

**TOWN OF PITTSFORD
PLANNING BOARD
SEPTEMBER 8, 2025**

Minutes of the Town of Pittsford Planning Board meeting held on September 8, 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, Kevin Morabito, John Halldow

ABSENT:

ALSO PRESENT: Doug DeRue, Director of Planning, Zoning, and Development; April Zurowski, Planning Assistant; Robert Koegel, Town Attorney

ATTENDANCE: There were 10 members of the public present.

Chairman Halldow made a motion to call the meeting to order, seconded by Board Member Morabito. 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; Jerry Goldman, of Woods Oviatt Gilman LLP; Shari Kleis, of Passero Associates; and Hans Lindenhovius, of Christa Construction; were also in attendance.

Mr. A. Daniele stated that he has received the draft resolution and understands that more work will need to be completed before Planning Board signatures. A demolition permit has been submitted and is currently under review. Demolition will take 3-4 weeks. Board Member Buckley asked for the final number of units. Mr. A. Daniele stated that the final plans state 171 units.

Mr. Koegel stated that per the Town Code, the Design Review & Historic Preservation Board (DRHPB) has given formal recommendations to the Planning Board through their comments over the past few months. Mr. A. Daniele stated that he feels progress has been made with the DRHPB and fine details will still need to be worked out.

Chairman Halldow read the Final Site Plan resolution, which was approved.

NEW HEARINGS:

Marathon Engineering, 155 Golf Avenue (Monroe Golf Club)
Preliminary/Final Site Plan and Special Use Permit

Matt Tomlinson, of Marathon Engineering, introduced the application. Todd Longwell, of Monroe Golf Club, was also in attendance. The plan proposes relocation and expansion of the existing parking lot at Monroe Golf Club. Mr. Tomlinson stated that the new code has been reviewed and considered when possible. He stated

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that he has received and addressed the review engineer's comments and sees no issues. There will be no new lighting proposed. A landscaping cost estimate has been submitted for review.

Board Member Liebschutz stated that a few trees were removed further east on Golf Avenue near the maintenance building. She asked if those trees are part of the plan and if they will be replaced. Mr. Longwell stated that they are not part of this plan, but the Club plans to replace them with two evergreens.

Chairman Halldow motioned to open the public hearing, seconded by Board Member Jefferson. Following a unanimous voice vote, the hearing was opened. Chairman Halldow invited members of the public to speak on this application. Hearing none, Chairman Halldow motioned to close the public hearing, seconded by Board Member Jefferson. Following a unanimous voice vote, the hearing was closed. Chairman Halldow read the SEQRA and Preliminary/Final Site Plan resolutions, both of which were unanimously approved.

Sundown Designs NY LLC, 834 Linden Avenue (Universal Imports of Rochester)

Preliminary/Final Site Plan

Heinrich Fischer, of Sundown Designs NY LLC, introduced the application. Mark Fuerbacher, of Universal Imports of Rochester, was also in attendance. Mr. Fischer stated that the owners would like to expand the existing parking lot to the west side of the building. The new parking area will provide 14 spaces to be used as employee parking only. Additional landscaping is proposed on site.

Board Member Jefferson asked where snow storage is proposed on site. Mr. Fuerbacher stated that snow is removed from the site by a company located in East Rochester. Board Member Jefferson asked if the primary business conducted on site, is sales. Mr. Fuerbacher stated that the business is a mix of sales and service.

Mr. Fischer stated that some Development Review Committee (DRC) comments will need to be resolved. Ms. Zurowski suggested speaking with Anthony Caruso, the Town's Fire Marshal, and Rob Fromberger, the Town's Engineer, to resolve the comments.

Board Member Morabito motioned to open the public hearing, seconded by Board Member Liebschutz. Following a unanimous voice vote, the hearing was opened. Chairman Halldow invited members of the public to speak on this application. Hearing none, Chairman Halldow stated that the hearing will remain open.

OTHER DISCUSSION:

The minutes of August 11, 2025, were approved following a motion by Board Member Alguire, seconded by Board Member Buckley. Following a unanimous vote, the minutes were approved, none opposed.

Chairman Halldow made a motion to appoint Board Member Alguire as the Vice Chairman of the Planning Board, seconded by Board Member Liebschutz; all ayes, none opposed.

