

## VILLAGE OF BROCKPORT

"To provide a high quality of life for all residents, exercising fiscal responsibility and preserving Brockport's unique heritage and historic character."

### VILLAGE BOARD – WORK SESSION AGENDA

**Monday, March 28, 2016 7:00pm**

**Location: Village Hall conference room**

This is a work session, not a regular meeting. No public comment.

Intended for Board discussion, not action. Therefore, meeting minutes are not required.

If any action is taken, Mayor takes notes & provides to Clerk.

- **GUESTS:**

- Mr. Pepsy M. Kettavong, Vice President Sumket Development, LLC – solicit input from the Village on development of land on South Avenue extension (180, 230, 270, 300) in Limited Industrial Use District zoning

- **ACTION ITEMS** (time sensitive):

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- **ITEMS FOR DISCUSSION / REVIEW:**

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- **EXECUTIVE SESSION:** (if needed)

- **ADJOURNMENT**

#### Upcoming:

Village Board meeting: 7pm Monday, 4/4

Village Board special meeting: 7pm Monday, 4/11 – public hearing on proposed budget (at Middle School L.G.I.)

Village Board meeting: 7pm Monday, 4/18 (with Attorney & Treasurer & Department Heads)

Village Board work session: 7pm Monday, 4/25

← Over: 6/1/16-5/31/17 Village budget preparation schedule amended by Village Board 3/7/16

**Village of Brockport**  
**Budget Preparation Calendar**  
**Fiscal Year June 1, 2016 – May 31, 2017**  
Adopted by Village Board 7/20/15  
Amended by Village Board 3/7/16

|  |  |
|--|--|
| Monday, November 2, 2015   | Treasurer to notify Department Heads & Village Justices (via memo with templates) of the necessity for expense estimates                 |
| Monday, December 14, 2015  | Department Heads & Village Justices to submit expense estimates to Treasurer   |
| Monday, January 25, 2016- 7pm  | Village Board work session - with Treasurer and Department Heads to discuss department budget requests                                   |
| Monday, February 22, 2016 – 7pm  | Village Board work session - with Treasurer to discuss & make revisions to budget requests (if necessary)                                |
| Monday, March 7, 2016 – 7pm  | Village Board meeting - Treasurer will provide updated information regarding budget development  |
| Wednesday, March 17, 2016<br>16  | Treasurer to file tentative budget with Clerk (must by March 20 <sup>th</sup> )  |
| Monday, March 21, 2016 – 7pm   | Village Board meeting - Treasurer will provide updated information regarding budget development  |
| <del>Monday, March 28, 2016 – 7pm</del>                                | <del>Village Board work session – with Treasurer to discuss and make revisions to tentative budget (if necessary)</del><br>Not necessary |
| Wednesday, March 23, 2016 for March 27, 2016 edition                   | Clerk to publish notice of receipt of tentative budget from Treasurer & of upcoming public hearing on proposed budget                    |
| <del>Monday, April 4, 2016 – 7pm</del><br>Monday, April 11, 2016 – 7pm | Treasurer to present proposed budget - public hearing<br>Location: A.D. Oliver Middle School L.G.I.                                      |
| Monday, April 18, 2016 – 7pm   | Village Board meeting – adopt budget (must by May 1 <sup>st</sup> )  |



## VILLAGE OF BROCKPORT

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*The Victorian Village on the Erie Canal  
Preserve America Community  
Listed on the State and National Registers of Historic Places  
Certified Local Government  
Tree City USA Community  
Erie Canalway Heritage Award of Excellence  
Climate Smart Community*

February 25, 2016

Mr. Pepsy M. Kettavong, Vice President  
SUMKET  
1001 Lexington Avenue  
Rochester, NY 14606

Dear Pepsy:

Thank you for taking the time to meet with me and Building Inspector/Code Enforcement Officer David Miller on Tuesday, February 23<sup>rd</sup>. We appreciate your desire to get input from the Village on your company's proposed development of the land on the South Avenue extension.

David is pulling together some information for you and I have notified the Village Board about your company's interest in development of this area and am soliciting ideas from them. It might be helpful if we were to have another meeting here with Village Board members, a Chamber of Commerce representative and the Sweden and Clarkson Town Supervisors after you've had a chance to scope out the surrounding area.

