

Town of Canandaigua

5440 Routes 5 & 20 West
Canandaigua, New York 14424

MINUTES

CITIZENS' IMPLEMENTATION COMMITTEE MEETING

TUESDAY, APRIL 3, 2018, 9:00 A.M.

Committee Members Present:	Doug Finch Eric Cooper Gary Davis Ray Henry Tom Schwarz Oksana Fuller Joyce Marthaller Kevin Reynolds Tom Schwartz Pat Venezia
Guests Present:	Site Design Development Criteria Project Team Chuck Oyler, Chairperson Jon Babcock, Team Member Lance Brabant, MRB Group Consultant
Members Absent:	Sarah Reynolds, Oksana Fuller, Tom Schwarz

SITE DESIGN CRITERIA TDRS, AS TIME PERMITS

- **CALL TO ORDER**
Meeting began at 9:00 am

- **PRIVILEGE OF THE FLOOR**
None at this time.

- **REPORT OF THE DEVELOPMENT OFFICE**
None at this time

- **REFERRALS**
None at this time.
- **OLD BUSINESS**
None at this time.
- **NEW BUSINESS**

Doug Finch opened the meeting and read from the Blue Notes Initiative.

Site Design

Lance Brabant stated that the old site design criteria was established back in 2009 and has been set aside to make way for the new standard. How do we want it to flow?

The old way was design, materials, construction. The new way codified such that design, materials, and construction techniques would all be in the same place for people to see, which makes it flow much better.

Jon Babcock said they tried to eliminate repetition, i.e., State standards and County standards.

Chuck Oyler said they got rid of conflicts. Sanitary sewers have been installed and are maintained by the County. The County is referred to in that section.

Storm sewers in the streets – keeping it more general.

Jim Fletcher said this will be much better for everyone when they come in and want to build on.

Go-through notes are added to the plans during construction. This book becomes instrumental, because it goes through the protocol, what can and cannot be billed, and how to navigate the step-by-step closing-out process. They came up with better ideas for how to do maintenance boards.

Expire - No protocol; they just expire.

The form in the back end will help justify the expense.

Lance went through the Table of Contents and the overview. Previously, the old book was broken up into different parts. It is now better compartmentalized to allow for a better flow of reading. Standards were updated to reflect the Complete Street Option. The biggest change was that they were trying to find a way to improve it where they could. They started to look at the water quality requirement – from 5,000 to 10,000. They had to eliminate those properties along the lakefront that were 500 feet from the lake. Slopes and hillsides are the easiest to capture.

Joyce Marthaller asked if revegetation was covered. Lance said there is a lot of stabilization – same thresholds.

Reforestation – just referenced Shoreline Development Guidelines. Once approval is granted on this book, it will go through the review process. This document is constantly being amended; it

allows for going through the process much faster. All of the original documents can be stand-alone documents.

The Planning Board has been requiring that erosion be included; anything under \$20,000 will be a much quicker approval process.

Gives them the ability to go ahead with record-drawing requirements; it gives them the electronic documents they need. It also shows easements.

Final Release of Surety, draw-down on Surety

Make sure that they have done an inspection of the site and created a form that they think could be helpful. That is up to the Town.

Appendices – Details have been broken down into categories:

- General

- Highway

- Storm Water

- Water

The Town has adopted a protocol. Inspection forms are accessible.

Doug said that the Planning Board can waive any/all portions of this, so should that be spelled out?

Lance said it is in the section of the Code. Jon said all of the text and verbiage is in the Code and that intent is separate from the Code but referenced by the Code. That should be in the new Code that is revised.

Doug asked, “Should it be here first to help answer any questions the builders have?”

Chuck said they don’t want to give them an out.

Doug said he thinks it should be crystal clear.

Lance said they can come up with the verbiage Doug wants.

Doug said it is a case-by-case process.

Chuck said that a lot of things that affect a property are in the subdivision.

Doug said documents existed in conjunction with the site developments.

Doug pointed out that Ontario County and the City of Canandaigua are not specifically mentioned; Lance agreed and made a note of it.

Doug asked if there should be some reference to complete streets in Street Layouts.

