

**TOWN OF PITTSFORD
PLANNING BOARD
AUGUST 11, 2025**

Minutes of the Town of Pittsford Planning Board meeting held on August 11, 2025, at 6:30PM local time. The meeting took place in the Lower-Level Meeting Room of Pittsford Town Hall, 11 S. Main Street.

PRESENT: Paul Alguire, John Limbeck, Dave Jefferson, Hali Buckley, Paula Liebschutz

ABSENT: John Halldow, Kevin Morabito

ALSO PRESENT: Doug DeRue, Director of Planning, Zoning, and Development; April Zurowski, Planning Assistant; Evan Harkin, Student Member

ATTENDANCE: There were 3 members of the public present.

Board Member Limbeck made a motion to call the meeting to order, seconded by Board Member Buckley. Following a unanimous voice vote, the meeting opened at 6:30PM, none opposed.

CONTINUED APPLICATION:

Passero Associates, Pittsford Oaks Apartments
Final Site Plan

Anthony Daniele, of 2851 Clover LLC, introduced the application. Mario Daniele, of 2851 Clover LLC; and Andrew Burns, of Passero Associates were also in attendance.

Mr. A. Daniele stated that since the last Planning Board meeting, the applicant prepared revised elevations for the Design Review & Historic Preservation Board (DRHPB) and will present to them at their next meeting. Plan changes are ongoing per comments from Town staff. More comments from staff are expected.

Board Member Limbeck asked the applicant to address technical comments and concerns with Town staff. He appreciated the new elevations and stated that he would like to hear the DRHPB's thoughts. He also favored the updates to the landscaping plan and the incorporation of native species.

NEW HEARING:

Tim Klembczyk – Trustee, 507 Thornell Road (Northfield Church)
Preliminary/Final Site Plan & Special Use Permit

Tim Klembczyk, of Northfield Church, introduced the application. He stated that the church replaced their parking lot lighting and was later notified that a Planning Board application was required. Since the time of application, additional shields have been installed.

Board Member Alguire asked if the lights are on a timer. Mr. Klembczyk confirmed and stated that the lights are turned off at 10PM. Board Member Alguire asked about the color temperature of the lights. Mr. Klembczyk stated that the lights are 3000-4000K, but dimmers have been installed to reduce the severity of the brightness.

APPROVED MINUTES 081125

Board Member Limbeck motioned to open the public hearing, seconded by Board Member Buckley; all ayes, none opposed. Board Member Limbeck asked for public comment.

Michael Hagen, of 12 Summit Oaks, stated that the original lighting was not obtrusive, but the LED lighting is much brighter. The brightness and color of the lights is not an issue now because of the summer foliage but will quickly become obtrusive when the leaves have fallen. He stated that some shielding was installed, but it is not on all four sides and is not on all of the fixtures.

Mr. DeRue stated that shielding is most effective when installed on all four sides of the fixture. Dimmers will help the brightness and may slightly affect the color appearance, but only a new fixture would change the color temperature. Mr. Klembczyk stated that the church will work on installing shielding on all four sides.

Board Member Limbeck motioned to close the public hearing, seconded by Board Member Liebschutz; all ayes, none opposed.

Board Member Limbeck read the SEQRA and Preliminary/Final Site Plan & Special Use Permit resolutions, which were unanimously approved.

OTHER DISCUSSION:

The minutes of July 14, 2025, were approved following a motion by Board Member Limbeck, seconded by Board Member Alguire. Following a unanimous voice vote, the minutes were approved, none opposed.

Board Member Limbeck thanked Student Member Evan Harkin for his dedication and contribution to the Planning Board for the past few years. He and the Board wished Evan good luck at college in the fall.

The Board discussed appointing a new Vice Chairman at their next meeting. The Board agreed Board Member Alguire would be a good candidate.

Board Member Limbeck motioned to close the meeting at 6:57PM, seconded by Board Member Buckley, and approved by a unanimous voice vote, none opposed.

Respectfully submitted,

April Zurowski
Planning Assistant

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

**TOWN OF PITTSFORD
PLANNING BOARD
SEQRA RESOLUTION
Northfield Church Parking Lot Lighting
Preliminary/Final Site Plan and Special Use Permit
507 Thornell Road (Northfield Church)
Tax Parcel #178.03-1-81.2**

WHEREAS Northfield Church has made application for Preliminary/Final Site Plan and Special Use Permit approval for the replacement of light fixtures at 507 Thornell Road with application materials received July 2, 2025; and

WHEREAS this is an Unlisted Action pursuant to SEQRA and the Planning Board has conducted a single agency review; and

WHEREAS a Part I Short EAF was submitted by the applicant and the Planning Board has completed a Part II Short EAF, attached hereto; and

NOW, THEREFORE, upon careful and deliberate consideration by the Planning Board, of all written and oral submissions and testimony by the applicant, appropriate agencies, the public, and the Planning Board having given this matter due deliberation and consideration; it is

RESOLVED, that the Planning Board finds that the proposed action will not have any significant adverse impact on the environment, and accordingly, hereby grants a negative declaration pursuant to the State Environmental Quality Review Act based upon the following Findings of Fact:

FINDINGS OF FACT

1. This application proposes the replacement of the metal halide light fixtures with LED light fixtures within the Northfield Church Parking lot located at 507 Thornell Road.
2. The Planning Board has considered possible environmental impacts associated with the application and completed a Short Part II EAF which did not identify significant impacts, attached hereto.
3. The applicant submitted responses to Town Code §185-174 Determination of Impact and the Planning Board has reviewed the applicant's responses to evaluate potential impacts to surrounding neighborhoods and Thornell Road and the Board has concluded that the proposed lighting replacements use will not adversely impact the neighborhood or district.

