

**Regular meeting of the Village of Brockport Planning Board was held in the Conference Room, Municipal Building, 49 State Street, Brockport, New York, Monday, December 12, 2016 at 7:00pm.**

**PRESENT:** Chair Charles Switzer, Vice Chair Kevin McCarthy, Member Patricia Baker, Member Ronald Staub, Member Lyle Stirk, BI/CEO David Miller, Clerk Ellen Bahr

**ALSO PRESENT:** Trustee Annie Crane, Craig Holt

**CALL TO ORDER:** Chair Switzer called the meeting to order and led the Pledge of Allegiance.

**REVIEW OF MEETING MINUTES:** Ron Staub noted a minor correction to a pillar height from 24" to 36" is needed. Chair Switzer called for a motion to approve the minutes of 10/19/16 with the minor correction noted.

➔ Member Staub moved, Member Baker seconded, unanimously carried to approve the minutes of October 19, 2016 as amended.

**CORRESPONDENCE:** none

**NEW BUSINESS:**

1. Name: Howard I. & Marilyn Briggs  
Address: 26 Cailyn Way  
Tax Map #: 068.11-9-18  
Zoning: Planned Development District  
Parcel Size: 0.29 acre / 80' front x 155.98' deep  
Prop. Class: 311  
Purpose: fence

**Presentation/discussion:**

The applicant was not present. The Board held informal discussion on fence placement.

Note: As indicated in the Village Code, property owners within 100' were sent a letter with the application materials indicating that if they had any objection to the application, to email the Village Clerk or attend the Planning Board meeting. At the end of business today, Clerk Bahr noted that the Village Clerk did not receive any communication from the adjoining property owners.

➔The application is held over to the January meeting.

2. Name: Craig S. & Elaine V. Holt  
Address: 85 State Street  
Tax Map #: 069.13-1-10  
Zoning: Residential  
Parcel Size: 0.21 acre / 50' front x 186' deep  
Prop. Class: 210  
Purpose: driveway extension

**Presentation/discussion:**

Craig Holt explained that his intent is to extend the driveway 17 feet to accommodate guest parking while enabling cars to go in and out of the driveway. The expansion will be nine feet beyond the corner of the last building. The expansion does not interfere with the limitation of 50 % expansion of side yard coverage.

The Board asked if he would follow the slope of the yard; Mr. Holt explained that the thickness of the driveway material should take care of the slight slope. He also confirmed the bushes would be trimmed.

➔ Member McCarthy moved, Member Stirk seconded, carried 5/0 to approve the application.

Informal discussion was held regarding approved permits including driveway installations and permits that have related conditions with approval, like landscape elements that have not been completed. Chair Switzer noted that the current standard for driveway permits allow for two years for completion but noted that there are some installation that still have not been completed. He suggested a procedure be developed to make sure work is completed within the timeline of the permit. Member Staub noted that Florida has a one year timeline for driveways. Member McCarthy asked if there is software available to track completion of permits. BI/CEO Miller said the he has a software option that can be customized to track Planning Board decisions. When asked if the Village has any recourse for incomplete installations he explained the process in place.

Discussion was held regarding amending the permit timeline for completion. Village Board member

## MINUTES OF PLANNING BOARD MEETING OF December 12, 2016

Crane asked who has the authority to make proposed changes; Chair Switzer noted the Planning Board has the authority and would keep the Village Board informed.

Member McCarthy asked if the look back period for unfinished work could extend to ten years, BI/CEO Miller said that is a question for the Village Attorney.

Chair Switzer asked BI/CEO Miller to mark down some thoughts on a potential procedure to track the status of permits issued and get others involved as needed.

### **UPCOMING MEETINGS/DEADLINES:**

- Monday, January 9, 2017, 7pm; application materials due by Noon, Tuesday, December 27.
- Monday, February 13, 2017, 7pm; applications due by Noon, Monday, January 30.

### **ADJOURNMENT:**

- ➔ Member Stirk moved, Member McCarthy seconded, carried 5 /0 that the meeting be adjourned at 7:30 pm.

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Ellen Bahr, Clerk