Lance said they could do that; “Please note the Town has a separate protocol – Complete Streets Policy.”

Doug said the Planning Board gets to name the streets. With regard to trails, he said to reference the Parks and Recreation Master Plan.

Joyce said, “No matter what the surface material is, they still have to follow the basic structure.” Lance agreed.

Doug brought up the caliber of trees. 2 ½ inches is required. Lance said “If you go smaller, you are not getting any screening back.

With regard to street lighting, they have the LED requirements.

- Hydrants
- Gate Valve Box
- Butterfly Valves
- Pressure-Reducing Valves and Vaults

Joyce asked if the Planning Board has the purview to change things, does it also have the authority to override what the Town Superintendent has decided on or is it in conjunction for joint agreement?

Lance said there would be a Planning Board meeting if a waiver is granted. The order would be:

1. Waiver by Jim Fletcher
2. The Board can issue a waiver.

Joyce said that any of these variances or changes would need the approval of Jim Fletcher. That approval process happens first before it gets submitted to the Board so the Board can see what Jim has decided.

Testing of Water Main – Disinfection and Samples – protocol

Doug referenced page 23 (gutters and sidewalks). “Can we require that sidewalks be included in subdivisions and if there are any who want to disagree, they can go to the Board.

Joyce said the Planning Board required sidewalks, and as we move to Uptown, are we going to be asking in the future, “Do we need to consider what will be done in other areas besides subdivisions?”

Lance said “Maybe down the road.”

Kevin Reynolds said, “This document lays out the standard to be followed according to the Code.”

Jim said if the subdivision says it’s required in this document, it also has to say it in the Code.

Chuck said “It’s a hybrid. If it’s in the Code, it has to be a local law.

Kevin asked, “How do we determine which road falls in which category? May not need complete street, but there may be times when we do another classification for Rural Development Roads/Complete Streets. Rural development road – we would want to see a complete road. Further define “Requirement for private drives, cul-de-sacs, and monuments.

With regard to next steps, Lance said according to Sarah, this Board refers it out.

Doug said to bring it back to the CIC, as well.

Chuck said there should be a redline version (revisions highlighted) so we don’t have to look through the whole book.

Doug asked what the timeline would be.

Lance said they could go through the changes within a week. The revisions will go to Doug and the Committee.

Doug announced that the Economic Development meeting was scheduled after this meeting and that the Committee would be discussing TDRs.

Open Space

Doug said Sarah is working on the big document and going through that.

Doug has a lot of questions about responsible entities. He is not sure we are quite there with things. A little more conversation needs to take place. In some places where it says the Town Board is the responsible entity, should it be the ECB?

Joyce said she thinks that might not be possible because the ECB is responsible for a lot of stuff. They need clarification. They are looking at a process where the ECB could adopt 3 – 4 goals, etc.

Doug said in terms of conservation easements in the Executive Summary, he was shocked that the action steps didn’t call out the TDR Program. The CIC needs to discuss this.

Joyce said she wants to know if we will be getting representation from the bank. The Deputy CEO of CNB, Vince Yacuzzo, who has TDR experience, will be attending the ECB today at noon.

BFJ Planning report detail. Proposal that has worked – 5,000 points and up – Open Space examples work.

Kevin – Pittsford or Penfield leasing of development rights. How is this different?

Doug said he hasn’t researched that yet.

Doug – MUO3 interested in talking about this. Let’s do a pilot program of MUO3 – Take out one week, include two if we want.

Joyce announced that the CIC will be receiving an award – the New York Planning Federation is recognizing the Town of Canandaigua’s Innovation and Comprehensive Plan Implementation.

Tom Schwarz will be receiving the John O. Cross Award for Outstanding Planning Board Chairperson.

CIC updates are needed.

With regard to Parks and Recreation, tentative plans are in place to invite seniors to Outhouse Park to share their interests.

➤ **MEMBERS' REPORTS**

None at this time.

➤ **UPCOMING MEETING TOPICS**

➤ **ADJOURNMENT AND NEXT MEETING**

The meeting was adjourned at 10:50 am.