

**TOWN OF PITTSFORD  
PLANNING BOARD  
January 25, 2021**

Minutes of the Town of Pittsford Planning Board meeting held on January 25, 2021 at 7:00 pm local time. The Meeting took place with Board members participating remotely using Zoom.

**PRESENT:** Kevin Morabito, Paula Liebschutz, Dave Jefferson, Sarah Gibson, Jeffrey Donlon, John Limbeck, John Halldow

**ABSENT:** Kate Munzinger, Town Board Liaison

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

**ATTENDANCE:** There were 12 members of the public present.

Chairman Limbeck made a motion to call the meeting to order seconded by Vice Chair Donlon. Following a unanimous voice vote the meeting opened at 7:01 P.M.

**DECISION PENDING:**

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

Chairman Limbeck introduced the application for Preliminary Site Plan and Subdivision Approval, asking if there was any update from the applicant.

Jerry Goldman of Woods Oviatt Gilman LLP spoke on behalf of the applicant. He introduced Jerry Watkins, Dave Reidman, and Alex Amering also in attendance for the application as well. He reflected that they had sent updated power point slides showing plantings along the Frisbee property, hot box placement, and view of the sound wall located in the northwest corner of Building 2. They had also received staff comments that they are planning to answer with the Final site plan and subdivision submission. He then said they were open to answer any questions from the Board.

Chairman Limbeck asked if the Board had any questions. Seeing none, he asked if there were any comments from Town Staff. Doug DeRue, the Director of Planning and Zoning for the Town of Pittsford noted some changes that were made to the draft Preliminary resolution that was sent to the Board to review prior to tonight's meeting. Some places within the application should read "Preliminary Site Plan and Subdivision" which have been corrected. Also, there was a landscaping contingency that was noted in the draft Preliminary SEQR Resolution that was not noted in the draft Preliminary Site Plan and Subdivision Resolution that was added and reads as follows: Condition of Approval #6 "The project will require a Letter of Credit of alternate financial guarantee including but not limited to inspection fees, SWPPP measures and landscaping, established prior to final signatures. Further discussion will be necessary." The last edit was at the request of the applicant in that for final submission, "final plans should be submitted to outside agencies concurrent with submission to the Planning Board for Final Approval" instead of submission to outside agencies "prior to submission to the Planning Board for Final Approval."

Chairman Limbeck noted the changes in the Resolution.

As this application is still an open public hearing, Chairman Limbeck asked if Town Staff had received any public comment prior to the meeting. Jessica Yaeger, Planning Board Secretary answered no public comment had been submitted. Chairman Limbeck then asked if there was anyone in attendance to the meeting that would like to make any comments. Seeing none, Chairman Limbeck made a motion to close the public hearing, seconded by Board Member Morabito.

Chairman Limbeck read through the Draft Preliminary Resolution, noting 5 Findings of Fact and 14 Conditions of Approval. Vice Chair Donlon motioned to approve the Resolution, seconded by Board Member Jefferson. The board voted as follows: Ayes: Jefferson, Donlon, Morabito, Liebschutz, Gibson. Nays: Halldow, Limbeck. The Kilbourn Place Apartments Preliminary Site Plan and Subdivision Resolution was approved.

### **CONDITIONS OF APPROVAL**

1. Subject to conformance with or resolution to the response to the DRC report dated December 22, 2020 and the attached amended plans review letter, dated January 22, 2021.
2. Subject to verification of downstream sewer capacities.
3. Final Plan submission must include Town easements proposed to be released as well as any new Town easements. Other easements to be released should be identified on the plans.
4. A Stormwater Maintenance Access Easement Agreement will be necessary as well as any Emergency Access Easement for the property. This item should be discussed with Town Staff prior to submission of a Final Application.
5. Proposed cross access, parking, and common utility agreements should be provided with Final Site Plan application.
6. The project will require a Letter of Credit or alternate financial guarantee including but not limited to inspection fees, SWPPP measures, landscaping and possibly additional landscaping at the discretion of the Planning Board, established prior to final signatures. Further discussion will be necessary.
7. Parking counts on the Final Plans must be corrected. Currently, a total of 228 parking spaces are shown on the plans. Lot 2 numbers are correct if you include the nearby 8 spaces on Lot 1. Lot 1 spaces are 65 garage, 87 exterior, plus 8 exterior handicap spaces. Spaces in front of garages are not counted, please remove the count numbers in front of former townhouse garages.
8. Landscaping plans must include a minimum of 50% native plant species.
9. Final Plans must show proposed setbacks of buildings and parking areas to their nearby property lines. The intent being to establish those setback to +/- 1 foot.
10. Final Plans should specifically note that parking for residents or construction is not allowed on Bretton Woods, East Ave or Kilbourn Road.
11. The following items will be subject to additional review and approval as part of the Final Site Plan review process.
  - a. Landscaping plans

- b. Lighting plans
  - c. Location of fire lanes, hydrants, and Fire Department connections must be shown on Final Plan submission and are subject to approval.
  - d. Traffic sign and pavement marking plan including handicap parking and its location.
  - e. Sequence of construction
  - f. Fire truck turning movements.
  - g. Clearing limits (Frisbee side)
  - h. Protection of existing Sanitary Sewers during construction.
12. Final Plans should include proposed signage for the entrances.
13. Final Plans should be submitted to outside agencies and adjusted per those agencies concurrent with submission to the Planning Board for Final Approval.
14. The Town will assign address numbers for the project as part of Final Site Plan review.

**OTHER DISCUSSION:**

One edit was noted to make to the minutes of January 11, 2021. Vice Chair Donlon found an error on page 3, 3<sup>rd</sup> paragraph from the bottom. The first sentence needs to be corrected to "Vice Chair Donlon". Jessica Yaeger, the Planning Board Secretary made the correction and will make the edit.

Making mention of the edit above, the minutes of January 11, 2021 were approved following a motion by Chairman Limbeck, seconded by Board Member Morabito. Following a unanimous voice vote, the minutes were approved, none opposed.

Chairman Limbeck motioned to close the meeting at 7:20 p.m. seconded by Board Member Halldow 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