

**AGENDA  
TOWN OF PITTSFORD  
PLANNING BOARD  
JANUARY 12, 2026**

*This agenda is subject to change.*

Please take notice that the Town of Pittsford Planning Board will hold the following meeting on Monday, January 12, 2026, in the Lower-Level Meeting Room of Pittsford Town Hall, 11 S. Main Street, beginning at 6:30PM local time.

The Board will hold an agenda review session in the Second-Floor Meeting Room at 6:00PM.

---

**NEW HEARING**

**DDS Engineering and Surveying, LLP, Kirik Subdivision**  
Preliminary/Final Subdivision

---

**OTHER BUSINESS**

**Approval of Minutes**

**Approval of 2026 Meeting Schedule**

---

---

*The next scheduled meeting is for Monday, January 26, 2026.*

December 3<sup>rd</sup>, 2025

Town of Pittsford  
Planning Board  
11 S. Main Street  
Pittsford, NY 14534

Attn.: Director of Planning, Zoning, & Development, Doug DeRue

**Re: Kirik Site Plan – 2118 W Jefferson Rd**

Dear Board Members,

On behalf of our client, Paul Kirik, we are submitting the following application materials for your consideration of Subdivision and Site Plan Approval:

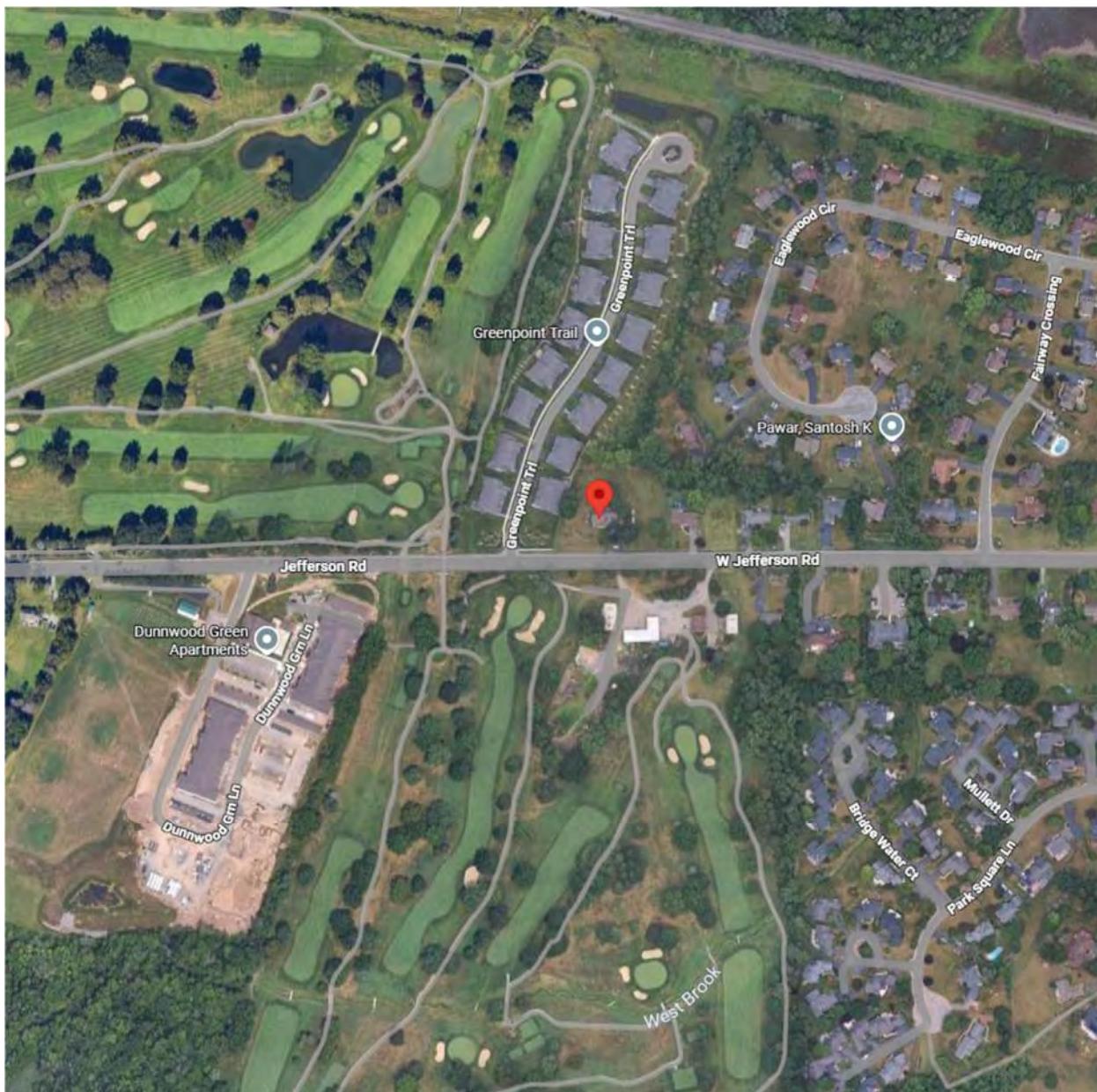
- 15 Copies of this Letter of Intent
- 15 Copies of the Town of Pittsford Subdivision Application Form
- 15 Copies of the Authorization to Make Application Form
- 15 Copies of the Disclosure Form E
- 15 Copies of the List of Abutters Form
- 15 Copies of the Short Environmental Assessment Form
- 15 Sets of the Full-Size Plan Set
- Subdivision Preliminary & Final Fee – Check for \$540
- Engineering Review Deposit – Check for \$540

