

Town of Canandaigua

5440 Routes 5 & 20 West
Canandaigua, New York 14424

ENVIRONMENTAL CONSERVATION BOARD MEETING AGENDA

Established November 4, 2009

THURSDAY, FEBRUARY 3, 2022, 4:30 P.M.

PREPARED JANUARY 31, 2022

The meeting WILL be hybrid style held both at the Town Hall, Oriana Conference Room and via Zoom. Zoom information as follows. Please note that if you are joining via Zoom, you will be entered into a waiting room and the host will admit you. If the host needs to communicate with you while you are in the waiting room, they will do it via the chat in Zoom. Masks are required for any persons joining the meeting at Town Hall.

Topic: Environmental Conservation Board

Time: Feb 3, 2022 04:30 PM Eastern Time (US and Canada)

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: <https://us02web.zoom.us/meeting/tZYqf-iurjMvHtJGye6Zd1HTSQgOjaSSJBQM/ics?icsToken=98tyKuGqqTMrHNSdtR2BRpwQB4qgd-7ziFxYgrd3uwbgVRpXMyvCBdNFHbh-I-v6>

Join Zoom Meeting

<https://us02web.zoom.us/j/82781608546>

Meeting ID: 827 8160 8546

One tap mobile

+16465588656,,82781608546# US (New York)

+13017158592,,82781608546# US (Washington DC)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 827 8160 8546

AGENDA

Meeting Called By: Adeline Rudolph, *Facilitator*

Board Members: Justin Damann Gary Kochersberger Edith Davey
Pat Venezia Leif HerrGesell Eric Obenauer
Kimberly Burkard

Recording Secretary: Kimberly Burkard

Staff Members: Shawna Bonshak

Guests:

- a. Call to Order by the Facilitator
- b. Pledge of Allegiance
- c. Introduction of Guests by the Facilitator
- d. Continued Organizational Meeting—Per the adopted 2021 Rules of Procedure
- e. Approval of the Minutes—January 6, 2022
- f. Privilege of the Floor
- g. Report of the Development Office
- h. Referrals from the Town Board
- i. Referrals from the Citizens' Implementation Committee (CIC)
- j. Referral from the Ordinance Committee
- k. Referrals from the Planning Review Committee (PRC)
Referred January 18, 2022

None.

m. Old Business

1. ECB Page for Town Newsletter (Ms. Venezia)

February: Backyard Maple Syrup by Mr. Kochersberger
March: TBD
April: TBD

2. Town Hall Display Case (Ms. Davey)

Winter exhibit: Uses of a Dead Tree by Ms. Davey
Spring exhibit: Spring Wildflowers by Ms. Davey

n. New Business

1. **Member Application, Meghan Miller.** (See resume in email attachment)
 2. **ECB Referral Review Checklist**
 3. **Update ECB Board Rules of Procedure – Exhibit B Remote Attendance** (see below)
- o.** Member Reports
1. **Citizens Implementation Committee Representatives**
 2. **Local History Team**
 3. **Town Tree Board**
 4. **2022 Strategic Goals (ECB-related)**
 - Permanently protect lands with natural resource significance and support recreation on protected lands
 - Promote housing and development growth within identified growth nodes and discourage development in environmentally sensitive areas (revise ordinances as needed to achieve this goal)

p. Future Training Opportunities:

■ **2022 Municipal Bootcamp**

Hancock Estabrook and MRB Group are offering a free annual training program to assist local governments, municipal officials, and planning and zoning boards. The program will include 10 hours of remote training designed to provide a comprehensive education that encompasses all aspects of municipal governance.

Use this link for the 2022 Municipal Bootcamp information page. RSVP and registration tab are at the bottom of the website page: <https://www.hancocklaw.com/events/the-2022-municipal-bootcamp/>

- January 27, 2022, 6–7pm.
Getting it Together: The Basics of Running a Meeting
- February 24, 2022, 6–7pm.
Planning for Success: The Environmental Conservation Board Role in Community Development
- March 24, 2022, 6–7pm.
How Appealing: The Role of the Zoning Board of Appeals in Community Development
- April 28, 2022, 6–7pm.
Here Comes the Sun: Shaping Solar and Battery Storage Projects
- May 19, 2022, 6–7pm.
Keep the Grass Green and the Water Clean: Your Role in SEQR Review
- June 23, 2022, 6–7pm.
How it All Fits Together: Long-Range Plans and Near-Term Challenges
- July 28, 2022, 6–7pm.

- Ask Us Anything: Hot Topics in Planning, Zoning and Community Development
- September 22, 2022, 6–7pm.
What Not to Say and What Really Not to Do: Avoiding Sexual Harassment
 - October 27, 2022, 6–7pm.
A History Lesson: Managing Projects with Historic Significance
 - December 22, 2022, 6–7pm.
Santa’s Nice and Naughty List: The Best and Worst of 2022

■ **General Code e-Code**

Daily drop-in lunchtime training Q&A sessions plus webinars in several categories.
Information: <https://www.generalcode.com/training/>

■ **NYS Department of State Local Government Training posted here:**
<https://dos.ny.gov/training-courses>

■ **Training Opportunities Online and Recorded Webinars:**
Ontario County Planning Department website now lists upcoming training:
<https://www.co.ontario.ny.us/192/Training>

■ **iMap Invasives Trainings & Events Online:**
<https://www.nyimapinvasives.org/training>

■ **New York Planning Federation Recorded Webinars:**
For information: (518) 512-5270 or nypf@nypf.org

