be the unsignalized intersection and roadway stub in the proposed location is in concert with the Town's Official Major Thoroughfare Overlay District. The proposed roadway stub and intersection will provide improved traffic flow and responsible access management along the State Route 96 corridor.

Pedestrian accommodations including the proposed sidewalks and pedestrian signalization components, at the intersection of State Route 96 and Mertensia Road, promotes alternative means of transportation and an active lifestyle. The improvements serve to complete portions of the pedestrian walkway system in the area serving surrounding residential communities and providing increased safety within the entire transportation network.

The donation of lands along the eastern portion of the site for Town right of way is in concert with the Town's Official Major Thoroughfare Overlay District initiative of providing a north-south connector road to interconnect properties to the south and east. In addition, it provides interconnectivity to lands to the east and south for access to the new intersection.

Relationship to the Town's *Comprehensive Plan*

As referenced above, the project area is currently zoned General Business and as such all uses are either permitted principal uses or permitted uses with the issuance of a Special Use Permit. As such, the proposed project is in keeping with the Town of Farmington *Comprehensive Plan*.

The applicant is looking for flexibility in the dimensional requirements of the setback requirements associated with the Major Thoroughfare Overlay requirements for the State Route 96 corridor. The applicant is looking to add vehicle fueling to the Tops Market operations at the site and incorporating the Special Use Permit process with the overall rezoning and site plan processes.

The project complements the "Goals, Objectives and Recommended Actions" contained in the adopted *Comprehensive Plan* by providing alternative transportation system im-

provements and providing these improvements to the Hamlet of Farmington, the defined Community Center.

Adequacy of Services Available to the Project

The area is presently served by water and sewer. The proposed uses present little increased demand on the existing water and sewer infrastructure.

Summary

Costich Engineering, on behalf of the applicant (Farmington Center LLC, Angelo Ingrassia) hereby requests consideration of Incentive Zoning pursuant to the Town Code based on the amenities offered and the benefits to the Town of Farmington as described above.

Meeting Discussion:

Mr. Brand said that over the past few years various revisions of this project have been reviewed by the Town's Project Review Committee on five occasions since 2017. He said that the Town staff has made the applicant aware of the recent results of the updated Sewer Master Plan and that the Route 96 corridor is considered to be the "Main Street" of the Town. This area of the Town is part of the defined Community Center. He said that in order to create a hamlet setting, buildings must be located closer to the road to have a "Main Street" concept, and that the applicant plans to have the buildings closer to State Route 96. He also said that with the accompanying sidewalk and landscape amenities this will help to achieve this concept. Mr. Brand said that the project has a number of positive criteria for the Incentive Zoning process to be considered.

Mr. Brand said that the next step in the process is the completion of a Report and Recommendation on this project from the Planning Board to the Town Board. He said that this report will follow the same format as previous Incentive Zoning applications. The report will discuss consistencies with the *Comprehensive Plan* and how the amenities will provide savings to the taxpayers of expenditures that they would have had without the proposed Incentive Zoning amenities to be provided by the applicant.

Mr. Brand said that the presentation this evening is a positive step in the project—one for which the Town has been waiting patiently.

He also said that the New York State Department of Transportation has reviewed the application and has provided comments.

Mr. Giroux said that this is a good project for the Town. He said that the applicant is receptive to working with the Town Highway Department concerning the details of the new Town dedicated road and the parking areas at the eastern portion of the site.

Mr. Degear said that he supports the project and that the comments from the Water and Sewer Department are being addressed by the applicant.

Mr. Brabant said that the original dialogue with the applicant about sanitary sewer along this portion of State Route 96 concerned the existing sewer utility capacity. He said that a recently completed amendment to the Town's Sewer Master Plan has identified three locations to alleviate sewer capacity issues along State Route 96. The update to the Sewer Master Plan includes construction of a future pump station on Beaver Creek Road. A new pumping station will enable the re-routing of sanitary sewer volumes currently along State Route 96 from the Finger Lakes Racing & Gaming site to the sewer interceptor located south of Route 96. Once installed, this new facility will enable additional sewer flows to be added to the system between State Route 332 and the sewer treatment plant. One of the recommended amenities involves a contribution towards this new system, possibly a cash-payment amenity as part of the Incentive Zoning agreement which could be used to help fund this \$400,000.00 project. No specific dollar value has yet been established for this amenity. However, it was noted that there are other pending Incentive Zoning projects that would also be required to contribute to this capital improvement project.

Mr. Viets suggested that the buildings along State Route 96 be set back farther from the road than as currently proposed to provide more room between the buildings and the curb lines for landscaping and for the enhancement of the view of the buildings.

Mr. Viets expressed concern about the location of the Tops fuel kiosk up front and close to State Route 96. He discussed the difficulty of turning movements into the fuel kiosk area, especially for customers of Meyer's RV Superstore of Farmington which is located across from the site and who may wish to use the fueling station for their recreational vehicles. Mr. Montalto said that the 50-percent scale drawing of the 18.3-acre site may make it difficult to determine distances. He said that he understood Mr. Viets's comment and will look into it. Mr. Montalto said that the Tops fuel kiosk out front has been first and foremost for Tops over the past three years of discussions with their landlord.

Mr. Viets discussed the use of the fuel kiosk if Tops ceases operations on the site. Mr. Bellis also expressed concern about this.

Mr. Viets asked about queueing distances for vehicles at the drive-thru window of one of the proposed buildings. He said that it appears on the plan that there is room for only about four vehicles. He expressed concern about vehicle stacking on the new Town road.

Mr. Viets said that he would like to see all the buildings to be installed in the up-front portion of the site to be of a similar design. He also requested that placeholders for dumpsters at each of the building sites be depicted upon the plan.

Mr. Viets requested that parking calculations be reviewed for accuracy. He encouraged the consideration of scaling back the number of parking spaces to provide additional green space.

Mr. Viets requested consistency of the architectural details of the proposed new buildings to provide for a cohesive image and to avoid a hodge-podge look of the outparcels.

Mr. Viets requested that the applicant provide a breakdown of what is actually required by the Town Code for this project. He said that the Planning Board would traditionally require the installation of sidewalks on site and said that this component should not be considered to be a true amenity being offered.

Mr. Viets suggested that the applicant consider an enlarged stormwater management facility in the back (southern portion) of the property, especially within the proximity of the 90-degree bend in Beaver Creek to the south of the site. Mr. Montalto said that the stormwater management facility is a requirement and would not be considered to be an amenity.

Ms. Neale discussed the Mertensia Road driveway entrance into the site. She suggested that an internal sidewalk be installed along one side of this driveway for the safety of pedestrians. Mr. Montalto said that an internal sidewalk along this driveway would be considered.

Ms. Neale also suggested that an internal sidewalk be installed off State Route 96 leading to the proposed Canandaigua National Bank outbuilding and to Tops supermarket for the safety of walkers coming off the sidewalk on State Route 96. She said that these internal sidewalks would enhance pedestrian safety and encourage the walkability of the project, which would be in the best interest of the applicant. She said that the Town desires to improve the walkability of the project for the residents who live near the site.