The 1.5-acre property is located at 2118 W Jefferson Rd in a Town of Pittsford RN Residential Neighborhood Zoning District. The proposed project consists of the subdivision of said property into two (2) code compliant lots. On the new lot (Lot 2), there is the proposed construction of a ± 2,123 SF single-family home, served by a new curb cut on W Jefferson Road. This home will be serviced by a new sanitary sewer lateral and water service.

The plans reflect 0.23 acres of soil disturbance. Therefore, a NYSDEC GP-0-25-001 Permit is not required.

We respectfully request to be included on the agenda for the January 12<sup>th</sup> Planning Board meeting for Subdivision and Site Plan Approval. If you have any questions regarding this matter, please do not hesitate to contact me.

## Project Area

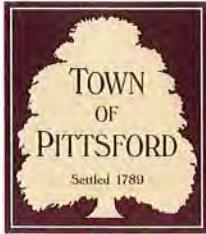


Please note, electronic copies of materials, in PDF format, have been emailed to  
[azurowski@townofpittsford.org](mailto:azurowski@townofpittsford.org).

Regards,  
**DDS Engineering and Surveying, LLP**

A handwritten signature in black ink that reads 'Adam Colton'.

Adam Colton | Project Engineer | [acolton@ddsccompanies.com](mailto:acolton@ddsccompanies.com) | 585-340-0555



# TOWN OF PITTSFORD SUBDIVISION APPLICATION FORM

Planning Board – 11 S. Main Street – Pittsford, 14534 – 248-6260

**PROJECT NAME:** Kirik Site Plan - 2118 W Jefferson Rd

**LOCATION:** 2118 W Jefferson Rd, Pittsford, NY 14534

**TAX ACCOUNT NO:** 163.03-001-002

**OWNER:** Paul Kirik

**ADDRESS:** 211 White Spruce Blvd

**CITY, ST ZIP:** Rochester, NY 14623

**PHONE:** (585) 469-4965

**FAX:** \_\_\_\_\_

**E-MAIL:** Paulkirik3@gmail.com

**APPLICANT:** Paul Kirik

**ADDRESS:** 211 White Spruce Blvd

**CITY, ST ZIP:** Rochester, NY 14623

**PHONE:** (585) 469-4965

**FAX:** \_\_\_\_\_

**E-MAIL:** Paulkirik3@gmail.com

**AGENT:** DDS Engineering and Surveying, LLP

**ADDRESS:** 45 Hendrix Rd

**CITY, ST ZIP:** W Henrietta, NY 14586

**PHONE:** (585) 359-7540

**FAX:** (585) 359-7541

**E-MAIL:** acolton@ddscompanies.com

**BRIEF DESCRIPTION OF PROJECT:** Proposed subdivision of 2118 W Jefferson Rd and new single-family home.

New home will be serviced by a new curb cut on W Jefferson Rd, new water service tap, and new sewer lateral.

**REQUEST FOR:**

(Please check all applicable)

- Concept Subdivision
- Preliminary Subdivision
- Final Subdivision
- Special Permit
- Preliminary Site Plan
- Final Site Plan

**HEARING DATE REQUESTED:** 01/12/2026

**Square Footage of Building:** +/- 2,125 sf

**Total Acreage of Disturbance:** <0.5 Ac

**ZONING CLASSIFICATION:** RN Residential Neighborhood

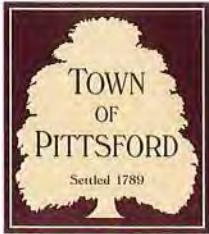
**SIZE OF PARCEL:** 1.5 Ac

Is this parcel in a flood plain, agricultural district, and/or wetlands, or does it contain features of archaeological or historical significance?  NO  YES (Please specify)

Not within a flood plain or agricultural district, state wetlands within ~300', federal wetlands within ~650', archaeological buffer >0.5 mi away.

