

March 18th, 2026, at 6:30pm | 103 Main Street, Mount Morris NY

Present: Jim Patrick (exited at 7:32pm), Planning Board Chair; Vice Chair Brianna Rawleigh; Planning Board Members Larry Woodworth (entered at 6:56pm), Joel Clester; Town Code Enforcement Officer Shawn Grasby; Village Code Enforcement Officer Tim Dunham; Town Councilman Joe Rawleigh; Secretary Kaylee Leone

Excused: Planning Board Member Phil Race

CALL TO ORDER AND REVIEW OF MINUTES

The regular meeting of the Joint Town and Village of Mount Morris Planning Board was called to order by Chairman Jim Patrick at 6:35 pm Those present stood for the Pledge of Allegiance.

The minutes of the January 21st, 2026, regular Planning Board meeting were reviewed.

A motion to approve the submitted minutes was introduced by Joel Clester and seconded by Jim Patrick, and was voted on by members as follows:

Aye: 2 (Clester, Patrick)

No: 0

Abstain: 1 (Rawleigh)

The motion dies, and member agreed to table to motion until the April 15th, 2026 meeting.

MINOR SUBDIVISION – 21 CONNOR AVE

The Board began to review an application submitted by Aaron Galvin for a minor subdivision located at 21 Connor Avenue in the Village of Mount Morris. Code Enforcement Officer Tim Dunham explained that the applicant proposed to subdivide a portion of an existing parcel (Tax Map No. 115.08-1-5), consisting of approximately 5.745 acres, by creating a new parcel (Parcel A) of approximately 0.738 acres. This parcel is intended to be conveyed to an adjacent property (Tax Map No. 115.08-1-3.113), with the ultimate goal of allowing construction of a residential dwelling.

During review, the Board identified several issues with the application and supporting materials. There was significant confusion regarding parcel boundaries, lot designations, and inconsistencies between maps and application documentation. It was determined that an existing structure appears to straddle current or proposed parcel lines, raising concerns regarding zoning compliance, particularly with respect to accessory structures existing without a principal use. Board members discussed the importance of ensuring that any newly created parcel meets all zoning requirements independently, rather than relying on a future combination with another parcel.

Vice Chairwoman Brianna Rawleigh emphasized the need for a clearer and more accurate map, proper labeling of lot numbers, and correction of inconsistencies within the application, particularly on page two of the application. She further advised that the applicant should identify any deed restrictions, rights-of-way, or easements, and properly indicate these on the application. Additionally, it was noted that the SEQR (State Environmental Quality Review) Part 1 form had been completed for an incorrect address (17 Connor Avenue instead of 21 Connor Avenue) and contained inaccurate responses, including an incorrect designation of permitted use and incomplete information regarding floodplain location and surrounding land uses.

Town Code Enforcement Officer Shawn Grasby advised that the application should be returned to the applicant for correction and completion, and noted that the proposal may require variances due to zoning nonconformities. It was further determined that the Board could not proceed with scheduling a public hearing until a revised and complete application, including an accurate survey map stamped by a licensed surveyor, is submitted.

Environmental concerns were also discussed, including floodplain designation, potential wetlands, and indications on the SEQR form of possible prior environmental remediation. While

some members expressed that these concerns may not directly impact the subdivision decision, others requested additional documentation to ensure a complete and accurate record prior to Board action.

The Board requested the following updates to the Connor Ave Subdivision application:

1. Revised Map / Survey

Please submit revised maps that clearly and consistently show all existing and proposed parcel lines.

- Existing parcel boundaries are clearly labeled
- Proposed parcel boundaries are clearly labeled
- Parcel A is clearly identified
- Final survey map is stamped by the surveyor
- Map clearly indicates that Parcel "A" will be conveyed to the adjoining parcel (115.8-1-3.113)

2. Parcel A Compliance

Please revise the proposal so Parcel A is compliant as a standalone parcel prior to combination. Ensure that Parcel A:

- Meets minimum lot area requirements
- Meets minimum frontage requirements
- Meets setback requirements
- Can function as a conforming lot on its own
- Shows revised lot line places any existing structure entirely on one parcel

3. Application Corrections

Please correct and complete all application materials.

Missing information:

- P1 submittal date
- P1 check "no" for major subdivision
- P1 surveyor information
- P1 total area being subdivided
- P1 number of lots in subdivision
- P2 check "yes" to indicate that the property is listed in a floodplain
- P2 list the tax map # that the new lot will be combined with

Incorrect information:

- P1 tax map # - please correct the first parcel number to reflect 115.8-1-3.113
- P2 lot numbers - please correct plot numbers to 17 and 21, remove others
- P2 add commercial and industrial to "current condition of surrounding lands"
- P2 determine if there are any deed restrictions, right-of-ways, or easements and fill the information in accordingly

4. SEQR Corrections

Please resubmit a corrected Part 1 SEQR only.

Missing information:

- SEQR Part 1, P1, check Agriculture, Industrial, Commercial
- SEQR Part 1, P3, check Agricultural/grasslands, Wetland, Suburban
- Please sign SEQR Part 1, P3

Incorrect information:

- SEQR Part 1, P2, check "Yes" for "a permitted use under the zoning regulations"

5. Letter Landscape

Please re-complete the 500-ft search distance around the proper parcel using the County's GIS Map (tax map # 115.8-1-5), and attach to the application with the list of neighbors with names and addresses (41 parcels).

6. Additional Supporting Information

Please provide any supporting information relevant to questions raised by the Board:

- Floodplain information
- Wetlands information
- Remediation/environmental information

Chairman Jim Patrick departed the meeting at approximately 7:32pm. Vice Chairwoman Brianna Rawleigh assumed responsibility for continuing the meeting.

ARI PRESBYTERIAN SOLAR PROJECT UPDATE

The Board then received an update on the ARI Presbyterian Solar project. Town Code Enforcement Officer Shawn Grasby and Fire Chief Dana Regatuso discussed ongoing site access concerns, specifically related to compliance with Article 5 requirements and fire code access standards under Chapter 503. Due to site constraints, the applicant may seek relief through a hardship determination from the fire code official. Mr. Grasby noted that such relief would require consultation with the local fire chief prior to any determination. It was also reported that escrow requirements had been satisfied and the deposit received.

OTHER BUSINESS

Additional subdivision activity was briefly discussed. Dick DeMay was noted to be pursuing a subdivision of approximately five acres from a parcel located across the street from his property. It was also reported that an attorney representing Greg O'Connell had contacted the Town regarding a potential series of 10–12 subdivisions to separate existing houses from larger parcels. Mr. Grasby noted that applications associated with these proposals continue to be marked incomplete pending submission of required documentation.

The Board also reviewed general administrative matters, including training opportunities available through Livingston County. Members were reminded of annual training requirements and encouraged to participate in upcoming sessions, including those related to SEQR, property maintenance, and wetlands management.

MEETING CONCLUSION

With no further business, a motion to adjourn was introduced by Joel Clester and seconded by Brianna Rawleigh, and was voted on by members as follows:

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Aye: 2 (Clester, Rawleigh)

No: 1 (Woodworth)

Abstain: 0

The motion dies.

The meeting concluded without formal adjournment at 7:42pm.

The next scheduled meeting of the Joint Planning Board is set for Wednesday, April 15th, 2026 at 6:30pm.

Respectfully submitted,

Kaylee R. Leone
Planning Board Secretary