Mr. Bellis asked about the distances from State Route 96 to the outbuildings and the Tops fuel kiosk. He expressed concern about the close proximity of the buildings to the road, especially for snow removal operations. Mr. Montalto said that the buildings would be approximately 20 feet from the road right of way but that there is room for adjustment. He said that he understands Mr. Brand's previous comment about the true development of a "Main Street" concept and that a comprehensive landscape plan will be provided at the Preliminary Site Plan stage.

Mr. Montalto said that there would be very little widening of State Route 96 required by this project. He said that approximately 1,300 feet of the road would be milled, resurfaced and restriped.

Mr. Bellis expressed concern about the fuel kiosk which could become an eyesore if Tops ceased operations. Mr. Montalto said that Tops will require petroleum storage and other permits, and would be required to provide a decommissioning plan. He noted that Tops recently decommissioned a fuel kiosk at the company's Perinton (N.Y.) location. Mr. Montalto said that the fuel kiosk is an important component of the Tops business plan and marketing strategy for the Farmington location.

Mr. Bellis expressed concern about the number of parking spaces which are currently proposed. He said that the number of spaces seems excessive in spots. Mr. Montalto said that a number of spaces could be land banked and that this would be discussed at the Preliminary Site Plan stage.

Mr. Bellis asked about the Canandaigua National Bank branch which is currently located in the Tops building. Mr. Montalto said that the area which is now occupied by the bank would not be demolished, although the applicant does not yet have a new tenant for this space.

Mr. Bellis discussed the prospective tenants for the outparcels. Mr. Montalto said that the proposed buildings are based upon actual prototypes and square footage needs. He said that the Incentive Zoning drawing has been prepared to make the project viable for future use and that the individual site plans would be presented to the Planning Board for approval. He said that he understands the board members' concerns about the actual tenants and that he is sensitive to their comments at this time.

Mr. Bellis said that he agreed with Ms. Neale regarding an internal sidewalk through the parking lot to the Tops supermarket. He said that it would be good for the applicant to receive this feedback from the Planning Board now in the early stage of the project's design.

Mr. Bellis asked about a "bump out" which is depicted upon the plans along State Route 96. Mr. Montalto will provide information on this.

Mr. Bellis also discussed future signage for the site.

Mr. Bellis asked about the existing entrance into the site off State Route 96. Mr. Montalto said that the existing driveway into the site off State Route 96 would remain in place, however, there are plans to change the direction of traffic into the site at this location. A right-in-only turning lane for eastbound traffic on State Route 96 will be installed. The existing left- and right-turn exit lanes from the driveway onto State Route 96 would remain in place. The existing left turn into the plaza at this location will be eliminated with the Phase I improvements.

Mr. Maloy asked about the the existing and the proposed locations of the shoulder of State Route 96. He expressed concern about traffic patterns near the proposed restaurant and the ability of vehicles to maneuver and turn around at the proposed drive-thru window. Mr. Montalto said that the restaurant building may be shifted to the south. He said that this relocation was discussed at the Project Review Committee meeting on February 1st, and that the Incentive Zoning drawing is expected to be revised as the project advances to the next steps.

Mr. Brabant said that the Incentive Zoning drawing includes the locations of the out-buildings as placeholders at this time and reflects the maximum building sizes for which the applicant is seeking approval. He said that the actual locations and building sizes would be revised following a full engineering design and preparation of the Preliminary

Site Plan. Mr. Brabant also said that the comprehensive landscape plan would be part of the Preliminary Site Plan review.

Mr. Montalto said that the plan would be refined at the Preliminary Site Plan stage. He said that he expected to receive the types of comments which have been discussed this evening and that further revisions are expected.

Mr. Maloy said that he will be interested in the traffic flow and how this will affect the various outbuildings on the site. He also requested that Mr. Montalto keep in mind the stormwater management plan in relation to the flood plain of Beaver Creek.

Mr. Hemminger said that this plan provides for the maximum amount of parking. He said that the Planning Board highly encourages land-banked parking when appropriate.

Mr. Hemminger said that green space and landscaping along State Route 96 will be important considerations, and that a serious condition of approval would be that no outdoor storage of tires and other materials would be permitted at the Mavis Tire Store.

Mr. Hemminger requested that board members give consideration to the draft Report and Recommendation which will be provided by the Town staff and reply with comments to Mr. Brand. He said that the Report and Recommendation is expected to be an action item on the Planning Board agenda on February 20th.

Mr. Brand said that the Incentive Zoning drawing presented this evening is a recommendation of how the Incentive Zoning regulations are met by the applicant's design. He said that site design details would be part of the Preliminary Site Plan and Final Site Plan applications.

Mr. Bellis asked when the new eastern driveway would be installed. Mr. Montalto said that this will be part of Phase 1.

Mr. Montalto provided the following project phase informationa at the Project Review Committee meeting on February 1st:

Phase 1: Mavis Tire Company, 6,760-square-foot outbuilding in the eastern portion of the property, east and north of the existing supermarket.

Canandaigua National Bank, 2,220-square-foot outbuilding along Statte Route 96, east of the existing driveway entrance and north of the existing supermarket parking lot.

Tops Fuel Station Kiosk, 220-square-foot outbuilding along State Route 96, east of the proposed Canandaigua National Bank structure.

Phase 2: 5,700-square-foot outbuilding (two tenants with a drive-through), on the southeast corner of State Route 96 and Mertensia Road.

4,367-square-foot outbuilding (restaurant) along State Route 96 in the easternmost portion of the site.

18,400-square-foot two-story mixed use office/medical office/retail outbuilding in the easternmost portion of the site, east of the existing supermarket.

Mr. Montalto said that the number of parking spaces is provided as a worse-case scenario and can be scaled back with land-banked parking as tenants for the buildings are acquired.

Mr. Bellis asked about a sign application. Mr. Montalto said that a comprehensive sign package will be incorporated with the Incentive Zoning application to be presented to the Town Board. He said that the Tops monument sign is intended to remain and that the applicant would not seek individual pylon signs for the other businesses.

Mr. Brand said that he will have a draft Report and Recommendation for the Planning Board’s consideration at the February 20th meeting.

There were no other comments or questions on this project this evening.

5. PLANNING BOARD ACTION ITEMS

Adoption of 2019 Planning Board Rules of Procedure:

Mr. Hemminger reviewed the most recent revisions to the Planning Board’s Rules of Procedure which had been submitted prior to the meeting by Mr. Hemminger and Mr. Brand.

There were no further revisions to the Rules of Procedure.

■ A motion was made by MS. NEALE, seconded by MR. VIETS, that the following resolution be approved:

**TOWN OF FARMINGTON PLANNING BOARD RESOLUTION
2019 RULES OF PROCEDURE**

WHEREAS, the Town of Farmington Planning Board (hereinafter referred to as the Board) has given consideration to the need to adopt Rules of Procedure for conducting the business of the Board during the calendar year 2019; and

WHEREAS, the Board has determined that such Rules of Procedure are in the best interests of the Town.

