



TOWN OF PENFIELD

3100 Atlantic Avenue, Penfield, NY 14526-9798

TOWN BOARD WORK SESSION AGENDA

Wednesday, June 24, 2026, 6:30 PM

Supervisor Kevin Berry, presiding

- I. Call to Order
- II. Approval of Minutes – May 27, 2026
- III. Guests
 - a. Eastside Area Annex (Mack Building) - Barry Howard
 - b. Costich Engineering- Shadow Pines Trail Update - Urckfitz
 - c. RKG - Fiscal Impact Analysis and Housing Market Study - Ivers/Valentine
- IV. Department Head Updates
- V. Action Items
 - a. Resolution to Approve Modifications to the 2026 Fee Schedule
 - b. Penfield Forward Tomorrow's Town Spaces - Ivers/Valentine
 - c. Monroe County ARPA Funding Update - Reynolds
- VI. Informational Items
 - a. 2027 Town Budget Process Overview - Reynolds
- VII. Held Items
 - a. 2027 Sidewalks - Valentine
- VIII. Old Business -
- IX. New Business -
- X. Next Work Session Meeting - July 15, 2026
- XI. Adjournment

*This meeting will be video recorded and broadcast LIVE via the town's website www.penfieldny.gov and the Town's Government Access Cable Channel 1303.
Questions regarding video coverage contact Penfield TV at (585) 340-8661.*

PENFIELD TOWN BOARD RESOLUTION NO. 26T-120 DATE: June 24, 2026

BY: Councilperson Getz

COMMITTEE: Law and Finance

NAME Approving Revisions to the Town of Penfield 2026 Fee Schedule

WHEREAS, the Town Board is authorized to set and amend fees from time to time; and

WHEREAS, the Town of Penfield needs to revise the Recreation Department Fee Schedule to establish a daily rental fee for the recently completed Alpheus Clark House & Lodge project, which will establish a new lodge facility that will be available to the public by reservation; and

WHEREAS, the Town Board reviewed operational costs associated with the new lodge facility and conducted a comparative analysis among similarly equipped lodge facilities in the county; and

WHEREAS, the Town Board was also made aware of a discrepancy in application fees for Special Use and Conditional Use Permit review and would like to amend the Planning Board and Town Board fees to make them consistent with the Zoning Board of Appeals; and

WHEREAS, the Town Board has considered the proposed fee amendments outlined in Attachment A.

NOW THEREFORE BE IT RESOLVED that the attached fee schedules revisions are made effective immediately.

Moved: _____

Seconded: _____

Vote:

Berry _____

Dean _____

Getz _____

Lang _____

Teglash _____

2026 Penfield Board Application Fees

Town Board	Fee¹
Administrative Conditional Use Permit	\$150
Conditional Use Permit Application	\$150
Conditional Use Permit Issuance	\$100
Conditional Use Permit App/Issue - Residential (1-3 unit structures)	\$150
Public Information Meeting (Applicant Requested)	\$125
Special Use Permit Application	\$150
Special Use Permit Issuance	\$100
Special Permit (Historic District/Structure)	\$125
Rezoning/Map Amendment/Incentive Zoning (per acre) - Residential	\$50/acre ²
Rezoning/Map Amendment/Incentive Zoning (per acre) - Non-Res	\$500/acre ²
Sketch Conference - Residential	\$150
Sketch Conference - Non-Residential	\$300
Preliminary/Final Site Plan - Residential	\$400 + Eng Review
Preliminary/Final Site Plan - Non-Residential	\$600 + Eng Review
Planning Board	Fee¹
Administrative Review - Residential (1 lot)	\$150
Administrative Review - Non-Residential/ Mixed-Use	\$300
Conditional Use Permit Issuance	\$100
Preliminary/Final Subdivision - No Site Plan	\$150
Prelim/Final Site Plan and/or Subdivision - Residential ³	\$400 + Eng Review
Prelim/Final Site Plan and/or Subdivision - Non-Residential / MUD ³	\$600 + Eng Review
Sketch Plan - Residential (1-3 family dwelling)	\$150
Sketch Plan - Non-Residential / Mixed-Use	\$300
Additional Public Hearing (per hearing)	\$150
Zoning Board of Appeals (ZBA)	Fee¹
Conditional Use / Special Use Application	\$150
Conditional Use Permit / Special Use Permit	\$100
Area Variance - Residential (+ each variance type)	\$75.00 (+ \$25.00 / type)
Area Variance - Non-Residential / Mixed-Use (+ each variance type)	\$150.00 (+ \$50.00 /type)
Use Variance - Residential Use (per lot)	\$250
Use Variance - Non-Residential / Industrial / Mixed-Use (per lot)	\$500
Signage Review Application	\$75
Itinerant Vendor License Application	\$125
Temporary Recreational Use Permit	\$150
Outdoor Storage and Display Request	\$150
Town Code Interpretation Request	\$75 + (\$25.00 / type)

¹ Sign posting fees included if required.

² Minimum fee: \$500; maximum fee: \$2500

2026 Penfield Recreation Department Fees					
2026 Town of Penfield Fee Structures (Flat Fee, per day)	Tier 1 ¹	Tier 2 ²	Tier 3 ³	Additional Fees	
Dolomite Lodge	No Charge	\$260.00	\$420.00		
HW Lodge	No Charge	\$260.00	\$420.00		
Alpheus Clark House & Lodge	\$1,575.00	\$1,575.00	\$1,750.00		
SPP Open Shelter	No Charge	\$65.00	\$105.00		
HWP Open Shelter	No Charge	\$39.00	\$63.00		
VMP Open Shelter	No Charge	\$26.00	\$42.00		
CPP Open Shelter	No Charge	\$26.00	\$42.00		
Amphitheater	No Charge	\$200.00	\$400.00	\$100.00	Electric
Park & Property Event/Tournament (Park Event, Disc Golf Tournament, etc.)	No Charge	\$200.00	\$400.00	\$100.00	Electric
Event Vendor (Food Truck or Cart): Amphitheater	No Charge	\$50.00	\$50.00	\$50.00	Electric
Event Vendor (Food Truck or Cart): Independence Day	No Charge	\$200.00	\$200.00	\$50.00	Electric
Food Truck/Cart (per park/property location, seasonal, May - Oct)	No Charge	\$750.00	\$750.00		
2024 Town of Penfield Fee Structures (Hourly Fee)	Tier 1 ¹	Tier 2 ²	Tier 3 ³	Additional Fees	
Grass Rectangle Field* (Soccer, Lacrosse, Football, etc.)	No Charge	\$10.00	\$25.00	\$25.00	Field Lining (if applicable)
Diamond Field * (Softball & Baseball)	No Charge	\$10.00	\$25.00	\$25.00	Field Lining (if applicable)
Box Turf Field*	No Charge	\$10.00	\$25.00	\$25.00	Field Lining (if applicable)
Tennis & Pickleball Courts (Per Court)	No Charge	\$10.00	\$25.00	\$25.00	Lights

¹ Tier 1: Penfield Town & School District

² Tier 2: Penfield Residents; Community Groups or Partners with 80% or more Penfield residents; and/or 5013c Non-Profits

³ Tier 3: Non-Residents; Community Groups or Partners with 79% or less Penfield residents; and/or For-Profit organizations

*Community Sport Group Equipment Fee (Determined by Rec Director & Parks Foreman Based on Needs; goals, nets, fencing, etc.)
in lieu of hourly fees which are determined in winter meetings