

## **CHAPTER 5 SUSTAINING AND IMPLEMENTING THE PLAN'S ACTIONS**

### **Introduction**

Chapter 3 of this Plan identifies a total of 16 goals, 59 objectives and 55 new and ongoing recommended actions that are intended to be implemented by the year 2030. In order to sustain the community's quality of life and the future land use pattern envisioned on the Future Land Use Plan Map (No. 10) the Town will need to implement the goals, objectives and actions contained in Chapter 3. Leadership from the Town Board is critical for approving the actions to implement the Plan. Although the Town Board has the ultimate responsibility for implementing the Plan, they will need assistance from various boards, agencies and organizations to implement the recommended actions in the Plan.

### **Priority Action Items**

Chapter 4 of this Plan provides a narrative for realizing the Future Land Use Plan Map (Map No. 10). Chapter 3 of this Plan provides the listing of the six broad functional categories and their goals, objectives and actions. These implementation actions will be necessary to effect the desired pattern shown on the Town's Future Land Use Plan (Map No. 10). This Chapter identifies the priorities for implementing these action items. They are divided into three distinct phases - high, medium and on-going priority action items.

The first phase of implementation actions is the High Priority Actions. These Actions are envisioned to occur within the first five years of the planning program (2011 – 2015). The second phase is the Medium Priority Actions envisioned to occur during years six through ten (2016-2020). The third phase involves the Ongoing Priority Actions (2011 – 2030) which are envisioned to occur on a continuing basis throughout the 20 year planning program. In each instance the time frame provided is a target date subject to amendment due to changing conditions.

Many of the recommended actions in this Plan rely upon other steps to be initiated and/or completed before they can be successfully implemented. For example, grant or other funding sources should first be in place to determine the feasibility of constructing the extension to the Auburn Trail, connecting the Trail's current terminus at County Road 41 with the Ontario Pathways Trail located in the City of Canandaigua, before construction should be considered. Such a phased process is considered to be "enabling" for other actions related to this project. These other "enabling" strategies include those related to finding public support for the project, creation of committees and lining up the organizational structure to support the trail's construction, and resolving responsibilities for on-going maintenance of the trail facility.

It is because there are so many unknowns that may likely result from capital projects like this that the opportunities for federal and state funding programs may alter the targeted dates for implementation that are identified in this Chapter of the Plan. When this occurs, the annual reporting on the Plan's status (Plan maintenance) will need to identify this condition and it may even become necessary to further amend the Plan from time to time. To this end, New York State Town Law, Section 272-a, specifically requires a process and a timeline be defined for maintaining the Plan and for updating this (and subsequent) edition(s) of the Plan. This process is set forth below in this Chapter.

**High Priority Actions (2011 – 2015)**

➤ **Adoption of this Update to the Town Comprehensive Plan and Publishing**

Town Board  
June 2011

➤ **Construction of the Town Highway Campus Site**

Town Board, Town Highway Department, Town Engineer, Town Staff  
September 2011 – December 2012

➤ **Prepare and adopt the Auburn Trail Feasibility Study, County Route 41 Farmington to the Ontario Pathways connection in the City of Canandaigua**

Multi-jurisdictional Task Force  
March 2011 through March 2012

➤ **Renovations to Town Court Facility and Town Parks Department Facility**

Town Board, Town Courts, Town Parks Department, Town Engineer, Town Staff  
January 2012 - June 2013

➤ **Prepare and adopt a Farmland Protection Plan**

Town Board, Town Planning Board, Town Agricultural Advisory Committee,  
Town Conservation Board and Town Staff  
October 2011 - December 2012

➤ **Prepare and Publish the Town of Farmington Open Space Inventory**

Town Board, Town Conservation Board and Town Staff  
January – December 2012

➤ **Prepare an Update to the Town Sewer and Water Master Plan**

Town Board, Sewer & Water Department  
January 2011 - August 2011                      Water Master Plan Update  
January 2012 - August 2012                      Sewer Master Plan Update

- **Maintain the Town of Farmington Parks & Recreation Master Plan**  
Town Board, Planning Board, Conservation Board and Agricultural Advisory Committee  
January - December 2012
- **Prepare a Town of Farmington Community Center Master Plan amendment to the Town of Farmington Comprehensive Plan**  
Town Board, Town Planning Board, Town Conservation Board  
January 2012 through December 2012
- **Prepare Master Plan for development of new Town Park at Auburn Meadows and The Estates @ Beaver Creek Subdivision Tracts**  
Town Board, Town Recreation Task Force, Town Parks Department and Town Engineer  
January – December 2013

**Note:** Park development will be dependent upon the availability of grant funding assistance from federal and/or state sources.