Chairman Halldow motioned to close the meeting at 6:59PM, seconded by Board Member Morabito, 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
RESOLUTION
300 Tobey Village Road (Pittsford Oaks)
Final Site Plan
Tax Parcels #163.02-1-24.111, 163.02-1-23.1, 163.02-1-36
Tobey PUD Parcels #8, 12, 7**

WHEREAS, Passero Associates, as agent for 2851 Clover, LLC ("applicant"), has made application for Final Site Plan approval for the construction of a 171-unit market rate apartment building at 2851 Clover Street (300 Tobey Village Road), with last revised application materials received August 18, 2025; and

WHEREAS this is a Type I Action pursuant to SEQRA 6 NYCRR § 617.6 (b) and the Town Board, as lead agency, conducted a coordinated review and issued a negative declaration on May 7, 2024; and

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

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

FINDINGS OF FACT

1. This application is subject to the Tobey Planned Unit Development (PUD) rezoning approval granted by the Town Board on May 7, 2024 (Local Law No. 4 of 2024). This local law limits the market rate apartment building up to 175 units and a maximum gross square footage of 287,000 square feet. The Planning Board submission received August 18, 2025, indicates a proposed total of 171 units and 285,379+/- square feet. The local law requires unit counts to be reasonably similar to 16 studios, 102 one-bedroom, 45 two-bedroom, and 12 three-bedroom units. The Planning Board submission received August 18, 2025, indicates a total of 121 one-bedroom, 40 two-bedroom, and 10 three-bedroom units. The Planning Board finds that the most recent submission meets the requirements of the local law.
2. The local law includes the requirement of 1.75 parking spaces per unit. It is presumed that this parking ratio will facilitate 100% off street parking for the apartments. Plans currently indicate a total of 300 parking spaces which meets the requirements of the local law.
3. The project area includes a 5.333+/- acre portion of Parcel 8, a 1.157+/- acre portion of Parcel 12, and a 0.518 +/- acre portion of Parcel 7, totaling 7.008 +/- acres. The project area will also include a small portion of the adjacent property belonging to Cloverwood Senior Living for the installation of a retaining wall and buffer plantings.
4. The project area is immediately adjacent to 2867 Clover Street, a locally designated historic landmark and eligible landmark for listing on the New York State Register of Historic Places. The New York State Division for Historic Preservation of the Office of Parks, Recreation, and Historic Preservation (OPRHP) has submitted letters dated February 7, 2024, and August 20, 2024, stating that the project will have No Adverse Impact on historic resources provided that a portion of the existing mature tree canopy will be retained as a vegetative buffer between the project and 2867 Clover Street. The new apartment building is proposed 41 feet from the property line, making it approximately 91 feet to the historic home at 2867 Clover Street.
5. This application includes the demolition of the Barn Bazaar buildings and former Five-Star Bank building.
6. Site walks with Planning Board, Environmental Board, and Design Review & Historic Preservation Board (DRHPB) members were conducted on August 23, 2024, and September 4, 2024, in which the Developer,

Contractor, Town Staff, and Town Review Engineer were present. Corners of the proposed building, parking areas, and clearing limits were staked for review. Balloons were flown on September 4, 2024, to indicate approximate building height to help understand the visual impacts of the proposed structure. The Developer, Contractor, Town Staff, and DRHPB members attended the walk and took pictures from different viewpoints.