If this parcel is within 500' of a municipal boundary, please specify: Henrietta

(Municipality)



# **TOWN OF PITTSFORD SUBDIVISION AUTHORIZATION TO MAKE APPLICATION**

Planning Board – 11 S. Main Street – Pittsford, 14534 – 248-6260

*If the applicant is not the owner of the subject property, this form must be completed and signed by the owner.*

I, Paul Kirik, the owner of the property located

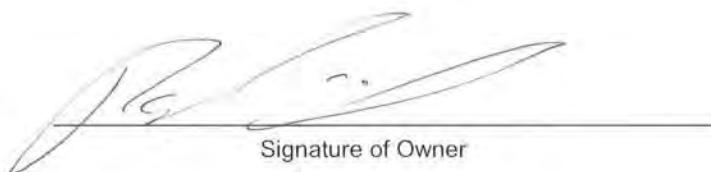
at: 2118 West Jefferson Rd Pittsford 14534  
(Street) (Town) (Zip)

Tax Parcel # 163.02-001-002 do hereby authorize

DDS Engineering and Surveying, LLP to make application to the

Town of Pittsford Planning Board, 11 South Main Street, Pittsford NY 14534 for the

purpose(s) of Site Plan and Subdivision Approval



Signature of Owner

12-1-2025

Date

# Disclosure Form E

STATE OF NEW YORK  
COUNTY OF MONROE

TOWN OF PITTSFORD

In the Matter of

Kirik Site Plan - 2118 W Jefferson Rd

(Project Name)

The undersigned, being the applicant(s) to the...

**Town Board**    **Zoning Board of Appeals**    **Planning Board**    **Design Review Board**

...of the Town of Pittsford, for a...

**change of zoning**    **special permit**    **building permit**    **permit**    **amendment**

**variance**    **approval of a plat**    **exemption from a plat or official map**

...issued under the provisions of the Ordinances, Local Laws, Rule or Regulations constituting the zoning and planning ordinances regulations of the Town of Pittsford, do hereby certify that I have read the provisions of Section §809 of the General Municipal Law of the State of New York attached to this certificate.

I do further certify that there is no officer of the State of New York, the County of Monroe or of the Town of Pittsford or of any other municipality of which the Town of Pittsford is a part who is interested in the favorable exercise of discretion by said Board as to this application, except for those named below:

Name(s)

Address(es)

  
Signature of Applicant

12-1-2025

Dated

211 White Spruce Blvd

Street Address

Rochester, NY 14623

City/Town, State, Zip Code



# NEW YORK STATE

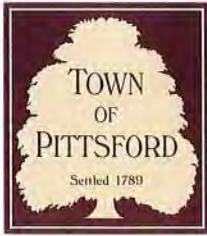
## GENERAL MUNICIPAL LAW

### SECTION § 809

1. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.
2. For the purpose of this section an officer or employee shall be deemed to have an interest in the applicant when he, his spouse or their brothers, sisters, parents, children, grandchildren or the spouse of any of them...
  - (a) is the applicant, or
  - (b) is an officer, director, partner or employee of the applicant, or
  - (c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
  - (d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.
3. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.
4. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

Section eight hundred six of the General Municipal Law added by this act, shall apply only to application, petitions or requests as described therein which are submitted on or after the effective date of this act.

This act shall take effect September 1, 1969.



# TOWN OF PITTSFORD

## LISTING OF ABUTTERS

Planning Board – 11 S. Main Street – Pittsford, 14534 – 248-6260

The undersigned, being an Applicant for approval of...

**site plan**

**special permit**

**subdivision**

...for property at: 2118 W Jefferson Rd

Tax Parcel # 163.02-001-002 submits the following list

of names and addresses of all owners of properties which either directly abut or are located across the street from the property lines of the subject property.

*If there are other properties in close proximity which might be effected by this proposal, please include the names and addresses of those properties as well.*

  
Signature of Applicant

12-1-2025

Date

### LIST OF PROPERTIES ABUTTING OR ACROSS THE STREET FROM SUBJECT PROPERTY

2123 W Jefferson Rd, Pittsford, NY 14534  
2128 W Jefferson Rd, Pittsford, NY 14534  
55 Eaglewood Cir, Pittsford, NY 14534  
3 Greenpoint Trl, Pittsford, NY 14534  
5 Greenpoint Trl, Pittsford, NY 14534  
7 Greenpoint Trl, Pittsford, NY 14534  
9 Greenpoint Trl, Pittsford, NY 14534

