

# Town of Manchester Planning Board Meeting Minutes

## May 20, 2025 – 7:00pm

**Present:** Board Members Jefferey Flower, Lee Sanders, Tammy Worden, Christine Ciardi, and Pauline DeCook; Chairman Scott VanAken; Code Enforcement Officer Marty Barnett; and Secretary Laurel Pitcher.

**Absent:** Board Member Steve Buerman.

**Also Present:** Luke Abbott.

**Application #4667-25:** Consider Site Plan #4667-25 submitted by Luke Abbott who is requesting to construct an addition to an existing building on property located at 4330 St Rt 96, tax map no. 32.00-1-65.110 in a GC district pursuant to Chapter 325 Section 325-62.

Chairman Scott VanAken began by asking the applicant some questions about the property and the proposed addition. He asked Luke Abbott if the proposed addition would be far enough away from the lot boundaries, and Luke said that they're only planning to extend the current building backwards. He said that the building is currently shaped like a "L" and with this addition, it would be shaped like a "T". Code Enforcement Officer Marty Barnett also confirmed that the application meets all setback requirements.

Marty Barnett noted that the Ontario County Planning Board's only comment was to ask how many overhead doors are proposed on the building. Luke said that there will be 6 total after the addition.

Board Member Christine Ciardi noted that the property is always well maintained and kept very clean. She also asked about the interior layout of the building, and Luke gave an overview of that. Board Member Tammy Worden asked the applicant if they do roofing and siding as well as the power washing. Luke said the roofing and siding is a new endeavor for the business, but that yes, they are branching out into that.

Marty Barnett noted that there will be a 3-hour firewall added between the new and the existing parts of the building too.

Board Member Lee Sanders asked if the applicant plans to add any additional signage. Luke said that he does want to eventually add some, but they're still in the planning phase right now. He talked about adding signage on the building and something out by the road in the future. Luke asked if an electronic sign would be allowed, and Chairman VanAken said he doesn't believe so. Luke said the idea behind that would be that it's easy to change to display any current promotions or deals. Tammy noted that those signs are typically not allowed because they can be distracting for drivers. It was also noted that some schools and fire departments in the area have electronic signs, however they follow different rules. Marty reiterated that electronic signs are not allowed under the current zoning code for this project. Chairman VanAken suggested a sign with removable glass so that the applicant could change the letters and the message inside. This type of sign would be allowed, as long as it met size and other requirements, but the applicant didn't find this solution to be ideal. At this time, Luke said the signs are a future project, and he plans to think about it more before bringing it to the Planning Board.

Luke Abbott asked the Planning Board about the requirements for starting a bread and pizza dough company. He said that his wife has been looking into this idea and is interested in starting her own business. Marty said that is something that would need to be reviewed by the New York State Department of Health. Tammy also noted that anything concerning food has additional regulations and restrictions beyond the scope of the Manchester Planning Board.

A motion was made by Tammy Worden to close the public hearing for Site Plan #4667-25 submitted by Luke Abbott who is requesting to construct an addition to an existing building on property located at 4330 St Rt 96, tax map no. 32.00-1-65.110 in a GC district pursuant to Chapter 325 Section 325-62. Motion seconded by Lee Sanders. All voted "Aye." Motion carried.

A motion was made by Tammy Worden to approve Site Plan #4667-25 submitted by Luke Abbott who is requesting to construct an addition to an existing building on property located at 4330 St Rt 96, tax map no. 32.00-1-65.110 in a GC district pursuant to Chapter 325 Section 325-62. Motion seconded by Lee Sanders. All voted "Aye". Motion carried.

# Town of Manchester Planning Board Meeting Minutes

## May 20, 2025 – 7:00pm (Cont.)

**Application #4668-25:** Consider Special Use Permit #4668-25 submitted by Michael Sabine who is requesting to house 6 horses within new barn/house construction on property located on Field St, tax map no. 3.20-1-2.200 in a RR district pursuant to Chapter 325 Section 325-40.21.

The Town of Manchester Planning Board began by reviewing the zoning code for keeping farm animals. They also reviewed the application and Marty gave a brief history. Chairman VanAken noted that the code says that no stalls are permitted within 500 feet of neighboring structures. Tammy asked if this will be a 2-story building, and Marty said that the residence will be. Marty also said that the applicant expressed plans to house the horses on the property seasonally when the Finger Lakes Racetrack is closed. Pauline reiterated that the horses would not be there all the time, and Marty said that's correct to his understanding. The applicant was not in attendance at this meeting, so the Planning Board could not ask him for clarification.

Tammy asked if the property currently has a driveway, and Marty said no. He said that the applicant has cleared some trees but otherwise has not done much on the land yet. Board Member Jefferey Flower noted that the engineer on the project is well known and reputable, and the Planning Board felt comfortable trusting his designs.

A motion was made by Jefferey Flower to close the public hearing for Special Use Permit #4668-25 submitted by Michael Sabine who is requesting to house 6 horses within new barn/house construction on property located on Field St, tax map no. 3.20-1-2.200 in a RR district pursuant to Chapter 325 Section 325-40.21. Motion seconded by Christine Ciardi. All voted "Aye." Motion carried.

A motion was made by Christine Ciardi to approve Special Use Permit #4668-25 submitted by Michael Sabine who is requesting to house 6 horses within new barn/house construction on property located on Field St, tax map no. 3.20-1-2.200 in a RR district pursuant to Chapter 325 Section 325-40.21. Motion seconded by Tammy Worden. All voted "Aye." Motion carried.

### **Other Business:**

The Town of Manchester Planning Board discussed an upcoming application for an extension on Site plan #4647-23 submitted by SunEast Development who requested siteplan approval extension on property located at 3169 Co Rd 13, tax map no. 45-1-6.110 in a A-1 district pursuant to Chapter 325 Section 325-75(G)(1) and (2). The Board reviewed the meeting minutes from the previous interaction with this applicant as seen below. This excerpt is from the July 16, 2024 Town of Manchester Planning Board meeting minutes:

*"A motion was made by Jefferey Flower to grant one final 12-month extension with mandatory updates given to the Town of Manchester Planning Board quarterly. Motion seconded by Tammy Worden. All voted "Aye." Motion carried.*

*The board also noted that this will be the final extension. No more extensions will be granted. The applicants must have a permit no later than July 19th, 2025 or the application process will need to be restarted under the new zoning code. The applicants agreed."*

The Planning Board looks forward to hearing from the applicant at the next meeting on June 17, 2025.

### **Previous Minutes:**

A motion was made by Pauline DeCook to approve the April 15, 2025 meeting minutes. Motion seconded by Tammy Worden. All voted "Aye." Motion carried.

A motion was made by Jefferey Flower to adjourn the meeting at 7:50 pm. Motion seconded by Lee Sanders. All voted "Aye". Motion carried.

Respectfully submitted,

Scott VanAken  
Chairman, Planning Board

Laurel Pitcher  
Recording Secretary