- **Create the Town's Open Space Plan**  
Town Board, Town Conservation Board and Town Staff  
January - December 2013
- **Evaluate the creation of a Town-wide Drainage District**  
Town Board, Planning Board, Agricultural Advisory Committee  
January - December 2014  
**Note:** Grant funding assistance for a joint (watershed) municipal project should be a requirement. A Local Government Efficiency Grant Application should be submitted in January, 2013.
- **Evaluate a Program for the Purchase of Development Rights and/or Conservation Easements**  
Town Board, Town Agricultural Advisory Committee, Town Planning Board  
January - December 2015  
**Note:** This action is dependent upon the completion of the Town of Farmington Farmland Protection Plan and its recommended actions.

➤ **Prepare an inter-municipal grant application and construct the Auburn Trail Connection, between County Road 41 and the Ontario Pathways connection in the City of Canandaigua**

Multi-jurisdictional Task Force

January 2013 through December 2015

**Note:** This action is dependent upon the completion of the Auburn Trail Feasibility Study underway and the cycle of federal or state grant funding.

**Medium Priority Actions** (2016 – 2020)

➤ **Conduct a Survey of Town Residents**

Town Board and Town Staff

January – December 2016

➤ **Update the Population and Housing Elements of the Comprehensive Plan (American Community Survey 5-year Estimates)**

Town Board, Town Planning Board and Town Staff

January – December 2016

➤ **Prepare a Housing Plan**

Town Board, Town Planning Board and Zoning Board of Appeals

January – December 2017

**Ongoing Priority Actions** (2011 through 2030)

➤ **Maintain the Comprehensive Plan**

Town Board, Town Planning Board and Town Staff

➤ **Maintain the Town's MS-4 Program Requirements**

Town Board, Town Staff

➤ **Amendments to Town Code and Town Zoning Map**

Town Board, Town Clerk, Planning Board, Zoning Board of Appeals, Conservation Board and Agricultural Advisory Committee

➤ **Maintain the Town of Farmington Major Thoroughfare Overlay District (MTOD) Official Map**

Town Board, Town Planning Board and Town Departments

- **Maintain the Town of Farmington Open Space Inventory**  
Town Board, Town Conservation Board and Town Staff  
**Note:** Once the inventory is adopted the Conservation Board is required to provide annual reports each year to the Town Board, on or before December 31<sup>st</sup>.
  
- **Evaluate the benefits for improving the Town's rating under the Federal Emergency Management Agency's Flood Insurance Community Rating System**  
Town Board and Town Staff
  
- **Explore the benefits of creating a Historic Sites & Buildings Preservation Local Law**  
Town Board, Town Historic Preservation Committee and Town Staff
  
- **Maintain the adopted Water and Sewer Master Plans**  
Town Board and Town Staff
  
- **Cooperate with other governments in the creation of regional and county plans and programs affecting the Town**  
Town Board and Town Staff
  
- **Coordinate with the State Insurance Service Office to enhance the Town's Fire Protection Class rating**  
Town Board, Town Staff and representatives from the volunteer fire departments.
  
- **Create a Transportation Master Plan including a Bicycle Master Plan**  
Town Board, Town Departments and Planning Board
  
- Note:** This action is dependent upon grant funding opportunities.
  
- **Adopt a Sidewalk Maintenance Local Law and an Official Sidewalk Map**  
Town Board, Town Planning Board and Town Staff

**Adopting the Update to the Comprehensive Plan**

Under New York State Town Law (Section 272-a), the Town Board is responsible for adopting and maintaining the Official Comprehensive Plan. Prior to formal adoption, the Plan is required to go through an extensive period of public review and comment by residents of the community, by various Town staff, boards and committees, and by various County, Regional and State Planning Agencies.

There has been a total of 12 public meetings and one public hearing conducted by members of the Comprehensive Plan Update Committee as part of this Plan update. Meeting minutes have been posted on the Town's website. The Committee's public hearing meeting minutes are contained in Appendix C, Public Participation Record, of this Plan update.

In addition, prior to the adoption of the Plan update, the Ontario County Planning Board conducted its review of the Plan in accordance with the provisions of Sections 239-1 and -m of the New York State General Municipal Law. A copy of their referral is also contained in Appendix C. Finally, in accordance with the provisions of Article 25-AA of the State Agriculture and Markets Law a copy of the plan was sent to the Ontario County Agricultural Enhancement Board for their review. A copy of that Board's review is contained in Appendix C of this Plan.

