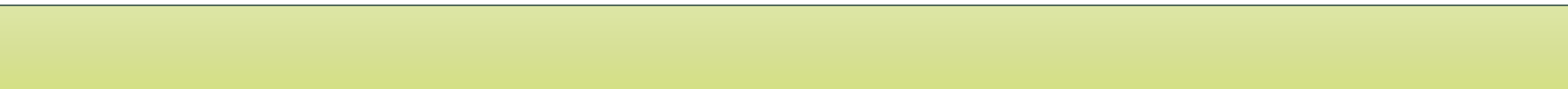




Gaines Town Board

July 9th, 2018



Agenda

- Pledge to the Flag and moment of silence
- Approval of minutes of previous meeting
- Town Clerk's Report
- Supervisor's Report
- Approval of Abstracts
- Highway Superintendent's Report

Agenda

- Presentation by LaBella Associates relating to planning and zoning
- Authorizing Supervisor execute a contract with LaBella Associates for consultant services relating to planning and zoning.
- Creating a position of MEO in the Highway Department
- Filling newly created MEO position
- Privilege of the floor



Approval of Minutes

- Minutes of the June 11th Board Meeting

Town Clerk's Report

• Cemetery Services	\$650.00
• Marriage Licenses	\$10.00
• Dog Licenses	\$186.00
• Zoning Fees	\$220.00
• Copies	\$23.25
• Conservation	\$4.98
• Total Remitted to other entities	\$124.02
• Total Remitted to Town	\$1,094.23

Supervisor's Report

- General Fund – Town wide
 - \$393,604.76
- General Fund – Outside Village
 - \$94,345.48
- Highway Fund – Town wide
 - \$415,718.01
- Highway Fund – Outside Village
 - \$180,602.77
- Water District 1: (\$22,416.15)
- Water District 2: \$22,469.59
- Water District 3: \$21,359.62
- Water District 4: \$141,212.59
- Water District 5: \$197,577.31
- Water District 6: \$7,421.09
- Water District 7: \$33,645.00
- Water District 8: \$68,766.47
- Water District 9: \$66,938.15
- Water District 10: \$68,969.88

Approval of Abstracts

General Fund	\$15,263.16
Highway Fund	\$87,571.90
Water Fund	\$552.52



Highway Superintendent's Report

TOWN OF GAINES

MID-YEAR KEY FINANCIAL REVIEW

FOCUS ON EXPENSES – TIM HUNGERFORD, TOWN ACCOUNTANT



OVERVIEW - GOVERNMENT FINANCES

"A" Fund – GENERAL FUND

Expenses that are incurred for all resident in the town
(but aren't highway related)

"DA" Fund – HIGHWAY FUND

Highway Expenses that are incurred for all resident in the town

"B" Fund – TOWN OUTSIDE VILLAGE (In-Town)

Expenses that are incurred only for residents outside the village
(but aren't highway related)

"DB" Fund – OUTSIDE VILLAGE HIGHWAY FUND

Highway Expenses that are incurred only for residents outside the village

"SW" Funds – Water District Funds

Expenses that are incurred only for residents in a special water line district.

Gaines currently has ten (10) different water districts

OVERVIEW – MAIN CATEGORIES OF EXPENSES

General Government Support

Town Board, Supervisor, Town Clerk, Judicial, Assessment, Code Enforcement, Legal, Town Hall, Election, Central Services

Public Safety

Traffic Control, Animal Control, Safety Inspection

Transportation

Streets and Highway related activities

Culture and Recreation

Youth & Senior related services, History preservation costs

Home and Community

Zoning services, Cemetery maintenance

Debt Service

Bond or related debt principal and interest

Employee Benefits

Retirement, Employer Social Security, Worker's Comp, Disability, Health Insurance

OVERVIEW – TYPES OF EXPENSES

Categories

General Government
Public Safety
Health
Transportation
Culture and Recreation
Home and Community

Personnel Expenses – “.1” Expenses - Wages

Capital Expenses – “.2” Expenses - Equipment

Contractual Expenses – “.4” Expenses – Ex: Non-Payroll (Items bought or Outside services used)

Debt Services

Debt Principal – “.6” Expenses – Ex: Principal paid on a Bond to build a water district

Debt Interest – “.7” Expenses – Ex: The interest related to the debt to build a water district

