Town of Farmington

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Farmington, New York 14425

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PLANNING BOARD WORKSHOP

The first meeting of the Farmington Planning Board was held on January 21, 1959.

Wednesday, August 6, 2025 • 6:30 p.m.

WORKSHOP MINUTES—APPROVED

The following minutes are written as a summary of the main points that were made and are the official and permanent record of the actions taken by the Town of Farmington Planning Board. Unless otherwise noted, remarks delivered during discussions are summarized and are not intended to be verbatim transcriptions. An audio recording of the meeting is made in accordance with the Planning Board adopted Rules of Procedure. The audio recording is retained for 12 months. Video recordings of the meetings are posted on the Town of Farmington's YouTube channel (subscribe at youtube.com; enter Town of Farmington NY in the search box).

The meeting was conducted at the Farmington Town Hall and via remote video conference.

R = *Attended via remote video conference.*

Board Members Present:

Edward Hemminger, *Chairperson*
Adrian Bellis
Timothy DeLucia
Regina Sousa
Douglas Viets

Staff Present:
Ronald L. Brand, Town of Farmington Director of Development and Planning
Dan Delpriore, Town of Farmington Code Enforcement Officer
Paula Ruthven, Town of Farmington Zoning Officer

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1. PUBLIC NOTICES OF WORKSHOP MEETING

Mr. Hemminger attested that public notices of this Workshop were provided by the Planning Board Clerk on July 8, 2025, to the Canandaigua *Daily Messenger* newspaper, and were posted on the Town website and on the Town Clerk's bulletin board in the Town Hall.

2. PRESENTATION BY TOWN CODE ENFORCEMENT OFFICER AND TOWN ZONING OFFICER

Mr. Delpriore and Ms. Ruthven reviewed the iWorQ Planning and Zoning Management cloud-based software which is now in use by the Building Department for the management of permitting, planning and zoning applications, and the tracking of applications as they move through the Town process.

The program functions were displayed on the video screens in the meeting room as Mr. Delpriore described the entry of projects which can be made by Town staff or by applicants, and the review and viewing of projects by the Planning Board and Town staff.

He said that the current OneDrive system will remain in place during the month of August and that the goal is the complete transition to the iWorQ program by September 1st.

3. PUBLIC COMMENTS

None.

4. ADJOURNMENT

The Workshop was adjourned at 6:55 p.m.

Respectfully submitted,

John M. Robortella L.S.
John M. Robortella
Farmington Planning Board Clerk