

Regular meeting of the Village of Brockport Planning Board was held in the Conference Room, Municipal Building, 49 State Street, Brockport, New York, Monday, November 13, 2017 at 7:00pm.

PRESENT: Chair Charles Switzer, Vice Chair Kevin McCarthy, Member Patricia Baker, Member Kris Bonczyk, Member Lyle Stirk, CEO David Miller, Clerk Katie Brown

ALSO PRESENT: Joan Hamlin, Chris Sigillo, Kathy Kristiansen, Kendra Nenni

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

REVIEW OF MEETING MINUTES: Chair Switzer called for a motion to approve minutes.

- ➔ Member Stirk moved, Member Baker seconded, unanimously carried to approve the minutes of September 11, 2017. Chair Switzer & Member Bonczyk abstained from approval as they were not present for the meeting.
- ➔ Member Baker moved, Member McCarthy seconded, unanimously carried to approve the minutes of October 3, 2017.

CORRESPONDENCE: Chair Switzer stated the Board is in receipt of a letter from John Paul Schepp, Village Engineer, regarding the application for a parking expansion at 18 Graves St.

NEW BUSINESS:

1. Name: Chris Sigillo
Address: 18 Graves St
Tax Map #: 068.44-2-24
Zoning: Business
Parcel Size: .45 acres
Prop. Class: 483
Purpose: Parking expansion

Presentation/discussion:

Chris Sigillo is requesting to add a 40' x 50' parking area behind the east side of the building. Mr. Sigillo plans to pave the area in spring or summer of 2018, but it will remain gravel through this coming winter. The Board had concerns regarding separation of the new parking area from the existing parking for President's Village Apartments. Mr. Sigillo said there will be a 7'-10' section of grass between the back line of the new parking area and the apartment parking lot. Presently, there are no plans for a fence to divide the two properties, but Mr. Sigillo is open to installing one if it becomes necessary.

Chair Switzer read correspondence from Village Engineer John Paul Schepp regarding 18 Graves St. (Attachment A)

Mr. Sigillo plans to have a handicapped parking space in the front of the building. There will be 5 parking spaces in front with 5 additional spaces behind the building facing north. It may be possible to add 2 or 3 more spaces along the side of the driveway. All the spaces will be striped, including the existing area in front of the building. Member Baker believes that spaces along the side of the driveway may be a danger to pedestrians and other drivers. Mr. Sigillo will not utilize that area for parking if it seems to be hazardous.

CEO Miller explained that the parking spaces must be a minimum of 10' x 20'. The handicapped space must have an accessible aisle that is the size equivalent of a parking space – 10' x 20'. The handicapped space must be the closest space to the handicapped entrance.

The Board asked CEO Miller if drainage will be a concern with an increase in impervious surface. CEO Miller believes that drainage issues can be mitigated by pitching the new pavement toward Graves St. or the greenspace area at the rear of the property. The existing parking area is pitched toward Graves St. CEO Miller recommended adding shrubs to the greenspace to improve water infiltration. The paved parking lots at President's Village Apartments drain into catch basins and therefore will not impact drainage at 18 Graves St.

Chair Switzer said he visited the property and noticed that the driveway entrance to President's Village Apartments seems to encroach on the north wall of the building at 18 Graves St. Mr. Sigillo reviewed the survey map with the Board and ensured that his parking expansion will not intrude upon any neighboring property lines.

Member McCarthy inquired about hours of business and parking lot lighting. Mr. Sigillo plans to install light fixtures on each rear corner of the building as well as multiple fixtures on the south side of the building. The latest the business will be open is 7:30pm. Mr. Sigillo is willing to use a timing mechanism to have the lights on from dusk until dawn, or he can manually turn the lights off and on. CEO Miller noted that the light fixtures should be downward facing. Mr. Sigillo plans on getting adjustable fixtures to

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ensure the lights do not impact the apartment complex or neighbors.

CEO Miller advised the Board that he is willing to work with Mr. Sigillo and the chosen contractor to ensure the items discussed tonight are properly and sufficiently attended to during construction.

- Member Baker moved, Member McCarthy seconded, unanimously carried to approve the application as submitted with the following conditions:
- Address the comments of John Paul Schepp outlined in the 11/13/17 correspondence from Chatfield Engineers.
 - Consult with CEO Miller throughout construction to ensure proper drainage, parking/handicapped compliance, and sufficient lighting.
 - Complete paving of parking expansion within 1 year.

2. Name: LaTray Realty – Cheryl LaTray
Address: 18 East Ave
Tax Map #: 068.37-1-1
Zoning: Business
Parcel Size: .25 acres
Prop Class: 472 – Vet clinic
Purpose: Change of Use: vacant (former vet clinic) to real estate office

Presentation/discussion:

Kendra Nenni, an employee of LaTray Realty, addressed the Board representing Cheryl LaTray and the application for 18 East Ave. The location was formerly a veterinary clinic, but has been vacant for several years. The application seeks Board approval for use as a real estate office – which is in operation, premature of change of use approval. The office is comprised of one full time on-site employee as well as two agents that primarily work outside the office. The building has one second story apartment, which the applicant intends to rent on AirBNB.

CEO Miller noted a Certificate of Occupancy will need to be attained before renting the apartment. The building is overdue for inspection, as it has been vacant for an extended period.

The Board reviewed the submitted floor plan with Ms. Nenni, who noted no major renovations are planned outside of basic cosmetic updates. The Board had concerns about the floorplan as it did not indicate how the individual rooms were used (i.e. kitchen, bathroom, office, etc).

Parking was discussed with Ms. Nenni explaining that the primary parking lot is behind the building, but the driveway is used for parking as well.

The Board advised Ms. Nenni that the application is lacking important detail such as a defined floorplan, parking lot layout & lighting plan, emergency exit plan. CEO Miller recommended that Ms. Nenni set up an inspection appointment with him so that he can advise of changes that need to be made to ensure a safe & acceptable “professional office” setup.

- Member Stirk moved, Member Baker seconded, unanimously carried to table the application until more detail can be provided in regard to layout and business plan.

OTHER BUSINESS:

- Member Baker inquired whether Stoneyard Bar & Grill will need to come before the Planning Board prior to relocating to 48 Merchants St. CEO Miller stated they do not need change of use approval, as the new location was approved for use as a bar/restaurant prior to Stoneyard purchasing it. If the business owner decides to make any significant changes to the exterior, then Board approval will be required. Chair Switzer asked whether Stoneyard’s proposed brewery at 85 Clinton St that was approved by the Planning Board in 2015 would be moving forward. CEO Miller said there has been ongoing remodeling & it should be completed soon.
- Member McCarthy inquired about the status of the restaurant at 36 Erie St, approved by the Planning Board in 2015. CEO Miller advised that the remodeling work has moved slowly due to financial constraints, but it is close to being finished.

UPCOMING MEETINGS/DEADLINES:

- Monday, December 11 2017, 7pm; application materials due by November 27, 2017.
- Monday, January 8, 2017, 7pm; applications materials due by December 26, 2017.

ADJOURNMENT:

- Member Baker moved, Member McCarthy seconded, unanimously carried that the meeting be adjourned at 7:35 pm.

Katie Brown, Clerk