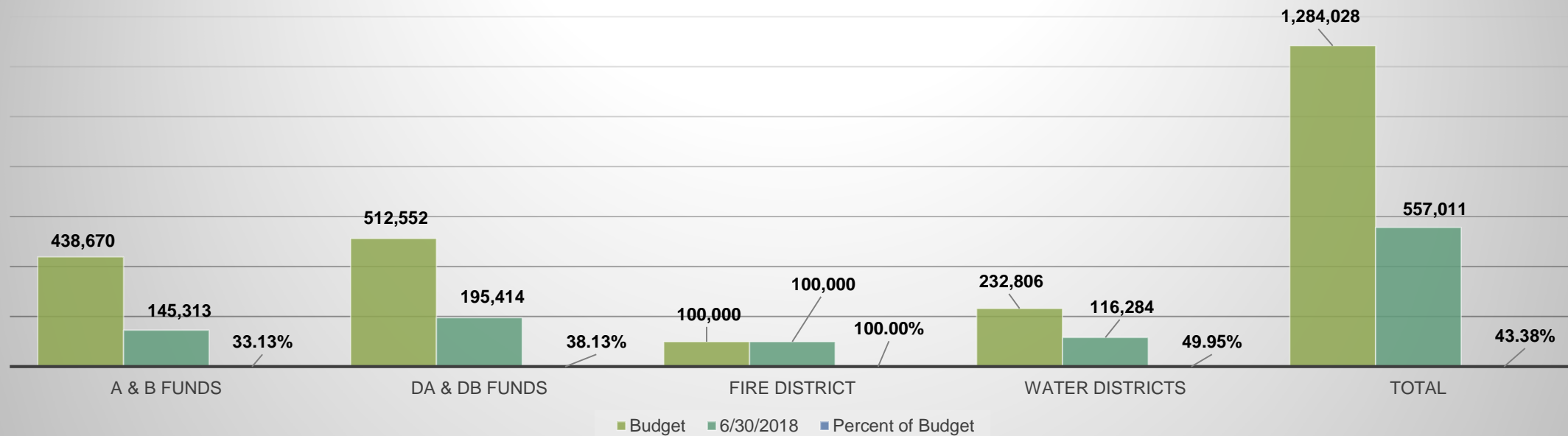
Employee Benefits

Employee Benefits – “.8” Expenses – Medical, Employer Social Security, Retirement costs

