

## *Town of Canandaigua*

5440 Routes 5 & 20 West  
Canandaigua, New York 14424  
(585) 394-1120 / Fax (585) 394-9476

### **PLANNING REVIEW COMMITTEE (PRC)**

**Monday, May 11, 2020 • 9:00 a.m.**

### **MEETING MINUTES**

*All applicants are hereby given notice that the following report provides positive input to keep the application process moving forward. There may likely be additional PRC comments or Planning/Zoning Board of Appeals comments forthcoming based upon further review by the members of the PRC or respective boards.*

***If PRC requirements are not submitted by the deadline given in the minutes, the application will not appear on the Planning Board or Zoning Board of Appeals agenda(s).***

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#### **PLANNING BOARD APPLICATION FOR WEDNESDAY, JUNE 24, 2020**

***Note:*** This meeting is on a Wednesday.

#### **CPN-20-029**

**Steven C. Day, owner of property at 4841 County Road 16**

TM #140.18-1-4.100

Requesting a Single-Stage Site Plan approval for replacement of the driveway with a new driveway and installation of a new septic system.

#### Application Information:

1. A Public Hearing **IS NOT** required.
2. State Environmental Quality Review (SEQR)—**Type II Action.**
3. A referral to the Ontario County Planning Board **IS NOT** required.
4. The Planning Review Committee will forward a copy of the application and supporting documentation to the following agency/agencies for their review and recommendation:
  - Tyler Ohle, Watershed Inspector (digital PDF file)
  - Town Environmental Conservation Board (digital PDF file)
  - James Fletcher, Town Highway and Water Superintendent (digital PDF file)
  - Jim Russell, Chief, Cheshire Fire Department (paper copy)
  - Kevin Olvany, Canandaigua Lake Watershed Council (digital PDF file)
  - William Wright, Ontario County DPW (paper copy)

The applicant shall submit the following requested information to the Town Development Office **prior to 4:00 p.m. FRIDAY, MAY 15, 2020**, to be considered for the **WEDNESDAY, JUNE 24, 2020**, Planning Board agenda:

1. See attached ***One-Stage (Preliminary & Final) Site Plan Checklist***—All items with an open circle to the right must be addressed prior to the application being further processed, as follows:

**General Content:**

All dimensions shall be shown in feet and in hundredths of a foot.

Proposed development name or identifying title: *Site Plan of Steven C. Day.*

Names of owners of all abutting land.

Date, north point and scale. The site plan shall be at a scale of no more than 100 feet to the inch: *Provide a bar scale.*

A legible location map.

A map revision box.

A map legends/key.

A signature block for the Planning Board Chairperson and others as may be required: *Provide signature blocks for the Planning Board Chairperson, Town Engineer and Town Water Superintendent.*

Current zoning of the land including district boundaries and all setback dimensions for said zoning district(s).

**Existing Conditions:**

Area of the subject lot(s).

Required building setback lines on each lot.

The boundaries and nature of all existing easements, deed restrictions and other encumbrances: *Is there an agreement with neighboring property owner on south retaining wall and drainage?*

Existing contours at vertical intervals of 20 feet, including the source of the information. In the case of steep or unusual tracts, the Planning Board may require contours at such lesser intervals as it finds necessary for study and planning of the tract: *Note on the plans*

*existing slopes of 10% and greater, and areas of disturbance. And provide the source of the contour information.*

Delineation of natural features described in the NRI including:

Existing watercourses: *Need label.*

Land exceeding a slope of 10%.

All significant man-made features including but not limited to:

Width, location and sight distances for all private driveways.

Limits of pavement and parking areas: *What is the existing setback from parking to the property line? What is the proposed setback for the new area?*

### **Proposed Conditions: Development:**

The boundaries and nature of all proposed easements, deed restrictions and other encumbrances: *Agreement with neighboring property owner on south retaining wall and drainage? Drainage from driveway appears to be directed to neighboring property?*

Location and widths of all proposed driveway intersections with streets and sight distances therefrom. Suitable means of access in accordance with Town Code and Town of Canandaigua Site Design and Development Criteria.

Location and size of all proposed water mains, laterals, hydrants, meters and valves: *Any changes proposed to water service?*

### **Final Site Plan Requirements—Chapter 220, Section 220-70:**

Cost estimates for improvements where surety may be required by the Planning Board including but not limited to: landscaping, and stormwater and erosion control measures. Sureties shall comply with Town Code § 174-32 “Surety.”

2. Submit a Site Development Permit.
3. Provide details on the drainage grading/design/discharge point and the retaining wall on the south side of the property. Show complete contours; describe how the new drainage flow will tie-in with the existing drainage flow.
4. Clarify the status of the retaining wall/drainage that crosses onto the neighboring property to the south; provide correspondence (if any) with the neighboring property owner regarding the drainage flow onto the neighboring property.
5. *See Town of Canandaigua Site Design and Development Criteria regarding the driveway slope and vehicle leveling area at the road, i.e., the slope of a driveway may not exceed*

15 percent; a leveling area of a minimum of 30 feet in length and a maximum of 3 percent slope adjacent to the right of way may be required (reference: Site Design and Development Criteria, Article IV “Highway and Road Design Improvements,” Section D “Vertical Alignment”).

6. Provide the status of the approval of the septic system.
7. The applicant shall provide **3** complete hard copies of the plans. The applicant shall also submit a **PDF FILE** of the plans via e-mail to the Development Office at:

**devclerk@townofcanandaigua.org**

Information for the Applicant:

1. The applicant will receive a copy of the Planning Board meeting agenda approximately 10 days prior to the meeting date. The applicant is required to be in attendance at the meeting. If the applicant cannot attend the meeting and wishes the Planning Board to act on the application in their absence, the applicant shall contact the Development Office prior to 12:00 p.m. the day of the meeting.
2. The property owner is on notice that no development shall commence until the proper permits have been obtained from the Town’s Development Office.
3. Your application will be referred to an outside consultant and/or consultants hired by the Town of Canandaigua (Town Engineer, Watershed Inspector, Town Attorney, etc.). ***YOU—the property owner—will be invoiced by the Town for the reimbursement of these expenses.*** The property owner is on notice that he or she is responsible for reimbursing the Town for any/all consultant fees accrued by the Town regarding this application. This includes resolutions written by the Town Engineer for each Zoning Board of Appeals or Planning Board meeting.