

Regular meeting of the Village of Brockport Planning Board was held in the Conference Room, Municipal Building, 49 State Street, Brockport, New York, Monday, January 8, 2018 at 7:00pm.

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

EXCUSED:

ABSENT:

ALSO PRESENT:

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 McCarthy seconded, unanimously carried to approve the minutes of December 11, 2017 as written.
- ➔ Member McCarthy moved, Member Bonczyk seconded, unanimously carried to approve the minutes of December 27, 2017 as written.

CORRESPONDENCE: None

OLD BUSINESS:

1. 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:

The Board deferred to the New Business application, as the representative for 18 East Ave had not yet arrived.

NEW BUSINESS:

1. Name: Chanda Acharya for Chanda-Kabita's Beauty & Brow Threading
Address: 13 Main St
Tax Map #: 069.45-2-5
Zoning: Business
Parcel Size: .03 acres
Prop Class: 481- Row style, mixed use.
Purpose: Change of Use: vacant space (former pizzeria) to beauty salon/spa

Presentation/discussion:

Chandra Acharya explained that her business will offer beauty services such as waxing (eyebrows/face), eyebrow threading, and facials. The business will not offer hair or nail services. The business hours will be Tuesday through Saturday from 11am-6pm, Sunday from 11am-4pm, and closed Monday.

CEO Miller advised the Board that he did a fire inspection of the business last week and was pleasantly surprised. There are very few code deficiencies, which are simple to correct. There were some minor renovations done to the space resulting in a very tasteful appearance.

Member McCarthy questioned if any chemicals are used in their services. Ms. Acharya said there are no chemicals used. The services utilize organic creams and products. There will be nothing outside of standard trash to dispose of which will go in the dumpster behind the building.

- ➔ Member Baker moved, Member Stirk seconded, unanimously carried to approve the application as submitted.

CONTINUED DISCUSSION ON OLD BUSINESS APPLICATION FOR 18 EAST AVE:

CEO Miller advised the Board that this is the second time Cheryl LaTray confirmed she would appear and did not show. He recommended the Board rescind the application, which will require LaTray Realty to cease business operation until Planning Board approval and a Certificate of Occupancy are granted.

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As the Board discussed this option, applicant Cheryl LaTray arrived. Chair Switzer advised Ms. LaTray that the Board was about to rescind her application as she has failed to appear previously. The Board is aware that her business is operating at 18 East Avenue without Planning Board approval or a certificate of occupancy. Chair Switzer requested that she proceed with her presentation to the Board.

Ms. LaTray explained to the Board that she is a real estate broker and her business conducts real estate sales and participates in “flipping” houses. Very little changes have been made to the layout of 18 East Ave. The entry room is used as a reception area. What formerly served as exam rooms for the veterinary clinic are now used as offices. There is a kitchen/common area in the rear.

There is one full time employee on site. There are 3 other real estate agents who primarily work in the field. Ms. LaTray’s personal assistant works in the office on occasion. There is no plan to expand the business or add additional agents. There is minimal business activity at the 18 East Ave location, as it is used as a place to complete paperwork required for real estate transactions. The business averages 4-5 transactions per week.

There are 4 rear parking spaces and 2 along the driveway of the building. Ms. LaTray has a courtesy agreement with the Animal Clinic of East Ave (24 East Ave) to share parking space in the rear of the properties. At most, there are only 2 or 3 cars present at 18 East Ave at any time. Ms. LaTray has completed an exterior lighting plan as well as an emergency exit plan. There are 3 exits with 3 lights around each exit. The business produces standard office trash, which is minimal and easily contained in one tote. She advised the Board that she has complied with the required fire inspections.

CEO Miller confirmed that the rear parking area is shared with the neighboring animal clinic. When he completed his fire inspection there were 8-10 cars in the parking area, but he and Ms. LaTray were there only individuals present inside 18 East Ave.

The 18 East Ave location will serve as her main office, as she has another office in Palmyra. The standard office hours are 9am-5pm. At times Ms. LaTray works later, but her staff does not. Ms. LaTray is new to Brockport and felt it would serve as a good location for her business. Ms. LaTray wished to note that the property owner of 18 East Ave is “GTG Development”, which is her corporation and “LaTray Realty” is a business tenant, therefore she is renting from herself.

➔ Member Stirk moved, Member Bonczyk seconded, unanimously carried to approve the application as submitted.

UPCOMING MEETINGS/DEADLINES:

- February 12, 2018 7pm. Application materials due by January 29, 2018
- March 12, 2018 7pm. Application materials due by February 26, 2018

ADJOURNMENT:

➔ Member McCarthy moved, Member Baker seconded, unanimously carried that the meeting be adjourned at 7:21pm.

Katie Brown, Clerk