BUDGET VS ACTUAL – BY FUND

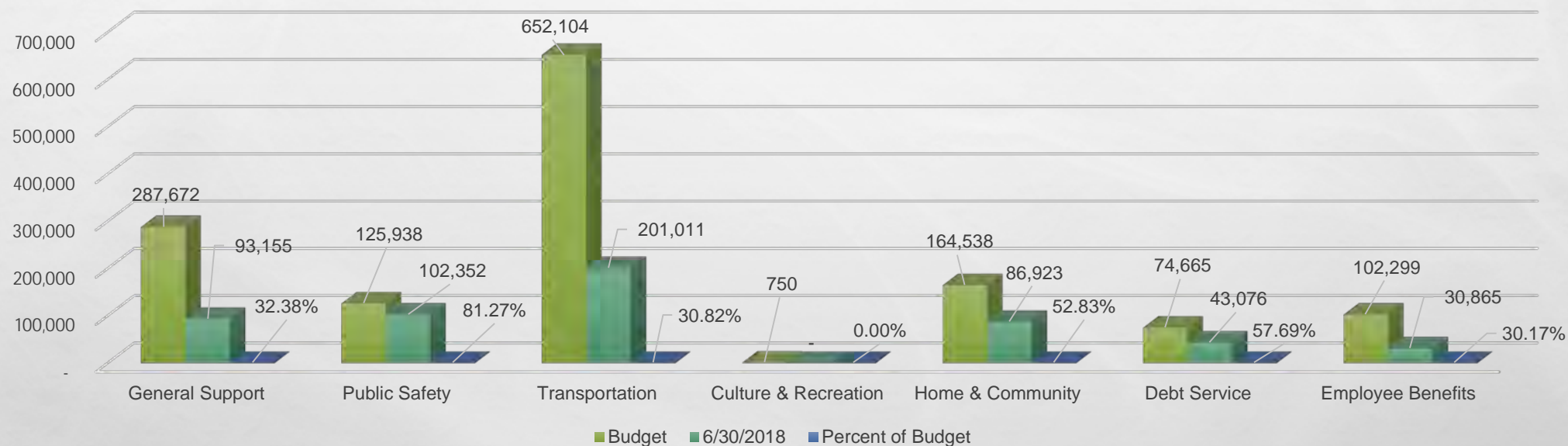
6/30/18

Budget vs Actual as of 6/30/2018 by Fund Groups



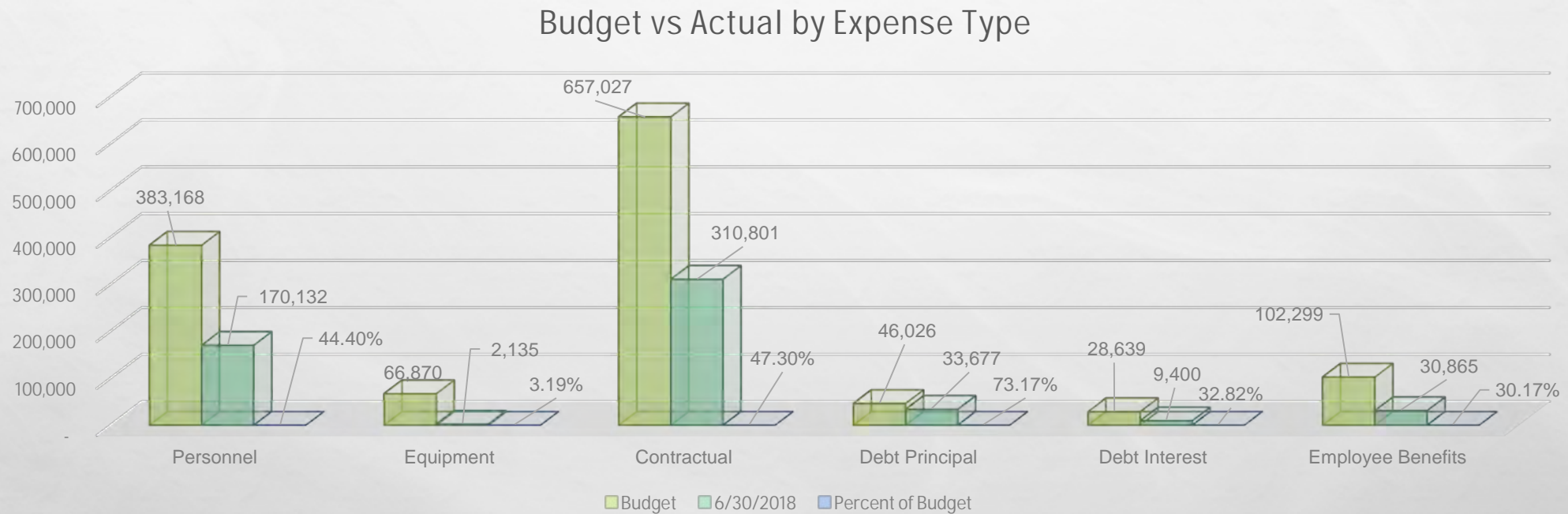
BUDGET VS ACTUAL – BY CATEGORY OF EXPENSE - 6/30/18

Budget vs Actual as of 6/30/2018 by Category



BUDGET VS ACTUAL – BY TYPE OF EXPENSE

6/30/18



Presentation by LaBella Associates

- Barbara Johnston, AICP, LEED AP ND, Project Manager
- Project Coordination
- Public / Stakeholder Engagement
- Review Existing Documents
- Complete and evaluation report / Identify draft alternatives
- Prepare draft zoning text and map update
- Prepare revised draft zoning code update
- Prepare SEQR documentation
- Facilitate adoption



Authorize Contract with LaBella Associates

- Estimated contract cost – \$27,700
- Project was not budgeted, but sufficient funds are available in contingency/budget savings



Letter of Support to Village of Albion

- Village is applying for grant for upgrade to water treatment plant
- Upgrade will provide effluent disinfection system addition to treatment process
- Request letter be sent to Commissioner of NYS DEC

Create MEO Position in Highway

- MEO – Motor Equipment Operator
- Will replace a current position of MEO-Mechanic that we no longer need
- Job classification / study completed by the County
- New hire to be placed in this position rather than MEO-Mechanic
- Lower rate of pay

Fill newly created MEO Position

- Seth Dumries
 - Gaines Resident
 - Currently works for Town of Albion in same position
 - Will only require training on Gaines specific procedures
 - Setting in salary schedule fitting with knowledge, skills, ability, and experience



Other New Business from the Board



Privilege of the Floor

Adjournment

- Next meeting of the Gaines Town Board will be held on **August 13, 2018 at 7:00 PM**
- Thank you for your attendance!

Prepared For:

Joseph Grube, Supervisor
Town of Gaines
14087 Ridge Rd.
Albion, NY 14411

Submitted by:

Barbara Johnston
300 State St.
Suite 201
Rochester, NY 14614
(585) 454-6110



Town of Gaines Zoning/Land Use Regulations Update

JULY 9, 2018

TABLE OF CONTENTS

SECTION 1

Background &
Experience

SECTION 2

Understanding &
Approach
Cost Proposal

SECTION 3

Organization Chart
Resumes

SECTION 4

Relevant Experience



SECTION 1

BACKGROUND & EXPERIENCE

ABOUT LABELLA

At LaBella Associates, our job is to create – structures, plans, ideas, results. As a nationally recognized Design Professional Corporation, that's a given, right?