CONCLUSION

The Planning Board finds that the proposed action will not have any significant adverse impact on the environment, and accordingly, hereby grants a negative declaration pursuant to the State Environmental Quality Review Act.

The within Resolution was motioned by Planning Board Member Hali Buckley, seconded by Planning Board Member Paul Alguire, and voted upon by members of the Planning Board as follows:

Paul Alguire	Aye
David Jefferson	Aye
Paula Liebschutz	Aye
Hali Buckley	Aye
Kevin Morabito	Absent
John Limbeck	Aye
John Halldow	Absent

Adopted by the Planning Board on August 11, 2025.

April Zurowski
Planning Assistant

617.20
Appendix B
Short Environmental Assessment Form

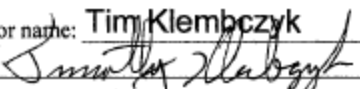
Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project: Northfield Church Parking Lot Lighting Replacement			
Project Location (describe, and attach a location map): 507 Thornell Road			
Brief Description of Proposed Action: Replacing parking lot lighting with low power / high efficiency LED lights. The model numbers are ALS SA-150 (Flat) and ALS PTL-80 (Decorative), are similar to the existing lighting styles. After finding they were too bright, we purchased and installed dimming hardware as well as shields to reduce direct view of the LEDs in the lighting. The lighting on/off is on a 24 hour timer. Northfield church would like to keep the lighting on into the evening, to allow the security cameras to be more effective and reduce inappropriate use of the property.			
Name of Applicant or Sponsor: Tim Klembczyk		Telephone: (585) 202-5163 E-Mail: TimKlembczyk@gmail.com	
Address: 26 Thomville Circle			
City/PO: Penfield		State: New York	Zip Code: 14526
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input checked="" type="checkbox"/> YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO <input checked="" type="checkbox"/> YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ 0 acres b. Total acreage to be physically disturbed? _____ 0 acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ 11.65 acres			
4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
b. Are public transportation service(s) available at or near the site of the proposed action?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
b. Is the proposed action located in an archeological sensitive area?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____		<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: <u>Tim Klembczyk</u> Date: <u>05/29/2025</u> Signature: <u></u>		

Short Environmental Assessment Form

Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. <u>Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. <u>Will the proposed action result in a change in the use or intensity of use of land?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. <u>Will the proposed action impair the character or quality of the existing community?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. <u>Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. <u>Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. <u>Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

7. Will the proposed action impact existing: a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Short Environmental Assessment Form ***Part 3 Determination of Significance***

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

**TOWN OF PITTSFORD
PLANNING BOARD
RESOLUTION
Northfield Church Parking Lot Lighting
Preliminary/Final Site Plan and
Special Use Permit
507 Thornell Road (Northfield Church)
Tax Parcel #178.03-1-81.2**

WHEREAS Northfield Church has made application for Preliminary/Final Site Plan and Special Use Permit approval for the replacement of light fixtures at 507 Thornell Road with application materials received July 2, 2025; and

WHEREAS this is an Unlisted Action pursuant to SEQRA and as the only involved agency the Planning Board conducted a single agency review and granted a negative declaration on August 11, 2025; and

WHEREAS, a public hearing was duly advertised and held on August 11, 2025, and public comment was incorporated into the public record; and

NOW, THEREFORE, upon consideration by the Planning Board, of all written and oral submissions and testimony by the applicant, appropriate agencies, and the public, the Planning Board having given this matter due deliberation and consideration; it is

RESOLVED, that the Planning Board of the Town of Pittsford grants Preliminary/Final Site Plan and Special Use Permit approval based upon the following Findings of Fact and subject to compliance with the following Conditions of Approval:

FINDINGS OF FACT

1. This application proposes the replacement of the metal halide light fixtures with LED light fixtures within the Northfield Church Parking lot located at 507 Thornell Road.
2. The applicant submitted responses to Town Code §185-174 Determination of Impact and the Planning Board has reviewed the applicant's responses to evaluate potential impacts to surrounding neighborhoods and Thornell Road and the Board has concluded that the proposed lighting replacements use will not adversely impact the neighborhood or district.
3. This approval is for two double box lights and four single box lights within and surrounding the existing parking lot, and three decorative lights along the entrance driveway. Because the lights were installed prior to the adoption of Town Code § 185-84 B., which limits the color temperature of exterior lighting to 3000K, the Planning Board has determined that the box lights with adequate shielding will not need to be replaced to meet the new code.

CONDITIONS OF APPROVAL

1. Box lights must be tipped down to a 90-degree angle with the ground and each light must be shielded.
2. Decorative top lights must be switched to the 3000K color temperature option.
3. Box and decorative lights are limited from dusk to 10PM. Security lighting surrounding the building may be functional overnight but must meet Town Code Article XV and be shielded from neighbors.
4. In the event that unreasonable impacts occur to neighbors, the church may be required to update the lighting plan to meet Article XV or install additional shielding.

5. Any changes to the exterior lighting in the future will be subject to Planning Board review and compliance with Town Code.

The within Resolution was motioned by Planning Board Member John Limbeck, seconded by Planning Board Member Hali Buckley, and voted upon by members of the Planning Board as follows:

Paul Alguire	Aye
David Jefferson	Aye
Paula Liebschutz	Aye
Hali Buckley	Aye
Kevin Morabito	Absent
John Limbeck	Aye
John Halldow	Absent

Adopted by the Planning Board on August 11, 2025.

April Zurowski
Planning Assistant