

**REGULAR MEETING OF THE  
TOWN OF VICTOR CONSERVATION BOARD  
January 5, 2016**

A regular meeting of the Town of Victor Conservation Board was held on January 5, 2016 at 6:30 PM at the Victor Town Hall, 85 East Main Street, Victor, New York, with the following members present:

**ATTENDING:** Joe Limbeck, Chair; Kate Crowley, Vice Chair; Jacob Post; Matt Matteson; Frank Pavia

**OTHERS:** Dan Crowley, Town Board liaison; Katie Evans, Director of Development; Donna Clements; Debby Trillaud, Secretary

Frank Pavia was welcomed as a Conservation Board member and all attendees introduced themselves.

The Conservation Board meeting was called to order at 6:45 PM.

**APPROVAL OF THE MINUTES:**

On a motion of Jacob Post, seconded by Mathew Matteson, the following resolution was

ADOPTED - AYES: 4 NAYS: 0 (Abstention by Frank Pavia who was not at the December 15, 2015 meeting).

RESOLVED, that the minutes of December 15, 2015, be approved as amended with corrections.

**OPENING BUSINESS:**

The procedure for taking notes was discussed. The recorder will be used and Ms. Crowley will keep track of project review comments. If there is a complex project that needs more in depth comments Ms. Crowley will take notes and construct the comments and Chairman Limbeck will take on this responsibility if Ms. Crowley is absent.

Chairman Limbeck would like a structure to review projects so that everything is covered and the comments are based on a set format. He would like the NRI incorporated and perhaps have a checklist so that items are not overlooked. He requested Ms. Clements, former Chair, to discuss what kinds of things she looked for when she reviewed a project.

Ms. Clements stated that the review comments must be completed for the next day because they are forwarded to Cathy Templar, Planning Board Secretary, who typically compiles the information packets for the Planning Board the day after the Conservation Board meeting. The Conservation is an advisory board to the other boards of the Town.

Training for Site Plan review/Skills for reading and interpreting plans was requested by the Board. It was suggested that LaBella Associates, Town Engineers, could give a training course using one of the Town's complex plans/developments to walk through during the course.

Ms. Crowley stated that comments must be factual and meaningful to the Planning Board. She reminded the Board that one of the projects that has been discussed prior is to compile data that includes the Conservation's Board original comments, how the project evolved and the outcome of the project.

The Board requested that the Pre-Application checklist, the two Site Plan Review Checklists and the Natural Resource Inventory Field Data Form be shared so that a common template can be developed. Chairman Limbeck stated this would bring more structure and consistency to the project review comments. The plans for the Tuscany development were requested for the next meeting to be used when establishing the checklist.

Ms. Clements explained that on pre-application site walk comments the environmental features should be factually documented. It is important for the Board to use authoritative data sources when developing those comments. The project should fit the site and it is the Board's responsibility to catalogue the natural resources present so that they will be taken into account when the development is reviewed by the Planning Board.

#### **ANNOUNCEMENTS:**

BMI has approached the Conservation Board regarding an endorsement for the work they did on the Town of Victor Natural Resource Inventory (NRI). Ms. Crowley is working on a draft with Donna Clements and Marge Elder. She will share the draft with the Conservation Board for review and approval. The endorsement will then be routed to P&B for Town approval.

On December 27, Ms. Crowley documented topsoil and silt at the Auburn Hills Phase 2 (Stonington Ridge) development migrating through the stormwater management system to the north side of Modock Road. She also noted the absence of silt fence on both sections of the development south of Modock. Ken Wilson, Stormwater Management Officer, visited the site and reported the concerns to Frank Affronti, the contractor at the site. DiFelice has sold the subdivision phase 2 to Jeff Smith of Woodstone Custom Homes who is changing the name to Stonington Ridge.

Katie Evans told the Board that the assistance of Ontario County Soil and Water Conservation District officer, P.J. Emmerick has been requested to help with inspections on developments in Victor because there are too many for Kenneth Wilson, Town of Victor Stormwater Management Officer, to visit. The Town of Victor does weekly inspections whereas six SWPP (Stormwater Protection Plan) inspections are required, and additional manpower is needed.

In the last year there have been several changes made in the Town's Planning & Building department. Ken Wilson is now authorized to issue violations and influence the developer's adherence to site management requirements. Ms. Evans explained that as the Stormwater Management Officer, he is able to prioritize the violation and designate the required action.

Actionable items are recorded as 1) Fix it immediately; 2) fix it in two weeks; 3) tell me when you are going to fix it. If the issue is not addressed, Mr. Wilson escalates to Katie Evans or Kim Kinsella and a stop work order is issued and/or building permits are not issued.

#### **OBSERVATIONS AROUND TOWN:**

On Modock Road there is a garage under construction on a very steep slope.

Finger Lakes Coffee Roasters – Phragmites has been removed from the area next to the trail. In the original site plan comments the Conservation Board recommended that the buffer be maintained or enhanced. The Board asked their secretary to pull the site plan.

Bossert Riding Arena on Strong Road – The poles are in the ground and there is very little disturbance of soil.

Hidden Creek on Church Street – The trees are down and the infrastructure is going in. The Conservation Board's comments have been adhered to regarding the tree line in the back of the property.

#### **PROJECT REVIEW:**

THOMAS SHEPARD - SHED (Short EAF)  
178 Miles Cutting Lane  
Appl. No. 40-SP-15

Applicant is requesting to construct a 10' by 12' shed in the LDD (Limited Development District) area.

Chairman Limbeck and Ms. Crowley did a site walk of this property on Saturday, January 3, 2016. The specific location and orientation for the shed is unclear from the documentation

submitted to the Town. There is a four to six foot change in elevation at the end of the turn-around. There are mature pines (that are shallow rooted) in the vicinity of the area proposed for the shed.

Comments to the Planning Board:

The Conservation Board asks that the applicant provide details on placement of the shed and what slopes and trees will be impacted. The limits of disturbance should be indicated on the site plan.

Ms. Crowley modified the Operating Guide and e-mailed it to the Board. It will be discussed at a future meeting.

Mr. Matteson is writing an article for "The Victor Voice" and Chairman Limbeck is writing the introduction.

It was discussed that different Board members take the lead in reviewing projects so that the workload is shared and does not all fall upon the Chairman. The concept is that there will be a lead reviewer per application. The lead reviewer will be familiar with the application at the meeting, direct comments for discussion at the meeting and draft the EAF comments before the meeting. Ms. Evans reiterated that if there were any questions to please contact her or the planning and building staff. Chairman Limbeck had hoped that the lead reviewer would have a hardcopy file to look at before the meeting, however, because of application submittal timing, it may not be available. The staff will work with the Conservation Board to get them the material as soon as possible.

Chairman Limbeck thought that the process of having a lead reviewer will create homework, but Board members will be more prepared. The Board was in agreement. The entire Board will still be involved in site walks.

#### **OPEN ACTION ITEMS:**

Ms. Evans summarized open action items:

1. Photo ID's are needed for Ms. Crowley and Mr. Pavia;
2. Question to Ken Wilson regarding format of report on Auburn Hills Section 2 (for KE)
3. The Four site plan review checklists will be provided as well as a copy of the mylars for Tuscany Hills
4. Finger Lakes Coffee Roaster file will be provided at the next meeting;
5. The most recent Pre-Application site walk memo will be provided;
6. 2016 Calendar will be provided
7. Schedule site plan review training. All Boards and staff will be invited.(LaBella)

The meeting was adjourned at 7:50 PM.

Debby Trillaud, Secretary