



ONTARIO COUNTY
Planning Department

Thomas P. Harvey, Director

TO: Applicants/Applicant Representatives with items referred to County Planning Board
FROM: Ontario County Planning Board, Len Wildman, chair; Linda Phillips staff
SUBJECT: Engagement in County Planning Board review
DATE: March 15, 2019

Your application for a Planning Board approval, Zoning Board of Appeals variance, or Municipal Board action (such as a rezoning) has been referred to the Ontario County Planning Board (CPB) for review.

The CPB holds public meetings the 2nd Wednesday of each month. Your project will be reviewed at the County Planning Board meeting in Room 200 of the County Office Building, 20 Ontario Street, Canandaigua at 7:00 on Wednesday _____.

Counties in New York State are required to review local municipal planning and zoning actions with the potential to impact resources of county-wide importance. The following identifies some key topics of CPB review:

1. Economic Resources and Tourism
2. Agricultural Resources
3. Other Natural Resources (lakes, streams, wetlands, floodplains, views)
4. Transportation (function and character of roads, bike/hike/snowmobile trails, railroad, airport, & public transit)
5. Other County and State Services and Facilities (parks, FLCC, landfill, offices, sewer districts)
6. Historic and Cultural Resources and Community Character (designated or eligible historic sites, historic districts, and quality of life assets)
7. Recommended Standards for Local Planning and Zoning Regulations

Upon receipt of each application, County Planning Department staff preliminarily classify applications as either Class 1 – little potential for intermunicipal or county-wide impact or Class 2 – likely to involve intermunicipal or county-wide impact. This determination may be changed by vote of the full Board. County staff also prepares a summary and analysis of each application. If the class is preceded by AR, the referral will be handled administratively by staff not review at the CPB meeting. A Coordinated Review Committee comprised of planning staff, and available members of the CPB meets at 3:30 on the Tuesday before each County Planning Board meeting (also in Room 200 at 20 Ontario St., Canandaigua) to review referrals that will be considered by the full CPB.

Applicants or their representatives are welcome to be available to answer questions when the referral is discussed at either meeting. Agendas are available at: <https://tinyurl.com/yad7flhw> For the convenience of applicants, referrals with project representatives in attendance are discussed on a first come, first reviewed basis at both meetings.

At its meeting, the CPB will take action on each application not subject to staff administrative review. Local municipal boards are required to enter CPB comments and recommendations into the legal record concerning an application and take them into consideration when making their decision. Applications left as Class 1 by the CPB are returned to the municipality without a recommendation to approve or deny, although the Board may offer comments for the local board to consider. For applications left as Class 2, the CPB can recommend the local municipal board approve, approve with modification, or deny, an application. Where a recommendation of denial or approval with modification(s) is made, the local municipal board can override the CPB recommendation only by vote of a majority plus one of the full board's membership (5 members of a 7 member board, or 4 members of a 5 member board). A motion or resolution to overrule a CPB recommendation or modification must include a justification for the override.

If you have additional question about the County Planning Board referral process, please contact board staff:
linda.phillips@co.ontario.ny.us 396-4050.