NOW, THEREFORE, BE IT RESOLVED that the Board does hereby adopt the Rules of Procedure for the calendar year 2019, as revised per this document appended to the minutes of the Board meeting of February 1, 2019.

BE IT FURTHER RESOLVED that a copy of the adopted 2019 Rules of Procedure is to be filed with the Farmington Town Clerk.

Adrian Bellis	Aye
Edward Hemminger	Aye
Shauncy Maloy	Aye
Mary Neale	Aye
Douglas Viets	Aye

Motion carried.

Scheduling a Public Hearing for Home Power Systems LLC Re-Subdivision:

■ A motion was made MR. BELLIS, seconded by MR. VIETS, that the reading of the following resolution be waived and that the resolution be approved as submitted by Town staff:

**TOWN OF FARMINGTON PLANNING BOARD RESOLUTION
HOME POWER SYSTEMS LLC RE-SUBDIVISION
SCHEDULING A PUBLIC HEARING**

PB #0205 -19

Applicant: Home Power Systems LLC, c/o James Swetman,
1127 Corporate Drive East, Farmington, N.Y. 14425

ACTION: Scheduling a Public Hearing on the Preliminary Re-subdivision of land to create Lot #R-6A consisting of 3.413 acres and Lot #R-6B consisting of 3.291 acres

WHEREAS, the Town of Farmington Planning Board (hereinafter referred to as Planning Board) has given consideration to scheduling a Public Hearing upon the above application; and

WHEREAS, the Planning Board has received testimony, from Town Staff at tonight’s meeting upon the proposed scheduling of a Public Hearing (hereinafter referred to as Action).

NOW, THEREFORE, BE IT RESOLVED that the Planning Board does hereby schedule a public hearing to be held on this application for Wednesday, February 20,

2019, commencing at 7:00 p.m., prevailing time, in the Main Meeting Room, at the Farmington Town Hall, 1000 County Road 8, Farmington, New York 14425.

BE IT FURTHER RESOLVED that Town Staff are hereby directed to provide public notice of the scheduled Public Hearing by giving legal notice for publishing in the Town’s Official Newspaper, to post said Legal Notice upon the Town Hall Bulletin Board and Town Website; and to post the property with a public notification sign.

Adrian Bellis	Aye
Edward Hemminger	Aye
Shauncy Maloy	Aye
Mary Neale	Aye
Douglas Viets	Aye

Motion carried.

6. OPEN DISCUSSION

Director of Development and Planning:

Mr. Brand commented on the following topics:

- MRB Group has retained Douglas McCord of McCord Landscape Architecture of Penfield, N.Y. to make a site visit to the Hathaway’s Corners project on the southwest corner of State Route 332 and County Road 41 on Friday, February 8th, to inspect the trees which have been identified for removal by the applicant due to disease and dangerous conditions. A report from Mr. McCord will be provided to the Planning Board as part of the Phase 1 Final Site Plan application.
- A commercial restaurant is interested in locating within the Auburn Junction site on State Route 332 (MIII Enterprises/Always Locked/Cerone Incentive Zoning Project site). A number of real estate agents have recently inquired about having businesses locate on this site. Mr. Brand said that the traffic signal at the State Route 332/Carmen’s Way/Farmbrook Drive intersection has helped to create interest in this site by developers.
- The land-transfer paperwork between MIII Enterprises and Robert Laviano has been distributed among the attorneys for the parties and is expected to be filed in the Ontario County Clerk’s Office in February. With the filing of these land transfers, then MIII Enterprises will be seeking to dedicate the first segment of Carmen’s Way to the Town. There is a punch list of items that the Construction Inspector has provided. These need to be addressed. Some of these items are weather-dependent and may not be able to be completed at time of dedication. At the Project Review Committee on February 1st, Mr. Giroux discussed the current installation of electrical service along the north side of Carmen’s Way, and back-

filling, and seeding along the disturbed areas. He noted that the Town has, in other similar instances, allowed dedication with conditions.

- Confirmation has been received that Delaware River Solar has filed a NYSERDA Notice of Intent application with the New York State Department of Agriculture and Markets. Mr. Brand reported that the Town has not yet received notice from the Department of Agriculture and Markets that the application is complete. Mr. Maloy asked about the status of the Yellow Mills Road solar application. Mr. Hemminger said that the Planning Board will wait to hear from the Department of Agriculture and Markets prior to closing the Public Hearing on this application and prior to beginning the deliberations on the State Environmental Quality Review (SEQR) declaration. He said that the Notice of Intent must be completed by the Department of Agriculture and Markets prior to the advance of funds by NYSERDA to Delaware River Solar.
- The first two of what will likely be several applications for LED signs and copy (not changeable copy) are expected to be received in the Building Department this year.

Highway and Parks Superintendent:

Mr. Giroux reported that bids will be requested from contractors for the Hook Road and Curran Road Intersection Improvement Project. He also said that a punch list has been prepared for the dedication of Carmen's Way and that the developer will have until May 31st to address some of the weather-related issues.

Water and Sewer Superintendent:

Mr. Degear reported that a fiber optic cable vendor recently installed fiber optic cable over an existing sewer line along Corporate Drive without notice to the Town and without a Town permit. The vendor was required to remove the cable and acquire the necessary permits.

Town Engineer:

Mr. Brabant reported that he and Douglas McCord of McCord Landscape Architecture will conduct a site visit to Hathaway's Corners on Friday (February 8, 2019) to confirm the flagging of trees by the contractor for removal due to disease and other conditions. A report will be issued to the Planning Board as part of the Phase 1 Final Site Plan. Mr. Hemminger suggested that the Town consider informing the public via social media of the inspection and the reasons for the removal of some of the trees.

Building Department Staff:

Mr. Delpriore reported that he and Mr. Kincaid are handling the workload in the Building Department since the recent resignation of former Code Enforcement Officer James Morse. Mr. Delpriore said that he and Mr. Kincaid are working closely with Mr. Brabant and Mr. Brand in the review of projects. He noted that the agenda of the Planning Board meeting on February 20th will be lengthy.

7. ADJOURNMENT

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

Motion carried by voice vote.

The meeting was adjourned at 8:35 p.m.

The next regular meeting of the Planning Board will be held at the Farmington Town Hall, 1000 County Road 8, Farmington, N.Y. 14425, on Wednesday, February 20, 2019, at 7:00 p.m.

Following the meeting, Mr. Giroux locked the front doors to the Town Hall.

Respectfully submitted,

John M. Robortella,
Clerk of the Farmington Planning Board

Attachment:
2019 Rules of Procedure

**TOWN OF FARMINGTON PLANNING BOARD RESOLUTION
RULES OF PROCEDURE 2019**

ADOPTED FEBRUARY 6, 2019

WHEREAS, the Town of Farmington Planning Board (hereinafter referred to as the Board) has given consideration to the need to adopt Rules of Procedure for conducting the business of the Board during the calendar year 2019; and

WHEREAS, the Board has determined that such Rules of Procedure are in the best interests of the Town.

