

Minutes of the Pittsford Town Board for March 18, 2025

TOWN OF PITTSFORD TOWN BOARD March 18, 2025

Proceedings of a meeting of the Pittsford Town Board held on Tuesday, March 18, 2025, at 6:00 P.M. local time in the Fisher Room of the Pittsford Community Library, 24 State Street, in person.

PRESENT: Supervisor William A. Smith, Jr.; Councilmembers Naveen Havannavar, Cathy Koshykar, Stephanie Townsend, and Kim Taylor.

ABSENT: None.

ALSO PRESENT: Staff Members: Robert Koegel, Town Attorney; Paul Schenkel, Commissioner of Public Works; Renee McQuillen, Town Clerk; Jessie Hollenbeck, Recreation Director; Brian Luke, Director of Finance; Kelly Eldred, Assistant to the Supervisor; Holly Jennings, Communications Assistant; Doug DeRue, Director of Planning, Zoning and Development; April Zurowski, Planning Assistant.

ATTENDANCE: Sixty-nine members of the public along with two interpreters attended.

Supervisor Smith called the Town Board meeting to order at 6:00 P.M. and invited all to join in the Pledge to Flag.

SUPERVISORS ANNOUCEMENTS

The Friends of Pittsford Community Library are hosting a book sale this Thursday through Saturday in the Fisher Room.

Now is the time if you are interested in starting the process to create a refuse district if you want one. The window for submitting petitions closes on April 30.

PUBLIC HEARING ON THE PROPOSED REVISED ZONING CODE

Supervisor Smith summarized the principal substantive changes in the proposed revised code, which is appended to these minutes. Supervisor Smith reminded those in attendance there is no vote planned for tonight and asked if any members of the public wished to speak. Bonnie Salem, Ann Slocomb, Kelly Cline, Anita Drake, Natalie and Pat Maley shared comments. Supervisor Smith stated the public hearing will adjourn to the Special Meeting on March 27.

MINUTES OF THE MARCH 4 MEETING APPROVED

A Resolution to approve the minutes of the Town Board meeting of March 4, 2025, was offered by Councilmember Havannavar, seconded by Deputy Supervisor Taylor, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the March 4, 2025, Town Board meeting are approved.

OPERATIONAL MATTERS

GRANT FOR BARKER ROAD SIDEWALK PROJECT: SEQRA

Deputy Supervisor Taylor made a motion to issue a Negative Declaration of Environmental Significance for the Barker Road Sidewalk Project, seconded by Supervisor Smith and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

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WHEREAS, the Town Board has applied for a grant through the Monroe County Department of Transportation for the construction of a sidewalk on Barker Road between Hopkins Park and Barker Road Middle School in the Town of Pittsford; and

WHEREAS, the Town Board, as part of a coordinated review and acting as Lead Agency with Monroe County as in Involved Agency, has determined that the action proposed herein is an "Unlisted Action" under SEQRA which will be undertaken by the Town Board; and

WHEREAS, a Short Part 1 and Part 2 EAF form has been prepared for the proposed project and carefully reviewed by the Town Board and is attached hereto; and

WHEREAS, the completed Short EAF does not identify any significant adverse environmental impacts associated with the proposal; and

NOW, THEREFORE, be it

RESOLVED, the Pittsford Town Board, following due deliberation and consideration, finds that the proposed Barker Road Sidewalk Project will have no significant adverse impact on the environment; and, accordingly, issues a Negative Declaration of Environmental Significance.

SET BID DATE FOR INSTALLATION AND REPAIR OF CONCRETE SIDEWALKS

A resolution to set a bid opening date for installation and repair of concrete sidewalks was offered by Councilmember Townsend, seconded by Deputy Supervisor Taylor, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Town Board sets a bid opening date for the Installation and Repair of Concrete Sidewalks for April 30, 2025 at 11:00 AM.

SET PUBLIC HEARING FOR SEWER DISTRICT EXTENSION JHSD-162

Supervisor Smith made the motion to set a public hearing for a sewer district extension, seconded by Councilmember Townsend and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

WHEREAS, a Petition, signed by the Administrator of the Estate, Cressida A. Dixon, Esq., of the proposed "Extension JHSD-162" to the Pittsford Sewer District, has been presented to the Town Board of Pittsford, Monroe County, New York, the said proposed Extension being located, in general terms, on the real property located at the vacant parcel to be assigned as 31 Park Road, Pittsford, New York, all as is more particularly set forth in the Petition; and

WHEREAS, no public monies are proposed to be expended for the Extension of the District; and

WHEREAS, the Sewer Entrance, Connection and other County Fees are to be paid by the future owners of the unit within the Extension are in the aggregate amount of \$533.90;

NOW, ON MOTION duly made and seconded, it is

RESOLVED AND ORDERED, that a public hearing be held before the Town Board of the Town of Pittsford, at the Town of Pittsford Town Hall, on April 1, 2025 at 6:00 o'clock P.M., Local Time, to consider the said Petition and to hear all persons interested therein, and for such other and further action on the part of the Town Board with relation to the said Petition as may be required by law or proper in the premises; and it is further

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RESOLVED AND ORDERED, that a copy of the within Order be duly published in The Daily Record, which paper is designated as the official paper for such publication, and a copy of the said Order be posted on the bulletin board of the Town Clerk of the Town of Pittsford, New York, maintained pursuant to Section 30 of the Town Law, not less than ten (10) nor more than twenty (20) days prior to the date of the said hearing.