But here's what really drives us: creating partnership between our team and our clients. So much so that we become one team, unified in the unrelenting pursuit of exceptional on each and every project. Reliability. Accountability. Collaboration. Respect. Not skills we went to school for, but innate in LaBella team members.

The pursuit of partnership is embedded in our culture—has been since our inception in 1978. And it affects client outcomes in profound ways. It means we're built to expertly execute projects from start to finish. That we have the talent and resources to take on any challenge. That projects are completed on time, on budget, and beyond expectations. And that we win awards – not just for our talent, but also for our ethics, employee culture, and growth.

Today, our wheelhouse is broad, with four key service offerings: Buildings, Energy, Infrastructure, and Environmental. Our staff of more than 650 team members is spread across 18 office locations. We're headquartered in Rochester, NY—but our impact is seen, felt, and experienced around the world.



LaBella
Powered by partnership.

SOLVE COMPLEX PROBLEMS



ENHANCE OUR EXPERIENCE



ADVOCATE FOR THE FUTURE



LEAD THE WAY



INFRASTRUCTURE

We're planning, designing, and building the systems and structures that enable modern life. It's innovation meets heavy-duty insight.

BUILDINGS & FACILITIES

It's about more than creating, maintaining and resurrecting the buildings in which we work, learn, and engage – it's about beautifying and bettering the communities we call home.

WASTE, RECYCLING AND ENVIRONMENTAL

Our services are leading the way to help study, restore, and safeguard the land, air and waterways in and around our communities.

ENERGY

From traditional energy sources to renewable ones, we're helping power our regions through energy resource management, transmission and distribution.

WHERE WE ARE

We're headquartered in Rochester, NY—but our impact is seen, felt, and experienced around the world.





SECTION 2

UNDERSTANDING & APPROACH

PROJECT APPROACH

Zoning regulations help a community fairly and efficiently manage the use of land, intensity of land use, and the location of development.

In addition to a zoning map and zoning regulations that would delineate different zoning districts, tools such as site plan review and special use permits are used to evaluate and decide upon proposed development or redevelopment.

We understand that the Town's existing regulations, adopted in 1983, have been amended from time to time to address specific areas of concern. Over time, as amendments continue to be made, the regulatory document can become fragmented and may also develop conflicting provisions. The disorganization within land use regulations leads to frustration for those who use the code on a regular basis, and for potential applicants that may propose a project within the Town. This appears to be the case with the Town of Gaines Zoning Code.

LaBella proposes to work closely with an advisory committee to prepare amended regulations that are clear, consistent and practical to administer. The regulations will support the community's goals relating to community character, residential quality of life, business development, support for agriculture, natural resource conservation, transportation connectivity, and other issues to be identified.



Approach

LaBella Associates proposes the following approach for the Town of Gaines Zoning/Land Use Regulation Update:

A. Project Coordination / Committee Meetings

Although our approach is flexible, LaBella Associates proposes to coordinate all project activities with an Advisory Committee and/or Town officials. We propose to facilitate five (5) Advisory Committee meetings, one (1) public workshop, and will attend the Town Board public hearing. LaBella Associates will also be available for project management meetings as necessary, will facilitate the sharing of information, and will keep the Advisory Committee engaged and up-to-date.

We will use GIS mapping to review, with the Advisory committee, existing land use and natural features that should be taken into consideration with land use regulations. Various overlays on aerial photography and other graphic renderings will be explored with the committee

Zoning regulations help a community fairly and efficiently manage the use of land

to help facilitate discussion and direction on strategies identified in the Comprehensive Plan Update including, but not limited to:

- Protection of existing residential neighborhoods
- Promote business and economic development
- Support agriculture consistent with NYS Agricultural Districts Law
- Establishing and/or maintain logical boundaries between contrasting uses by providing adequate buffers to prevent nuisances and minimize conflicts of use.

B. Public / Stakeholder Engagement

Public input will be sought through the first public meeting to allow the general public to offer their insight and perspective on the current zoning code and the difficulties they face as part of land use management practices.

PROJECT APPROACH

LaBella will also facilitate a public workshop to bring the community together and allow a constructive dialogue that will help shape the future design of regulatory content in the zoning code.

LaBella will implement a mapping exercise to allow participants to voice their preferences that illustrate different conservation and development scenarios. This input provides feedback on scenarios that can then be used to supplement, amend or create new land use regulations.

LaBella will schedule interviews with key stakeholders, including the Town Code Enforcement Officer, designated members of the Zoning Board of Appeals and Town Board. The purpose of the interviews will be to review and discuss provisions of the existing code that are noted as being problematic or lead to uncertainty and complications during an application review process. Interviews can provide insightful feedback on existing processes and stimulate unique ideas for consideration at future public participation meetings.

