

# *Town of Canandaigua*

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

*Established 1789*

## **PLANNING REVIEW COMMITTEE (PRC) Meeting Notes of October 12, 2021**

**TO:** MARKS ENGINEERING FOR JUNE HERMAN  
**FROM:** DEVELOPMENT OFFICE  
**EMAIL:** [BMARKS@MARKSENGINEERING.COM](mailto:BMARKS@MARKSENGINEERING.COM) [PSARKIS@MARKSENGINEERING.COM](mailto:PSARKIS@MARKSENGINEERING.COM)  
**DATE:** Wednesday, October 13, 2021

*You are hereby given notice that the following report provides positive input to keep the application process moving forward.*

*Please be aware that failure to submit the requested information by the deadline listed below will likely result in your application being deemed incomplete. Incomplete applications are not placed on any agenda and will not be referred to outside agencies for review.*

### **PLANNING BOARD FOR TUESDAY, NOVEMBER 23, 2021**

**CPN-21-087 Marks Engineering, c/o Brennan Marks, P.E., 42 Beeman Street, Canandaigua, N.Y. 14424; and Sally Herman, 3588 County Road 16, Canandaigua, N.Y. 14424; representing June G. and Roger M. Herman, owners of property at 3588 County Road 16.**  
TM #98.17-1-23.000  
Requesting a Single-Stage Site Plan approval for a tear down and rebuild of a one-story accessory structure (same footprint, 515 square feet).

#### 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:

*All are digital PDF files unless otherwise noted:*

- Chris Jensen, Town Code Enforcement Officer
- Canandaigua Lake County Sewer District
- Town Environmental Conservation Board

- James Fletcher, Town Highway and Water Superintendent
- Ontario County Department of Public Works
- 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, OCTOBER 15, 2021**, to be considered for the **TUESDAY, NOVEMBER 23, 2021**, 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.
2. Submit an existing conditions drawing, stamped by a surveyor, showing boundaries.
3. Submit elevation renderings of the new structure.
4. Submit a statement of compliance with the Shoreline Development Guidelines.
5. The applicant shall provide **1 complete hard copy** of the plan. 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 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 upon the application in their absence, the applicant shall contact the Development Office prior to 12:00 p.m. the day of the meetings.
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.