NOW, THEREFORE, BE IT RESOLVED that the Board does hereby adopt the Rules of Procedure for the calendar year 2019, as revised per this document appended to the minutes of the Board meeting of February 6, 2019.

BE IT FURTHER RESOLVED that a copy of the adopted 2019 Rules of Procedure is to be filed with the Farmington Town Clerk.

1. Order of Business

At each Board Meeting, the order of business shall be:

- a. Call to Order
- b. Pledge of Allegiance
- c. Information about emergency exits.
- d. Reference to sign-in sheet and request that all in attendance to please sign in.
- e. Request that all cell phones and smart watches be silenced.
- f. Notice given that the Board will be following these Rules of Procedure as adopted by the Board on February 6, 2019.
- g. Approval of previous Board Meeting Minutes.
- h. Announce that the Legal Notices have been published in the Canandaigua *Daily Messenger* newspaper (the Town's Official Newspaper), posted on the Town Hall Bulletin Board, the Town website (www.townoffarmingtonny.com), and the subject property has been duly posted with public notification sign(s).
- i. Announce that draft resolutions have been previously posted on the Town website for tonight's meeting.

- j. Order of Board Business:
 - (1) Conduct Public Hearings (for Preliminary Subdivision Plats, Special Use Permits and certain Preliminary Site Plans when deemed necessary by the Board).
 - (2) Site Plan Approval and Other Board Business: Agenda items include Final Subdivision Plat approval, Preliminary Site Plan approval, Final Site Plan approvals, Sketch Plan review.
 - (3) Scheduling of Public Hearings for future Board meetings (for Preliminary Subdivision Plats, Special Use Permits and certain Preliminary Site Plans when deemed necessary by the Board).
 - (4) Other Actions:
 - (a) Letters of Credit and Sureties.
 - (b) Reports and Recommendations to the Town Board.
 - (c) Other Board Business (e.g., adoption of Rules of Procedure, annual report to the Town Board on the *Comprehensive Plan*, etc.).
 - (5) Open Discussion
 - (a) Director of Development Report.
 - (b) Code Enforcement Officer Report.
 - (c) Water and Sewer Superintendent Report.
 - (d) Town Engineer Report.
 - (e) Fire Chief Report.
 - (f) Chairperson of the Planning Board
 - (g) Other Board Members
 - (6) Public Comments.
- k. Next Board Meeting Date.
- l. Adjournment: The Chairperson shall entertain a motion with a second from any Board member to adjourn the meeting and followed by a voice vote.

2. Public Hearing/Public Meeting Procedures

At each public hearing or public meeting, the following procedures shall govern:

- a. The Chairperson shall open each Public Hearing and ask the applicant (or his or her representative) to make a presentation to the Board and the public.
- b. The applicant shall display on the monitors, or on easels, any drawings that are part of the Public Hearing.
- c. The Chairperson shall ask the applicant if he or she has completed their presentation before turning to Town staff for their reports. Town staff shall address the Chairperson with their report comments. All responses will be to the Chairperson. Only the Chairperson shall entertain dialogue between Town staff and the applicant.
- d. Once all Town staff have completed their reports, the Chairperson shall then open the floor for comments by persons in attendance, or if there are any written comments to be received at the Public Hearing/Meeting.
- e. All persons desiring to speak at a Public Hearing shall be recognized by the Chairperson.
- f. Before speaking, each person shall give his or her name and address for the record.
- g. Persons speaking shall address their comments, questions or concerns to the Chairperson. There shall be no direct dialogue between a public speaker, the applicant, his or her agent or Town staff. The Chairperson shall determine when a speaker has completed his or her comments. The Chairperson shall have the right to limit the time allotted to public speakers.

Special and/or lengthy presentations shall be approved by the Chairperson prior to the start of the meeting.

- h. The Chairperson shall determine whom (either the applicant, his or her agent, or Town staff) is to reply to the public concern(s). All responses shall be to the Chairperson.
- i. Once the Chairperson has determined that there are no additional public comments, he or she shall then ask the Board for a voice resolution whether to either close or to continue the Public Hearing. (Public Hearings normally remain open until the application is determined to be complete and can be acted upon.) If a Public Hearing is to be continued, then it shall be part of a resolution to continue it to a specific date. If the Public Hearing is to be closed, then a voice resolution to close the public hearing shall be offered and seconded by Board members followed by a voice roll call vote.

Once closed, a Public Hearing may not be reopened. Once a Public Hearing is closed, the Board may not consider any additional information received that pertains to the subject of the Public Hearing. If additional information is provided to the Board following the close of the Public Hearing, the Board may choose to advertise a second Public Hearing to be held in accordance with the provisions of New York State Open Meetings Law. After the Board closes a Public Hearing, the Board may (or may not) take action on the subject matter at that meeting. For details concerning draft resolutions, please see Item #5 below in these Rules of Procedure.

- j. The Chairperson shall then ask each Board member for his or her comments.
- k. Should a Public Hearing be continued to a specific date, said Public Hearing shall be heard first on the Board agenda of the subsequent date.
- l. Should an applicant (or a designated agent) not appear before the Board on the night of the Public Hearing meeting, then the Board may table the application and continue the Public Hearing to a specific date. In addition, the Chairperson shall direct the Clerk of the Board to provide written notification to the applicant of the date and time for the continued Public Hearing and request his or her attendance.
- m. Failure by the applicant (or his or her agent) to appear before the Board at the date of the continued Public Hearing may result in the Board taking action to deny without prejudice the requested application. In such an event, it will be necessary for the applicant to make a new application and pay a new fee for said application before being heard by the Board. *Note:* Only the Town Board may waive an application fee.
- n. A revised drawing or additional documentation, accepted by the Board at either a Public Hearing or a public meeting, may be grounds for continuing the Public Hearing or the public meeting to a specified date and time. The Board does not want to receive material the night of the meeting and be expected to act upon it.
- o. Any Board member who did not attend a Public Hearing may still vote on the application at a subsequent meeting provided that no decision has been made by the Board following the close of the Public Hearing. However, said Board member must enter into the public record that he or she has reviewed the Public Hearing record and is prepared to make an informed decision on the application.

3. Agendas and Legal Notices

Copies of the Meeting Agenda and Legal Notices shall be available in the Town Development Office no later than 3:00 p.m. on the Monday prior to the scheduled meeting. A draft meeting agenda shall be prepared by the Director of Planning and Development based upon information provided by the Development Office Administrator and the Town Code Enforcement Officer.

Said draft agenda will then be reviewed by the Planning Board Chairperson, the Development Office Administrator, the Town Code Enforcement Officer, the Town Engineer and the Clerk of the Board. Following their input, all draft agendas will be made available to each Board member along with the packets of information on or before the Saturday prior to the Board meeting. Any change to the draft agenda shall be approved by the Chairperson, communicated via e-mail to the Development Office Administrator and the Director of Planning and Development, who in turn will send via e-mail an updated agenda to each Board member, any involved applicant, involved Town staff (including the Town webmaster) and the Clerk of the Board no later than 3:00 p.m. on the Tuesday prior to the scheduled meeting. Adequate copies of this updated agenda will also be placed in the meeting room for the public and for any staff or Board members not able to access their electronic copy by 6:45 p.m. on the night of the meeting.