C. Evaluate Existing Code / Review Existing Documents

LaBella Associates will review and analyze the Town's current zoning code and related regulations as well as the draft Comprehensive Plan. We understand that aside from the zoning code there are other relevant regulations scattered throughout the code that need to be considered.

D. Code Evaluation Report / Identify Draft Alternatives

LaBella will prepare a report that documents the findings from the evaluation of the existing zoning. The report will include a summary of issues and goals identified in the draft Comprehensive Plan and an analysis of issues within the zoning code, and will identify

general revisions to the regulatory language and zoning map that could be considered. The report will identify and evaluate code provisions that are inconsistent with helping advance the goals of the Town. As prioritized by the Town, the report will discuss what alternatives the Town can consider with regard to specific topics of:

- Business and economic development
- Residential neighborhoods
- Natural resource conservation
- Support for agriculture and farmland
- Other priorities to be identified by the Town

The alternatives and report will describe code text considerations, zoning map amendments, schedules and land use management procedures. The report will serve as a framework for updating the Town Code.

E. Prepare Draft Zoning Code Update and Revise as Necessary

LaBella Associates will prepare the draft text and map of the proposed zoning regulations to ensure consistency with State enabling legislation.

The regulations will incorporate provisions of existing local laws and design standards as may be appropriate.

LaBella anticipates the need for changes to the draft zoning code and zoning map due to feedback from the Committee and Town officials during public meetings.

Per the Committee's direction we will revise the zoning code as appropriate to address identified concerns.

The revised draft zoning code and map will be delivered for review

and comment prior to the amendments being referred to the Town Board.

PROJECT APPROACH

F. Prepare SEQR Documentation

LaBella Associates will prepare the Full Environmental Assessment Form (Long EAF) and assist the Town with complying with the State Environmental Quality Review Act. Part 1 of the EAF will be provided for the Town Board's consideration. We will assist with distributing Part 1 to Involved / Interested Agencies, assist with required notices, and completion of Parts 2 and 3 of the EAF, including the Determination of Significance. This proposal assumes that an Environmental Impact Statement will not be required; however, we would provide the Town with a separate proposal should the need arise to undertake and complete an Environmental Impact Statement.



LaBella will also facilitate a public workshop to bring the community together and allow a constructive dialogue.

G. Public Hearing and Facilitate Adoption

LaBella Associates will attend the Town Board public hearing on the draft zoning code and make a presentation on the project and draft regulatory content, highlighting proposed changes. To facilitate the adoption process, LaBella will assist with referrals to the County Planning Agency per General Municipal Law, Section 239-m, and prepare draft resolutions for consideration by the Town Board. Revisions will be made to the draft zoning code and map based on referrals and direction by the Town Board.

**TOWN OF GAINES
ZONING REGULATIONS UPDATE
COST PROPOSAL**

	Project Manager	Senior Planner	Junior Planner	TASK FEE
PROJECT TASKS	Hours	Hours	Hours	
A Project Coordination/ Committee Meetings (5)	40		8	\$ 5,000
B Public/ Stakeholder Engagement	24	10	8	\$ 4,240
C Review Existing Documents	8	8	16	\$ 2,880
D Evaluation Report/ Identify Draft Alternatives	20	8	16	\$ 4,200
E Prepare Draft Zoning Text and Map Update	32	8	16	\$ 5,520
F Prepare Revised Draft Zoning Code Update	16	4	8	\$ 2,760
G Prepare SEQR Documentation	2		8	\$ 820
H Facilitate Adoption	12		4	\$ 1,620
Subtotal of Hours	92	26	48	
Billing Rate	\$ 110	\$ 100	\$ 75	
Out-of-pocket (mileage, document reproduction, etc.)				\$ 660
	Total Fee			\$ 27,700