# ***Short Environmental Assessment Form***

## ***Part 1 - Project Information***

### **Instructions for Completing**

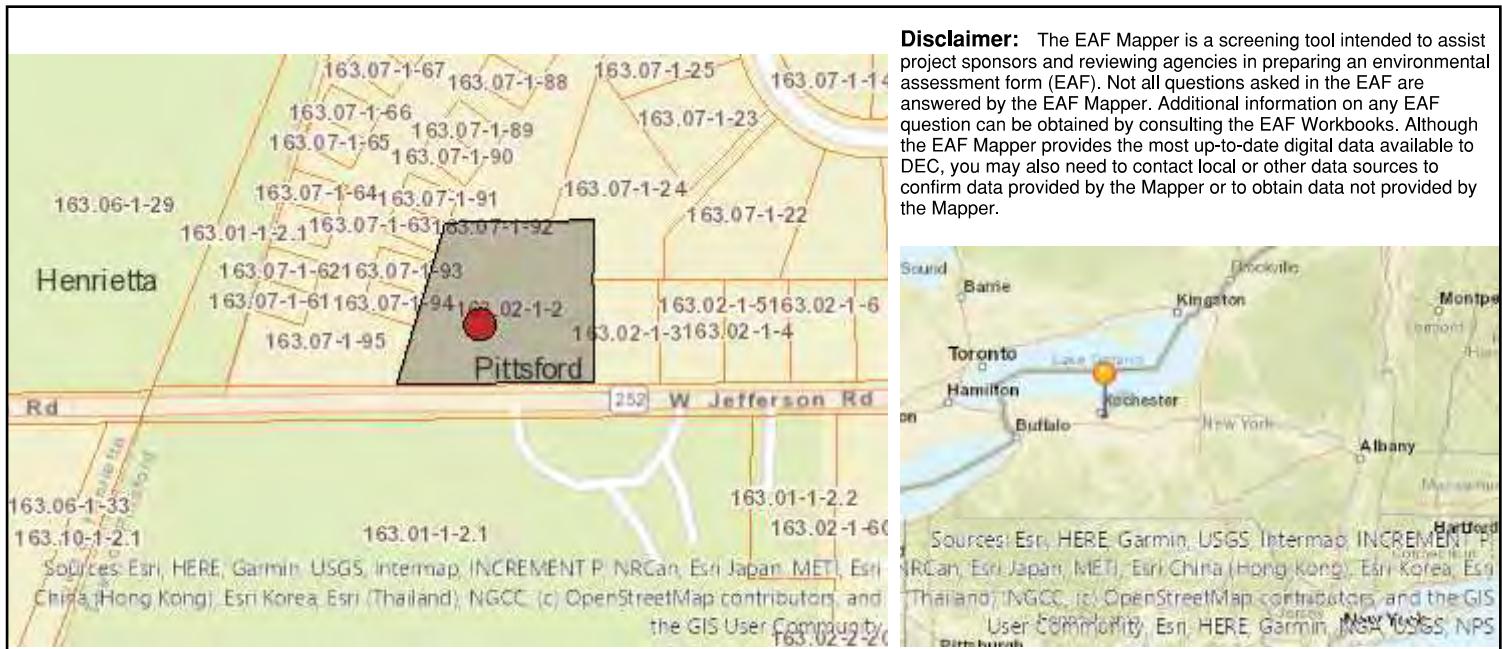
**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. 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.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project: Kirik Site Plan - 2118 W Jefferson Rd			
Project Location (describe, and attach a location map): 2118 W Jefferson Rd			
Brief Description of Proposed Action: Proposed single-family home and subdivision of parcel located 2118 W Jefferson Rd. Existing parcel at 2118 W Jefferson Rd is 1.5 acres, to be split into Lot 1 (0.942 acres, existing single-family home) and Lot 2 (0.558 acres, location of proposed single-family home). Proposed single-family home will be serviced by a new curb cut on W Jefferson Road, new water service, and new sanitary lateral.			
Name of Applicant or Sponsor: Paul Kirik		Telephone: (585) 469-4965 E-Mail: Paulkirik3@gmail.com	
Address: 211 White Spruce Blvd			
City/PO: Rochester		State: NY	Zip Code: 14623
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.			
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: Town of Pittsford Planning Board, NYSDOT, MCWA, MCPW			
3. a. Total acreage of the site of the proposed action? <u>0.558</u> acres b. Total acreage to be physically disturbed? <u>0.23</u> acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? <u>1.5</u> acres			
4. Check all land uses that occur on, are adjoining or near the proposed action: 5. <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,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<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	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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:	<hr/> <hr/> <hr/>		
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proposed new water service tap to MCWA watermain on W Jefferson Road.	<hr/> <hr/> <hr/>		
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proposed sanitary lateral to MCPW sanitary sewer.	<hr/> <hr/> <hr/>		
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	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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?	<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	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<hr/>		
See attached NYSDEC Wetland Map, project site located ~300' from State Informational Wetlands.	<hr/>		
See attached NWI Wetland Map, project site located ~650' from Federal Freshwater Pond and Riverine.	<hr/>		

