



MEMORANDUM

To: Genesee Transportation Council
From: Village of Fairport
Re: UPWP 7801 (Village of Fairport Zoning Code Update) Executive Summary
Date: March 27, 2026

The Village of Fairport was awarded funding through the Genesee Transportation Council (GTC) Unified Planning Work Program (UPWP) in 2023 and assigned project task number 7801. In the summer of 2023, an RFP was circulated that resulted in the hiring of Fisher Associates to complete the project. Through conversation and discussion, it was decided that the updated Code would be referred to as the Character Based Code, as the goal was to not only incorporate multi-modal transportation, but to also capture the character of the Village of Fairport.

In January of 2024, the Village of Fairport began the project by assembling a Zoning Working Group. The Zoning Working Group served as the project steering committee. The Zoning Working Group served as the advisory body throughout the entire process. Meetings were held where Zoning Working Group members provided their feedback and insight on several topics. In addition, the Zoning working group attended public outreach events, assisting with gathering feedback and listening to the thoughts of residents. Agendas, Minutes, and supporting documentation was posted on the Zoning Code Update webpage.

The Zoning Working Group included staff from Genesee Transportation Council, as the Council awarded a grant to be used towards the cost of the creation of the Character Based Code and Monroe County, as the County must conduct a review of the draft Code per GML 239-m. In addition, staff from the Council and Monroe County are both certified planners and have a depth of experience in land use and development that brought different perspectives to the process.

The Zoning Working Group also included the chairpersons of the land use boards that make decisions and utilize the Code on a regular basis. Each land use board chairperson has a deep familiarity with the current Code and the adopted Comprehensive Plan. Further, each chairperson is a resident of the Village of Fairport.

Staff members from the Village of Fairport were also included as the positions of Code Enforcement Officer/Fire Marshal/Building Inspector and Village Planner have the most interaction and involvement with the Code.

In November of 2021, the Village of Fairport completed the comprehensive planning process by adopting a new Comprehensive Plan. As with the adoption of any comprehensive plan it is necessary to update the municipal zoning code to ensure conformance with the goals of the comprehensive plan. This is necessary to guide development in the municipality so that the vision for that municipality is achieved.

The last Zoning Code update occurred in 1992 and since that time, piecemeal update of the Zoning Code has occurred in response to the identification of barriers to attaining the goals identified in the Comprehensive Plan.

Existing Conditions

Fisher Associates completed an assessment of the existing conditions, providing a summary document that was shared with the Village Board and community. The assessment noted the following:

- **The existing Zoning Code was not aligned with the Comprehensive Plan.** The Village of Fairport adopted a Comprehensive Plan in November 2021, and as is usually the case, Code requirements need to be adjusted to ensure that the desires of the community that are found in the Comprehensive Plan are expressed through the Zoning Code.

- **There existed a need to incorporate best practices into land use requirements.** Fisher Associates pointed out that the parking requirement was too high, especially in the walkable setting of the downtown area, noting that shared parking should be considered. Fisher Associates also found that although the Design Overlay District had a number of useful requirements, it could and should be expanded to include more structures. Additionally, it was recommended by Fisher Associates that the definitions section of the Code be reviewed to ensure that definitions were clear, new definitions were added, and those that were obsolete were removed.
- **The existing Zoning Code included cumbersome processes.** After review of land use board agendas from the past few years, Fisher Associates recognized that many processes involved items that could be included in the Code so that they could be allowed by right. Additionally, it was noted that process could be streamlined.
- **The Zoning Code could be more user-friendly.** The addition of more tables, diagrams, and a different format could improve the ‘user-friendliness’ of the Zoning Code, to ensure that the Code worked as intended.

Community Engagement

Community engagement looks very different today than twenty years ago. Acknowledging this, a Zoning Code Update webpage was created that functioned as a hub for all things related to the project. Here, members of the community could review draft documents, memorandums to the Village Board, meeting recordings and FAQs, allowing engagement without ever having to leave their computer screen.

A community engagement plan was created to provide a guide for when and how public comment would be collected. This plan included an overview of the project, the roles and responsibilities of different entities, an outline for meetings and outreach, and a project schedule. This was presented to the Village Board at the beginning of the project and released publicly on the Zoning Code Update webpage.

Public comment was incorporated into the Zoning Code Update process. Numerous opportunities were available for the public to participate during two rounds of public engagement. The details of the community engagement effort are outlined below.