- The Essentials of Planning and Zoning:
- Introduction to Planning, Zoning and Land Use
- Everything You’ve Ever Wanted to Know About Preparing a Comprehensive Plan
- Understanding and Applying SEQRA (NY State Environmental Quality Review Act)
- The What, Why, and How of Site Plan Review
- Common Mistakes and Mishaps in Site Plan Review
- Meeting Process and Communication:
- Enhancing Transparency Effectiveness in Planning Proceedings
- Innovations and Best Practices for Planning/Zoning Boards
- Engaging Diverse Communities and Dealing with Difficult People
- Working with Elected Officials and Understanding Everyone’s Role in Planning
- The Open Meetings Law for Zoning and Environmental Conservation Boards, Part 2
- Working with Developers to Foster Investment in the Community
- Communication, the Media and Social Media
- Open Government and Planning and Zoning Decision Making

q. Adjournment and Next Meeting

Next meeting: **March 3, 2022, 4:30 p.m.**

Subsequent meetings will be held on:

Apr 7, 2022 04:30 PM
May 5, 2022 04:30 PM
Jun 2, 2022 04:30 PM

Jul 7, 2022 04:30 PM
Aug 4, 2022 04:30 PM
Sep 1, 2022 04:30 PM

Oct 6, 2022 04:30 PM
Nov 3, 2022 04:30 PM
Dec 1, 2022 04:30 PM

EXHIBIT B

Remote Attendance Policy for the Town of Canandaigua Environmental Conservation Board

I. Purpose

The purpose of this Policy is to allow members of the Environmental Conservation Board of the Town of Canandaigua to attend and participate in meetings of the Environmental Conservation Board by videoconferencing as identified in New York State Open Meetings Law, ~~or as directed by Executive Order of the Governor of New York State, or as directed by the Canandaigua Town Board,~~ and to ensure that the public has an adequate opportunity to participate in the Environmental Conservation Board process.

II. Definitions

“Member” means a member of the Town of Canandaigua Environmental Conservation Board.

“Meeting” means any meeting of the Town of Canandaigua Environmental Conservation Board that is subject to the Policy.

~~“Qualifying Event” means: (i) personal illness or disability; (ii) employment purposes; (iii) a family or other emergency; or (iv) being located in a physical location greater than sixty miles away from the Canandaigua Town Hall at 5440 State Route 5 & 20 West, Canandaigua, New York, at the time of the Meeting.~~

“Remote Means” means video conferencing which shall include audio and video.

“Secretary” means the secretary of the Town of Canandaigua Environmental Conservation Board.

III. Remote Attendance Permitted

Subject to the limitations set forth in Section IV below, Environmental Conservation Board members may attend any meeting by remote means if the member is prevented from physically attending the meeting ~~because of a Qualifying Event.~~

IV. Restrictions on Remote Attendance

No member may attend any portion of a meeting by remote means unless:

~~(i) A quorum of the Environmental Conservation Board is physically present at the location of the Meeting during the entire duration of said Meeting; and~~

~~(ii) He or she provides written notice to the Development Office of the Town of Canandaigua and the Environmental Conservation Board Secretary specifying the Qualifying Event at least one week prior to the Meeting; and~~

- (i) The remote means being utilized is fully functional, and shall allow:
 - a. All Environmental Conservation Board members to hear all communications taking place during the meeting;
 - b. Any persons in attendance at the meeting to hear all communications taking place during the meeting;
 - c. All Environmental Conservation Board members to see any documents displayed during the meeting;
 - d. Any persons in attendance at the meeting to see any documents displayed during the meeting.

~~No Environmental Conservation Board Member may attend a meeting by Remote Means for any reason other than a Qualifying Event.~~

V. Rules of Procedure When Remote Attendance Utilized

- (a) When an Environmental Conservation Board member attends any portion of a meeting by remote means as permitted by this policy:
 - (i) The minutes of the meeting shall include the following:
 - a. A statement that the member attended the meeting by remote means;
 - b. The location from which the member attended the meeting;
 - c. A statement that the remote means were fully functional;
 - d. The times, if any, during which the member attending the meeting by remote means left the meeting.
 - (ii) Every Environmental Conservation Board member shall be identified during all board discussions so that all meeting participants are aware of which Environmental Conservation Board member is speaking at all times.
- (b) A Environmental Conservation Board member attending a meeting by remote means shall:

- (i) Be permitted to fully participate in the meeting as if he or she were physically present, subject to the Environmental Conservation Board's guidelines and procedures for conducting the meeting—the Environmental Conservation Board's Rules of Procedures;
- (ii) Advise the secretary and board if he or she leaves or returns from the Meeting; and
- (iii) Advise the secretary and board of all other persons in the same room as such Member attending by remote means and whether and to what extent such other persons are able to hear the discussions at the meeting.

VI. Applicability

If any provision of this policy conflicts with any provision of the Town Code of the Town of Canandaigua, or New York State Law, the stricter provision shall prevail.

VII. Effective Date

- (a) This policy was approved by the Town of Canandaigua Environmental Conservation Board on **February 3, 2022**.
- (b) This policy shall become effective immediately upon approval of the Town of Canandaigua Town Board, and shall remain effective unless otherwise rescinded.

VIII. Availability of Policy

- (a) This policy shall be filed in the Office of the Town Clerk of the Town of Canandaigua.
- (b) This policy shall be filed in the Development Office of the Town of Canandaigua.