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	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Storm water will follow existing drainage paths along W Jefferson Rd.		
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
	<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
Former Henrietta Wastewater Treatment located at 100 Karenlee Drive, ~2,000 ft from project site.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor/name: Adam Colton	Date: 10/10/25	
Signature: 	Title: Project Engineer	



Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	No
Part 1 / Question 12b [Archeological Sites]	No
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local, New York State, and federal wetlands and waterbodies is known to be incomplete. Refer to the EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	No
Part 1 / Question 16 [100 Year Flood Plain]	No
Part 1 / Question 20 [Remediation Site]	Yes

## Environmental Resource Mapper

Base Map: NYS Aerial 

Search

Tools

Layers and Legend

**Wetland Layers**

All Layers

Previously Mapped Freshwater Wetlands (Outside of the Adirondack Park)

Informational Freshwater Wetland Mapping 

National Wetlands Inventory

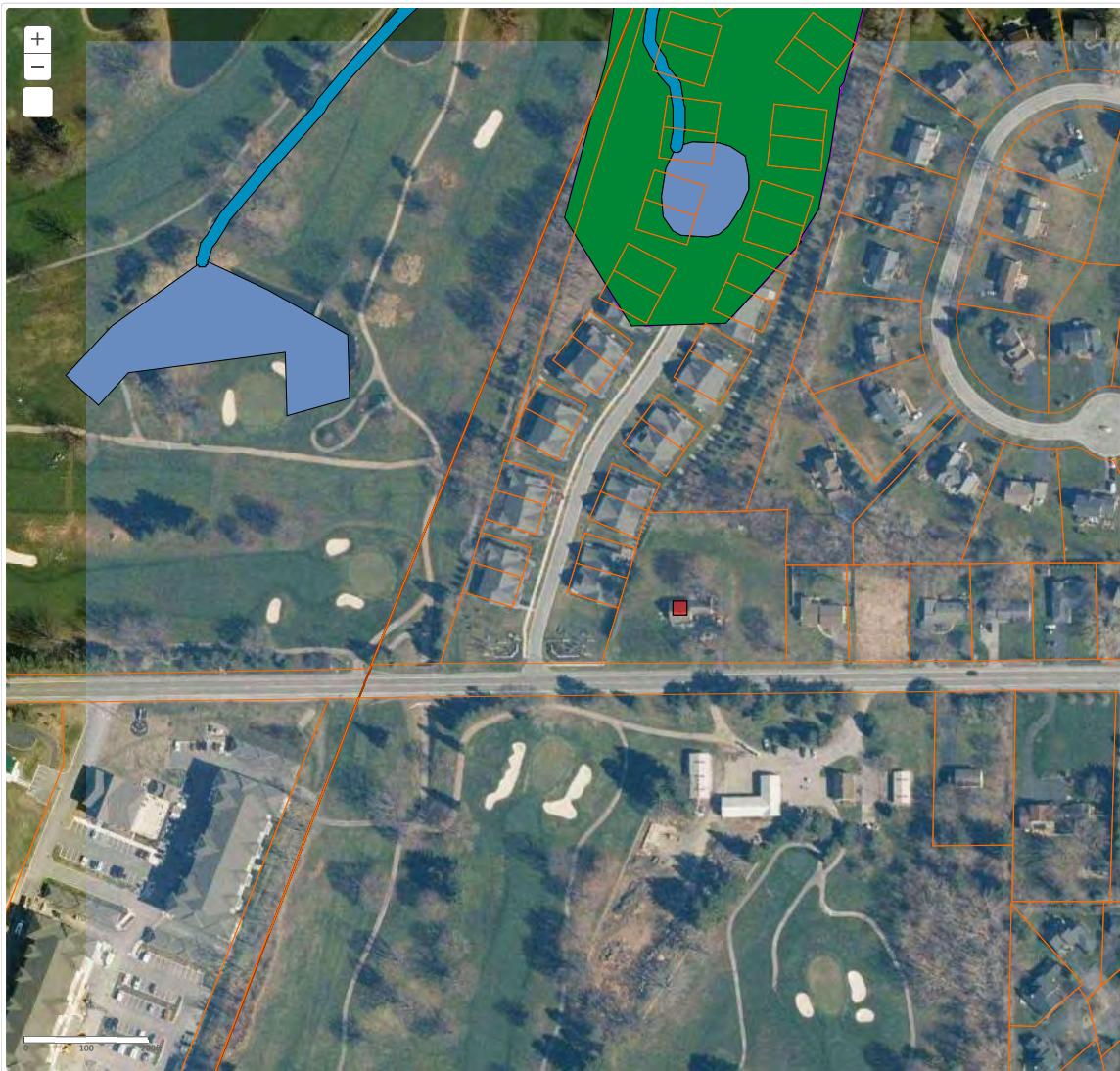
- Estuarine and Marine Deepwater
- Estuarine and Marine Wetland
- Freshwater Emergent Wetland
- Freshwater Forested/Shrub Wetland
- Freshwater Pond
- Lake
- Other
- Riverine

Reference Layers

Tell Me More...