Round 1 – Community Engagement Summary (2024)

- Working with Genesee Transportation Council, the Zoning Working Group offered several different formats for the public to provide feedback and input for the Zoning Code Update. Community members can choose to comment via email, voicemail (that is transcribed), and text message.
- An online survey was created so that community members that were unable to participate in any of the below detailed opportunities could provide feedback.
- An In Person Public Meeting was held on May 20th at the Cafetorium in Johanna Perrin Middle School, approximately 70 community members attended. This event began with a presentation that outlined the project, provided an overview of zoning, described some of the analysis that has occurred, and detailed the next steps. Those in attendance were encouraged to visit the boards that had specific topics.
- On May 21st, 22nd, and 24th, Open Houses were held at the Fairport Public Library. The Open House events functioned as an opportunity for those that had attended or were unable to attend the in person meeting a chance to review the boards and discuss the presentation with the Village Planner and Consultant. This afforded the community a chance to meet in a smaller group, allowing for more intimate conversations regarding the Zoning Code Update. At each Open House, all of the boards that were at the in person meeting were set up. Those who attended the Open House had an opportunity to read feedback that had already been given and add their own.
- On May 22nd, a virtual public meeting was held. This event included the presentation that was given at the May 20th in person meeting, as well as a question and answer period. Questions were asked in a comments section and responded to both in real time, as well as repeated at the conclusion of the presentation. The slides and recording have been uploaded to the Zoning Code Update page on the Village Website.
- On June 15th, a booth at the Farmers’ Market was staffed by Village Staff and the Consultant, serving as an opportunity to receive feedback about the Zoning Code Update, but also was also used to provide information and education. During this time, two walking tours were conducted

that allowed for small groups to discuss the project with the consultant and to provide feedback related to specific structures and areas of the Village.

Round 2 – Community Engagement Summary (2025)

- Working with Genesee Transportation Council, the Zoning Working Group offered several different formats for the public to provide feedback and input for the Zoning Code Update. Community members can choose to comment via email, voicemail (that is transcribed), and directly through the Zoning Code Update webpage.
- On July 28th, the Village Board work session served as an opportunity for the Draft Zoning Code to be reviewed with the Village Board and for conversation between the Village Board, Consultant and Village Staff. In addition, this event was broadcast live and also recorded. The recording was posted on the Zoning Code Update webpage.
- On August 13th, a Public Meeting was held at the Cafetorium in Johanna Perrin Middle School. This meeting functioned as the kick-off to the second round of community engagement. This event began with a presentation that highlighted certain sections of the Draft Zoning Code, and detailed the next steps. Those in attendance were encouraged to visit the boards that had specific topics.
- On August 14th and 15th, Open Houses were held at the Fairport Public Library. The Open House functioned as an opportunity for those that had attended or were unable to attend the public meeting a chance to discuss the Draft Zoning Code with the Village Planner. This afforded the community a chance to meet in a smaller group, allowing for more intimate conversations regarding the Draft Zoning Code. At the Open House, all of the boards that were at the public meeting were set up. Those who attended the Open House had an opportunity to read feedback that had already been given and add their own.
- Two Public Hearings were held on December 8, 2025, and February 9, 2026.

Code Adoption

A draft Zoning Code was presented to the Village Board in July of 2025. Between July and February, a total of two public hearings were held, providing additional opportunities for public comment and Village Board discussion.

The updated Zoning Code was adopted by the Village Board on February 9, 2026.

Transportation Components

Below is a summary of the changes that are related to transportation within the Village.

Off-Street Parking Requirements

- Addition of language to address the calculation of required vehicle spaces.
- Reduced the required parking space for uses within residential districts.
- Added a provision that limits the maximum parking that is allowed. Projects that desire to create more parking than the maximum allowed require submission of a parking plan and review by the Planning Board.
- Parking is not required for buildings that have less than 4,000 square feet of gross floor area in all non-residential districts.
- For buildings that are larger than 4,000 square feet, a parking plan must be reviewed. This plan must include a rationale for how parking demand will be accommodated. Depending on the total number of parking spaces that are proposed to be supplied, the Plan will either be reviewed by the Zoning Officer or the Planning Board.
- A Parking Plan shall include the means that are used to meet the demand, including on-site, off-street parking; public parking (both on-street and off-street); shared parking; mixed-use development; on-site vehicle rental; pedestrian-oriented use and location; and shuttle/valet parking.