Paper copies of the agenda and legal notices shall be supplied by the Development Office Administrator to the Town Clerk's office for posting on the Town Hall Bulletin Board. In addition, the Development Office Administrator shall provide electronic copies of the agenda to the Town's webmaster for posting on the Town website in accordance with the legally required timelines established by the Town Board pursuant to Article Six, Section 103 of the Public Officers Law.

Legal notices shall be sent (either by fax or electronically) by the Development Office Administrator to the Town's Official Newspaper, within thirteen (13) days of a Public Hearing, with publication to be not less than seven (7) days prior to the Public Hearing being held by the Board.

The schedule for application submittals will be posted on the Town website by the Town Code Enforcement Officer or his or her staff.

4. Planning Board Meeting Order of Business

The Order of Business for each meeting of the Board shall be as follows:

1. Open Meeting
2. Approval of Meeting Minutes
3. Legal Notices: Attest to publishing in the Town's Official Newspaper
4. Order of Business:
 - a. Public Hearings: Those continued from a previous meeting will be addressed first on the agenda. Then any new Public Hearing will be held. Public Hearings are required for all applications for Special Use Permit and Preliminary Subdivision Plat Approval.
 - b. Other agenda items: Those applications not requiring a Public Hearing are then conducted. These agenda items involve Site Plan Approval, Sign Site

Plan Approval, and Final Subdivision Plat Approval. Also included are any applications for Sketch Plan Review.

- c. Following the close of a Public Hearing, or the closing of the record on the agenda item not requiring a Public Hearing, the Planning Board will take the matter under consideration.
- d. Other Board Actions. This portion of the agenda is reserved for:
 - 1. Scheduling of future Public Hearings;
 - 2. Actions on Letters of Credit or other Sureties; and
 - 3. Reports and Recommendations to the Town Board.
- e. Discussion: This portion of the agenda is reserved for matters involving the Establishment of Letter of Credit Estimates, Releases of Letters of Credit, Establishment of a Maintenance Bond, and the Termination of a Maintenance Bond. In addition, any matter referred to the Board by the Town Board shall be discussed during this portion of the agenda. Also, included here are standing reports from Board members serving on committees.
- f. Open Discussion: This portion of the agenda is reserved for reports from Town Staff and the Planning Board Chairperson on any matter of concern, or the identification of projects that may be coming before the board in the future. These reports will be asked of all Town Staff in attendance at the meeting. Following Town Staff presentations, members of the Planning Board, including the Clerk of the Board, shall enter into the record any matters of concern.
- g. Public Comments: This portion of the agenda provides opportunities for anyone in attendance at the meeting to speak to the Board on any matter of concern, except for a matter that is still subject to a Public Hearing which may have been continued.
- h. Adjournment: Upon a voice motion to adjourn from any member of the Planning Board and seconded, the Planning Board Chairperson shall cease any further discussion and poll the board members for a voice vote on the question to adjourn the meeting. Once adjourned, there shall be no further discussion entered into the public record on the meeting.

5. Public Hearings—Public Notice, County Planning Compliance, and SEQR Compliance

Where there has been a referral to the County Planning Board, then the referral number and recommendation shall be entered into the Public Hearing or public meeting record. There shall be no action taken on an application that is first subject to a referral and recommendation from the County unless there is a County referral number and recommendation entered into the public record on the application.

The Board shall identify the Type of Action under review as defined by the State Environmental Quality Review (SEQR) Regulations, Article 8, of the New York State Environmental Conservation Law.

In no instance shall the Board vote on a Preliminary Subdivision Plat until SEQR has been satisfied and the Public Hearing has been closed.

In no instance shall the Board vote on a Preliminary or Final Site Plan or Special Use Permit until SEQR has been satisfied.

The Board may waive the requirement to read into the Public Hearing record the standard resolutions for all Type 2 Actions made under the SEQR Regulations. When so waived, the Board must still take action to accept a Type 2 Determination of Significance and record the vote taken thereon.

The Board may also waive the requirement to read into the Public Hearing/meeting record the standard resolutions for determinations of significance to be made on all Unlisted Actions under the SEQR Regulations. When so waived, the Board must still take action to accept the Unlisted Action Determination of Significance. In addition, when a determination of non-significance is made, the Chairperson of said Board shall sign and date Part 2 of the Short Environmental Assessment Form.

The Board may not waive the requirement to read into the Public Hearing/meeting record a resolution for the determination of significance on a Type 1 Action that is to be made under the SEQR Regulations. In addition, when a determination of non-significance is made on a Type 1 Action, the Chairperson of said Board shall sign and date the SEQR Negative Declaration Form. For all Unlisted Actions and Type 1 Actions, the Board shall comply with the procedural requirements set forth in Section 617 of Article 8 of the New York State Environmental Conservation Law, prior to making any decision on a pending application.

6. Motions

When a question is under debate/discussion, no motion shall be received except a motion to: 1) amend the question; 2) call the question; 3) adjourn it to a specific date; 4) table the question; 5) refer the question to Town staff and/or legal counsel; or 6) adjourn the Board meeting. Tabled motions shall be subject to the provisions in Section 11 of these Rules of Procedure set forth below.

7. Resolutions and Documents

When draft resolutions have been prepared by Town staff for the Board's review and consideration, said copies shall be sent electronically to the Board members on or before 3:00 p.m. on the Monday preceding the Board's meeting. Draft resolutions shall first be sent to the Board members and to Town staff. Draft resolutions shall also be sent to the applicant and/or his or her agent by noon on the Tuesday prior to the Board's meeting. Town staff shall not discuss, or change any draft resolution submitted to the Board. Any such change or amendment thereto shall be made at the Board's direction at the Board meeting.

In accordance with Article Six, Section 103 of the Public Officers Law, to the extent determined practicable by Town Board Resolution, copies of all documents, including draft resolutions, to be discussed at the Board meeting shall be made accessible to the public. In addition, every effort shall be made for the Town's webmaster to post such documents on the Town website www.townoffarmingtonny.com. All draft resolutions shall be shadow marked with the word "DRAFT" across each page. All such draft resolutions and documents shall be removed from the Town's website within 24 hours of the Board making a decision on the application.

No draft resolution that has been provided to the Board and posted on the Town's website, in accordance with the State's Open Meetings Law requirements and established Town Board policy, shall be negotiated, renegotiated or otherwise materially amended by the Board based on information presented to the Board during the public meeting. Such new information shall be treated the same as any other new information being submitted without advance public notice and the resolution may be held over to the next Board Meeting to allow for any changes to the resolution to be posted and to allow for the public review of said changes prior to the meeting where action is to be taken. The Board may add or change conditions of approval if not significant without holding the resolution over until the next Board Meeting.

8. Voting

The members of the Board shall be eligible to vote on the Board Meeting Minutes only when they were present for the meeting. As appropriate, Board members shall, at the outset of any application, give public notice of their financial or other private interests in any project that is pending before the Board. Where such disclosure is made, the Board Member shall be deemed to be in compliance with the provisions of Article 18 of the New York State General Municipal Law or any amendments thereto, relating to Conflicts of Interest, as well as compliance with the Code of Ethics contained in Chapter 17 of the Town of Farmington Code.