The draft Plan has been reviewed by the Town Board and input received from the public, the various Town Departments and advisory boards (see Appendix C). Prior to Plan adoption by the Town Board, a second public hearing was conducted, a copy of that hearing is also contained in Appendix C. As the result of this extensive public participation process, public agencies and citizens alike have been provided opportunities to contribute to the Plan and to gain an understanding of the basic planning principles developed for the Town of Farmington at this point in history. The Plan will continue to guide the respective decisions, of both the public and private sectors, concerning projects and programs affecting future growth and development within the Town.

### **Environmental Compliance of the Update to the Comprehensive Plan**

This Town Comprehensive Plan document and any amendment(s) thereto, are subject to the provisions of the State Environmental Conservation Law (ECL), in particular the State Environmental Quality Review (SEQR) Regulations. As such, this Plan document has been designed to also serve as a generic environmental impact statement pursuant to the SEQR Regulations. The environmental record contained in Appendix B makes reference to this generic environmental impact statement. Once the Town Board has made a determination of significance on the Plan and its recommended actions, no further compliance with such law is required for subsequent site specific actions that are deemed to be in conformance with the conditions and thresholds established for such actions (see Appendix B of this Plan).

The Town Board is the only responsible agency identified under the SEQR Regulations for taking action upon the Plan. The action, as defined under the SEQR Regulations, is a Type I Action. The Town Board has completed the Full Environmental Assessment Form and record and has made the necessary determination of significance upon said action. A copy thereof has been placed on file with the Town Clerk and filed and published in the

State Environmental Notice Bulletin. A copy of the environmental record is contained in Appendix B of the Plan. In the future, when amendments are made to the Plan, those amendments will build upon the environmental foundation contained in the environmental record on the original plan adoption in 2003.

### **Implementation Responsibility**

Once adopted, the Town Board retains the responsibility for putting this plan into action.

Throughout the effective life of this Update to the Comprehensive Plan, it will remain the Town Board's role to:

- ✓ Annually report on the implementation actions underway; and
- ✓ Review the plan every ten years to make sure that the policies and recommendations remain current with the conditions in the Town; and
- ✓ Ensure that the goals and objectives of this plan are integrated into land use and development decisions made by all of the various boards and committees; and
- ✓ Ensure that all land use regulations are consistent with the adopted comprehensive plan; and
- ✓ Amend the Plan when it is deemed appropriate by a Town Board Resolution.

### **Comprehensive Plan Maintenance**

The adoption of this update to the Comprehensive Plan is not the end of the community's planning process. It is simply a commitment to continue the newly defined course of action for the residents of the Town of Farmington. Sustaining the Plan is a process that involves a joint initiative between the Town Board, the Town Planning Board and the residents of Farmington. With the adoption of this edition of the Plan, it is intended that a part of each year's State of the Town Address by the Town Supervisor will include a detailed report of the actions that were to be addressed during the preceding year and identification of the coming year's planning initiatives.

The Town Board Operations Committee, with assistance from the Town Planning Board, will start in July of each year to prepare a report to be accepted by the Town Board at each year's organizational meeting. The report will summarize the implementation actions underway and identify those to be undertaken during the coming year. Each year's report, once accepted by the Town Board, will become an amendment to the current Comprehensive Plan and will be noted in the Appendix C to the document.

Included in the annual report will be information from the Town Building Department on the numbers of permits issued, including the types for the preceding year and the first six months of the current year. In addition, the Town Conservation Board's Annual Report to the Town Board, due each year by December 31<sup>st</sup>, will also become part of the annual reporting on the Comprehensive Plan. One of the first year's tasks to be accomplished in 2011 will be the formatting of the annual report and the process for amending the Appendices to the Plan. When, in the course of the annual reporting on the Plan, it becomes necessary to formally amend the Plan, that process will be identified. At this time, the next Plan Update Process is scheduled to occur in the year 2016. This year was selected to enable the Town to make comparisons of the 5-year trend data that is to be published by the American Community Survey (ACS), a part of the newly amended reporting procedures from the U.S. Bureau of the Census.

The Town Board will, as part of its annual organizational meeting, prepare an agenda of recommended actions to be implemented during the year. Each year's work should be manageable and involve the necessary boards, committees or agencies. In addition, an annual status report of what has been accomplished should be presented to the Town Board and the public at this meeting. Such a status report will not only help keep the plan focused, but will help in the periodic updates to the plan.