7. A Traffic Impact Report (TIR) dated October 31, 2023, and updated in July 2024, was submitted to the New York State Department of Transportation for review. A response received August 20, 2024, requested an updated study to support the applicant's recommendations of lowering the speed limit on Jefferson Road and Clover Street to 40 MPH, reviewing signal timing at Jefferson Road/Clover Street and Jefferson Road/Tobey Village Road/YMCA intersections, and installing a flashing yellow arrow for left-hand turns at Jefferson Road/Clover Street intersection. A revised TIR was submitted on August 26, 2024.
8. The applicant provided additional traffic study information from NYSDOT and a letter from Passero Associates on August 29, 2024. In 2023, NYSDOT did an evaluation of Clover Street to determine if lowering the speed limit was warranted, in which it determined lowering the speed limit was not warranted. It is noted that the Planning Board and the Town Staff do not agree with the NYSDOT findings.
9. The Planning Board does not support the granting of NYS variances from Building and Fire Codes.
10. The apartment building property address of 2851 Clover Street was changed to 300 Tobey Village Road.
11. The Town Engineer provided a sewer study review memo dated August 12, 2025, accepting the provided Pittsford Oaks Down Stream Sewer Capacity Report dated June 13, 2025, received by the Town on June 30, 2025. This report verified that the downstream sewer capacity was sufficient to support both the potential future residential development in the sewer shed and the Pittsford Oaks project. It was also determined that the reserve capacity of the sewer was minimal, and any unanticipated future sewer use must be evaluated.
12. The landscaping plan includes greater than 50% native plantings in both number of species and number of plants.
13. This application was submitted to Monroe County Department of Planning & Development (PT24005) and review comments were received June 10, 2024. Comments were incorporated into the DRC report, dated July 3, 2024.
14. The applicant has attended a number of DRHPB meetings adjusting the building elevations. The applicant's submission for the August 28, 2025 meeting has addressed many of the concerns related to mass and rooflines and buildings footprint. It is expected that additional refinements to the building's appearance will be required by the DRHPB.
15. All public notices given by the Town for any public meetings or hearings on the project described the housing type as market rate apartments. The PUD was amended specifically to allow for market rate apartments. Any changes to this specific use will require a PUD rezoning application to the Town Board.
16. Town Code § 185-111 is not applicable to this project. Pittsford Oaks received its Preliminary Site Plan approval on January 13, 2025, and the new code section was not adopted until March 27, 2025, therefore we have not applied the new code to this project.
17. As a result of the comments received at the December 9, 2024 Town Hall public meeting, COMIDA at its December 17, 2024 board meeting adopted a resolution which waived the requirement for designated below-market-rate units in its housing policy, refrained from granting any partial real property tax abatement for the applicant's project, and granted the applicant sales and use tax exemption benefits up to \$1,447,440 and a mortgage tax exemption up to \$285,000 (for total financial assistance of up to \$1,727,440).

CONDITIONS OF APPROVAL

1. Final Site Plan approval is subject to compliance with the Preliminary Site Plan & Preliminary/Final Subdivision approval resolution dated January 13, 2025, unless otherwise addressed herein.
2. Subject to compliance with or resolution of the DRC comments dated July 3, 2024, and the applicant's written responses dated July 18, 2024, and August 26, 2024, unless otherwise addressed herein.
3. Per the local law, the apartment building's appearance, including rooflines, materials, and colors, is subject to approval by the DRHPB.
4. A Letter of Credit (LOC) based upon an approved engineers estimate, using the Town's standard format, will be necessary for portions of the project, including but not limited to maintenance, inspections, and testing of the Stormwater Pollution Prevention Plan (SWPPP); sanitary and storm sewers; public sidewalks; landscaping adjacent to Clover Street, West Jefferson Road, Tobey Village Road, and Cloverwood Senior Living; and landscaping installed to buffer the historic home. The LOC must be posted prior to Planning Board signature.
5. Site inspection fees will be due prior to Planning Board signature and are based on portions of the Engineer's Estimate for site development.
6. Minor site plan modifications to meet Building or Fire Code do not have to be approved by the Planning Board.
7. Clearing limits must be flagged and approved by the Department of Public Works (DPW) prior to any site clearing.
8. A demolition permit is required prior to continued demolition of the Barn Bazaar buildings and former Five-Star Bank buildings and associated clearing of vegetation. A demolition permit will include only the demolition of the existing buildings, clearing of vegetation inside the Barn Bazaar courtyard, and within 25 feet of the existing structures. Clearing adjacent to the garage at 2867 Clover Street is limited to the minimum necessary to demolish the Barn Bazaar building. Existing utilities must be protected except for the disconnection of service lines to the buildings. Earth moving, grading, and asphalt or curb removal is not permitted prior to Town approval following a pre-construction meeting.
9. A Pre-Fire Plan, as required by Chapter 33 of the NYS Fire Code, must be submitted prior to the issuance of a demolition permit, and building permit.
10. Town Code 185-194 (C) states, "All projects shall have landscaping equal to a minimum expenditure of 1% of the total project cost." The landscaping cost estimate and associated landscaping plan must be revised and re-submitted to eliminate the line of "General Contractor Profit & Overhead." A revised cost estimate must be reviewed and approved prior to Planning Board signature. At the time of landscaping installation, minor changes to planting locations and or species are subject to approval of the DPW. All plantings must have a 2-year guarantee.