Parking Design & Dimensional Standards

- Solar shades are now included as an option for parking lot design.
- Requires that parking is located behind buildings, as detailed in the Commercial and Mixed-Use District Design Standards.
- Parking is prohibited in the front yard.
- Parking areas are not allowed adjacent to the Canal Path.
- Townhouses are prohibited from constructing individual driveways for each dwelling unit. This requirement ensures that the number of curb cuts is limited, thus making the public right-of-way safer for pedestrians and other modes of transportation.
- Focus on Pedestrian Facilities, specifically sidewalks, paths, and crosswalks.
- pedestrian facilities adjacent to buildings shall be connected to pedestrian facilities within parking lots; internal and adjacent off-site pedestrian facilities shall be interconnected; shared parking lots shall include pedestrian linkages between parking areas and adjacent buildings; where multiple buildings exist on the lot, the building must be connected via pedestrian facilities; and internal pedestrian facilities shall connect to public right-of-way pedestrian facilities.

Driveways & Access Management

- Parking for residential uses is not allowed in the side or front yard, except in a driveway that provides access to the rear yard, a detached or attached garage. This ensures that as one is traveling through the Village that residential uses are predominant, not the presence of a parked vehicle.
- Driveways for single-family, two-family, and townhouses shall not exceed 10' in width in the front yard. Small curb cuts ensure that there are fewer conflict points for pedestrians and vehicles.
- Pervious paving is encouraged.
- Parallel parking strips are included as an option for vehicle parking for single-family and two-family dwellings.
- Maneuvering space shall be designed to prevent vehicles from backing into the public right-of-way. Ultimately leading to a safer environment for pedestrians, as well as motorized and non-motorized means of transportation.

Bicycle Parking

- New construction or expansion of a commercial building, mixed-use building, or multifamily dwelling by 2,500 square feet or more must provide bicycle parking.
- One space per 2,500 gross floor area must be provided.
- Must be located and clearly designated.
- Must be at least as convenient as the majority of auto spaces provided.
- Facility design detailed.

Electric Vehicle (EV) Infrastructure

- Applies to new construction after the adoption date
- Parking facilities (when accessory to a principal use or as a principal use) are required to have EV charging stations.

Uses and Design

Design Requirements

- Building Design Guidelines, and General Building Standards were added to ensure that development was appropriate and reinforced the historic and intimate scale of the Village. These standards detail what is allowed with regard to materials, pattern of windows, rooflines, et cetera. Ideally, this will create development that people want to walk by and ride their bikes near, rather than just drive as fast as possible through.

Vehicle Gas Station Design Requirements

- Reverses the conventional site layout for gas stations with convenience stores by placing the storefront along the street line and the gas pumps and canopy behind. This reverse layout orients the building to the street and sidewalk, ensuring that people are given priority rather than automobiles.
- Commercial structures associated with automobile fuel sales shall be located along the street frontage of a lot.

- Requires a fully operational pedestrian entrance open during business hours along the public street.
- Landscaping/hardscaping to limit vehicular movement to established curb openings and protect any portion of the public sidewalk from on-site vehicle maneuvering.
- Curb openings shall be minimized, especially on the primary street frontage. Redundant curb openings shall be closed. This will minimize conflict points between pedestrians and vehicles.

Parking Garage Design Requirements

- Parking Garages are added as a use.
- For parking garages located in nonresidential districts, the façade facing a street must be lined with commercial or residential uses along the building length so that the use of the parking garage is hidden. This speaks to the need to provide parking yet, the desire of the community to ensure that it is not prominent.
- Vehicle rental as an accessory use so that someone could consider a car free lifestyle and be able to rent a vehicle to travel outside of the Village if necessary.

Site Plan Review

- Site Plan Review (review and approval by Planning Board, public hearing is required) is required for parking lots over ten spaces that do not meet the requirements for parking lots.
- Addition of Regional Context Review Considerations to ensure that the project is designed to fit into the existing transportation network and also enhances it.
- Pedestrian and Bicycle Linkages.
- New development shall be laid out and designed to provide walkways and paths that connect with destinations such as parks and trails, schools, and shopping areas within and outside of the municipal boundaries.
- Transit Routes.
- Proposed development shall consider the location of existing and planned transit routes and provide vehicular and pedestrian access to any transit points within or adjacent to the development.

The Village of Fairport is hopeful that the Code changes detailed above will strengthen walkability, traffic circulation, safety, and the character of the Village. The Zoning Code Update has created requirements will result in an increase in mobility options which will lead to an increased level of access and equity. The updated Code allows for consideration of other means of transportation other than automobile when evaluating a project proposal, that will lead to a greater diversity of uses and reuse of existing structures. The Village of Fairport is excited for what the future holds!