Need A Permit?

Contacts

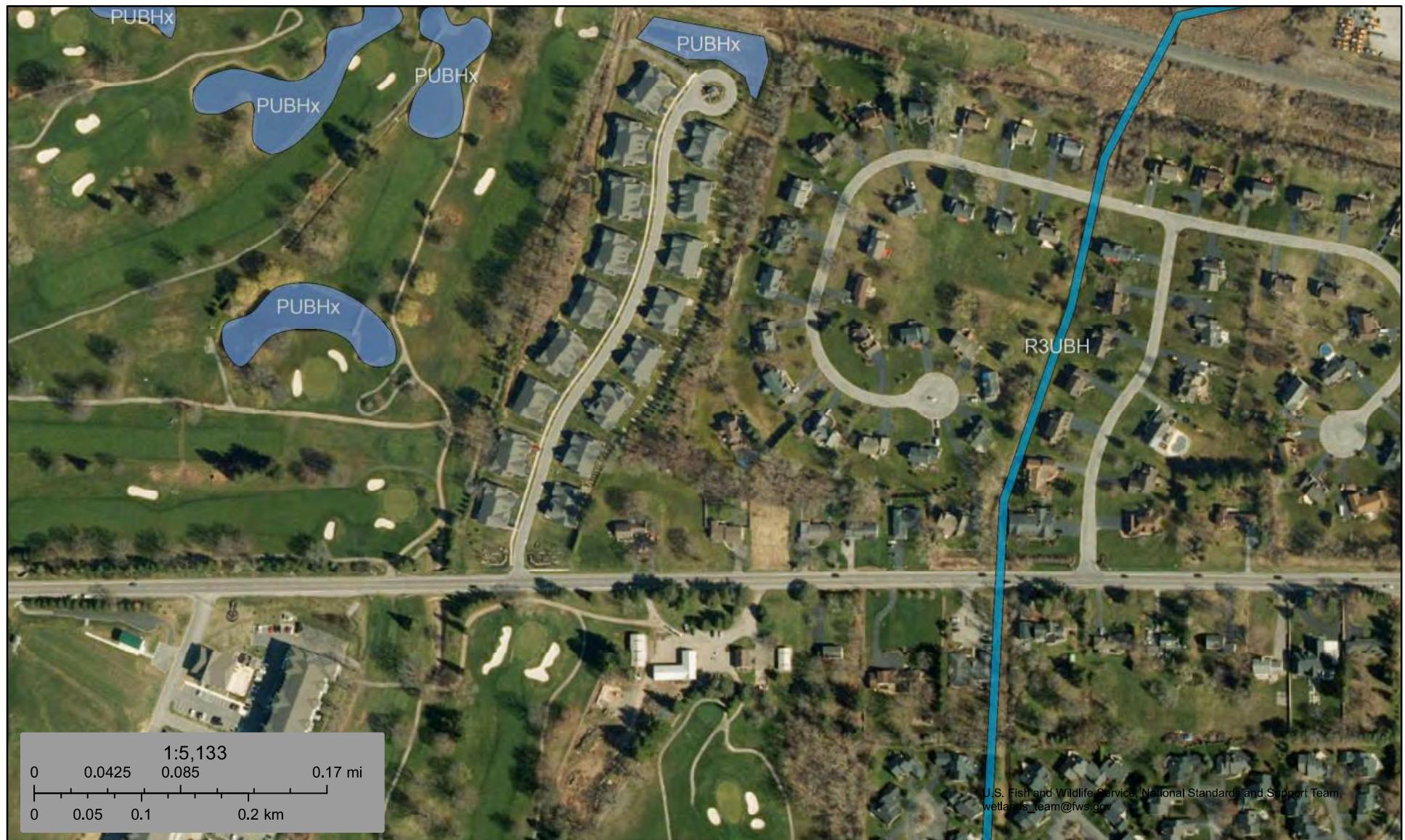




U.S. Fish and Wildlife Service

# National Wetlands Inventory

## Wetlands



October 10, 2025

### Wetlands

- Estuarine and Marine Deepwater
- Estuarine and Marine Wetland

- Freshwater Emergent Wetland
- Freshwater Forested/Shrub Wetland
- Freshwater Pond
- Lake
- Other
- Riverine

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.





