

**VILLAGE OF PITTSFORD**  
**PLANNING AND ZONING BOARD OF APPEALS**  
Regular Meeting – May 23, 2016 at 7:00 PM

**PRESENT:**

Chairperson: Justin Vlietstra  
Members: Jo Anne Shannon  
Jeffrey Bove  
Susan Lhota  
Heather Erwin  
  
Building Insp: Floyd Kofahl  
Recording Sec: Linda Habeeb  
PZBA Attorney: Mindy L. Zoghlin, Esq.

**Motion:** Chairperson Vlietstra made a motion, seconded by Member Erwin, to open the meeting at 7:00 pm.

**Vote: Shannon - yes; Vlietstra – yes; Lhota – yes; Erwin – yes; Bove - yes. Motion carried.**

**Conflict of Interest Disclosure:**

Chairperson Vlietstra asked if anyone had a conflict of interest with any of the applications before them, and no one had a conflict of interest to report.

**Bruce Steele, 12 Stonegate Lane ~ Site Plan**

**Present:** Bruce Steele, Contractor

**The legal notice was published in the May 12, 2016 edition of the Brighton Pittsford Post:**

*“Please take notice that a public hearing will be held before the Village of Pittsford Planning Board at the Village Hall, 21 North Main Street, Pittsford, New York, on Monday May 23, 2016 at 7:00 pm, to consider an application made by Fred R. Steele, Inc., as agent for Drs. Timothy and Carrie Quill, owners of property located at 12 Stonegate Lane, for site plan approval for the construction of an addition where the total floor area exceeds 400 square feet, pursuant to Village Code § 210-83B(15).”*

**Discussion:** The applicant stated that the owners are proposing construction of an addition on the rear of the house located at 12 Stonegate Lane. The proposed addition exceeds 400 square feet and requires site plan approval from the Planning Board. The Building Inspector stated that the roof drains directly into the storm sewers, so there are no run-off issues. He also stated that all the setbacks meet Village Code. It was noted that the application will need approval from the Architectural and Preservation Review Board. Chairperson Vlietstra questioned the applicant as to the impact that the construction of the addition will have on the existing tree buffer. Mr. Kofahl stated that the addition is far enough away from the trees as to have no impact on the trees. Mr. Kofahl recommended waiving the majority of application requirements because the submitted site plan and drawings provide adequate information for the board to make a determination on this application. Mr Kofahl additionally stated the application was forwarded to Monroe County Planning and they replied with a no-comment response.

**Motion:** Member Vlietstra made a motion, seconded by Member Erwin, to open the public hearing at this time.

**Vote: Shannon - yes; Vlietstra – yes; Lhota – yes; Erwin – yes; Bove - yes. Motion carried.**

**Motion:** Member Vlietstra made a motion, seconded by Member Bove, to close the public hearing as there was no one wishing to speak for or against this application.

**Vote: Shannon - yes; Vlietstra – yes; Lhota – yes; Erwin – yes; Bove - yes. Motion carried.**

**Motion:** Chairperson Vlietstra made a motion, seconded by Member Bove, to approve Resolution 2016-7, granting site plan approval of the site plan dated 3/25/16, with the following conditions:

1. This approval is subject to the Architectural and Preservation Review Board’s grant of a certificate of approval for the action, and all approved plans shall conform to the Final Site Plans.
2. Final Site Plan approval shall expire if the applicant does not obtain a building permit for the action within one year of the adoption date of this resolution.

**Vote: Shannon - yes; Vlietstra – yes; Lhota – yes; Erwin – yes; Bove - yes. Motion carried.** The decision was filed in the Office of the Village Clerk on May 23, 2016.

