

# Ontario County Planning Board

Jaylene Folkins, Chair  
Tim Marks, Vice Chair

## ADMINISTRATIVE REVIEW REFERRAL

The application described herein has been reviewed using an administrative review process established by the Ontario County Board of Supervisors (Resolution 540-2006). The subsequent official recommendation is derived from policies established by the Ontario County Planning Board. Recommendations for referrals not subject to administrative review can be found in the draft minutes from the respective CPB full board meeting.

<b>Referral No:</b> 164 - 2016	<b>Referring Municipality &amp; Agency:</b> Town of Canandaigua - Planning Board	<b>Date Received:</b> 09/29/2016	<b>CPB Meeting Date:</b> 10/12/2016
<b>Type of Application:</b> Special Use Permit		<b>Administrative Review:</b> Class: AR-1	
<b>2. Applicant:</b> Dianne Eagle			
<b>3. Property Owner (if different from the applicant):</b>			
<b>4. Tax Map #:</b> 71.18-3-22.100	<b>Project Description:</b> Special Use Permit Request to start a major home occupation of running an art studio and art lessons. The project is located at 4727 Grandview Park in the Town of Canandaigua.		
<b>Referral Recommendation:</b> N/A			

### Policy AR-5: Applications involving one single family residential site, including home occupations.

The intent of this policy is to:

- Address residential development that may infringe on County ROW's or easements for roads and other infrastructure.
- Address traffic safety along intermunicipal corridors by encouraging proper placement of residential driveways along County roads.
- Address impacts to ground and surface waters


C - All other applications subject to policy AR-5.

**Final Classification:** Class 1

### Findings:

1. As of 2005 69% of the parcels in Ontario County were classified as one or two family residential. Between 2000 and 2005, 2,018 residential parcels were added to the County's tax rolls (*Ontario Co. RPTS Annual Report*)
2. Collectively individual residential developments have significant impacts on surface and ground water.
3. Proper storm water and erosion control is also needed to achieve that same end.
4. These issues can be addressed by consulting appropriate agencies during local review and ensuring that those standards are met.
5. The applicant and referring agency are strongly encouraged to involve Ontario County Soil and Water Conservation District as early in the review process as possible to ensure proper design and placement of on-site septic.
6. The applicant and referring agency are strongly encouraged to involve Canandaigua Lake Watershed Manager as early in the review process as possible to ensure proper design and implementation of storm water and erosion control measures.

**Final Recommendation** –The CPB will make no formal recommendation to deny or approve.

  
Thomas Harvey, Director  
Ontario County Planning Department

 10/15/16  
Date

## Administrative Reviews

The Ontario County Planning Department prepares administrative reviews of referrals as authorized, in accordance with the CPB bylaws. The bylaws include criteria that identify applications that are to be reviewed administratively and specify the applicable recommendations that are to be made to the municipality. AR-1 is an administrative review that is a Class 1 and AR2 is a review as a Class 2 and require local board action if disapproved. The following table summarizes the administrative review policies specified in the bylaws.

<b>Administrative Review Policies:– Ontario County Planning Board By-Laws Appendix D</b>	
<b>AR-1</b>	Any submitted application clearly exempted from CPB review requirements by intermunicipal agreement
<b>AR-2</b>	Applications that are withdrawn by the referring agency
<b>AR-3</b>	Permit renewals with no proposed changes
<b>AR-4</b>	Use of existing facilities for a permitted use with no expansion of the building or paved area <i>(Applications that include specially permitted uses or the addition of drive through service will require full Board review)</i>
<b>AR-5 A. Class 2 Denial</b>	Applications involving one single-family residential site infringing on County owned property, easement or right-of-way.
<b>AR-5 B.</b>	Applications involving one single-family residential site adjoining a lake that requires an area variance
<b>AR-5 C.</b>	All other applications involving a site plan for one single-family residence.
<b>AR-6</b>	Single-family residential subdivisions under five lots.
<b>AR-7 A. Class 2 Denial</b>	Variances for signs along major designated travel corridors.
<b>AR-7 B.</b>	Applications involving conforming signs along major travel corridors.
<b>AR-8</b>	Co-location of telecommunications equipment and accessory structures on existing tower and sites (Applications for new towers or increasing the height of an existing tower will require full Board review)