SECTION 3

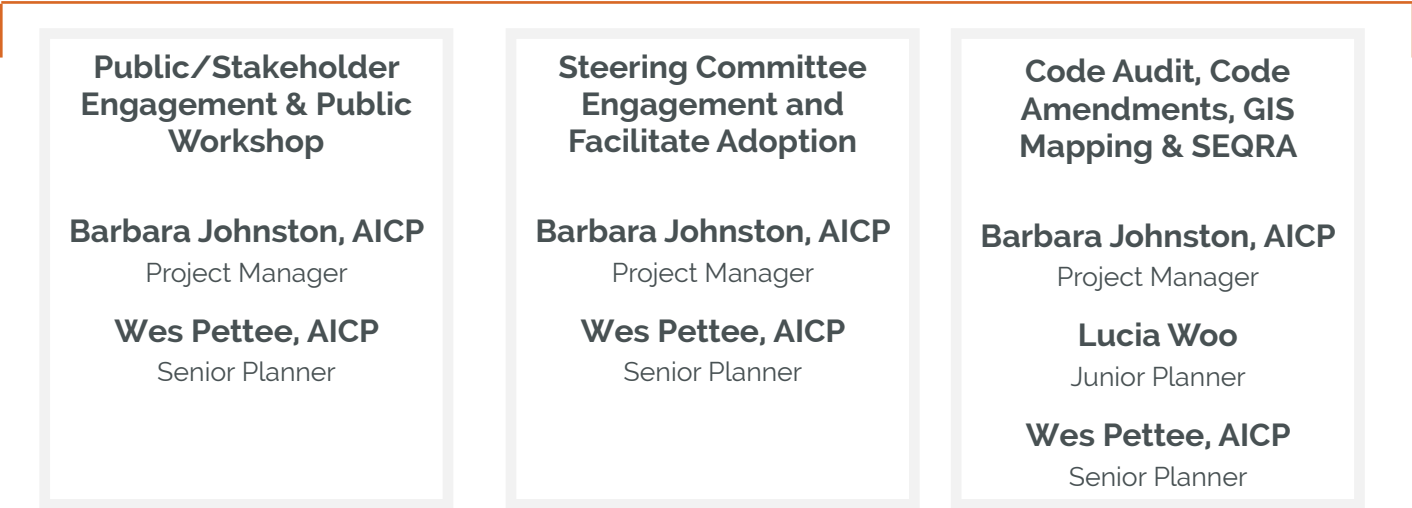
TEAM

TEAM ORGANIZATION

We build a project team by thoughtfully engaging professionals that have demonstrated reliability, accountability and collaboration.

TOWN OF GAINES

Barbara Johnston, AICP
LEED AP ND
Project Manager





BARBARA JOHNSTON

Project Planner

Barbara, Project Planner, has over 28 years experience in community planning and project management. She has prepared numerous comprehensive plans as well as strategic plans for agricultural preservation, downtown revitalization, waterfront redevelopment, economic development and transportation services. Barbara has extensive experience in engaging the public as well as stakeholders in the planning process. She is also proficient in utilizing GIS software for mapping and data analysis.

AICP, LEED AP ND
American Institute of Certified Planners

LEED AP Neighborhood Development

EDUCATION
Cornell University: Candidate for Masters of City & Regional Planning

Wesleyan University: BA

ORGANIZATION
American Planning Association

Code Revisions—Access Management

Prepared zoning revisions for the Town of Lima to implement the access management provisions recommended in its recently adopted Comprehensive Plan. The zoning amendments, which were adopted by the Town, apply to new development along Routes 5 & 20 and 15A. Access management provisions address minimum spacing between access points, corner clearance, joint and cross access to adjacent commercial or office properties, driveway design, lot layout, and access and circulation standards for site design.

Zoning Audit for Energy Efficiency, Cities of Rochester and Syracuse

As part of the Five Cities Energy Master Plans for Syracuse and Rochester, conducted an audit of existing code provisions and recommended revisions to increase energy efficiency and reduce the use of fossil fuels. Recommended code revisions included provisions to implement Complete Streets policies, walkability, bicycle parking, and transit use.

Comprehensive Zoning Revisions

Prepared comprehensive land use regulations for the Towns of Batavia, Barre, Bennington, Gorham, Palmyra, Town and

Village of Albion, and Town / Village of East Rochester. Assisted the Town and Village of Lima to prepare revisions to zoning regulations as recommended in the recently adopted Comprehensive Plan.

Subdivision Regulations for Villages and Towns

Prepared Land Subdivision regulations for the Villages of Fredonia and Albion and the Towns of Albion and Shelby.

Sustainability Audit, Green Genesee/ Smart Genesee

Conducted Code Audits for the Towns of Batavia, Oakfield and Alabama and the Village of Oakfield to identify revisions needed to support renewable energy development, energy efficiency in transportation, and protection of water quality and natural resources. Drafted code amendments for adoption by each Town and Village Board.

Zoning Audits, Agricultural & Farmland Protection

As part of municipal Agricultural & Farmland Protection Plans, reviewed and evaluated zoning and subdivision regulations to identify provisions that may constrain standard agricultural practices. Drafted code revisions to remove provisions that are inconsistent with NYS Agricultural Districts Law and to incentivize land protection and agricultural economic development.



WES PETTEE

Senior Planner

Wes has over 17 years of experience as a Planner at the regional and local level. He has assisted local government administrative and legislative boards with land use decisions, and has also conducted environmental review processes for planning and grant projects. Wes has managed planning projects to cultivate public participation and community involvement. His effort helps create consensus-based visions and action plans geared towards project implementation, and also provides GIS and mapping skills. He also has a background in grant writing to fund housing, infrastructure, planning, recreation, and beautification projects.

