

**TOWN OF PITTSFORD  
PLANNING BOARD  
FEBRUARY 9, 2026**

Minutes of the Town of Pittsford Planning Board meeting held on February 9, 2026, 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, Jim Connaughton, Dave Jefferson, Paula Liebschutz

**ABSENT:** John Halldow, Hali Buckley, Kevin Morabito

**ALSO PRESENT:** Doug DeRue, Director of Planning, Zoning, and Development; April Zurowski, Planning Assistant; Cathy Koshykar, Town Board Liaison

**ATTENDANCE:** There was 1 member of the public present.

Vice Chairman Alguire motioned to open the meeting, seconded by Board Member Liebschutz. Following a unanimous voice vote, the meeting opened at 6:30PM, none opposed.

**CONTINUED HEARING:**

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

Adam Colton, of DDS Engineering and Surveying, LLP, re-introduced the application. He stated that responses were submitted to the Development Review Committee (DRC) report and plans were updated. He has received the draft resolutions and has no concerns about the conditions of approval.

Vice Chairman Alguire stated that there was an open hearing on the matter. He asked for public comments. Hearing none, Vice Chairman Alguire motioned to close the public hearing on this matter, seconded by Board Member Jefferson; all ayes, none opposed. Vice Chairman Alguire read the SEQRA and Preliminary/Final Subdivision resolutions, both unanimously approved by the Board.

**OTHER DISCUSSION:**

The minutes of January 12, 2026, were approved following a motion by Board Member Liebschutz, seconded by Board Member Jefferson. Following a unanimous vote, the minutes were approved, none opposed.

Board Member Jefferson motioned to close the meeting at 6:35PM, seconded by Board Member Liebschutz, and approved by a unanimous voice vote, none opposed.

Respectfully submitted,

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April Zurowski  
Planning Assistant

**TOWN OF PITTSFORD  
PLANNING BOARD  
SEQRA RESOLUTION  
Kirik Subdivision  
Preliminary/Final Subdivision  
Tax Parcel #163.03-1-2**

WHEREAS, DDS Engineering and Surveying, LLP, as agent for Paul Kirik, is requesting Preliminary/Final Subdivision 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, with application materials received December 3, 2025, and amended February 4, 2026; and

WHEREAS this is an Unlisted Action pursuant to SEQRA and as the only agency involved, 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 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.
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 total site disturbance is less than 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 Member Paula Liebschutz, seconded by Planning Board Member Dave Jefferson, and voted upon by members of the Planning Board as follows:

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

Adopted by the Planning Board on February 9, 2026.

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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.

<u>Part 1 – Project and Sponsor Information</u>			
Name of Action or Project: Kirik Subdivision and Site Plan - 2118 W Jefferson Road			
Project Location (describe, and attach a location map): 2118 W Jefferson Road			
Brief Description of Proposed Action: Proposed single-family home and subdivision of parcel located at 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 servicem and new sanitary lateral.			
Name of Applicant or Sponsor: Paul Kirik		Telephone: (585) 460-4965 E-Mail: paulkirik3@gmail.com	
Address: 211 White Spruce Blvd			
City/PO: Rochester		State: NY	Zip Code: 14623
1. <u>Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?</u> 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. <u>Does the proposed action require a permit, approval or funding from any other government Agency?</u> If Yes, list agency(s) name and permit or approval:		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3. a. <u>Total acreage of the site of the proposed action?</u>		_____ 0.558 acres	
b. <u>Total acreage to be physically disturbed?</u>		_____ 0.23 acres	
c. <u>Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?</u>		_____ 1.5 acres	
4. <u>Check all land uses that occur on, are adjoining or near the proposed action:</u>			
<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			

	NO	YES	N/A
5. Is the proposed action,			
a. <u>A permitted use under the zoning regulations?</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. <u>Consistent with the adopted comprehensive plan?</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. <u>Is the proposed action consistent with the predominant character of the existing built or natural landscape?</u>		NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. <u>Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?</u>		NO	YES
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. a. <u>Will the proposed action result in a substantial increase in traffic above present levels?</u>		NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are public transportation services available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. <u>Does the proposed action meet or exceed the state energy code requirements?</u>		NO	YES
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. <u>Will the proposed action connect to an existing public/private water supply?</u>		NO	YES
If No, describe method for providing potable water: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. <u>Will the proposed action connect to existing wastewater utilities?</u>		NO	YES
If No, describe method for providing wastewater treatment: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. a. <u>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?</u>		NO	YES
	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>
13. a. <u>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?</u>		NO	YES
	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: See attached NYSDEC Wetland Map, project site located approx. 300 feet from State Informational Wetlands. _____ _____			
See attached NWI Wetland Map, project site located approximately 650 feet from Federal Freshwater Pond and Riverine. _____			

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: <u>Adam Colton</u> Date: <u>10/10/25</u>		
Signature: <u><i>Adam Colton</i></u> Title: <u>Project Engineer</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. <u>Will the proposed action impact existing:</u> a. public / private water supplies? b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8. <u>Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. <u>Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. <u>Will the proposed action create a hazard to environmental resources or human health?</u>	<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  
Kirik Subdivision  
Preliminary/Final Subdivision  
Tax Parcel #163.03-1-2**

WHEREAS, DDS Engineering and Surveying, LLP, as agent for Paul Kirik, is requesting Preliminary/Final Subdivision 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, with application materials received December 3, 2025, and amended February 4, 2026; and

WHEREAS this is an Unlisted Action pursuant to SEQRA and as the only agency involved, the Planning Board has conducted a single agency review and granted a negative declaration on February 9, 2026; and

WHEREAS, a public hearing was duly advertised and held on January 12, 2026, and continued through February 9, 2026, at which time it was closed, 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 Subdivision 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 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.
2. The total site disturbance is less than 0.5 acres for the proposed site work. A SWPPP was not required.
3. The address of the new home will be 2124 W. Jefferson Road.
4. 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.

**CONDITIONS OF APPROVAL**

1. Subject to compliance with or resolution to the DRC comments dated January 8, 2026, and the applicant's written responses received February 4, 2026, unless otherwise specified herein.
2. 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.
3. The Town's standard recreation fund fee will be levied for the new home. This fee is currently \$1,000.00 and is collected when a building permit is issued.

4. Please add the proposed sidewalk and MCWA easements to the plat map.
5. The Developer shall provide the Town with a financial guarantee for the sidewalk construction and an executed sidewalk easement prior to Planning Board signature. The Town will provide the Town's standard sidewalk easement document for signature and the Town will file the easement with the Monroe County Clerk's Office.
6. Please add this note to the details page, "Changes to details are subject to Department of Public Works approval."
7. Site plans must clearly note who will be responsible for the cost, scheduling, and completion of the following items. The list may include several items under the responsibility of the new owner when applying for the new home's building permit.
  - a. Following the site plan and its associated notes including grading, erosion control and maintenance
  - b. Modifications to the existing driveway and NYSDOT driveway permit
  - c. Construction of the new driveway to the new home and NYSDOT driveway permit
  - d. Water service to the new home
  - e. Sanitary sewer connection from the sewer main to the new home
  - f. RGE electric and gas service to the new home
8. 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.
9. 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.

The within Resolution was motioned by Planning Board Member Paula Liebschutz, seconded by Planning Board Member Dave Jefferson, and voted upon by members of the Planning Board as follows:

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

Adopted by the Planning Board on February 9, 2026.

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April Zurowski  
Planning Assistant