

# *Town of Farmington*

1000 County Road 8  
Farmington, New York 14425

## **PLANNING BOARD ORGANIZATIONAL MEETING** **Saturday, January 12, 2019, 10:00 a.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

**Town Officials Present:**  
Supervisor Peter Ingalsbe  
Ronald Herendeen, Town Board Member

#### **1. MEETING OPENING AND PUBLIC NOTICE**

The meeting was called to order at 10:00 a.m.

Mr. Hemminger gave public notice of the 2019 Organizational Meeting at the Planning Board meetings which were held on December 19, 2018; and on January 2, 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, which published notice of the meeting in the print edition of the newspaper.

#### **2. SUPERVISOR'S REPORT**

Supervisor Ingalsbe provided the following information:

- The finances for 2018 were closed with good revenues. The year-end financial reports are now being prepared by Town staff for the auditor’s review at the end of this month and in March.
- In early 2019, the Town Board is expected to adopt the Town’s first five-year capital plan for equipment, and for buildings and grounds.
- A new position in the Building Department has been created by the Town Board to augment the department staff due to the increasing workload which has occurred with the continuing and sustained growth of the Town.
- Following the denial of the State grant for the development of Beaver Creek Park, the Town Board is expected to move forward with local funds for the installation of water and sewer lines and with the coordination of the installation of electric and gas lines. A contract for earthwork and athletic fields may be ready for bidding this fall.
- The Town Highway Department will begin work this year on drainage improvements and the reconstruction of the Hook Road/Curran Road intersection. Safety improvements will include the redesign of the corner as a “T” intersection.
- Bids will be received this year for the joint Farmington–Canandaigua improvement project on Canandaigua–Farmington Town Line Road. When work begins, the road will be closed for approximately three to four months and will include the replacement of a culvert near Estate Drive.

### **3. CHAIRPERSON’S REPORT**

Mr. Hemminger extended appreciation to the Town Board and to the Town professional staff for their support of the Planning Board and especially for their counsel and assistance as the Delaware River Solar project moves through the Subdivision, Site Plan and Special Use Permit stages of review.

He noted that approximately half of the projects which came before the Planning Board in 2018 may be considered “significant” projects for the Town. These include Delaware River Solar, Hathaway’s Corners, Always Locked Mini-Storage, Indus Hospitality (Taco Bell and Microtel Hotel), Hickory Rise Subdivision (Section 4), Monolith Solar, American Equipment, KJ Transportation, Home Leasing (Farmington Gardens II), Farmington Dental (Alicia Sturn, D.D.S.), Empire Pipeline and the Pintail Crossing Subdivision, among others.

### **4. OPEN DISCUSSION**

***Director of Development and Planning:***

Mr. Brand discussed the following topics:

- Work on the Auburn Trail segment through the Town of Farmington will resume on May 1, 2019, with a scheduled completion of date of May 15, 2019.
- Copies of the Sewer Master Plan maps prepared by MRB Group are available for review. The maps will serve as planning resources for the proposed Farmington Pointe Project (1600 Rochester Road, Robert Laviano property) and the proposed DOMA 332 Incentive Zoning Project (AP Plumbing, east side of State Route 332).
- An Incentive Zoning application is expected to be submitted by the developer of the Farmington Market Center on State Route 96 (Tops Supermarket Plaza) to the Town Board at the meeting on January 22, 2019. This project includes the construction of a Mavis Tire Store on the southeast corner of State Route 96 and Mertensia Road. Mr. Brand said that concerns have been expressed about the outdoor storage of tires at other Mavis Tire Store locations and that this point, among others, will be addressed during the site plan review.
- An application is expected in 2019 for the expansion of the Home Power Systems headquarters at 1127 Corporate Drive. Mr. Brand said that the company plans to double the size of its facility in Farmington on company-owned property at that location.
- Construction is in progress on the expansion of American Equipment LLC at 6112 Collett Road.
- Updates to the Site Design and Development Criteria in 2019 will include revisions to several in-house forms which are used by Town staff for establishment and releases of partial and final letters of credit and sureties.
- The Public Hearings before the Planning Board and the Zoning Board of Appeals on the Delaware River Solar project on Yellow Mills Road will continue this month (Planning Board Continued Public Hearing on January 16th; Zoning Board of Appeals Continued Public Hearing on January 28th). An additional set of questions has been submitted to the applicant. The Town continues to await the Notice of Intent (NOI) for this project, which is to be issued by the New York State Commissioner of Agriculture and Markets. Mr. Brand said that the Planning Board Public Hearings will not be closed until the NOI is received. The NOI requirement was established by State law in August 2018 for solar projects which will receive funding from the New York State Energy Research Development Authority (NYSERDA). A meeting of the attorneys for the Commissioner of Agriculture and Markets and for NYSERDA was held on Decembert 20, 2018, to discuss the NOI for the Farmington project. This was one of the first opportunities for the two agencies to discuss the new State requirement. Further details on the status and receipt of the NOI will be provided as they are received.

