

# *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 June 15, 2020**

**TO:** DESIGN WORKS ARCHITECTURE REPRESENTING GEORGIA & DOUG LAMB  
**FROM:** DEVELOPMENT OFFICE  
**EMAIL:** [KENDALL@NEWDESIGNWORKS.COM](mailto:KENDALL@NEWDESIGNWORKS.COM) [GIGILAMB1@GMAIL.COM](mailto:GIGILAMB1@GMAIL.COM)  
**DATE:** Wednesday, July 15, 2020

*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.*

**POSSIBLE ZONING BOARD OF APPEALS APPLICATION FOR TUESDAY, AUGUST 18, 2020  
PLANNING BOARD APPLICATION FOR TUESDAY, AUGUST 25, 2020**

**CPN-20-045 Design Works Architecture, 6 North Main Street, Suite 104, Fairport, N.Y. 14450; representing Georgia and Douglas Lamb, owners of property at 3860 County Road 16  
TM #113.13-1-1.100  
Requesting a possible Area Variance and a Single-Stage Site Plan approval to construct a two-story addition, an open and covered patio addition and a new gravel driveway.**

### Application Information:

1. A Public Hearing **IS REQUIRED** required (*if a zoning Area Variance is needed*)
2. State Environmental Quality Review (SEQR)—**Type II Action.**
3. A referral to the Ontario County Planning Board **IS NOT** required (*unless ZBA 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 Historian (digital PDF file)
  - Town Environmental Conservation Board (digital PDF file)
  - James Fletcher, Town Highway and Water Superintendent (digital PDF file)
  - MRB Group D.P.C. (digital PDF file)

- Ontario County Planning Board (digital PDF file)—*if an Area Variance is needed.*
- Jim Russell, Chief, Cheshire Fire Department (paper copy)
- Kevin Olvany, Canandaigua Lake Watershed Council (digital PDF file)
- William Wright, Ontario County Department of Public Works (paper copy)

The applicant shall submit the following requested information to the Town Development Office **prior to 4:00 p.m. FRIDAY, JULY 17, 2020**, to be considered for the **TUESDAY, AUGUST 18, 2020**, Zoning Board of Appeals agenda (if required) and the **TUESDAY, AUGUST 25, 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.

A signature block for the Planning Board Chairperson and others as may be required: *Add a signature block for the Town Engineer.*

**Existing Conditions:**

Required building setback lines on each lot: *Wyffels is incorrect. Should show as 60 ft.*

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.

Existing vegetative land cover. *Show existing trees and which, if any, are to be removed.*

Tree masses and other significant land cover.

Public and private wells, water mains and fire hydrants: *Show the nearest fire hydrant.*

Drainage features including stormwater ponds, swales, culverts and known underground drain tiles: *Any existing drainage features?*

**Proposed Conditions: Development:**

Existing and proposed contours, at vertical intervals of no more than five feet: *Proposed contour changes are unclear.*

The proposed building setback from each property line and other buildings on the same lot: *Show the setback of the existing and proposed gravel driveway to south property line.*

Proposed vegetative land cover and landscaping: *Show proposed landscaping, if any; provide a statement of compliance with the Shoreline Development Guidelines.*

Outdoor lighting: *Provide a note regarding dark-sky compliant outdoor lighting.*

**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. Provide documentation of the existing 27-foot building height. Failure to document this nonconformity may jeopardize the ability to construct above 25 ft.
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 Zoning Board of Appeals and/or the Planning Board meeting agendas approximately 10 days prior to the meeting dates(s). The applicant is required to be in attendance at the meetings. If the applicant cannot attend the meetings and wishes the Zoning Board of Appeals and/or 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.