

**MINUTES
CITY OF CANANDAIGUA
PLANNING COMMISSION**

January 14, 2026

PRESENT: Commissioner James Hitchcock Commissioner Karen Serinis
 Commissioner Anthony DeMuzio Commissioner Douglas Burgasser
 Commissioner David Poteet Commissioner David Plante

ABSENT: Commissioner Teale Fox

ALSO PRESENT: Richard E. Brown, Director of Development & Planning

CALL TO ORDER

Richard Brown called to order the Regular Meeting of the City Planning Commission at 7:00 P.M.

2026 ORGANIZATIONAL MEETING

Mr. Brown asked for nominations for Chairperson. Commissioner Poteet nominated Commissioner Hitchcock. Commissioner DeMuzio seconded the motion, which carried with a vote (6-0).

Mr. Brown asked for nominations for Vice Chair. Commissioner Poteet nominated Commissioner Fox. Commissioner DeMuzio seconded the motion, which carried with a vote (6-0).

Commissioner Serinis moved that the regular meeting schedule for the Planning Commission remain the second Wednesday of each month at 7:00 P.M. Commissioner Plante seconded the motion, which carried with a vote (6-0).

Commissioner Burgasser moved that the Planning Commission Chairperson be authorized to call Special Meetings as needed. Commissioner DeMuzio seconded the motion, which carried with a vote (6-0).

APPROVAL OF MINUTES:

Chairman Hitchcock asked if anyone had any additions or corrections to the December 17, 2025 Meeting Minutes. Commissioner DeMuzio moved to approve the minutes as submitted. Commissioner Serinis seconded the motion, which carried by unanimous voice vote (6-0).

Commissioner Burgasser noted a correction to the meeting date on the agenda.

REVIEW OF APPLICATIONS

ITEM 01 **(Public Hearing) Application #25-359A: 53 Chapin Street, EAGLE MOUNTAIN PROPERTIES, for a Special Use Permit to operate a Rooming House within the current structure.**

ITEM 02 **(Public Hearing) Application #25-360A: 86 Bemis Street, SKYREC DEVELOPMENT, for a Special Use Permit to operate a Rooming House within the current structure.**

Chairman Hitchcock announced that the first two applications are related, in that they are both seeking approval to operate as rooming houses and are represented by the same owners. These applications will be reviewed and voted on concurrently.

Reid and Sky Ferguson presented the applications via Zoom. Both properties are currently operating as rooming houses and both have passed a minimum housing rental inspection by Code Enforcement. Ms. Ferguson stated that they were unaware a Special Use Permit was needed. They presently rent to individuals with limited incomes who would otherwise not be able to find housing within the city. None of them own vehicles.

Ms. Ferguson described 53 Chapin Street as a 2,458 square foot duplex with 6 large bedrooms. Each bedroom is rented to one individual and they are all sharing a kitchen and a single bathroom. One unit has a living room as a common area. The other unit is using the living room as a bedroom. Parking is available in a large gravel lot behind the house.

The rooming house on 86 Bemis Street was described as a 910 square foot duplex with 4 small bedrooms. Ms. Ferguson said each bedroom measures approximately 10 feet by 11 feet. There are no delineated parking spaces, but there is an area of packed dirt, behind the house, that will accommodate at least 4 vehicles.

Chairman Hitchcock opened the Public Hearing. No one came forward to speak. Mr. Brown said no written comments were received. The Public Hearing was then closed.

The commissioners noticed some inconsistencies between the submitted application and the applicants' verbal description of the two properties. Several commissioners mentioned that it would be helpful to see the floorplans for these two houses to better understand how they function. Ms. Ferguson described them at one point as operating similar to studio apartments, but later compared them to college students living as roommates.

Commissioner Burgasser asked if tenants are permitted to cook and eat in their rooms. Are they permitted to have any appliances, such as hot plates? Ms. Ferguson said they are presently not permitted to cook in their rooms.

The Fergusons described the leases as month to month with utilities included. Income guidelines determine the monthly rental fees. Discounts are provided to tenants who have accepted added responsibilities, such as lawn care and snow removal.

Commissioner Serinis asked if the rooms are typically occupied by long term tenants. Ms. Ferguson said yes, but went on to explain that it has varied since they have owned the properties.

Chairman Hitchcock expressed concern for how these properties are managed, particularly with the owners residing out of state in the winter months.

Many commissioners found that the discussion created more questions and concerns about both applications. Clarification is needed on several items.

Chairman Hitchcock asked if there were any additional comments or questions. Hearing none, he called for a motion.

Commissioner Burgasser moved that the Planning Commission Table the applications to allow the applicant an opportunity to produce the following additional items:

1. An amended application correcting all errors and inconsistencies.
2. A well detailed floor plan, with dimensions and points of egress identified.
3. A site plan indicating parking areas and parking surface.
4. A copy of a tenant lease.

Commissioner DeMuzio seconded the motion, which carried with a vote (6-0).