FINANCE MATTERS

EQUIPMENT SURPLUS APPROVAL

A resolution to approve the surplus items was offered by Deputy Supervisor Taylor, seconded by Councilmember Havannavar, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

Be it resolved, that the attached list of equipment be declared surplus and be removed from the Town's inventory.

Asset #	Description	Department	Cost	Status
13313	Single OPAC Station	Library	\$ 974.00	Dispose
13316	Single OPAC Station	Library	\$ 974.00	Dispose
14063	Mitchell Road Pump Station Pump	Sewer	\$ 3,795.00	Dispose
14228	Mitchell Road Pump Station Pump	Sewer	\$ 4,736.00	Dispose
13852	Mitchell Road Pump Station Pump	Sewer	\$ 3,851.00	Dispose

APPROVAL OF MARCH VOUCHERS

Board members acknowledged review of the vouchers proposed for payment and a resolution to approve the proposed vouchers was offered by Councilmember Havannavar, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the March vouchers from numbers 169872 - 170163, totaling \$ \$372,122.80 were approved for payment.

PERSONNAL MATTERS

HIRING/PERSONNEL ADJUSTMENTS APPROVED

A Resolution to approve the recommendations for new hires and status and/or salary changes was offered for approval by Supervisor Smith, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Havannavar, Koshykar, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared passed as follows:

RESOLVED, that the Town Board approves the appointment for the following employee(s):

The following employee(s) are recommended as a new hire based on the recommendation of the Functional Coordinator(s) for these areas:

This is subject to completion of the proper reviews and background checks for these candidates and appropriate sign off by the Town Board representative.

Name	Dept	Position	Rate	Date of Hire
Tilly Curtice	Recreation	Rec Attendant-PT	\$15.50	03/24/2025

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OTHER BUSINESS

Councilmember Townsend mentioned the proposal from the Town's Design Review and Historical Preservation Board to change the Residential Design Standards and Guidelines to provide that any change made to a historical structure, whether visible from the street or not, will require a Certificate of Appropriateness. Reference to the Residential Design Standards and Guidelines showed that this change has been incorporated already.

PUBLIC COMMENT

Alan Wood and Prem Kumar commented.

With no further business, the meeting adjourned at 6:43 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk

Highlights of Pittsford's Revised Zoning Code

as proposed for adoption by Town Board

March 2025

1. *Residential neighborhoods.* Residential neighborhoods won't change. Neighborhoods of single-family homes will stay that way. As per existing Code, houses can't be modified to include a separate apartment, and the rule remains one house per lot.
2. *Attached Houses.* For new construction on currently unbuilt tracts, the revised Code gives broader scope for single-family attached houses, like Greenpoint Trail and Alpine Ridge. Would not apply to new construction in existing residential neighborhoods of single-family *detached* houses.
3. *Flexibility for Accessory Structures:* Setbacks for flag lots and corner lots have been reduced to allow for more flexibility when placing a shed, pool and pool equipment or other permitted accessory structure.
4. *Incentive Zoning:* The new Code builds into the existing Incentive Zoning law new provisions to encourage more moderately priced market-rate housing for people in or approaching retirement age.
5. *More Housing Variety:* The new Code allows for smaller lot sizes. It extends Incentive Zoning opportunities Town-wide, rather than restricted to one area as before. This can allow for greater density and thereby for housing priced more moderately than what has been available traditionally.
6. *Monroe Avenue Commercial Corridor:* The new Code offers a comprehensive vision for improving the Monroe Avenue commercial corridor. The goal is to create a mixed-use commercial district with a more village-like feel and of more walkable scale. To do this it provides for storefronts at the street and parking to their rear, with housing above the streetside storefronts. In addition to the mix of commercial and residential, the new Code provides for a greater variety of businesses, including micro-breweries and boutique hotels.
7. *Keeping Chickens:* The revised code permits keeping chickens, within reasonable limitations, on residential lots. Households keeping chickens must maintain a coop that must be sited at least 50 feet from neighboring property lines. Regulations for keeping bees have also been incorporated.
8. *Parking:* New parking regulations promote less asphalt and more landscaped islands in areas of redevelopment, as well as stronger guidelines for the provision of pedestrian connections in parking lots.
9. *Lighting:* New dark-sky lighting regulations protect residents from intrusive light from adjacent properties.
10. *Golf Courses:* Rezones golf courses so that, if a golf course closes and sells its land, density of any housing to be built will be substantially consistent with existing residential areas, with requirements for open space and buffering. This rezoning makes no changes to existing golf courses or their operations. It makes a difference only if a golf course goes out of business and sells the land for development.

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11. *Environmental Stewardship*: Encourages and provides compatibility guidelines for beneficial environmental practices and infrastructure such as solar energy systems, electrical vehicle charging stations, installation of geothermal and more.

These represent the substantive changes to the Zoning Code. Throughout the proposed new Code are changes in formatting such as consolidation of definitions for ease of reference; also revised citations to State law as necessary, clarifications where experience showed the existing Code to be ambiguous, deletions of outdated and/or obsolete provisions, and additions that accommodate new practices and resident preferences that have emerged since the last update in 2009.

Please remember that this is just a *summary*. The only complete description of all the changes that could affect our residents' use of their property is the Code itself. Those concerned about their particular circumstances should refer to the whole law or contact the Town's Planning Department at 248-6249. You can find the new Code in its entirety at:

<https://bartonloguidice.mysocialpinpoint.com/town-of-pittsford/final-draft-for-public-review>.

As it must, the proposed revised Zoning Code incorporates changes and resident preferences included in the Town's Comprehensive Plan. The Comprehensive Plan provides the basis for a legally enforceable Zoning Code.