**RESOLUTION #2016-7  
DECISION ON SITE PLAN REVIEW**

<b>Applicant/Project Name:</b>	<b>Fred Steele, Architect</b>
	<b>12 Stonegate Lane</b>
<b>Address:</b>	<b>12 Stonegate Lane</b>
	<b>Pittsford, New York 14534</b>

**Action: Applicant wishes to build an addition to a single family residence.**

At a meeting of the Planning Board of the Village of Pittsford (the “Board”) duly convened on May 23, 2016, at 7:00 PM at Village Hall, 21 N. Main St, Pittsford, NY 14534,

The following resolution was offered by Board Member Justin Vlietstra, Who moved its adoption, and seconded by Board Member Jeff Bove;

**WHEREAS,** The Village of Pittsford Planning Board (the “Board”) received and reviewed an application from the above-mentioned applicant for site plan review of an approximately 487sqft residential addition; and

**WHEREAS,** The Board has held a public hearing, and received comments thereat; and

**WHEREAS**, after review, the Planning Board has weighed the effects of the requested action on health, safety, and welfare of the neighborhood and community, and made the following findings:

1. The proposed action is a Type II action that is not subject to SEQRA Review pursuant to 6 NYCRR 617.5(c).9.
2. The proposed action is not in a waterfront area of the Village of Pittsford and is not subject to a local waterfront consistency review.
3. This application was referred to Monroe County Planning and received a no-comment response.
4. The Village Building Inspector explained the application and the submitted information to the Board and recommended waiving application requirements because the provided site plan and architectural drawings provide adequate information for the board to make a determination on this application.
5. The proposed action does not require any approvals from state or county agencies, and therefore, separate review of Preliminary and Final Site Plans is not required.
6. The Building Inspector has determined that the action does not create any zoning violations.
7. Roof run-off will be connected to the home’s existing stormwater system.

**NOW, THEREFORE, BE IT RESOLVED** that the Board does herein waive the balance of application requirements required under the Village of Pittsford Zoning Code section 210-84.A because it finds the Site Plan application contains adequate information, and the missing application factors are not necessary to evaluate the action’s impacts on public health, safety, or general welfare.

**NOW, THEREFORE, BE IT RESOLVED** that the PZBA does hereby **grant** Preliminary Site Plan Approval and Final Site Plan Approval of the site plan dated 4/5/16, with the following conditions:

1. This approval is subject to the Architectural and Preservation Review Board’s grant of a certificate of approval for the action and all approved plans shall conform to the Final Site Plans.
2. Final Site Plan approval shall expire if the applicant does not obtain a building permit for the action within one year of the adoption date of this resolution.

The question of the foregoing resolution was duly put to vote as follows:

	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
Justin Vlietstra	X	<input type="checkbox"/>	<input type="checkbox"/>
Susan Lhota	X	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey Bove	X	<input type="checkbox"/>	<input type="checkbox"/>
Heather Erwin	X	<input type="checkbox"/>	<input type="checkbox"/>
JoAnne Shannon	X	<input type="checkbox"/>	<input type="checkbox"/>

**Dated: May 23, 2016**

By order of the Planning Board of the Village of Pittsford

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Chairperson,  
Planning Board

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**Thomas Rodak, 34 & 36 Monroe Avenue ~ Lot line adjustment**

**Present:** Thomas Rodak, Surveyor; Donald Colley, Homeowner; Adam Stetzer, Homeowner

**The legal notice was published in the May 12, 2016 edition of the Brighton Pittsford Post:**

*“Please take notice that a public hearing will be held before the Village of Pittsford Planning Board at the Village Hall, 21 North Main Street, Pittsford, New York, on Monday May 23, 2016 at 7:00 pm, to consider an application made by Thomas Rodak, as agent for Donald and Mary Lou Colley, owners of the property located at 36 Monroe Avenue, for an administrative lot line adjustment between two residential parcels: 34 and 36 Monroe Avenue, pursuant to Village Code § 210-83B(3), Planning Board Site Plan Review and Approval.”*

**Discussion:** The applicants are proposing a lot line adjustment between two residential lots in the same zoning district. Land is being transferred from 36 Monroe Avenue to 34 Monroe Avenue and there will be no alteration to the use, appearance, or condition of the land or structures. The Building Inspector stated that the proposed lot line adjustment will not affect any setbacks of the existing structures and, in fact, the lot line adjustment will improve the side setback for the garage and shed at 34 Monroe Avenue. He also stated that there are no issues that affect the zoning requirements for the residential lots and that there are no easements involved with this proposal. He recommended waiving application requirements because the submitted survey provides adequate information for the board to make a determination on this application. The application was forwarded to Monroe County Planning and they replied with a no-comment response.