- A representative of the Urban Land Institute has contacted Mr. Brand regarding the organization's plans to survey Farmington in response to the active growth of the Town. The mission of the Urban Land Institute is to provide leadership in the responsible use of land and in creating and sustaining thriving communities worldwide. The Institute has offices in Washington, D.C.; Canada, Europe, Asia and Latin America.
- The updated Town of Farmington Zoning Map, which has been filed with the Town Clerk, was distributed at the meeting to board members.
- The Overall Preliminary Site Plan for the Hathaway's Corners project (southwest corner of State Route 332 and County Road 41) has been signed and filed. The applicant is expected to submit the Final Site Plan for Phase 1 to the Building Department on January 17th, for discussion at the Project Review Committee meeting on February 1st, and for presentation to the Planning Board on February 6th.
- The ribbon-cutting ceremony for the new Farmington Dental Office (Alicia Sturn, D.D.S.) will be held at 11:00 a.m. today (January 12, 2019).
- Work on the updates to the Town Code and the *Comprehensive Plan* will continue this year.
- LeFrois Builders & Developers has been informed of the pending Incentive Zoning application to be submitted to the Town Board by the developer of the Farmington Market Center (Tops Supermarket plaza) on January 22, 2019. LeFrois is considering a commercial/residential project on the adjacent parcel of land on the south side of State Route 96, east of the Tops Supermarket.
- No new information has been received from the Simmons-Rockwell automobile dealership regarding plans for a dealership on the north side of State Route 96 opposite Finger Lakes Gaming & Racetrack. Mr. Brand said that that the dealership is reviewing potential franchise agreements with automobile manufacturers.

***Town Engineer:***

Mr. Brabant discussed the following topics:

- The updated Town of Farmington Zoning Map has been completed and distributed in hard-copy format to the Town Clerk, staff and board members. An electronic version for the website is now being prepared.
- The master map for sewer and water utilities is now being updated regarding capacities in various areas of the Town, including portions of the Town of Victor. The GIS system will be used for the update of the water master plan to update pressure zones and PRV locations for the identification of new project pressure

zones during the early stages of project review. Critical areas for the sewer capacity in the vicinity of State Route 332 and State Route 96 are being studied. Options will be provided for methods to reduce capacity on the existing sewer lines. These updates will benefit the Project Review Committee and the Planning Board during reviews of new applications.

- Ongoing updates will continue this year on the Site Design and Criteria Manual. For ease of access, a web portal is in progress for this data by MRB Group. Web access is expected to be ready for release to the Town next week.
- Mr. Brabant reported that he met with Mr. Brand and Mr. Morse to create project tracking checklists for letters of credit, dedications, pre-construction meeting requirements, and the status of projects for which plans have not yet been signed. The checklists will be updated twice a month following the internal Staff meetings. The dedication checklist will include all components of a project which are required for completion prior to Town Board acceptance, i.e., stormwater maintenance agreements, letters of credit, etc.
- Mr. Brabant reported that the independent wetland delineation of the Smith property on Yellow Mills Road has been completed as required by the Planning Board and will be presented at the Planning Board meeting on January 16th during the continuation of the Delaware River Solar project public hearing. Mr. Brabant said that the independent delineation shows no substantial differences from the delineation which had been provided by the applicant. The independent delineation was prepared by Diehlux LLC of East Bloomfield, N.Y.
- The Farmington Gardens II project (“Farmington on the Creek”) has been added to the list of projects for tracking. The developer has been required to provide photometrics for outdoor lighting which must demonstrate compliance with the approved site plan.
- A change has been made by American Equipment at the construction site on Collett Road for an alternate design of a drainage swale which has been filled in. Mr. Brabant said that the issue is how stormwater runoff will now be channeled to the stormwater management facility on the site. He said that a major change would require approval of an amendment to the Final Site Plan by the Planning Board.

### ***Planning Board Members:***

Mr. Hemminger reported that he spoke with the Town Attorney to clarify the purpose of public hearings as a means to receive input from the public.

Mr. Hemminger requested that the Town staff prepare a complete list of letters, documents and reports which have been received from the applicant and from residents re-

garding the Delaware River Solar project. He said that this list would enable residents to confirm that their letters and materials have been received by the Town. Mr. Hemminger referred to the January 9th communication from Daniel Compitello of Delaware River Solar which provided a list of 19 specific items. The list showed the dates that the items were submitted and the dates that the items were updated (when applicable).

Mr. Viets suggested that Drop Box or a similar electronic file system be used for the filing of all letters and materials related to the Delaware River Solar application. He said that board members and Town staff could then have access to the complete file via a password-protected electronic site.

## **5. 2019 RULES OF PROCEDURE**

Prior to the meeting, Mr. Hemminger and Mr. Brand provided suggested revisions to the Rules of Procedure to board members and Town staff.

Suggested revisions were discussed for the following sections:

3. Agendas and Legal Notices
14. Duties and Responsibilities
27. Attendance at Public Meetings and Committee Meetings
33. Surety

Mr. Hemminger will prepare a revised draft of the Rules of Procedure for distribution to the board and Town staff for further review prior to adoption.

Mr. Hemminger also requested the clerk to send the current version of the MTOD Site Design Criteria to board members and Town staff for review and possible updating. The most recent update to this document was in March 2017.

## **6. ADJOURNMENT**

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

Motion carried by voice vote.

The meeting was adjourned at 11:20 a.m.

The next regular meeting of the Planning Board will be held at the Farmington Highway Garage, 985 Hook Road, Farmington, N.Y. 14425, on Wednesday, January 16, 2019, at 7:00 p.m.

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

Respectfully submitted,

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John M. Robortella,  
Clerk of the Farmington Planning Board

L.S.