**TOWN OF PITTSFORD**  
**DEVELOPMENT REVIEW COMMITTEE – Planning Comments**  
For Planning Board Meeting 1/13/25

**SUBJECT:** Kirik Subdivision  
Preliminary/Final Subdivision  
2118 W. Jefferson Road  
Tax Parcel #163.03-1-2

The Town of Pittsford Development Review Committee (DRC) has reviewed the subject application. The following points have been identified for Planning Board consideration:

**A written response to these comments must be provided for Planning Board and DRC review prior to a decision on this application.** A digital copy of this document will be provided so that it may be incorporated into the response.

**\*\*\*Questions about specific DRC comments should be directed to the Planning, Zoning, and Development Department (Doug DeRue or April Zurowski).**

**PLANNING AND ZONING ISSUES:**

**GENERAL**

1. This application proposes to subdivide the 1.5-acre parcel addressed as 2118 W. Jefferson Road into a 0.942-acre parcel with the existing single-family home and a 0.558-acre buildable lot proposed for a single-family home. The property is zoned Residential Neighborhood (RN). Per Town Code Section 185-18, subdivision potential of a lot without the creation of a new public or private road shall be determined based on its context to its adjacent lots. Using this calculation, the minimum lot size requires 0.37 acres. Both proposed lots will be larger than the minimum required. (DPW)
2. This is an unlisted action pursuant to SEQRA. The Planning Board will proceed with a single-agency review. A Part II EAF short form should be completed by the Planning Board prior to a decision on this application. (DPW)
3. As proposed, disturbances will not be in excess of one acre. Therefore, a SWPPP is not required, but erosion and sediment control measures should be noted on the grading plan. (DPW)
4. The address of the new home will be 2124 W. Jefferson Road. The Town will correspond with applicable agencies regarding this address change following subdivision approval. Please add both this house number and the existing house number to the respective lots on the plan set. (DPW, TRE)
5. Per Town Code Section 185-17 B. (2), the new home must be constructed within 10 feet of the building line
6. It is noted that a Monroe County Water Authority easement is shown across the frontage of both properties with no watermain proposed. (DPW)
7. The Planning Board and Town's Comprehensive Plan supports planning for and creating walkable communities. Sidewalks and trails are considered with all developments in town and the Board works towards making connections where possible. Please include a 15-foot-wide sidewalk easement along the W. Jefferson Road frontage and a 5-foot sidewalk within the easement. Town of Pittsford sidewalk details should be provided within the plan set. (DPW, TRE)

8. Plans should note the distance east and west to the nearest hydrant measured to the center of the proposed new lot. (DPW)
9. It is NYSDOT's position is that the total number of driveways for Lot 1 and Lot 2 should be two. It appears that the existing house on Lot 1 has two driveways where only one would be needed. We request one of the following:
  - a. Remove one of the existing driveways on Lot 1 and install a new driveway on Lot 2.
  - b. Provide cross access from Lot 2 to the easternmost existing driveway on Lot 1. (MCDPD)
10. Please provide the current status of the review by NYSDOT. Have plans been submitted to the state regarding the proposed driveway entrance? Any NYSDOT review comments/requirements concerning the driveways shall be incorporated into the development plans. (TRE)

## **SANITARY**

11. Sewer Entrance Fees and Connection Fees will be required at the time of Sewer Department final subdivision signature. Fees are estimated to be \$596.46 in total and an invoice with payment instructions will be delivered following final approval. (PSD)
12. Please provide the invert of the existing sanitary manhole/cleanout located between the horseshoe driveway located on Lot 1. (TRE)
13. Please provide the percent gradient of the existing sanitary sewer main. Also, please confirm the existing sewer main material with the Sewer Department. the plans state that the existing sewer main material is 8" HDPE, DR-17. (TRE)
14. If the sanitary sewer main is confirmed to be 8" HDPE, DR-17 pipe, a detail will be required that depicts the method (plumbing materials required) to connect PVC lateral piping to a HDPE sewer main. (TRE)
15. Please provide the standard Town of Pittsford sanitary lateral detail and trench detail. (TRE)
16. At the proposed sanitary sewer lateral, please add a note that states, "Prior to starting the proposed lateral connection to the Town sewer main, a Connection Permit must be obtained from the Town of Pittsford Sewer Department." (DPW)

## **STORMWATER**

17. Please provide details associated with the sump pump discharge. It is recommended that this drainage is directed to a drywell. (DPW)