After ten years, or upon receipt of the most recent five year community profile data from the American Community Survey (ACS), a part of the U.S. Census Bureau, a comparison will be made to the housing and population trends. At that point in time a more detailed review should be undertaken of the Plan to see if certain planning principles need amending. The next five year community profile for the Town of Farmington is targeted for the year 2015, with data available in 2016. At that time the Town Board may decide whether to appoint a joint committee, similar to the Comprehensive Plan Update Committee who prepared this Plan Update, to conduct a more detailed analysis of the Plan.

### **Amending the Comprehensive Plan**

The Plan, in order for it to remain viable, must be periodically reviewed and updated as conditions warrant. Circumstances that may warrant amendments to the Comprehensive Plan include:

- ✓ A finding of significant change within the community (e.g. demographics, traffic, building activity, the economy, the environment, institutional activity, residents' opinions, etc.) or actions undertaken by other governmental agencies that affect the Plan's recommendations.

- ✓ A finding of significant public benefit associated with the proposed revision (e.g. a proposed rezoning of land).
- ✓ A need to amend the Plan in order to maintain and protect public investments and resources.
- ✓ A need to maintain compliance with new federal, state or county laws, regulations, court actions, or other mandates.

**Criteria to be followed for amending the Plan**

The following criteria are established for amending the Comprehensive Plan:

- ✓ Consistency with the officially adopted goals, objectives and recommended actions and the Future Land Use Plan Map (Map #10). If changes to these are proposed, the Town Board will need to justify and document the need for change and amend the Plan accordingly; and
- ✓ Consistency with neighborhood character, community needs and existing or emerging Federal, State, Regional or County regulations and programs.

In the course of amending the Comprehensive Plan, the Town Board must also adequately evaluate the anticipated environmental effects, alternatives and other possible impacts as identified by the State Environmental Quality Review (SEQR) Regulations.

The Town Board, with assistance from the Town Planning Board, Conservation Board, Zoning Board of Appeals and the Agricultural Advisory Committee, shall determine and authorize all changes to be made in the Comprehensive Plan, including changes to text, maps, tables and other features of the Plan. New pages will be made available to insert into the original document, along with instructions for replacing superseded pages. Appendix D, the Record of Comprehensive Plan Revisions, will be updated each time a change is made to show the pages affected and the date of the revision.

## **Responding to Dissent in the Plan Maintenance Process**

If, during the course of maintaining the Comprehensive Plan, disagreement should arise with any of the Plan's goals, objectives, actions or land use synthesis, any proposed revision shall be addressed in the following ways:

- ✓ The disagreement (or dissent) shall first be presented to the Town Board at a public meeting, both verbally and in writing. The Town Board, upon receipt of such dissent shall decide whether or not to refer the matter to the Town Planning Board for an advisory report. Should the Town Board decide not to consider the alleged disagreement, a resolution to this effect shall be made and filed with the Town Clerk.
- ✓ Should it be determined by the Town Board that there may be merit to the alleged disagreement and, after receiving the Planning Board's recommendation that there is merit to the dissent, then at least one public hearing on the dissent will be held by the Town Board.
- ✓ Should the Town Board, after review of the public hearing record, decide to consider the proposed revision, such action shall be subject to all of the required referrals set forth in the New York State Town Law, the State Agriculture and Markets Law and/or the General Municipal Law.
- ✓ Should the Town Board decide to amend the Comprehensive Plan, then compliance with SEQR will be a pre-requisite to any formal action.

## **Location of Comprehensive Plan Documents**

Official copies of the latest edition of the adopted Comprehensive Plan will be filed in the office of the Town Clerk, the Town Development Office and the Ontario County Planning Department. In addition, copies will be sent to various local, regional and state planning agencies, local libraries and the Town Clerks for the adjacent municipalities. Copies of the Official Comprehensive Plan Document shall be made available to the public for purchase.

Finally, in accordance with the provisions of New York State Town Law, the Official copy of the most recently adopted Comprehensive Plan, as well as previous editions of the Comprehensive Plan, shall be kept on file with the Town Clerk. As the Comprehensive Plan is updated from time to time, copies of the amended Plans will be forwarded to those agencies, groups and organizations that are on file with the Town Clerk. Those documents will contain the date(s) of the Plan amendment as adopted by the Town Board.