

**TOWN OF PITTSFORD  
PLANNING BOARD  
November 9, 2020**

Minutes of the Town of Pittsford Planning Board meeting held on November 9, 2020 at 7:00 pm local time. The meeting took place with Board members participating remotely using Zoom.

**PRESENT:** Paula Liebschutz, Jeffrey Donlon, John Halldow, , John Limbeck, Sarah Gibson

**ABSENT:** Kevin Morabito, Dave Jefferson

**ALSO PRESENT:** Kate Munzinger, Town Board Liaison, Robert Koegel, Town Attorney, Douglas DeRue, Director of Planning, Zoning & Development, Jessica Yaeger, Planning Board Secretary

**ATTENDANCE:** There were 10 members of the public present.

Chairman Limbeck made a motion to call the meeting to order seconded by Board Member Halldow. Following a unanimous voice vote the meeting opened at 7:03 P.M.

**DECISION PENDING:**

**Bridleridge Subdivision**, Section 2, Final Subdivision Approval

Board Member Liebschutz recused herself from the application.

Chairman Limbeck noted the draft Resolution and Planning Board decision pending for Bridleridge Subdivision Section 2. He read the resolution, noting 5 Findings of Fact and 21 Conditions of Approval. Chairman Limbeck motioned to approve the Resolution, seconded by Vice Chair Donlon, and the Board voted as follows: Ayes; Jeffrey Donlon, Sarah Gibson, John Halldow and John Limbeck. Nays: none. Absent; Kevin Morabito and Dave Jefferson. The Resolution was declared carried with the following

**CONDITIONS OF APPROVAL**

1. Subject to resolution to or compliance with the Planning Board Conditions of Preliminary Approval unless otherwise included herein.
2. Draft Engineer Estimates for Section 2 and the proposed Offsite Sewer Project must be submitted for review and approval. Final Plan signatures cannot occur until Letters of Credit are in place for the offsite sewer and Bridleridge Section 2.
3. Subject to compliance with or resolution to final engineering plan review comments dated October 21, 2020.
4. Final Plans must comply with the Town of Pittsford Stormwater regulations and applicable provisions of NYSDEC Phase II stormwater regulations. Review of the revised SWPPP is in progress and subject to review by the Town's Reviewing Engineer and the Town's Stormwater Management Officer.
5. The following documentation is required prior to Planning Board signature (formats will be provided):

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- Executed easements.
  - Executed multiple affidavits.
  - Three applications for approval of Plat. (A Monroe County Form)
  - RGE available service letter.
6. Lands to be designated as Rural Conservation or Open Space in private ownership will be subject to a permanent conservation easement. Specific format and wording will be subject to approval by the Pittsford Planning Board Attorney.
  7. The Planning Board may find benefits in making trail adjustment within Open Space D at some time in the future. Reconfiguration could maintain connectivity from the trail between lots 65 and 66 to both the west and the south, as well as shifting the trail away from the rear of lots 111-115.
  8. As part of Bridleridge Farms Section 2 construction, the developer will be completing the Stream and Wetland Mitigation Plan dated January 2018. A pedestrian trail may need to be located between the rear lot lines of future home and this project (see other trail condition).
  9. Applicable Parks and Recreation Trust Fund Fees set forth in the Town Code will be levied for each unit in the subdivision.
  10. Landscaping plan from Wayside Garden Center should be incorporated into the Final Plan set.
  11. Any proposed entrance signage should be shown on plans with a detail.
  12. DRC comment # 58 in regards to “dead and dying or unsafe trees” in Open Space D (the wetland area) will be addressed by Parks Dept. and the Commissioner of Public Works when that parcel is proposed for dedication to the Town.
  13. Lehigh Station Road Pump Station upgrades will be required as part of Bridleridge Section 3 development.
  14. Cut and fill calculations are being reviewed and will be discussed at a preconstruction meeting.
  15. Future sections will include review of sanitary sewer slopes to ensure gravity sewers can be provided where practical.
  16. Inspection Fees as well as Connection Fees will be required for this project and will be calculated in accordance with the Town’s standard policies as well as the conditions outlined in the letter of understanding provided by the Developer and dated February 11, 2019.
  17. A Lighting District for the entrance is subject to approval by the Town Board.
  18. Future sections that increase the number of total lots to 30 or more with one entrance will be in violation of current Building Code unless homes are sprinklered. Prior to submission of a future sections, discussions should take place in regards to the Building Code.
  19. Prior to submission of plans for signature a written explanation of how the conditions of Final approval have been addressed, must be submitted.
  20. Outstanding engineering review fees must be paid prior to Planning Board signature.
  21. Subject to applicable regulatory approvals including but not limited to Monroe County Health Department, Monroe County Water Authority, Pittsford Sewer Department, Town Engineer and the Department of Public Works.

