

## *Town of Canandaigua*

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

### **PLANNING REVIEW COMMITTEE (PRC) MEETING MINUTES—MARCH 11, 2019**

*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 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 TUESDAY, APRIL 9, 2019**

**CPN-19-21**                      **Venezia & Associates, 5120 Laura Lane, Canandaigua, N.Y. 14424, representing Daniel Hoffend and Laurie Hoffend, 5903 Shy Drive, Frisco, Texas 75034, owners of property at 4853 County Road 16. TM #140.18-1-6.00**  
Requesting Single-Stage Site Plan approval for construction of a new Accessory Structure (garage).

#### 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:
  - Town Environmental Conservation Board
  - MRB Group D.P.C.
  - Kevin Olvany, Canandaigua Lake Watershed Council

The applicant shall submit the following requested information to the Town Development Office **prior to 4:00 p.m. FRIDAY, MARCH 15, 2019**, to be considered for the **TUESDAY, APRIL 9, 2019**, Planning Board agenda:

1. See attached **Single-Stage (Preliminary and 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:**

Date, north point and scale. The site plan shall be at a scale of no more than 100 feet to the inch: Update the date on the plans.

A signature block for the Planning Board Chairperson and others as may be required: Remove the signature line for the Town Highway Superintendent.

A completed agricultural data statement for identifying whether the site lies within an area which is further regulated under §283-a of Town Law, as amended.

For lots located within or adjacent to established Ontario County Agricultural District lands, the site plans shall have a general note which identifies and thereby acknowledges the provisions of the Town's Right-to-Farm Law.

**Existing Conditions:**

Delineation of natural features described in the NRI including:

- Land exceeding a slope of 10%.

**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 storm water and erosion control measures. Sureties shall comply with Town Code §174-32 "Surety."

2. Add a note to the plans describing measures for storm water drainage during construction.
3. Add a note to the plans describing plans for handling excess soil during construction (stockpiling on the site or removal from the site, etc.).
4. The applicant shall provide **9** 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](mailto: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 this 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.