AICP

American Institute of Certified Planners

EDUCATION

University at Buffalo: BA, Environmental Design

ORGANIZATION

American Planning Association

Planning Boards & Zoning Boards of Appeal

Served as a technical advisor for numerous local planning boards and zoning boards of appeal. Assisted with the local review and deliberation of site plans, special use permits, and subdivision applications, as well as appeals for use and area variances. This enabled the local reviewing body to make informed decisions and be confident they were serving the public interest.

Comprehensive Plan, Town of Victor, NY

Assist the Victor Comprehensive Planning Committee, as well as town and village officials to complete a comprehensive plan for the Town and Village of Victor.

Planning Advisory Service, Town of Victor, NY

Under the Town Engineering contract, Wes has been conducting comprehensive reviews of site plan, subdivision, and rezoning applications for the past 10 years. A written staff development report is created for consideration by the reviewing board, which takes into account local and regional planning goals, as well as the environmental and

physical setting of each project. Attendance at planning board and town board meetings allows an open dialogue for project consultation. Wes also drafted revisions for the Town's lighting code, which emphasizes dark sky compliance.

Village of Victor Zoning and Sign Code Amendments

Performed a zoning code audit and authored zoning and sign code revisions for the Village of Victor's code, which had been impeding the review and approval of revitalization and redevelopment projects within the Village core. Code revisions were brought into alignment with design and review guidelines for new buildings or renovations of existing buildings along the Village's Main Street.

GIS Mapping

Prepare graphic content including maps with aerial imagery, environmental and tax parcel overlays for planning and environmental analysis. Mapping capabilities include illustrating environmental features, land use, infrastructure, zoning districts, and other community resources.

Comprehensive Plan, Village of Milford, NY

Managed and tailored community-specific comprehensive planning process. Milford is a small community in the Leatherstocking Region of New York that is dealing with the growing tourism because of nearby National Baseball Hall of Fame in Cooperstown and associated summer activities. The Comprehensive Plan was used to leverage \$198,000 in Restore New York grant funds to rehabilitate Main Street's former hardware store.

The Greater Milford Historical Association in Milford also received \$15,000 in State funding for facility upgrades, which the plan helped leverage.

Comprehensive Plan, Town of Butler, NY

Assist in the development of a joint agricultural preservation and comprehensive plan by helping to facilitate public participation, conducting stakeholder interviews, and researching solutions to locally significant issues.

Safe Routes to School Grant, Town of Victor, NY

Prepared a successful Safe Routes to School grant application for an infrastructure project for the Town of Victor in partnership with the Victor Central School District. The total grant award was \$389,816 and the funding will be used to construct 6,300 linear feet of sidewalk that will provide students in nearby neighborhoods a safe and healthy alternative to riding a bus or being driven to school. The project will complement the Town's High Street reconstruction project where sidewalks are also proposed. Together, these

projects will provide sidewalks along the roadways surrounding the School's campus that experience high volumes of vehicular traffic. The grant will also provide a sidewalk along an internal roadway within the School's campus.

Rural Development Environmental Review for Water System Improvements, Town of Carlton, NY

Performed a streamlined SEQR and NEPA review for a 38,000 linear foot water main extension in the Town of Carlton. This project included coordination with the State's Coastal Management Program and Natural Heritage Program for the respective portions of the project located within the Lake Ontario Coastal Zone and for portions adjacent to a designated Significant Coastal Fish and Wildlife Habitat.

Black Oak Wind Farm SEQR, Town of Enfield, NY

Assisted Town Attorney with assessing and documenting anticipated impacts of a wind power project consisting of 20 wind turbines within 925 acres in the Town of Enfield (Tompkins County). Identification of potential environmental impacts assisted the development of a scoping document for a Draft Environmental Impact Statement. Example impacts of the project include altering views from Robert H. Treman State Park and Cayuga Lake. Portions of the project location encompass designated Important Bird Areas, as designated by the National Audubon Society.

Monroe County Crime Lab, Rochester, NY

Facilitated the SEQRA and NEPA environmental review processes in preparation for

Monroe County's new 45,000 square foot, four-story crime lab under completed in downtown Rochester.

Former County Planner

Assisted rural townships in the New York City watershed with revising comprehensive plans and land use management strategies. Delivered advising concepts and tools that helped towns manage competing agricultural and residential interests with interests of New York City Department of Environmental Protection. Assisted communities with reviewing subdivision, site plan, and special use permit applications.