Please keep in touch. We are looking forward to discussing this project with Sumket further.

Sincerely,

Margaret B. Blackman  
Mayor  
Village of Brockport



South Ave

Quaker Maid St

Brook Ter

Fair St

Village of Brockport, NY  
Thursday, March 24, 2016

## Chapter 58. Zoning

### Article III. Regulations

#### § 58-12. LI Limited Industrial Use District (LI Districts).

[Added 1-16-1995 by L.L. No. 2-1995]

- A. Statement of intent. The purpose of the Limited Industrial Use District is to establish a district for research- and development-oriented uses, office buildings and other compatible light industrial, manufacturing and assembly uses which are in architectural harmony with one another in a campus-style setting which is attractively landscaped and fitting to a Village environment.
- B. Permitted uses.
- (1) Scientific or engineering research and/or experimental development or materials, methods or products.
  - (2) Engineering design of products.
  - (3) The manufacture, processing and assembly of previously refined materials in the following industrial categories:
    - (a) Communication equipment.
    - (b) Data-processing equipment and software.
    - (c) Electronic systems, components and accessories.
    - (d) Professional, scientific and control instruments.
    - (e) Office systems and equipment.
    - (f) Photographic and imaging equipment and systems.
    - (g) Optics.
    - (h) Surgical, medical and dental instruments, appliances and products.
    - (i) Textiles.
    - (j) Plastics.
    - (k) Paper.
    - (l) Wood.
    - (m) Metal products.
    - (n) Machine shops.
    - (o) Pharmaceuticals.
    - (p) Precious stones.

(q) Glass.

(r) Ceramics.

(4) Office buildings for executive, engineering and administrative purposes.

(5) Any other uses similar in character to those listed above, subject to Planning Board approval.

(6) All uses permitted in any other districts are prohibited.

C. Permitted accessory uses.

(1) Prototype manufacturing incidental to research and development laboratories and corporate headquarters and offices.

(2) Warehousing and storage, provided that such uses shall not occupy more than 15% of the total building floor area and shall be located within the principal building of the permitted use.

(3) Noncommercial recreational facilities.

(4) Restaurants, provided that such uses are located entirely within the building to which they are accessory.

(5) Day-care centers, provided that such uses are located entirely within the building to which they are accessory.

D. Prohibited uses and activities.

(1) Research and testing laboratories for biotechnology and genetic or gene research.

(2) Manufacture, storage, handling and use of radiological, chemical or biological warfare agents or of explosives or blasting agents. The use of explosives or blasting agents which may be necessary for construction purposes may be permitted.

(3) Uses which would create, in any manner, noxious or offensive noise, dust, refuse matter, odor, smoke, gas, fumes, vibration or glare.

(4) Uses which would create a menace to neighboring properties by reason of fire, explosion or other physical hazards to any person, building or vegetation.

(5) Uses which would create harmful discharge of waste materials, including both airborne and waterborne wastes and refuse.

E. Other requirements.

(1) If an existing use within a Limited Industrial Use District is proposed to be changed to a separate, different and distinct use, an application must be made for site plan approval to the Planning Board. As part of the review of said application, the Planning Board, after a public hearing, may require changes in the development of the site. These changes may include but shall not be limited to off-street parking, loading areas, landscaping and screening, lighting, signage and access which would be necessary to accommodate the proposed new use.

(2) All uses, including equipment for the handling of processes, shall be conducted in a completely enclosed building. The actual loading and unloading of materials shall not be restricted to indoor locations.

(3) No materials, supplies or equipment shall be permitted to be permanently stored outside any building. Company vehicles may be parked out of doors overnight, provided that they are stored on the property to which they are accessory and adequately screened from public view. A signed permit is required from the Planning Board for the temporary placement of construction trailers.

(4) All waste, scrap, refuse, empty containers, dry bottles and cartons shall be stored and handled in suitable containers inside an accessory structure.

(5) Any building or site that has been abandoned or left vacant shall be maintained or the Village shall take any action to secure the building and maintain landscaping at the owner's expense. This includes, but is not limited to, mowing of lawn, trimming shrubs, etc.