**CONTINUED HEARING:**

**Oak Hill Country Club, Final Site Plan and Special Use Permit**

Chairman Limbeck reviewed the application for Oak Hill Country Club seeking Final Site Plan and Special Use approval for 2 cottages as hospitality residences and overnight accommodations. He noted that the application was discussed with substantial detail at the previous meeting and the public hearing was opened. He asked if the applicant had any additional information for the Board this evening.

Brian Burri from Bergmann, responded that they do not have any updates for the Board, other than they are working on responses to the DRC Report received from Town Staff and meeting with the ZBA members Wednesday at the site to review the area variance application.

Chairman Limbeck asked if any Board members had any additional questions.

Hearing none, JL asked DD if Town Staff had any questions for applicant.

Doug DeRue, Director of Planning and Zoning, mentioned that he noticed something in the prepared draft SEQR resolution that we should address. Application is currently for 2 cottages, but they are planning for a 3<sup>rd</sup> unit in the future that is not necessarily included specifically in SEQR resolution. Mr. DeRue asked the Board if they feel the 3<sup>rd</sup> unit should go through its own approval process or if they should wrap the 3<sup>rd</sup> unit in with this approval, subject to any required Zoning. He apologized that he did not bring this item up sooner. The 3<sup>rd</sup> unit is further way from residents that expressed concern on Knollwood Drive, and there is an option to grant approval for the 3<sup>rd</sup> structure without coming back to the Planning Board.

Board Member Halldow voiced his hesitation approving the 3<sup>rd</sup> unit before seeing any plans or details on the exact location and design. Chairman Limbeck asked any other Board Members had any comment. Chairman Limbeck added that he personally would be comfortable looking at the 3<sup>rd</sup> unit in a separate Planning Board application.

Doug DeRue, the Director of Planning and Zoning, agreed. He added that this should have been addressed prior to the open hearing, and he is not sure what the intention of Oak Hill is in terms of the time line to build the 3<sup>rd</sup> unit.

Jim Durfee on behalf of Oak Hill noted that they would fully expect to come back to the Planning board for the 3<sup>rd</sup> unit. It may not be identical to the 2 proposed units under this application. Their intentions are to learn from the first 2 units go and then make adjustments with the 3<sup>rd</sup> as needed.

Chairman Limbeck asked Doug DeRue if there were any other concerns or issues to be aware of? Mr. DeRue answered no. He added that there is a draft SEQR Resolution prepared in coordination with the ZBA and DRHPB for the review. The Planning Board needs to wait for the Zoning Board approval for the area variance before they can make their decision but this is the first step.

Chairman Limbeck noted that the public hearing was opened at the previous meeting on 10/26. He asked if there had been any public comment submitted to Town Staff regarding the application. Mr. DeRue answered no, not at this time. Chairman Limbeck asked if anyone from the public attending the virtual meeting would like to make any comments. Jessica Yaeger,

Planning Board Secretary, noted that there were no hands “raised” for public comment. Noting this, Chairman Limbeck made motion to close the public hearing, seconded by Board Liebschutz and followed by a unanimous voice vote, none opposed.

Chairman Limbeck followed by reading through the SEQR Resolution granting a negative declaration, and noting 1 Finding of Fact that read “No significant impacts were identified with the proposed additions or improvements.” Vice Chair Donlon made a motion to approve, seconded by Board Member Gibson and was voted on by the Board as follows: Ayes; Jeffrey Donlon, Sarah Gibson, John Halldow, Paula Liebschutz and John Limbeck. Nays: none. Absent; Kevin Morabito and Dave Jefferson. The SEQRA resolution was approved and on file with the approved Planning Board minutes of the Town of Pittsford.