Sheriff and Correctional Facility, SEQRA, Herkimer County, NY

Facilitated the State Environmental Quality Review Act (SEQRA) environmental review process in preparation for Herkimer County's anticipated construction of a new 87,000 square foot, 130-cell facility in the Village of Herkimer.

Midtown DGEIS, City of Rochester, NY

Assist in the preparation of a Draft Generic Environmental Impact Statement for the demolition of Midtown Plaza.

Open Space and Conservation Planning, Town of Victor, NY

Co-author with the Town of Victor Conservation Board in developing a Natural Resources Inventory as well as regulatory language to preserve important natural resources in the Town.

CDBG Small Cities Grant Applications

Authored various CDBG Small Cities water/wastewater connection, housing, and public facilities grant applications for several municipalities throughout New York.



SECTION 4

RELEVANT EXPERIENCE

LAND USE REGULATIONS

LaBella Associates Planning Division has assisted numerous municipalities throughout the region to revise their existing land use regulations or to develop their first ever set of land use regulations. In some cases, revisions were necessary to bring the zoning and subdivision procedures into compliance with the requirements of New York State General City Law, Town Law or Village Law.

Other communities have found it necessary to revise their zoning and/or subdivision regulations in response to issues or problems not adequately addressed in their existing land use regulations or in response to changes in growth and development patterns or environmental concerns.

LaBella has performed zoning audits to evaluate how codes support key community priorities, such as renewable energy and sustainability or agricultural resources. Several municipalities have engaged the services of LaBella Associates to update their land use regulations to be consistent with newly adopted Comprehensive Plans or amendments to existing Comprehensive Plans.

The following list identifies the municipalities that LaBella Associates has assisted to revise, update or develop new land use regulations.

Cities:

- Batavia, Genesee County
- Olean, Cattaraugus County
- North Tonawanda, Niagara County



Villages:

- Albion, Orleans County
- Bloomfield, Ontario County
- Cuba, Allegany County
- East Rochester, Monroe County
- Holcomb, Ontario County
- Lima, Livingston County
- Lyndonville, Orleans County
- Macedon, Wayne County
- Manchester, Ontario County
- Medina, Orleans County
- Springville, Erie County
- Warsaw, Wyoming County
- Victor, Ontario County
- Java, Wyoming County
- Lima, Livingston County
- Macedon, Wayne County
- Marilla, Erie County
- Owasco, Cayuga County
- Parma, Monroe County
- Penfield, Monroe County
- Ridgeway, Orleans County
- Shelby, Orleans County
- Palmyra, Wayne County
- Perry, Wyoming County
- Riga, Monroe County
- Somerset, Niagara County
- Warsaw, Wyoming County
- Yates, Orleans County

Towns:

- Albion, Orleans County
- Batavia, Genesee County
- Barre, Orleans County
- Bennington, Wyoming County
- Butler, Wayne County
- Byron, Genesee County
- Canandaigua, Ontario County
- Chili, Monroe County
- Concord, Erie County
- Eagle, Wyoming County
- East Bloomfield, Ontario County
- Fayette, Seneca County
- Gorham, Ontario County
- Greece, Monroe County
- Java, Wyoming County
- Lima, Livingston County

PLAN REVIEW SERVICES

CLIENT PARTNER

Town of Victor
Kimberly A. Kinsella, Project
Coordinator
85 East Main Street
Victor, NY 14564
Phone: (585) 742-5040



The team reviews and identifies the need for any local, state, or federal permits.

LaBella provides development review services to municipalities, performing reviews of site plans, subdivision proposals, special use permits, zoning and other land use functions. Evaluations of projects are conducted in accordance with the applicable regulatory framework and local planning strategies. Reviews are generally conducted by multiple individuals, allowing a full spectrum assessment of environment, planning, engineering, and architecture.

LaBella will conduct a site visit when necessary to verify conditions on a project site and verify the accuracy of information that was submitted as part of the application package. A "staff development report" or comment letter is provided to the reviewing board and municipal staff that provides analysis of the proposed project against decision-making criteria as well as against the backdrop of goals/policies identified in the community's comprehensive plan.

A description of information yet to be submitted by the applicant would also be a component of LaBella's review comments

The team reviews and identifies the need for any local, state, or federal permits and is capable of providing review of Stormwater Pollution Prevention Plans, and facilitating the State Environmental Quality Review Act (SEQRA) process in relation to a proposed project.

Items reviewed typically include roadway or driveway layout, parking, traffic flow including circulation and access, screening and buffering, landscaping, lighting, signage, locations and dimensions of buildings, grading, erosion and sediment control, drainage, sanitary sewage disposal, water supply, environmental issues, historic resources, open space, impact of proposed used on adjacent land uses, preservation of existing features, and architecture.