F. Area, lot and bulk requirements.

- (1) No buildings or parking areas are permitted within 100 feet of a residential district.
- (2) No buildings are permitted within 80 feet of any public or private street. No buildings are permitted within 40 feet of rear property lines or within 25 feet of any side yard property line.
- (3) No parking areas are permitted within 25 feet of any property line or private street.
- (4) The maximum aggregate coverage of any lot by impervious surfaces, including but not limited to buildings, walks, drives, parking and loading areas, etc., shall not exceed 60% of the total area of said lot.
- (5) The maximum floor area ratio (FAR) on any lot shall be:

| <b>Building Size<br/>(gross square feet)</b> | <b>Maximum Lot Coverage<br/>(percent)</b> |
|--|---|
| 25,000 or less                               | 0.25                                      |
| 25,001 to 75,000                             | 0.30                                      |
| 75,000 or more                               | 0.35                                      |

(a) Examples.

- [1] A single-story building with 25,000 square feet (250 feet x 100 feet) would require a lot with a minimum area of 100,000 square feet, or 2.30 acres.
  - [2] A single-story building with 40,000 square feet (200 feet x 200 feet) would require a lot with a minimum area of 133,333 square feet, or 3.06 acres.
  - [3] A single-story building with 60,000 square feet (250 feet x 240 feet) would require a lot with a minimum area of 200,000 square feet, or 4.59 acres.
  - [4] A two-story building with 80,000 square feet (200 feet x 400 feet) would require a lot with a minimum area of 228,571 square feet, or 5.25 acres.
- (6) Lot width shall not be less than 150 feet.
  - (7) Lot area shall not be less than one acre.
  - (8) No building within a Limited Industrial Use District shall exceed 35 feet in height as measured from the average finished grade at the perimeter of the building. Building appurtenances and/or service facilities located on the roof shall be excluded from the thirty-five-foot height limitation. The maximum height of any structure, including appurtenances, shall be 50 feet.
  - (9) Features on the roof, such as water tanks, cooling towers, mechanical devices and accessory equipment and bulkheads, shall be enclosed within walls of a material in harmony with that of the main walls of the building of which they are a part. Such material and design shall be subject to approval by the Planning Board.
  - (10) Radio and television antennas, masts, aerials, horns, parabolic reflectors or similar communication devices located on buildings shall not extend more than six feet above the roof or ridge of such lines of such buildings and shall not, as measured in plane view area, occupy more than 10% of the square footage of the building.
  - (11) The minimum parking ratio for each lot in a Limited Industrial Use District shall be three parking spaces per 1,000 square feet of gross building floor area. The Planning Board may reduce the actual number of parking spaces to be provided based upon evidence supplied which would support the specific parking needs of individual uses. In granting such a reduction, the Planning Board shall reserve the authority to require additional spaces to meet actual needs.
  - (12) The maximum parking ratio for each lot in a Limited Industrial Use District shall be four parking spaces per 1,000 square feet of gross building floor area.

G. Site plan review and approval. No building permit shall be issued for the construction of any building or structure, nor shall any site improvements, grading or alteration of the physical landform or change in use be undertaken

within the Limited Industrial Use District, until a site plan has been approved by the Planning Board after a public hearing.