In all matters voted on by the Board, except for a vote to override a County Planning Board recommendation, there must be a majority of the entire membership voting the same way in order for an action to be approved, denied or modified.

In the instance of a resolution to override a County Planning Board recommendation, there must be a majority plus one vote of all members. Otherwise, the vote fails to override and the Planning Board must comply with the recommendation contained in the County referral. On other matters,

a 2 to 2 vote taken by the Board on an application results in a no action being taken and will need to be reconsidered by the Board at a future meeting. All Board members shall record their vote by roll call taken by the Clerk of the Board and duly recorded in the minutes.

In no instance shall the Board vote to approve, modify, or deny a Sketch Plan. The Board shall only make comments or suggestions to the applicant.

Prior to taking a roll call vote on an application, the Chairperson shall ask the applicant if he or she understands the resolution that is about to be acted on, and if the applicant has any questions, concerns or objections to any part thereof.

A copy of all resolutions (decisions made) by the Board shall be filed with and date-stamped by the Town Clerk's Office prior to being mailed by the Clerk of the Board, within five (5) business days, to the applicant and the original resolution filed with the Town Clerk's Office, date stamped and a copy then made and filed with the Town Development Office. Any additional copies noted in the resolution shall be provided by the Clerk of the Board.

9. State Environmental Quality Review (SEQR)

The Board's review and approval of all applications shall be subject to the requirements set forth in Article 8 of the New York State Environmental Conservation Law, the SEQR Regulations.

10. County Planning Recommendations and Board Voting Requirements

In the instance where the Ontario County Planning Board has rendered an advisory report, under the provisions of Sections 239-l, -m, and -n of the New York State General Municipal Law, and the County Planning Board recommends modification or denial of an application, the Board, in order to override the County's recommendation must first have a majority plus one vote (4 of the 5 Board Members) recorded on a separate resolution that sets forth the reasons for overriding the County's recommendation.

Failure by the Board to override the County's recommendation by a majority plus one vote of the entire Board results in a denial or modification of the application. In the event the Board does override the County's recommendation, the Board shall by separate resolution set forth its reasons for overriding the County and must file a copy of said resolution with the County within the time frame prescribed in the above referenced sections of the New York State General Municipal Law.

For any application referred to the Ontario County Planning Board, a certified copy of the final action taken on the subject referral shall be filed by the Clerk of the Board with the county within thirty (30) days after final action is taken.

11. Votes, When Recorded

Board members shall record their vote by stating either an “aye” or “nay” on a question. Votes shall be entered in the Minutes. All votes shall be taken in public, either by voice or by roll call by the Clerk of the Board, for each Board member present. A member who is absent from the vote shall be noted as being either absent or excused in the roll call voting. A Board member may abstain from voting. When a Board member exercises this right, it is not necessary for the Board member to state his or her reason(s) for abstaining unless there is disclosure of a conflict of interest associated with an application.

12. Privilege of the Floor

During Public Comment Time, any person, on request granted by the Chairperson, may address the Board on a matter of public concern. The time allotted for addressing the Board shall be limited by the Chairperson depending on specific circumstances. In no instance shall the Privilege of the Floor be used to make additional comments on an application pending before the Board when the Public Hearing has been closed or continued.

13. Public Notification

Public meeting notice shall be given in the manner prescribed by New York State Town Law and the posting of property requirements set forth in the Farmington Town Code. In addition, public meeting notice shall be given by posting the notice on the Town’s website www.townof-farmingtonny.com at least five (5) business days prior to said meeting.

When an application has been continued by the Board, the posting of the Public Notification Sign shall continue to be displayed on the subject site.

Any property not properly posted shall not be heard by the Board and the matter shall be continued to the next Board Meeting. All signs shall remain on the property until the Board has taken final action on the application. All signs, once final action has been taken, are to be returned to the Development Office by the Code Enforcement Officer.

14. Duties and Responsibilities

The duties and responsibilities of the Board are set forth in the various sections of the Farmington Town Code and the New York State Town Law, New York State Public Officers Law, the State Environmental Quality Review (SEQR) Regulations and the provisions contained in Sections 239-1, -m and -n of the New York State General Municipal Law.

Section 239-n of the New York State General Municipal Law requires the Town Clerk to notify the Town Clerk in an adjacent municipality of a pending action (e.g., Special Use Permit, Tem-

porary Use Permit, Site Plan approval, and Preliminary Subdivision Plat approval) that is to occur within 500 feet of the municipal boundary.

15. Decisions

Within five (5) business days of the Board's decision having been made on an application, the Clerk of the Board shall file a certified copy of said decision with the Town Clerk, mail a signed copy thereof to the applicant and to all agencies identified in the resolution, and provide a signed copy to the Town Development Office.

16. Draft Meeting Minutes

The Board members shall be mailed (either electronically or by U.S. Mail) draft meeting minutes within ten (10) business days of the date of the subject meeting. Draft meeting minutes shall be identified as being a draft.

17. Corrections to the Draft Meeting Minutes

The Board members shall, whenever possible, notify the Clerk of the Board by e-mail of all corrections to the previous meeting minutes prior to the date of the next meeting. This e-mail shall be copied to members of the Board. Staff members shall provide any recommended changes to the Clerk of the Board and to all members of the Board for their approval. If subsequent draft copies are prepared, corrections shall be indicated in red.

18. Approved Meeting Minutes

At the Board meeting, the Board, having reviewed the Draft Meeting Minutes, will (as part of the public meeting record), take action to accept the Minutes either with or without corrections. Once the Minutes have been approved by a voice vote of at least three Board members present at the meeting, the vote shall be recorded in the meeting minutes. The Clerk of the Board shall then, within five (5) business days, file a certified copy with the Town Clerk's Office to be date stamped and filed, as well as providing electronic copies to the Town Board members, the Board Chairperson and the Town Clerk, and to the Administrator in the Town Development Office for posting on the Town's Website. A second date stamped certified copy of the approved minutes shall also be filed with the Town Development Office.

19. Audio Recordings of Board Meetings

Audio recordings of the proceedings of the Board meetings shall be maintained by the Clerk of the Board for a period of twelve (12) months after the date the transcription (meeting minutes) has been approved by the Board. When requested by the Chairperson, said audio recordings shall be maintained by the Clerk of the Board for an additional period of time as specified by said Chairperson.

20. Layover

A resolution, application or action before the Board may be laid over until the next regular session of the Board if so requested by any member of the Board, unless by doing so the application would otherwise be approved by default of the Board. No further action may be taken on the resolution or its amendments, but limited discussion may occur at the discretion of the Chairperson. However whenever possible, Board members should first attempt to resolve the issue(s) leading to a layover. If a layover is imminent, the Chairperson should be notified of such action prior to the start of the regular Board meeting. When it becomes apparent to a member of the Board that a layover is being contemplated, said member shall bring this matter to the Chairperson's attention as soon as possible.