The Environmental Board has suggested the following changes be made to the landscaping plan:

- Please change the species of proposed street trees along Tobey Village Road to match the existing Sycamore species.
 - Please replace the 39 Korean Dogwoods (CK2) with Pagoda Dogwood (*cornus alternifolia*), Flowering Dogwood (*cornus florida*), or Eastern Redbud (*cercis canadensis*), all native dogwood options.
11. The Developer shall not disturb greater than five acres of soil at any one time without prior written authorization from NYSDEC or the jurisdictional MS4. A 5-acre waiver is required from the Town of Pittsford (MS4) and is to be included within the SWPPP prior to submission of the NOI to NYSDEC.

12. The project shall include 12 exterior EV charging ports. Locations of exterior EV chargers is subject to DPW review and approval.
13. The dumpster and compactor area adjustments are subject to DPW approval, specifically adjustments in orientation, screening, and requirements to connect dumpster surface drainage to the sanitary sewer.
14. Final Site Plan signage details must be removed from the plans and replaced with the following PUD language prior to Planning Board signature. Final signage renderings are subject to DRHPB review and approval.

Signage: There will be no advertising signage which is visible from West Jefferson Road, Tobey Village Road or Clover Street for the Market Rate Apartment House except as follows:

- a) *Signage is subject to issuance of a Building Permit and Design Review and Historic Preservation Board approval. Interior lighting of signage is prohibited.*
 - b) *One one-sided identification sign at or near the intersection of Clover Street and West Jefferson Road, not to exceed 40 square feet.*
 - c) *One identification sign at Tobey Village Road and Clover Street, which may be two-sided and not to exceed 24 square feet per side.*
 - d) *One identification sign at the main driveway entrance on Tobey Village Road which may be two-sided and not to exceed 20 square feet per side. Exterior illumination is permitted for this identification sign.*
 - e) *Directional, informational and/or wayfinding signage shall be permitted on Tobey Village Road and the development parcels, subject to Department of Public Works review and possibly Design Review and Historic Preservation Board approval.*
 - f) *Temporary signage during construction: a total of two (2) two-sided signs, not to exceed 32 square feet per side, will be allowed and located at the intersection of Tobey Village Road with West Jefferson Road and Tobey Village Road with Clover Street.*
15. Exterior building features including the generator, pavilions, pergolas, fire pits and similar, are subject to review from the Building Department. Final Site Plans should note the approximate size and locations of these features, but specific details will not be required until building permits are applied for.
 16. Easements must be in place to allow for installation and maintenance of the new landscaping and retaining wall south of the 54-car parking lot on the Cloverwood Senior Living property, for emergency access through the PFCU property, for the Cloverwood Senior Living property drainage across the Pittsford Oaks property, as well as for any other necessary cross access easements that may be discovered. Proof of the execution and filing of these easements will be required prior to Planning Board signature.
 17. Subject to the granting of applicable easements to the Town of Pittsford, including but not limited to access and maintenance of stormwater, storm sewers, and sanitary sewers. The execution and filing of these easements will be required prior to Planning Board signature.
 18. Final Site Plan approval is subject to review and approval of the sidewalk design and ROW grading by the Commissioner of Public Works and the Town Engineer. Approval of the sidewalk design will be required prior to Planning Board signature.
 19. Subject to engineering review and approval of the project SWPPP and storm sewer design, including drainage from the PFCU property.
 20. Overall construction sequencing will be reviewed as part of pre-construction meetings.
 21. Pittsford Sewer Department entrance fees will be due prior to the Sewer Department signatures on final approved plans.