Board Members reviewed the application and expressed no concerns with this proposal.

**Motion:** Member Vlietstra made a motion, seconded by Member Bove, to open the public hearing at this time.

**Vote:** Shannon - yes; Vlietstra – yes; Lhota – yes; Erwin – yes; Bove - yes. **Motion carried.**

**Motion:** Member Vlietstra made a motion, seconded by Member Bove, to close the public hearing as there was no one wishing to speak for or against this application.

**Vote:** Shannon - yes; Vlietstra – yes; Lhota – yes; Erwin – yes; Bove - yes. **Motion carried.**

**Motion:** Chairperson Vlietstra made a motion, seconded by Member Bove, to approve Resolution 2016-6, granting subdivision approval of the site plan dated 4/5/16, with the following conditions:

1. All documents filed with Monroe County shall conform to the Final Site Plans.
2. Subdivision approval shall expire if the applicant does not receive approval

from Monroe County for the lot line change within one year of the adoption date of this resolution.

**Vote: Shannon - yes; Vlietstra - yes; Lhota - yes; Erwin - yes; Bove - yes. Motion carried.** The decision was filed in the Office of the Village Clerk on May 23, 2016.

**VILLAGE OF PITTSFORD  
PLANNING BOARD**

**RESOLUTION #2016-6  
DECISION ON SUBDIVISION REVIEW**

|                                |                                                            |
|--------------------------------|------------------------------------------------------------|
| <b>Applicant/Project Name:</b> | <b>Thomas Rodak, L.S.<br/>Stetzer Subdivision</b>          |
| <b>Address:</b>                | <b>34 and 36 Monroe Ave.<br/>Pittsford, New York 14534</b> |
| <b>Tax Account Number:</b>     | <b>151.18-3-7 &amp; 151.18-3-8</b>                         |

**Action: Applicant wishes to modify the lot line between two residential lots.**

At a meeting of the Planning Board of the Village of Pittsford (the “Board”) duly convened on May 23, 2016, at 7:00 PM at Village Hall, 21 N. Main St, Pittsford, NY 14534,

The following resolution was offered by Board Member Justin Vlietstra, Who moved its adoption, and seconded by Board Member Jeffrey Bove,

**WHEREAS**, The Village of Pittsford Planning Board (the “Board”) received and reviewed an application from the above-mentioned applicant for subdivision review of a residential lot line modification; and

**WHEREAS**, The Board has held a public hearing, and received comments thereat; and

**WHEREAS**, after review, the Planning Board has weighed the effects of the requested action on health, safety, and welfare of the neighborhood and community, and made the following findings:

1. The proposed action is not subject to SEQRA Review pursuant to 6 NYCRR 617.2.(b); SEQRA does not apply to this particular application for a lot line change because there will be no change in use, appearance, or condition of any natural resource or structure.
2. The proposed action is in a waterfront area of the Village of Pittsford but is not subject to a local waterfront consistency review because it is not a Type 1 or unlisted action under SEQRA (6 NYCRR 617).
3. This application was referred to Monroe County Planning and received a no-comment response.
4. The Village Building Inspector explained the application and the submitted information to the Board and recommended waiving application requirements because the provided

survey provides adequate information for the board to make a determination on this application.

- 5. The Building Inspector has determined that the action does not create any Zoning Violations and will not alter the required setbacks for any structure.
- 6. There will be no change in use, appearance, or condition of any natural resource or structure.
- 7. Land is being transferred from 36 Monroe Avenue to 34 Monroe Avenue.
- 8. The lot line change will improve the side setback for the garage and shed at 34 Monroe Avenue.

