Town of Pittsford
Zoning Board of Adjustment Meeting
Hearing for Application #26-35: Pittsford Village Farm Inc.

The hearing was opened at 7:00pm on August 3, 2026 by Rick Conway, Vice Chair of the Zoning Board of Adjustment.

Zoning Board of Adjustment (ZBA) members present: Rick Conway, Charlie Simpson, Jim Lacoille, Nicholas Michael, and Ed Keith Jr.

Others present: Ann Reed, Gary Kupferer- Town Attorney, Scott Kaufman, Beth Saradarian, Barb Lalancette, Melanie Parker, Terry White

Charlie Simpson made the motion to approve the agenda as written. Ed Keith seconded. Motion approved 4-0 (Nicholas Michael was not present yet).

Rick Conway introduced the Zoning Board of Adjustment members, then swore in Beth Saradarian, Barb Lalancette, Terry White, and Melane Parker.

The application was read, then Ann gave an overview of why this amendment is before the Zoning Board of Adjustment. Application 26-35 from Pittsford Village Farm is before the ZBA for amendments to previous permits numbered 20-03, 23-01, 24-13, and 25-08. This hearing is for amendments to the number of childcare spots, café seating area numbers, site plan review for parking, and conditions of use for events including notifications, signage, portable restroom quantities, and traffic control measures for events. Ann stated there is a large difference between a birdwatching group of 15 people and a Tunesday event with 100+ people.

Terry White stated that he was there for the site plan review and Melanie Parker was there for the events.

Melanie Parker did send a list of events to Scott (new zoning administrator) for what is currently scheduled including Tunesdays, Farm Flicks on Fridays in August, and September 26th Jeep weekend with Megan Fox with car vendors and car show. There will be space available for rent as well. Melanie stated that due to construction, all parking for events has been up on the knoll.

Gary Kupferer asked if Pittsford Village Farm had an active Act 250 amendment that has not been granted. Terry White stated this was correct.

Gary Kupferer asked that the ZBA start with the building first.

Gary Kupferer confirmed with Terry White that Pittsford Village Farm wanted to increase the total number of children in the daycare to 30 and lower the seating in the café from 16 down to 14. This is correct.

Gary Kupferer asked about a wastewater permit. Pittsford Village Farm is on municipal water and sewer. Gary Kupferer asked if they have an amended wastewater permit. Terry White stated they did have it. Gary then asked if they were waiting on Act 250. Terry White stated they were waiting on the wetlands department due to class II wetlands, which was verified. The wetlands permit comment period ends August 12, 2026. Act 250 can't move forward until the wetlands permits are filed. Terry White stated the access to the back side of the barn is in the buffer area for the Class II wetlands, but it will be allowed to remain a parking area.

Gary Kupferer asked if a stormwater discharge permit was required. Terry White stated they did not need one.

Gary Kupferer asked about the changes to the parking. Terry White stated the top sheet is the new plan for the parking. The bottom is the Act 250 permitted plan. Gary Kupferer stated there is inconsistent parking approval between Act 250 and the Town. Terry White stated this was true, and the result of this hearing will hopefully get the two in line with one another. Terry White stated that there is now more parking behind the barn and less parking by the roadway. Gary Kupferer asked how many spaces are currently approved by the Town and how many are approved through Act 250. Terry White stated there were 28 spaces.

Gary Kupferer wanted to verify the changes that Pittsford Village Farm was asking for. They would like to raise the number of children in the childcare to 30, decrease the number of café seats from 16 down to 14, and have the parking plan designated as C2 plan approved. Terry White also stated there was a change to the drips under the eaves of the building, a portion of sidewalk was deleted that was going to be going along side the edge of the building, and everything in yellow on the plans is what are to be deleted.

Gary Kupferer asked what other minor changes were to be done. Terry White stated that the fire chief has looked at the new plans for the fire truck turn-around. Gary Kupferer stated

that plans marked as C-2A (new) and C-2B (old) be admitted as evidence. Terry White agreed to this.

Rick Conway asked if the access has changed for the fire department. Terry White said that it did not go around before, that the road was narrowed from 22' to 16'. The upper parking lot is the only entry. The southern driveway goes along the side of the building and the fire trucks will need to back up, as there is not enough room to turn around. Both entrances are not connected. The division of fire safety gave certificate of occupancy on July 24, 2026.

Barb Lalancette showed her copy of an Act 250 minor amendment notice that had come in her mail. It was dated June 9, 2026 and it stated the parking lot spaces were increased from 28 to 35 spaces with this amendment signed by Quinn Mann. Gary Kupferer looked at Barb's letter and stated it was not the letter that was in the packet from Act 250. Terry White counted the spaces on the plans, as did ZBA members. There are only 31 parking spaces on the new set of plans. Beth Saradarian asked where the additional parking spots are located. Terry White stated they are going to use an existing concrete pad behind the barn on their property for the additional spaces. Terry White clarified as per the plan in front of the ZBA at the hearing, 31 spots is what Pittsford Village Farm would request. Ann Reed looked in the Act 250 database and stated that Act 250 does not have a site plan as part of Pittsford Village Farm's amendment to their Act 250 permit. Terry White is going to contact Act 250 tomorrow, specifically Quinn Mann to fix the Act 250 so that it matches the ZBA documents for 31 spaces.