## **MISCELLANEOUS**

18. Please revise the signature lines. The signature lines should be "Town Review Engineer", "Commissioner of Public Works", "Pittsford Sewer Department", and "Planning Board Chairperson". (TRE)
19. The Town's standard recreation fund fee will be levied for each new home. This fee is currently \$1,000.00 and is collected when a building permit is issued. (DPW)
20. Design Review & Historic Preservation Board review and approval is required for the new home. The application will be scheduled for review once a building permit application has been submitted. (DPW)
21. All work within the NY-252 (W. Jefferson Road) right-of-way, including driveway and utility work, will require a NYSDOT Highway Work Permit. (MCDPD)

22. It should be noted that the Town has adopted a code for residential exterior lighting. Prior to installation of any exterior lighting, please consult Town Code Article XV. (DPW)
23. Per Town Law 239-nn, this application has been referred to the Town of Henrietta. No comments have been received at this time. (DPW)
24. This application was sent to Monroe County Department of Planning & Development for their review. Comments were forwarded to the applicant under separate cover and pertinent comments are incorporated herein. (DPW)
25. Subject to regulatory approvals including but not limited to: Planning Board Chairman, Sewer Department, Town Review Engineer, NYS Department of Transportation, Monroe County Water Authority, Monroe County Real Property, Monroe County Health Department, Monroe County Pure Waters. (DPW)

**NOTE:** The letters in parenthesis following each comment identifies the DRC Member listed below making the comment.

DPW – Department of Public Works

EB – Environmental Board

PSD – Sewer Department

HWY – Highway Department

PARK – Parks Department

PRAB – Parks and Rec Advisory Board

TE – Town Engineer

TRE – Town Review Engineer (MRB Group)

FD – Fire Department (PFD – Pittsford, BFD – Brighton)

FM – Fire Marshal

BD – Building Department

MCDPD – Monroe County Department of Planning & Development

**TOWN OF PITTSFORD  
PLANNING BOARD  
OCTOBER 27, 2025**

Minutes of the Town of Pittsford Planning Board meeting held on October 27, 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, Hali Buckley, Kevin Morabito, John Halldow

**ABSENT:** John Limbeck, Dave Jefferson, Paula Liebschutz

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

**ATTENDANCE:** There were 22 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:**

**Sundown Designs NY LLC, 834 Linden Avenue (Universal Imports of Rochester)**  
Preliminary/Final Site Plan

Heinrich Fischer, of Sundown Designs NY LLC, reintroduced the application. Mark Fuerbacher, of Universal Imports of Rochester, was also in attendance. Mr. Fischer explained the ongoing plan updates needed to adjust the existing stormwater facility. He gave an update for the timeline of construction for this project, stating that the grading and stone base will be done this year and the asphalt and landscaping will be completed in the spring. He will continue to work with Town staff on necessary revisions.

Chairman Halldow stated that there is an open public hearing on this matter and asked for public comment. Hearing none, Chairman Halldow motioned to close the hearing, seconded by Board Member Buckley; all ayes, none opposed. Chairman Halldow read the SEQRA and Preliminary/Final Site Plan resolutions, both unanimously approved by the Board.

**NEW APPLICATION:**

**BME Associates, Coventry Ridge Section 3**  
Final Site Plan

Peter Vars, of BME Associates, introduced the application. He stated that this is the last section to be completed of the Coventry Ridge Subdivision. Section 3 will include 16 lots and a dedicated road to be known as Cherry Hills Drive. He has reviewed the draft resolution and has no issues with the proposed conditions of approval.

Board Member Buckley asked when construction for this section will begin. Mr. Vars stated that the developer plans to begin early next year.

Chairman Halldow stated that there is no public hearing on this matter. He read the Final Subdivision resolution which was unanimously approved by the Board.

**OTHER DISCUSSION:**

The minutes of September 8, 2025, were approved following a motion by Vice Chairman Alguire, seconded by Board Member Morabito. Following a unanimous vote, the minutes were approved, none opposed.

Chairman Halldow motioned to close the meeting at 6:43PM, 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

DRAFT

2026 PLANNING BOARD MEETINGS	
SUBMISSION DEADLINE	MEETING DATE
4:00PM	6:30PM START
12/03/25	01/12/26
	01/26/26
12/31/25	02/09/26
	02/23/26
01/28/26	03/09/26
	03/23/26
03/04/26	04/13/26
	04/27/26
04/01/26	05/11/26
NO MEETING 5/25	
04/29/26	06/08/26
	06/22/26
06/03/26	07/13/26
	07/27/26
07/01/26	08/10/26
	08/24/26
08/05/26	09/14/26
	09/28/26
NO MEETING 10/12	
09/16/26	10/26/26
09/30/26	11/09/26
	11/23/26
11/04/26	12/14/26
	12/28/26
12/02/26	01/11/27
	01/25/27