

**12/12/22- PRC Minutes**

Shawna Bonshak &lt;sbonshak@townofcanandaigua.org&gt;

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To: anthony@veneziasurvey.com &lt;anthony@veneziasurvey.com&gt;;rob@wolfearchitecture.com &lt;Rob@WolfeArchitecture.com&gt;

Cc: Kim Burkard &lt;kburkard@townofcanandaigua.org&gt;

**PLANNING REVIEW COMMITTEE (PRC)****Monday, December 12, 2022 • 9:00 a.m.****MEETING MINUTES**

*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 of Appeals 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).*

**ZONING BOARD OF APPEALS FOR TUESDAY, JANUARY 17, 2023****PLANNING BOARD FOR TUESDAY, JANUARY 24, 2023****CPN-22-087****Venezia & Associates, 5120 Laura Lane, Canandaigua, N.Y. 14424;****CPN-22-088****representing John and Kelly Alvermann, owners of property at 3473 Lakeview Lane.**

TM #98.13-1-20.000

**CPN-22-087:** Requesting area variances for an addition to an existing residence:

Front setback of 28.63 feet.

Building coverage of 22.6 percent.

Lot coverage of 32.4 percent.

**CPN-22-088:** Requesting a Single-Stage Site Plan approval for the construction of an addition to the existing garage. Site improvements will include grading and drainage.*Previously reviewed at the Planning Review Committee meeting on November 14, 2022.*Application Information:

1. A Public Hearing **IS** required (for the Zoning Board of Appeals meeting).
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
- Town Environmental Conservation Board
- MRB Group D.P.C.

***If any of the following names are on the above list, then these individuals are to receive paper hard copies:***

- ***William Wright, Ontario County Department of Public Works***
- ***Timothy McElligott, P.E., Canandaigua Lake County Sewer District***
- ***Sheryl Robbins, P.E., New York State Department of Health***

The applicant shall submit the following requested information to the Town Development Office **prior to 4:00 p.m. FRIDAY, DECEMBER 16, 2022**, to be considered for the **TUESDAY, JANUARY 17, 2023**, Zoning Board of Appeals agenda and the **TUESDAY, JANUARY 24, 2023**, Planning Board agenda.

*Previous requested information from the Planning Review Committee meeting on November 14, 2022:*

1. Provide digital files of the elevation renderings of the new garage.
2. Provide a digital file of the site plan.
3. Show the setback lines on the site plan.
4. Provide an existing conditions plan.
6. Label the minimum left-side and the minimum right-side setbacks on the plan.
7. The Planning Board may ask about the maintenance of Lakeview Lane by the Homeowners' Association.

*Additional comments from the Planning Review Committee on December 12, 2022:*

8. Provide an amended application to the Zoning Board of Appeals (one original variance is no longer required).
9. Provide an existing conditions stamped survey plan. Identify on the existing conditions plan what is to be removed from the property (or provide a separate demolition plan).
10. Provide a proposed conditions stamped survey plan.
11. Increase the size of the type on the plans for better legibility; type is very small now.
12. 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:

**[kburkard@townofcanandaigua.org](mailto:kburkard@townofcanandaigua.org)**

Information for the Applicant:

1. The applicant will receive a copy of the Zoning Board of Appeals and the Planning Board agendas approximately 10 days prior to the meeting dates. The applicant is required to be in attendance at the meetings. If the applicant cannot attend the meetings 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 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.

**Shawna E. Bonshak (She/Her)**

Town Planner, Town of Canandaigua

Email: [sbonshak@townofcanandaigua.org](mailto:sbonshak@townofcanandaigua.org)

Phone: 585-337-4722 | Mobile: 315-719-3457



5440 State Route 5/20 West, Canandaigua, NY

14424

[www.townofcanandaigua.org](http://www.townofcanandaigua.org)

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