Gary Kupferer felt at this time it was a good time to move over to the events. Gary Kupferer stated that currently 50 events a year can happen at Pittsford Village Farm.

Melanie Parker stated Pittsford Village Farm is looking to change for conditions of use because size matters. Gary Kupferer asked with big events, what Pittsford Village Farm would like to change.

Melanie Parker stated permit 20-03, item #10 stated all other traffic control approaching or leaving the premises during an event shall be under the jurisdiction of Town Police, County Sheriffs, State Police, or VTRANS; and contracted by the event promoters or the applicant; at their expense. Required traffic control shall extend to VT Route 7, on Elm Street and Town Hill Roads, and in the Cooley Covered Bridge area. Free standing durable signs, at least 20" x 30" in area, stating "event in progress, traffic control & delays ahead" shall be provided by applicant/owner and installed at clearly visible locations on both ends of Elm Street, and at both approaches to the Cooley Covered Bridge, at least two hours prior to start of an event,

and removed within 12 hours after. Melanie agrees that large events should be under the jurisdiction of the police department. She does not think there should be a need for signs on both ends of Cooley Bridge, since there are signs at each end of Elm Street. Gary Kupferer asked if she was asking to take out that requirement. Melanie Parker stated the signs are really large. She wanted to know if it could be smaller signs at the bridge. Rick Conway asked if she had a recommendation on the size of the sign. Melanie Parker stated that the signs used for parking currently are approximately 1 foot by 2 feet.

Melanie Parker then brought up the requirement on permit 23-01 page 3 number D "No less than 3 portable restrooms" She would like to split smaller events from larger events and have this modified. Gary Kupferer asked if the wastewater permit state anything about the portable restrooms. Terry White stated they do not.

Charlie Simpson asked what are we going to do about the size difference. Melanie Parker stated that there are between 100-200 people for Tunesdays events. According to Dundon's, one portable restroom is suited for up to 150 uses. Melanie Parker would like to propose that there be one set of rules for 250 people or less and another set of rules for 250 or more people. Melanie could not find any state regulations.

Charlie Simpson asked if the Act 249 wastewater permit includes the community center bathrooms. Terry White stated it does include the two bathrooms in the community center.

Rick Conway brought up concerns with what the name on the permit should be. Is it Pittsford Preservation Trust, Pittsford Village Farm Inc, Pittsford Village Preservation Corporation? The permit needs to be issued to Pittsford Village Farm Inc..

Gary Kupferer stated he understood Melanie Parker's issue with Cooley Bridge and the portable restrooms and he wanted Melanie's suggestion.

Melanie Parker stated that Pittsford Village Farm always has one portable restroom all summer. This has always worked. Melanie then suggested 1 portable restroom up to 250 people, 3 portable restrooms from 250-500 people, and 6 portable restrooms for 500-1000 people.

Gary Kupferer then asked what she was proposing for a number for the size to exempt from sign requirements. Melanie Parker stated smaller groups, she would like to keep less than 250 people and more than 250 people. Tunesdays has been between 100-200 people. She would like the Police Chief to get the notices of events ahead of time so they can plan.

Melanie felt like 250 was a good cut off because Pittsford Village Farm knows what shows up typically for their events and they have had no issues.

Gary Kupferer verified that the numbers Melanie Parker was discussing were the number of people and not the number of cars. This was correct, it is the number of people.

One suggestion given out what that greater than 250 people, all the signage would be needed, less than 250 people and does not need all of the signage, portable restrooms, and police department.

Barb Lalancette stated she did not understand the purpose of the signs on Cooley Bridge.

Beth Saradarian asked what the plan was for the community center bathrooms once they are completed. Melanie Parker explained they would be available too for use during events. Gary Kupferer asked for the timing of these bathrooms being completed. Terry White stated it would likely be summer of 2028.

Terry White stated that he hopes this permit application can move as quickly as possible, as there are grants waiting on these approvals.

Gary Kupferer stated that the Zoning Board of Adjustment has 45 days to issue their decision.

Charlie Simpson made the motion to close evidence, which was seconded by Jim Lacoille. The motion passed 5-0.

Motion by Ed Keith to go into deliberative session, seconded by Charlie Simpson. Motion passed 5-0.

At 8:30pm, the Zoning Board of Adjustment exited deliberative session. Nicholas Michael made the motion to approve the amendments with the following conditions:

1) This is subject to Pittsford Village Farm obtaining all other state and local permits.
2) Portable restrooms:
    a. Up to 100 people – 1 portable restroom
    b. 101-250 people - 2 portable restrooms
    c. 251-500 people – 3 portable restrooms
    d. 501+ people – 6 portable restrooms
3) The signage requirement for Cooley Bridge will be eliminated

4) Other sign requirements:
    a. 100 people or more – original sign conditions apply
    b. 100 people or less – no sign at ends of roadways, no policing

All other previous event conditions are still in full effect. Additionally, the ZBA approves the following changes:

1) 14 café seats instead of 16
2) 30 children at the daycare instead of 26
3) 31 parking spaces with the revised plan C2A
4) Acceptance of deletions of sidewalks as are shown in yellow on plan C2B

Ann Reed was instructed to put in 100+ people existing conditions that are being kept and list them all.

Charlie Simpson seconded the motion. Motion passed 5-0.

Motion to adjourn at 8:33pm by Ed Keith, seconded by Jim Lacoille. Motion passed 5-0.