Any action on a laid over resolution must take place at the next scheduled meeting. No resolution shall be laid over a second time. No resolution shall be laid over if it is determined that such action would violate the time limits contained in various sections of the New York State Town Law.

No layover can occur at the last meeting of the year because the next meeting in the following year may not have the same members on the Board who originally laid the matter over. The Board may vote to table the matter in this case and the new Board, when constituted, can offer a resolution to bring up the tabled resolution off the table with a motion and a second followed by a voice vote of the entire Board.

21. Amendment of Procedures

The Board, on a resolution to amend, may amend these Rules of Procedures from time to time. Once amended, copies of the amended Rules of Procedure shall be distributed to all having received the original adopted Rules of Procedure for the given year and posted upon the Town's website.

22. Board Discussion

The Chairperson, at his or her discretion, may limit the discussion between any Board member and the applicant, staff and/or the general public.

23. Board Resolutions

All resolutions for the Board, except for those identified elsewhere in these Rules of Procedures, or those to close a Public Hearing, are to be in writing and drafted by the Town's Director of Planning and Development. The resolutions are to be read by the Clerk of the Board unless the Board members agree by a motion, second and voice vote that the reading in this case is not necessary. The Chairperson can opt to have only the conditions of approval read if it is a stan-

standard resolution and not controversial. The contents of the resolutions are to be clear and understandable to the Board members as well as to the applicant.

The Board resolutions are to contain a clear and understandable listing of all Conditions of Approval that are to be incorporated within the “Approval of the Resolution” as read by the Clerk of the Board, prior to voting on by the Board. Before voting on said resolution, the Chairperson shall ask the applicant if he or she understands the action and any conditions contained therein. The Clerk shall note this question and the applicant’s response in the Minutes.

24. County Referrals

Both the Director of Planning and Development and the Code Enforcement Officer will review all Board referrals for completeness before they may be transmitted to the Ontario County Planning Board. The Chairperson will sign the referral form, or in the Chairperson’s absence, the Chairperson may direct the Acting Planning Board Chairperson or Town staff to do so. Town staff shall provide a copy of the referred application packet to the Town’s representative on the Ontario County Planning Board. All referrals submitted to the County shall comply with the monthly deadline published by the County Planning Board for their monthly reviews and recommendations.

25. Acting Chairperson

With the adoption of this resolution, the Board determines that the Acting Chairperson for 2019 will be board member Douglas Viets. In the event Mr. Viets is not available, then Adrian Bellis shall serve as the Acting Chairperson. In the absence of the Chairperson, the Acting Chairperson shall perform all of the functions, which are normally the responsibility of the Chairperson. This is to include the signing of documents.

26. Training Requirements and Training Update Classes

All Board members and the Town’s representative on the Ontario County Board, shall be required to complete at least:

- a. Twelve (12) hours of suitable training during the first full calendar year of their first term in office; or
- b. Nine (9) hours of suitable training during the remaining nine months, of the first full calendar year, of their first term in office; or
- c. Six (6) hours of suitable training during the remaining six months, of the first full calendar year, of their first term in office; or
- d. Four (4) hours of suitable training during the remaining three months, of the first full calendar year, of their first term in office; and then

- e. Eight (8) hours of suitable training, each year for the remaining term in office.

This requirement may be satisfied by training sessions that are offered throughout the year by attending state conferences and seminars and/or at county or regional training classes for the purpose of receiving updates to the state's requirements pertaining to Board members. Also included are presentations by the Town Engineer or other individual or group, as approved by the Town Board.

In addition to the above training classes and seminars, a Board member may, with the Chairperson's approval, substitute up to two (2) hours of such training with one-on-one training with the Town's Director of Planning and Development. In such instance, the Director of Planning and Development shall certify to the Chairperson, the Town Supervisor and the Town Clerk that such training has been received.

Requests to receive training by members of the Board are to be coordinated with, and approved by, the Chairperson and then the completed training registration form must be submitted by each Board Member directly to the Confidential Secretary to the Town Supervisor. The Confidential Secretary will prepare a voucher, if there is a fee for the training, and submit it for approval by the Town Board. If the training exceeds \$100.00 it must be approved via resolution; training under \$100.00 requires approval of the voucher only.

As soon as possible following the Board member's attendance at a training session, it shall be the responsibility of the Board member to submit documentation received at the training session to the Chairperson, who, according to a Town Board resolution adopted October 23, 2007, is required to maintain copies of all certificates of attendance. The Board Member shall also provide certificates of attendance to the Confidential Secretary to the Town Supervisor and the Town Clerk, as outlined in the October 23, 2007, resolution. The Confidential Secretary to the Town Supervisor shall maintain her or his own annual training log for each Board and shall coordinate, in the fall of each year, with the Chairperson to identify the status for each Board Member. In the event the Town Board amends the Town's Training Requirements, this Section of the 2019 Rules of Procedure shall also be amended as necessary.

27. Attendance at Public Meetings, and Committee Meetings

Board members are encouraged to attend other public meetings regarding issues pertinent to planning in order to obtain the thoughts and ideas of others pertaining to any and all important Town issues.

Board members are also encouraged to attend any of the Town's standing committee meetings regarding issues pertinent to the Town's planning, (i.e., Agricultural Advisory Committee, Historical Preservation, Conservation Board, etc.) which are held monthly at the Farmington Town Hall.

Board Members at such meetings are also encouraged to speak on behalf of the Board providing only the general overview of the current applications that maybe pending before the Board.

However, in no event shall Board members express their own personal thoughts on a matter that is currently pending before the Board. Also, no Board member shall speak in such a manner as to imply that what is being said is the official position of the Board. Only the Chairperson may speak on behalf of the Board when authorized to do so by a Board vote. Also, when speaking at such meetings, Board members shall identify themselves as residents of the Town and members of the Board.

It is the policy of this Board not to engage in social media discussions on projects that are or have been before the Board, or that could potentially be before the Board.

The Chairperson shall attend Town Board meetings, which are normally held on the second and fourth Tuesday of each month, to report on any important pending applications or matters pertaining to the growth and/or development of the Town of Farmington.

In the event a Board member determines that he or she will not be able to attend a public meeting of the Board, said member shall notify the Chairperson as soon as possible.

Should it become necessary to cancel a scheduled Board meeting, as much public notice as possible shall be given by the Town Development Office staff. Such public notice shall include the posting on the Town Hall Bulletin Board, posting on the entrance doors to the Town Hall and posting on the Town's Official Website. In addition, notification is to be made to the Town's Official Newspaper of the meeting cancelation. In the event a Public Hearing has been scheduled for a meeting that is to be canceled, then the date of said rescheduled Public Hearing shall be included in the public notices listed above herein.

The Board members may send via e-mail questions and concerns about an application to the Chairperson only. Members must not conduct e-mail discussions with more than one other Board member, as it would be in violation of the Public Meetings Law. When the Chairperson sends an e-mail to the Board on an application, all responses must be sent back to the Chairperson only. If the Chairperson determines that the information should be in the public record, he or she will enter it into the public record at the next scheduled public meeting on the application.