Chairman Limbeck thanked the applicant and said they would see them at the following Planning Board Hearing.

**Kilbourn Place Apartments**, Preliminary/Final Subdivision and Preliminary/Final Site Plan Approval

Chairman Limbeck asked if there was any new information from the applicant.

Jerry Goldman introduced himself and other members in attendance on behalf of the application that included Dave Reidman, Jerry Watkins, Alex Amering, and David Hanlon. Mr. Goldman summarized the current status of the applicant hearing. They had received preliminary DRC comments prior to the last meeting, submitted responses to those comments and subsequently received the full DRC report dated 11/4/20. They have looked at the full DRC report and feel confident in providing the Town with responses to most of the comments and will be providing those in writing. Mr. Goldman noted that comment #1 mentions coordinated review of SEQR which Doug DeRue, Director of Planning and Zoning confirmed, is underway. Mr. Goldman also noted that comment # 4 refers to a site walk being warranted for the project. The applicant is looking to schedule a site walk sooner rather than later.

Mr. Goldman opened up to questions from the Board.

Chairman Limbeck asked if the Board had any questions for the applicant.

Vice Chair Donlon asked about the requested side and street view of design from East Avenue. Board Member Liebschutz added Landscaping views from East Avenue were requested as well.

Dave Hanlon, project architect, answered that they are working on those and should have those to review by Wednesday. They had been working on their Design Review Board submittal and will now be working on getting those side, street and landscaping views to the Planning Board and Town Staff. Vice Chair Donlon noted those would be helpful.

Board Member Liebschutz wanted to make mention of a housekeeping item. The preliminary DRC responses note a date of “October XX, 2020”. Mr. Goldman responded they will make that adjustment.

Chairman Limbeck apologized for not being able to attend the last meeting. He asked for enumeration as to what the incentives that were involved in the incentivized zoning that was granted for this project at the Back 9 parcel located at 3500 East Avenue. Mr. Goldman answered that a use incentive was granted for the Back 9 parcel to be used for multi-family

residential building which is currently zoned RN. In addition, the applicant asked for and received setback and measurement requirements listed on the plans. Amenities offered by the applicants included the restoration of the Wright House, and enhanced cash for senior programs (Mr. Goldman didn't have the exact number in front of him).

Robert Koegel, Town Attorney, noted that the easiest thing to do to see what exactly was involved in the incentivized zoning, is to get the Town Board Resolution approving the amendment of the incentivized zoning and extension onto the Back 9 property. One significant thing to note is the applicant asked that they be credited with other amenities to which the Town Board voted not to credit but agreed they would be conditions of the project and the applicant agreed. From what Mr. Koegel remembered, those involved landscaping, and the included sidewalk.

Chairman Limbeck clarified that he asked because he had not seen the Town Board Resolution for the amended incentivized zoning in his materials distributed for the application. Because of what that does to the Planning Board's ability to approve aspects of the project they usually do, he would like to see those.

Doug DeRue, the Director of Planning and Zoning, apologized that those materials had not been included and added that he could send a PDF of the Resolution over to Board members after the meeting. He thought those had been sent previously.

Board Member Gibson noted that she had requested them previously and Mr. DeRue sent the Town Board resolution to her. She added a question for the applicant regarding the sidewalk layout noted on the plans. Part of the sidewalk juts up from East Avenue along the side of the building #2. Board Member Gibson wondered Dave Reidman answered that in that area, there is a steep bank they are trying to maintain and preserve some mature trees in the area.

Board Member Gibson also asked about a resident's expressed concern regarding screening along the West side of the property. At the last meeting, the property owner that borders the west side of the application expressed concern regarding parking and car lights shining into their residence. Dave Reidman answered that this was discussed at the previous meeting. Board Member Gibson noted that she was not able to attend the last meeting where this was discussed. Mr. Reidman explained that they are eliminating 3 parking spots and adding fencing running along the west-side to the bear of the property to add screening from the parking lot. Board Member Gibson responded that she did not see that noted in the meeting minutes from the Planning Board meeting on 10/26/20, adding that she feels like eliminating 3 spots and adding fencing will help alleviate the bordering property's concern.