**NOW, THEREFORE, BE IT RESOLVED** that the Board does herein waive the balance of application requirements required under the Village of Pittsford Zoning Code section 210-84.A because it finds the Subdivision application contains adequate information and the missing application factors are not necessary to evaluate the action’s impacts on public health, safety, or general welfare.

**NOW, THEREFORE, BE IT RESOLVED** that the PZBA does hereby **grant** Subdivision Approval of the site plan dated 4/5/16, with the following conditions:

- 1. All documents filed with Monroe County shall conform to the Final Site Plans.
- 2. Subdivision approval shall expire if the applicant does not receive approval from Monroe County for the lot line change within one year of the adoption date of this resolution.

The question of the foregoing resolution was duly put to vote as follows:

|                  | <b>Yes</b> | <b>No</b>                | <b>Abstain</b>           |
|------------------|------------|--------------------------|--------------------------|
| Justin Vlietstra | X          | <input type="checkbox"/> | <input type="checkbox"/> |
| Susan Lhota      | X          | <input type="checkbox"/> | <input type="checkbox"/> |
| Jeffrey Bove     | X          | <input type="checkbox"/> | <input type="checkbox"/> |
| Heather Erwin    | X          | <input type="checkbox"/> | <input type="checkbox"/> |
| JoAnne Shannon   | X          | <input type="checkbox"/> | <input type="checkbox"/> |

**Dated: May 23, 2016**

By order of the Planning Board of the Village of Pittsford

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Chairperson,  
Planning Board

**Member Items:**

Proposed Local Law: **Amending Article XIV of the Zoning Code**

Board members discussed the proposed Local Law and determined that there is no objection to the Board of Trustees acting as lead agency.

**Motion:** Chairperson Vlietstra made a motion, seconded by Member Bove, to authorize the PZBA Chairperson to sign a letter stating that the PZBA has no objection to the Board of Trustees acting as lead agency for SEQR Environmental review regarding a proposed local law to change APRB review criteria.

**Vote: Shannon - yes; Vlietstra – yes; Lhota – yes; Erwin – yes; Bove - yes. Motion carried.** The decision was filed in the Office of the Village Clerk on May 23, 2016.

### **Building Inspector's Report:**

Mr. Kofahl reported that:

- The Village received an application to the Planning Board for conversion of the building located at 18-20 South Main Street to a diner/restaurant.
- He had a meeting with the owner of 50 State Street to review issues that were discussed at the 5/16/16 Planning Board meeting. He walked the site with the applicant to discuss the existing light fixtures. Many fixtures are pointed directly at residential properties and light trespass can be significantly improved by adjusting the fixtures. He asked the applicant to replace the sodium lights. The applicant is interested in upgrading all of the existing lights to be conforming approved lights but would like to do these upgrades over a 2 year period to distribute cost. The Pond has at least 30 inches of sediment that needs to be removed. He observed drainage and recent work to clean debris from the NE end of the RG&E right-of-way has improved the situation. He will be meeting with the owners again at night on 5/26/16 to walk the site and review the existing lighting. Provided that the owners receive the required approvals, they are planning on paving the property in July.

**Minutes:** 4/18/16 Mtg.

**Motion:** Chairperson Vlietstra made a motion, seconded by Member Erwin, to approve the 4/18/16 PZBA meeting minutes, as amended.

**Vote: Shannon - yes; Vlietstra – yes; Lhota – yes; Erwin – yes; Bove - yes. Motion carried.**

**Motion:** Chairperson Vlietstra made a motion, seconded by Member Lhota, to adjourn the meeting at 8:00 pm.

**Vote: Shannon - yes; Vlietstra – yes; Lhota – yes; Erwin – yes; Bove - yes. Motion carried.**

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Linda Habeeb, Recording Secretary

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