22. Final Site Plan submission shall include a letter outlining how these Conditions of Approval have been addressed and shall include details of where each resolution can be found (i.e. notation of the plan sheet). This letter must be submitted and reviewed prior to Planning Board signature.
23. A building permit from the Building Department will be required prior to commencement of any and all construction of the apartment building.
24. The Town's standard Recreation Fund Fee is applicable for each new unit. This fee is currently \$1,000.00 per unit and is collected upon the issuance of a building permit for the building.
25. Outstanding Engineering Review Fees (ERF) must be resolved prior to Planning Board signature.
26. This Final Site Plan approval is contingent upon the applicant's adherence to the Town's PUD regulations as interpreted by the Town of Pittsford.
27. Subject to applicable regulatory approvals, including but not limited to: Commissioner of Public Works, Sewer Department, Monroe County Water Authority, NYSDOT, MCHD, and the Town Review Engineer.
28. This Final Site Plan approval is contingent upon the applicant, its affiliates, and/or its successors-in-interest, refraining from (a) applying to any third party, including COMIDA or any governmental entity, agency of government or any non-governmental entity or agency for any incentive, grant, tax abatement or other preference or benefit of any manner or description whatsoever that would or could require any set aside or reservation of any portion of housing units comprising the project for pricing below market rate (collectively "Incentive"); or (b) receiving any such Incentive. For purposes of this section, "market rate" shall mean the fair market value for every unit without adjustment based on household income level or statistical area median household income or any other adjustment intended to reduce pricing below fair market value or having that effect. Failure to comply with this condition may result in the revocation of this Final Site Plan approval, the denial or revocation of any approval for this project, the denial or revocation of any permit authorizing any demolition or building for this project, the issuance of a stop work order for any work proceeding on the project, and other enforcement measures authorized by law.

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

Paul Alguire	Aye
David Jefferson	No
John Limbeck	Absent
Paula Liebschutz	Aye
Hali Buckley	Aye
Kevin Morabito	Aye
John Halldow	Aye

Adopted by the Planning Board on September 8, 2025.

April Zurowski
Planning Assistant

**TOWN OF PITTSFORD
PLANNING BOARD
SEQRA RESOLUTION
155 Golf Avenue (Monroe Golf Club)
Preliminary/Final Site Plan & Special Use Permit
Tax Parcel #151.20-1-1**

WHEREAS, Marathon Engineering, as agent for Monroe Golf Club, has made an application for Preliminary/Final Site Plan and Special Use Permit approval for the reconfiguration of the parking lot and associated site work at 155 Golf Avenue, with application materials received July 11, 2025; and

WHEREAS this is an Unlisted Action pursuant to SEQRA and as the only involved agency the Planning Board is conducting 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 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 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 a reconfiguration of the existing parking lot adjacent to and in front of the main building at 155 Golf Avenue (Monroe Golf Club). Multiple areas of the parking lot will be adjusted to provide for a total of 285 parking spaces and will include additional landscaping and new parking islands.
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 Planning Board has considered the possible impacts identified in Town Code §185-174 and has concluded that this action will not have any significant adverse impacts on the community.
4. The proposed site work is more than 100 feet from the nearest property line, which is shared with Powers Farm. The site work is proposed more than 275 feet, at the closest location, from the nearest residential property line, which is across the street from Monroe Golf Club.
5. The total site disturbance is 0.5 +/- acres for the proposed site work. A SWPPP was not required.

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 Chairman John Halldow, seconded by Planning Board Member Paula Liebschutz, and voted upon by members of the Planning Board as follows:

Paul Alguire

Aye

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

Adopted by the Planning Board on September 8, 2025.