Vice Chair Donlon added that the same resident concerned with parking and car lights, was also concerned that their driveway would continuously be mistaken for the complex entrance. Dave Reidman answered that they are happy to add a feature to pronounce the complex entrance better such as a stone column. Vice Chair Donlon also suggested soft landscaping may be a way to help pronounce the entranced as well. Dave Reidman agreed.

Vice Chair Donlon asked if the applicant had been to the Design Review Board hearing yet. Reidman answered no, the Design Review Board meeting was coming up this Thursday, 11/12. Vice Chair acknowledged this.

Chairman Limbeck asked if any other Board Members and questions for the applicant.

Seeing none, Chairman Limbeck asked if the public hearing was opened up at the previous meeting. Jessica Yaeger, Planning Board secretary answered yes. Chairman Limbeck then asked if there were any members of the public in attendance that would like to make a comment regarding the application.

Vice Chair Donlon made mention of a comment that Doug DeRue, Director of Planning and Zoning, had received the day of the Meeting on 11/9 from a Pauline Rutberg of 3493 East Avenue regarding traffic concerns brought on by the 110 proposed apartment units of the application, which was sent to the Board. Chairman Limbeck asked Jessica Yaeger, Planning Board Secretary, to add this to the record. Jessica Yaeger noted yes she would add the comments to the meeting minutes for record.

Chairman Limbeck asked if the applicant had anything else they would like to note. Jerry Goldman had found the Town Board Resolution noting the incentives that the Town Board accepted and rejected are noted on pages 3 and 4 of the Resolution. Mr. Goldman added that the applicant is looking to set up a site visit with appropriate Town Staff and Board members and have staked out the areas.

Chairman Limbeck asked Jessica Yaeger the Planning Board Secretary if Town Staff was looking to set up a meeting this week. Ms. Yaeger replied that she was working on coordinating all needed parties to schedule a time. Chairman Limbeck asked to keep Board Members in the loop for availability and make sure not to have a Quorum when doing the site visit.

Doug DeRue, Director of Planning and Zoning added that he will be working on the scope of what we want to make sure we cover in the field and when we can actually get out there for a site walk. He wants to make sure that all of the work needed to be done before the site walk is completed so that everything they need to address on the site walk is taken care of. Mr. DeRue make particular note of the buffering along the boarding property along the west side as which the resident has expressed concern.

Chairman Limbeck wanted to go on record saying that this is a very large development going up in a residential area and he will be looking very closely at the Planning board process to make sure landscaping is critically looked at and residential concerns are taken seriously.

Dave Reidman responded that the site walk will help Board members see their approach to landscaping for the proposed application as the work that has already been done for the existing Town homes will be consistent with the proposed apartment buildings as well. Chairman Limbeck answered that he looks forward to seeing it.

Chairman Limbeck asked if there were any other comments from the applicant; any other comments from Board Members or Town Staff?

Chairman Limbeck noted that they will look for setting up a date for the Site Walk, receiving full DRC responses from the applicant and comments from the Design Review Board, and moving forward.

**OTHER DISCUSSION:**

Jessica Yaeger noted an edit to the minutes of October 26, 2020 under "Other Discussion" where Vice Chair Donlon was added as the Board Member who motioned to approve the September 14, 2020 minutes. With that, the minutes of October 26, 2020 were approved

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following a motion by Chairman Limbeck seconded by Board Member Liebschutz. Following a unanimous voice vote, the minutes were approved, none opposed.

Chairman Limbeck motioned to close the meeting at 7:43 PM., seconded by Vice Chair Donlon and was approved by a unanimous voice vote, no opposition.

Respectfully submitted,

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Jessica Yaeger  
Planning Board Secretary

OFFICIAL MINUTES ARE ON FILE IN THE OFFICE OF THE PLANNING  
DEPARTMENT