

**Village of Brockport
Code Review Committee (CRC) Meeting Minutes
March 27, 2017**

Called to order at 6pm by Mark Kristansen.

Members present: Mark Kristansen, Bob Duff, John O'Kane, Ronald Staub

Also present: Trustee Annie Crane & Trustee Kathy Kristansen (Village Board liaisons)

Member absent: Jason Graham Excused: BI/CEO David Miller

Minutes:

→ Motion by Member Staub, second by Member Duff, unanimously carried to approve the minutes of the 6/27/16, 9/26/16, 11/28/16, 1/23/17 Code Review Committee meetings as written.

Member O'Kane agreed to take these meeting notes and leave for Clerk Morelli to type.

Old/New Business:

Trustee Kristansen shared the following charge for the CRC from the Village Board:

Charge for Village of Brockport Code Review Committee: The CRC is asked to REVIEW (not re-write at this time) the chapters of the village code book (starting with chapter 1):

- Identify the chapters (or parts of a chapter) that have not been reviewed/updated in the last 3-4 years.

Then starting with the first chapter in the village code that has not been reviewed recently...

- What is the age of the chapter...is the chapter or parts of the chapter antiquated?
- Are updates or re-wordings needed? What are the updates/recordings needed?
- Is the chapter or parts of the chapter applicable to the village anymore? Are there sections (or the whole chapter) that are not applicable anymore?
- What are the CRC's recommendations for the chapter they have reviewed? Provide the CRC's summary of their review of the chapter including recommendations.

I suggest that the committee start with Chapter 1...

1. read the chapter, review, compare to other villages, summarize
2. Resources that may be helpful: NYCOM.org, other NY village code books, our code enforcement officer and his staff.
3. Note that some chapters have been reviewed and updated in the past few years...no need to review those at this time. Code enforcement office can give you those exact chapters that have been reviewed and revised.

Why ask for this process?

The village board is at this time preparing to have the village comprehensive plan and zoning codes rewritten with the assistance of a professional planner. It would be very helpful for the CRC to assist the village board in the process of identifying what sections of the village code need updating and revisions.

Discussion took place about recent chapters that have been amended or added to the Village Code likely not needing further attention. However, the recommended changes to the signs and billboards chapter that CRC completed and referred to the Village Attorney last year might warrant further work.

Trustee Kristansen suggested a timeline and possible ways to share the workload. CRC need only make recommendations, not rewrite.

Member Staub suggested that BI/CEO Miller assist with prioritizing chapters most in need of review.

Trustee Kristansen suggested Chapter 5 Animals as the first chapter to review.

Member Duff will send his schedule to Trustee Kristansen to accommodate two meetings per month.

CRC members agreed to the following meeting schedule for the next three months:

5:30pm-7pm the following Mondays – 4/3, 4/24, 5/1, 5/15, 6/5, 6/26

The following would like a hard copy of the Village Code as it currently exists: Trustee Kristansen, Member O’Kane, Member Duff. These can be obtained from Village Clerk Leslie Morelli.

Officers:

For March through August 2017:

- Member O’Kane elected Secretary (Clerk Morelli will type his notes)
- Member Staub elected Chair
- Member Duff elected Vice Chair

One vacancy exists. Member Jason Graham continues to have absences for a prolonged period. This will be brought to the Village Board as a drop.

Adjourn:

→ At 6:47pm motion by Chair Staub, second by Secretary O’Kane, unanimously carried to adjourn.

Next meeting date: Monday, 4/3/17 5:30pm