28. Override of Rules

By a majority vote, the Board may override any of these rules except for the layover and training rules. The Board member requesting the override is encouraged to provide the reasoning for his or her override.

29. Duties and Responsibilities

The duties and responsibilities of the Board are set forth in both the New York State Town Law and the Farmington Town Code. In addition to these duties and responsibilities, all Board members shall attempt to visit each site under consideration prior to the scheduled meeting.

All Board members are expected to be familiar with the contents of the adopted *Town of Farmington Comprehensive Plan*, the adopted *Town of Farmington Site Design and Development Criteria Manual*, the adopted *Town of Farmington Site Design Guidelines (Reference: Local Law #7 of 2009)*, the adopted *Town of Farmington Agricultural and Farmland Protection Plan*, and the Farmington Town Code.

30. Support Personnel and Town Staff Attendance

The Chairperson may request the presence of Town staff and/or members of Town boards and/or committees to attend Board meetings or the annual organizational meeting if pertinent information is needed by the Board that may be beyond the comments presented in the Board packets. Notice of such requests will be made following receipt of the Board packets and the meeting agenda and will be subject to the availability of the Town Staff or the requested support personnel for the Town.

31. Site Design Guidelines

The Town Planning Board, as part of its annual meeting, is required to review and take action on the “Town of Farmington Major Thoroughfare Overlay District (MTOD) Site Design Guidelines” which are an attachment to Local Law Number 7 of 2009. Once acted upon, a certified copy of the Planning Board Resolution adopting said Site Design Guidelines shall be filed with the Town Clerk, the Town Development Office, the Town Code Enforcement Officer, the Town Engineer and the Town Director of Planning and Development.

Should a need arise during the year to amend these Guidelines, the Board shall direct Town Staff to make such an amendment thereto and then take action to adopt said amended version following a public meeting where said action is documented. Once filed with the Town Clerk’s Office, copies shall be posted on the Town Website and made available to the general public.

32. Comprehensive Plan Maintenance

In accordance with the contents of Chapter 5, Implementation Chapter, *Town of Farmington Comprehensive Plan*, the Board is to prepare a report to the Town Operations Committee in July of each year. Said report is then to be reviewed and submitted by the Town Operations Committee to the Town Board for their acceptance at each year’s organizational meeting. The report will summarize the implementation actions underway and identify those actions to be undertaken during the coming year. Each year’s report, once accepted by the Town Board, will become an amendment to the current *Comprehensive Plan* and will be noted by Town Board resolution and entered into Appendix C, Public Participation, of said Plan.

33. Surety

Letter of Credit or Form of Surety Estimate:

The Board shall receive from the Town Director of Planning and Development a packet of information pertaining to the establishment of a Letter of Credit, or some other form of surety, for certain site improvements that ultimately will be dedicated to the Town. The packet will include information from the Town Engineer, Town Construction Inspector and the Director of Planning and Development stating that all requirements have been met by the applicant, reviewed by staff and are ready for submission to the Town Board.

Partial or Final Release of Funds from the Letter of Credit or Form of Surety:

The process for a release of surety (either partial or final) shall only be entertained by the Board when the requirements set forth in Chapter 144, Section 32. F. of the Town Code have been satisfied. In particular, the Board receives from the Director of Planning and Development a packet of information pertaining to the release of funds from the Letter of Credit or Surety Form, a completed and signed Appendix G-1.0 Form entitled “Letter of Credit Department Heads Signed Fax Transmittal” and a completed Letter of Credit Release Form G-2.0 (Town Site Design and Development Criteria) and a cover letter from the Town Engineer specifying the requested release. The packet shall also contain a draft Board resolution, a draft transmittal memo to the Town Board and a draft Town Board resolution requesting said resolution be acted upon by the Town Board.

Establishment of a Maintenance Bond:

If the request is for the final release of funds in the Letter of Credit or Form of Surety, then the Board resolution shall recommend that the Town Board first require the applicant to establish a Maintenance Bond for a period of two years from the date of formal dedication of the site improvements. As part of the packet of information to be received by the Board, from the Director of Planning and Development, there is to be a completed and signed Appendix General Site Improvements for Dedication Forms G-3.0 and G-3.1 (Town Site Design and Development Criteria). The remainder of the packet received shall include a cover memo from the Director of Planning and Development, a draft Board resolution, a transmittal memo to the Town Board from the Board Chairperson and a draft Town Board resolution to establish a Maintenance Bond prior to the final release.

Release of Maintenance Bond:

A request for the release of a Maintenance Bond shall be submitted by the Director of Planning and Development to the Board as part of a packet of materials for the Board’s consideration and action. Included in the packet will be a completed and signed Appendix G-3.2 General Site Improvements Offered for Dedication Form, Final Inspection Form, G-4.0 Final Inspection Form

for Expiring Surety and G-4.1 Final Inspection Form for Expiring Surety (Town Site Design and Development Criteria), a cover memo, a draft Planning Board resolution, a transmittal memo to the Town Board from the Board Chairperson and a draft Town Board resolution. Once the Town Board has acted upon the request to release final monies, the Town Clerk shall then release the Bond being held. In the event funds have been provided in lieu of a Maintenance Bond by certified bank check payable to the Town of Farmington and placed in the Town's Account Books, then a Town Board resolution directing the Town's Principal Account Clerk to prepare an Abstract for the requested refund to the applicant shall be necessary, provided the above referenced forms have been completed.

Note: There shall be no partial release of funds contained in a Maintenance Bond or other form of surety being held in lieu of a Maintenance Bond.

34. Filing

All adopted Rules of Procedure, as may be amended from time to time, shall be filed with the Town Clerk's Office, placed on the Town's website and, otherwise, be made available for public inspection on demand.

35. Effective Date

All adopted Rules of Procedure shall become effective on filing in the Office of the Farmington Town Clerk

36. Distribution

Certified copies of the 2019 Board Rules of Procedure shall be filed with the Town Clerk. In addition, an electronic Portable Document Format (PDF) copy shall be sent to all Board members, the Code Enforcement Officer, the Director of Planning and Development, and posted upon the Town's website. A copy of the 2019 Planning Board Rules of Procedure shall also be kept on file in the Town Development Office.

37. Conflict with New York State Town Law or Town Code

If any of these rules conflict with any provisions of the New York State Town Law or any section of the Farmington Town Code, the New York State Town Law or the Farmington Town Code provisions shall take precedence and that portion of these rules shall be disregarded with the remainder of the rules retaining their effectiveness.

■ The above resolution was offered by MS. NEALE and seconded by MR. VIETS at the meeting of the Board held on February 6, 2019. Following discussion thereon, the following vote was taken and recorded in the Official Meeting Minutes of the Board.

Adrian Bellis	Aye
Edward Hemminger	Aye
Shauncy Maloy	Aye
Mary Neale	Aye
Douglas Viets	Aye

Motion carried.

I, John M. Robortella, Clerk of the Board, do hereby certify to the above resolution and to its being acted on by the Board at a Meeting held on February 6, 2019.

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