Commissioner Plante	Voting	YES
Commissioner Burgasser	Voting	YES
Commissioner DeMuzio	Voting	YES
Commissioner Poteet	Voting	YES
Commissioner Serinis	Voting	YES
Vice Chair Fox	Absent	
Chairman Hitchcock	Voting	YES

ITEM 03 (Public Hearing) Application #25-369: adjacent to 440 East Street, BELL ATLANTIC MOBILE, for a Special Use Permit (Public Utility) to install and operate a micro-cell facility on an existing utility pole in the street right-of-way.

Laura Smith, attorney with Nixon Peabody, and Kathy Pomponio, with Verizon, presented the application. Verizon is proposing to add a small cell repeater on an existing utility pole in front of 440 East Street, which is property owned by Rochester Gas and Electric.

The project will address two issues. The first is a significant gap in coverage near the Canandaigua Academy and surrounding neighborhood. The second is to provide capacity relief to existing nearby sites. The Veterans Administration Medical Center will also benefit from the increased bandwidth.

The pole is 43.5 feet tall. The antenna center line will be at approximately 29 feet and the top of the height of the antenna will be at 30 feet.

Commissioner Plante noted a discrepancy in the application. He noticed a difference of 10 feet in the height of the pole within the application. He asked for clarification on whether the equipment is to be mounted to the existing pole, or whether the pole is to be replaced. Ms. Smith apologized for the error. The equipment is to be mounted to a new, 43.5-foot pole. The existing 33.5-foot pole is slated for removal.

Chairman Hitchcock opened the Public Hearing.

Julia Curtis, 6 Tamarack Drive, came forward. The facility is to be installed on a pole adjacent to her property. After learning that the primary advantage will be to the high school, she asked if there are any alternate locations considered that could provide the same benefit to the academy.

There was no one else requesting to speak to the application. Mr. Brown said no written comments were received. Chairman Hitchcock closed the Public Hearing and led the commission through the SEQR Environmental Assessment Form.

Commissioner Plante moved that the Planning Commission make a determination that Application #25-369 will not have a significant adverse effect on the environment and that a SEQR Negative Declaration be filed. Commissioner Serinis seconded the motion which carried with a voice vote (6-0).

Commissioner Plante	Voting	YES
Commissioner Burgasser	Voting	YES
Commissioner DeMuzio	Voting	YES
Commissioner Poteet	Voting	YES
Commissioner Serinis	Voting	YES
Vice Chair Fox	Absent	
Chairman Hitchcock	Voting	YES

Chairman Hitchcock asked if there were any additional comments or questions. Hearing none, he called for a motion.

Commissioner Poteet moved that the Planning Commission Approve the application as submitted and presented.

Commissioner Burgasser seconded the motion, which carried with a vote (5-1).

Commissioner Plante	Voting	YES
Commissioner Burgasser	Voting	NO
Commissioner DeMuzio	Voting	YES
Commissioner Poteet	Voting	YES
Commissioner Serinis	Voting	YES
Vice Chair Fox	Absent	
Chairman Hitchcock	Voting	YES

ITEM 04 (Public Hearing) Application #26-002: 11 Phoenix Street, SUGAR RUSH, for a Special Use Permit to operate a Carryout Restaurant (Bakery) within the current structure.

Theresa Miller, business owner, and Richard Krapf, with Identity Design, presented the application. Ms. Miller is proposing to operate a type of bakery offering custom order cakes and cake decorating classes to the public. She estimates no more than 10 people will be attending a weekly class. The front room has seating available for approximately 15 people. She is considering adding a small coffee shop to the space where she would offer a small selection of baked goods.

Chairman Hitchcock opened the Public Hearing. No one came forward to speak. Mr. Brown said no written comments were received. The Public Hearing was then closed.

Commissioner Poteet mentioned trash removal and the importance of recycling. Ms. Miller said she will be signing a contract giving her access to the dumpsters behind the Gateway Grille. Mr. Brown explained that she is referring to what is commonly known as the municipal dumpster farm.

The applicant was informed that any exterior work, including signage and the installation of a vent pipe, would require a new application to the Planning Commission.

Chairman Hitchcock asked if there were any additional comments or questions. Hearing none, he called for a motion.

Commissioner Poteet moved that the Planning Commission Approve the application as submitted and presented with the following condition:

1. Applicant shall return with a signage proposal and any other proposed exterior alteration.

Commissioner DeMuzio seconded the motion, which carried with a vote (6-0).

Commissioner Plante	Voting	YES
Commissioner Burgasser	Voting	YES
Commissioner DeMuzio	Voting	YES
Commissioner Poteet	Voting	YES
Commissioner Serinis	Voting	YES
Vice Chair Fox	Absent	
Chairman Hitchcock	Voting	YES

ADJOURNMENT

Commissioner Burgasser moved to adjourn the meeting at 8:40. Commissioner DeMuzio seconded the motion, which carried with a unanimous voice vote (6-0).

Richard Brown
 Director of Development & Planning

James Hitchcock
 Planning Commission Chairman