April Zurowski
Planning Assistant

Short Environmental Assessment Form

Part 1 - Project Information

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: Monroe Golf Club parking lot improvements			
Project Location (describe, and attach a location map): 155 Golf Ave Pittsford NY 14534			
Brief Description of Proposed Action: Monroe Golf Club is proposing to rehabilitate and reconfigure their existing parking facilities, adding a total of 34 spaces as well as landscape islands and sidewalk improvements. This project, with its associated landscaping improvements, will further enhance the facilities for the club members as well as address the challenges Monroe faces while hosting large events. The islands are not curbed in order to match the existing landscape aesthetic throughout the complex. These improvements are to existing facilities and increase the level of conformity with the Parking Regulations recently adopted by the Town. No changes to site ingress/egress are proposed, nor any changes to primary utilities; no variances have been identified.			
Name of Applicant or Sponsor: Scott Ellender, Monroe Golf Club		Telephone: 585-586-3440 E-Mail: sellender@monroegolfclub.com	
Address: 155 Golf Ave			
City/PO: Pittsford	State: NY	Zip Code: 14534	
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 ☐	YES ☒
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: MCDOT - driveway repair		NO ☐	YES ☒
3. a. Total acreage of the site of the proposed action?		186.72 acres	
b. Total acreage to be physically disturbed?		0.5 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		186.72 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. ☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☒ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify): ☐ Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☒	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	☐	☒	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	☒	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation services available at or near the site of the proposed action?	☒	☐	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☒	☐	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	☐	☒	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ Existing service in place, no changes proposed.	☒	☐	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ Existing service in place, no changes proposed.	☒	☐	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	☒	☐	
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	YES	
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: _____ _____ _____	☒	☐	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☒ 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 ☒	YES ☐
16. Is the project site located in the 100-year flood plan?	NO ☒	YES ☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO ☒	YES ☐
a. Will storm water discharges flow to adjacent properties?	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	☐	☐
If Yes, briefly describe: There will be a slight reduction in overall impervious, therefore no new stormwater generated.		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO ☐	YES ☐
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 ☐
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 ☐
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: <u>Matt Tomlinson, Marathon Engineering, as Agent</u> Date: _____ Signature: <u></u> Title: <u>Project Manager</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>	☒	☐
2. <u>Will the proposed action result in a change in the use or intensity of use of land?</u>	☒	☐
3. <u>Will the proposed action impair the character or quality of the existing community?</u>	☒	☐
4. <u>Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?</u>	☒	☐
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>	☒	☐
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>	☒	☐
7. <u>Will the proposed action impact existing:</u> a. public / private water supplies?	☒	☐
b. public / private wastewater treatment utilities?	☒	☐
8. <u>Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?</u>	☒	☐
9. <u>Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?</u>	☒	☐
10. <u>Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?</u>	☒	☐
11. <u>Will the proposed action create a hazard to environmental resources or human health?</u>	☒	☐

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.

☐ 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.	
☐ 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
155 Golf Avenue (Monroe Golf Club)
Preliminary/Final Site Plan & Special Use Permit
Tax Parcel #151.20-1-1**

WHEREAS, Marathon Engineering, as agent for Monroe Golf Club, has made an application for Preliminary/Final Site Plan and Special Use Permit approval for the reconfiguration of the parking lot and associated site work at 155 Golf Avenue, with application materials received July 11, 2025; and

WHEREAS this is an Unlisted Action pursuant to SEQRA and as the only involved agency the Planning Board is conducting a single agency review; and

WHEREAS, a public hearing was duly advertised and held on September 8, 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 a reconfiguration of the existing parking lot adjacent to and in front of the main building at 155 Golf Avenue (Monroe Golf Club). Multiple areas of the parking lot will be adjusted to provide for a total of 285 parking spaces and will include additional landscaping and new parking islands.
2. There are no proposed changes to the exterior lighting at the site. Any future changes to exterior lighting will require Planning Board approval and will be subject to Town Code Article XV.
3. The Planning Board has considered the possible impacts identified in Town Code §185-174 and has concluded that this action will not have any significant adverse impacts on the community.
4. The total site disturbance is 0.5 +/- acres for the proposed site work. A SWPPP was not required.
5. The proposed site work occurs on property with boundaries within 500 feet of a farm operation located within an agricultural district and an Agricultural Data Statement was prepared.
6. The Planning Board finds that the site improvements maintain compliance with Town Code Article XVA to the greatest extent practicable; offers and innovative development/design solution for the site in question; will not result in a detrimental effect on the public health, safety, or general welfare; and is compatible with the stated vision and goals of the Town's Comprehensive Plan and other relevant plans and studies.

CONDITIONS OF APPROVAL

1. Subject to compliance with or resolution to review comments from the Town's review engineer dated August 19, 2025. A written response to these comments should be submitted with final plans for Planning Board signature.
2. Please add the following note to final plans: "Site entrances and roadways may not be blocked to impede emergency access at any time during construction."

3. Minor adjustments to the approved landscaping plan are subject to Department of Public Works approval. A cost estimate should be provided to show that the site improvements meet Town Code §185-194 C. which requires all projects to have landscaping equal to a minimum expenditure of 1% of the total project cost. The estimate should not include costs for excavating, earthmoving, fill, grading, or paving associated with normal requirements of building.
4. Six full-size copies of complete plan sets should be submitted to the Town for Planning Board signature and shall include a letter outlining how these Conditions of Approval have been addressed.
5. Subject to applicable regulatory approvals, including but not limited to: Town Engineer, Commissioner of Public Works, and Fire Marshal.

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

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

Adopted by the Planning Board on September 8, 2025.

April Zurowski
Planning Assistant