

Pittsford Planning Commission
Meeting Minutes - DRAFT
March 26, 2026

Board Members Present: Kevin Blow, Chuck Charbonneau, Rick Conway, Nancy Gaudreau, Donna Wilson, Mike Norris, Gordon Fox

Others Present: Alicia Malay, Gwen Sherow, Lauri Contarino, and Ann Reed

Meeting - Call to order

The meeting was called to order at 7:00 by Kevin Blow – Chair.

Public Hearing for Zoning Regulations Update

Kevin Blow opened up the hearing for the updated Zoning Regulations. We went over that they were properly warned and Kevin Blow asked if anyone had concerns or questions about the new zoning regulations. Gwen Sherow asked how often zoning regulations are changed. Kevin Blow told her when the State requires changes. Rick Conway gave a brief history of zoning in Pittsford, letting her know zoning started in 1966, when the town adopted zoning and it stays until it is updated by state law. The Town Plan expires every eight years, but zoning does not expire.

Gwen Sherow asked if the planning commission ever looks at other towns or states. Rick Conway stated that the Planning Commission does look at other town's zoning regulations and town plans. Lauri Contarino introduced herself as a real estate broker. She said that she had looked at our zoning regulations and wanted to make the observation that, as an outsider looking in, the planning commission may want to look at their definition of structure and make it more plain law. A structure should be a collection of materials. Accessory structure should say not another home. Most towns have the same definitions. Pittsford's definition has the "greater than 160 square feet" as part of the definition. She believes this should be removed for clarity. She thinks the language was put in to ease the permit process. She did note that there is language that does say setbacks are required, but many towns around Pittsford do not have the size limits in their definitions. She encouraged the Planning Commission to take out the square footage issue. She emphasized that exempt from permitting should not have been exempt from requirements. She mentioned the minutes of the March 18, 2026 selectboard meeting and what Gwen Sherow, her mother, was looking for as for clarification of setbacks. She then read the letter given to Gwne Sherow at the selectboard meeting written by Jeff Biasuzzi March 2025 and given to her abutting neighbor about a small shed.

Rick Conway told Lauri Contarino that zoning administrators are not infallible. If she disagrees with the decision, she can appeal to the zoning board of adjustment. Lauri Contarino then stated that the planning commission has a chance now to fix the definition so it is not so ambiguous. Gwen Sherow then explained how the coop next door to her is affecting her life and how the shed is only about five feet from the property line. Lauri Contarino stated that an appeal went into the mail today. Gwen Sherow stated Ann Reed should receive it Monday. Rick Conway asked if the 160 square feet was causing confusion. Lauri Contarino stated that Jeff's letter goes against zoning regulations by what the setbacks say. Jeff said one hundred and fifty square feet and did not require setbacks in his letter. She feels like this is public confusion. Rick Conway let Lauri Contarino know that the zoning board of adjustment would need to hear the issue, not the planning commission. Lauri Contarino again stated that being permit exempt should not make you setback exempt. Gordon Fox stated that if it is in the definition, then it was a misinterpretation of the zoning regulations. Gwen Sherow stated that it might not hurt to have zoning regulations about roosters and guinea hens in the area with smaller acreage. Ann Reed let her know there is an animal control ordinance that deals with animals and noises.

The hearing was closed at 7:28pm by Kevin Blow.

The meeting was called back into order at 7:28 by Kevin Blow.

Approval of Meeting Agenda

A motion was made by Donna Wilson and seconded by Rick Conway to approve the meeting agenda. The motion passed unanimously.

Approval of Minutes

The minutes of the February 26, 2026 were unanimously approved after a motion by Rick Conway and a second by Donna Wilson to approve the minutes.

Public Comments

None at this time.

Planning Commission Member Comments:

Non at this time.

Old Business:

Enhanced Energy Plan Update:

Ann Reed let the Planning Commission know that she needs to meet with Devon, as it does not currently meet the requirements for the equity piece. She will continue to work on this.

Approve Zoning Regulations to Move to Selectboard Hearing:

Lauri Contarino asked if the planning commission was willing to take the square footage out of the definition for a structure. She feels it is causing confusion. Rick Conway responded that he could see where a zoning administrator misinterpreted it. He does not feel this is enough to hold up these zoning regulations as we have spent a lot of time and energy on these already. Gordon Fox asked if they knew of other times this has caused an issue in town, as he didn't think it had been an issue. Donna Wilson said it was not an issue when she was a lister in town. Kevin Blow stated it was the second time the planning commission is hosting a hearing on this. Ann Reed was asked about deadlines and she gave the deadlines for Tier 1B, and the estimated grant deadline of June 1st or 30th. Rick Conway stated this is ongoing and we can amend again in the future.

Gordon Fox made a motion to approve the zoning regulations to pass onto the selectboard for their hearing. Donna Wilson seconded the motion and it passed unanimously.

New Business:

Tier 3 and the Road Rule Discussion:

Ann Reed did a brief overview of the changes that are happening in legislature for the Tier 3 and Road Rule. There are still changes happening with this, to hopefully push back deadlines. Currently S325 has passed the house and is in the Senate. This would push back the deadlines for the road rule and Tier 3 until at least 2028.

Alicia Malay said there is an anti-Act 181 looking for a repeal of the act. The Land Use Review Board (LURB) is also asking for the push-back in dates as they are not ready. Chuck Charbonneau expressed that growth of business is going to be stalled with this legislation. Rick Conway stated that congress is the one that stood up the LURB. People had asked for an overhaul of Act 250 and this is what we got – Act

181. He wants to know where is the recourse? They will have more control of our land than the local control.

Other Updates

Rick Conway asked when the Town Plan expires. Kevin Blow found his copy and it looks like it expired February 2026, as that is eight years from adoption of the last Town Plan. Ann Reed was directed to ask Devon Neary tomorrow to see if zoning regulations can be approved with an expired Town Plan. Is there a way to file for an extension? It was also asked what do we need to do for changes to the Town Plan. Ann Reed is to talk to Devon at Rutland Regional Planning Commission and find out.

Lauri Contarino asked if this meant that we might be back on the table for definitions.

Rick Conway stated the Town Plan would not be in plan if there is an Act 250 hearing currently, as it is expired.

Regional Planning Commission Updates

Ann Reed gave information on the Regional Plan update with the final hearing to be held at RRPC on May 19th.

Next Meeting

The next meeting will be held April 23, 2026 at 7:00pm.

Adjournment

A motion was made by Rick Conway and seconded by Gordon Fox to adjourn the meeting at 8:03PM.
The motion passed unanimously.

Respectfully submitted,

Ann Reed
Recording Secretary

Approved by,

The Pittsford Planning Commission