

# *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 November 16, 2020**

**TO:** PETER & KATHERINE MCKELLAR  
**FROM:** DEVELOPMENT OFFICE  
**EMAIL:** [PGMCKELLAR@GMAIL.COM](mailto:PGMCKELLAR@GMAIL.COM)  
**DATE:** Tuesday, November 17, 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.*

### **ZONING BOARD OF APPEALS APPLICATION FOR TUESDAY, DECEMBER 15, 2020**

**CPN-20-077 Peter and Katherine McKellar, owners of property at 5205 Emerson Road**  
TM #56.00-2-11.200  
Requesting an Area Variance for a second access driveway when only one is permitted (for a pole barn).

#### Application Information:

1. A Public Hearing **IS** 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, Code Enforcement Officer
- Bob DiCarlo, Town Agricultural Advisory Committee
- James Fletcher, Town Highway and Water Superintendent

The applicant shall submit the following requested information to the Town Development Office **prior to 4:00 p.m. FRIDAY, NOVEMBER 20, 2020**, to be considered for the **TUESDAY, DECEMBER 15, 2020**, Zoning Board of Appeals agenda.

1. See attached ***Sketch Plan Checklist***—All items with an open circle to the right must be addressed prior to the application being further processed, as follows:

The Sketch Plan shall be clearly designated as such and shall identify all existing and proposed:

- Land uses: *Will the driveway still be used as an agricultural driveway?*
- Development including buildings, pavement and other improvements including setbacks: *Paved driveway?*

2. 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 Zoning Board of Appeals 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 meetings and wishes the Zoning Board of Appeals 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.