- H. Site design and improvement standards for site plan review.
- (1) All private-street parking areas and driveways shall be curbed and shall be paved with bituminous concrete pavement, concrete or unit pavers.
  - (2) Retaining or freestanding walls shall be finished with contemporary material compatible with adjacent buildings. Retaining and freestanding walls shall be landscaped as part of the overall site landscaping plan.
  - (3) Sidewalks shall be constructed of concrete or unit pavers such as brick or stone and shall be a minimum of five feet in width.
  - (4) Access and services drives shall not be less than 24 feet nor more than 40 feet in width.
  - (5) No lot shall have more than two access drives from any public or private street.
  - (6) All exterior service areas shall be located at the side or rear of buildings. Under no circumstances shall such exterior service areas be located between any building and a public or private street except for access drives to individual lots.
  - (7) All building service areas shall be sufficiently screened with plants to conceal the service area activity from off-lot view.
  - (8) Dumpsters shall be completely enclosed in an accessory building.
  - (9) One business sign shall be permitted for each lot in the Limited Industrial Use District. Business signs shall be limited to information which identifies the address of the building and the name of the business.
  - (10) The limitations on the number of signs shall not apply to parking lot markers, directional signs, entrance and exit signs, and other such signs which are erected on the premises, provided that such signs shall not exceed two square feet in area on one side and do not contain any advertising material. The number and location of such signs shall be approved by the Planning Board as part of the site plan review process.
  - (11) Business signs shall not exceed 20 square feet.
  - (12) Directory signs shall not exceed 32 square feet.
  - (13) No sign or structure support for any sign shall be more than six feet in height or within 20 feet of any public or private street or within 15 feet of any lot line.
  - (14) Signs may be internally or externally illuminated, provided that no direct light is directed toward or visible from any street or other lot.
  - (15) A landscaping plan shall be submitted with each site development plan. The landscaping plan shall be designed to achieve the following:
    - (a) The existing tree cover should be retained to the maximum extent feasible. Particular emphasis shall be given to retaining existing trees which are located along the perimeter of a Limited Industrial Use District. The maintenance of existing tree cover will serve to conceal proposed buildings and assist in maintaining a human scale in Limited Industrial Use Districts.
    - (b) Proposed landscaping should consist of an appropriate mix and use of vegetation which is indigenous to this area of New York. Nonindigenous landscape materials should be limited to use for accent purposes only.
    - (c) Plant materials shall serve to provide continuity between lots.
    - (d) Where the lot lines of the subject lot coincide with that of another lot in residential or business or commercial use or the subject lot abuts or is traversed by a nonindustrial zoning district boundary, there shall be planted or installed along the lot lines thereof berms, trees, shrubs and/or fencing of such type

and spacing as shall be required by the Planning Board to adequately screen all operations on the lot from the viewed adjoining properties. Generally, such screening shall be a minimum of eight feet in height and, if composed of plants, shall not be less than four feet in height but capable of reaching eight feet in height at maturity.

(e) New plantings should be selected and arranged to complement existing site vegetation.

- (16) All developed lots which contain unbuilt areas shall be landscaped with a combination of trees, shrubs, perennials and turf grass.
- (17) Landscaping along public or private streets in a Limited Industrial Use District should have an organized formal planting scheme. A formal planting scheme with trees lining the street in definite sequence will define the edges of individual properties and the boundaries of functional space. New trees shall be planted 50 feet on center along designated streets. Plantings should be deciduous shade trees approved by the Planning Board.
- (18) Plantings for the space between buildings and parking areas and at building entrances should be selected and arranged with the intent of creating human scale outdoor space which recognizes the pedestrian activity in the Limited Industrial Use Districts and the need to identify building entrances. Although the Planning Board shall approve the use of all plantings proposed, a wide range of ground cover, shrubs and trees are encouraged in Limited Industrial Use Districts to create interest and a degree of landscape appropriate to the pedestrian use.
- (19) All buildings with exposed foundations shall have foundation plantings. The purpose of foundation plantings is to screen exposed foundations and to provide a soft transition between the walls of a building and the landscape.
- (20) All unpaved surfaces not planted with trees, shrubs or ground cover shall be turf grass.
- (21) Lighting shall be placed in a logical manner and shall be appropriate in style and intensity to provide illumination and security for each lot. Lighting shall be provided in areas that would be dangerous if unlit, such as ramps, intersections and abrupt changes in grade. A lighting plan shall be developed in a manner that contains and directs lighting into a Limited Industrial Use District and away from adjacent areas.

- I. Area of Village affected. The following tax accounts, presently zoned I Industrial Use District, shall be rezoned LI Limited Industrial Use District, and this rezoning classification shall supersede any other classification referenced anywhere in the Village of Brockport Code: 1011-000; 1017-000; 1018-000; 1019-000; 1020-000.

[1]: *Editor's Note: Former § 58-12, P Business Use Districts (P Districts), was repealed 12-20-1971.*