

**Regular meeting of the Village of Brockport Planning Board was held in the Conference Room, Municipal Building, 49 State Street, Brockport, New York, Monday, April 8, 2013 at 7:00pm.**

**PRESENT:** Chair Charles Switzer, Member Arthur Appleby, Member Annette Locke, Building/Zoning Officer Scott C. Zarnstorff, Clerk Pamela W. Krahe.

**EXCUSED:** Member Bernard Daily

**ALSO PRESENT:** Jose Mendez, Jim Glogowski, David Strabel, JP Schepp, Scott Mattison (Chatfield Engineers)

**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 the minutes of the previous meeting.

➔ Member Locke moved, Member Appleby seconded, unanimously carried to approve the minutes of March 11, 2013 as written.

**OLD BUSINESS:**

1. Application of:	Name:	Jose Mendez
	Address:	22 North Main Street
	Tax Map #:	069.45-1-1
	Zoning:	B-Business
	Parcel Size:	~1.7 acres
	Prop. Class:	465
	Purpose:	Construction of a 56'x100' office building

**Presentation/discussion:**

Mr. Strabel discussed the details of his elevation plans submitted since the last meeting. He recapped that the building has been moved toward the road from its original proposed location. It will have a 9' drop along the face; he pointed out handicap parking spaces; the lower portion of the building will have a ramp. Along the rear, the parking area will be built up some. Existing pavement remains; disturbance will be kept to a minimum, under 25,000 sq. ft. The new structure will be wood frame with block for the lower level – a split-level with a hip roof. Color will probably match the existing building. Overhangs are 5' to cover the ramp and walkways. Canopy lighting will be used to avoid putting in light poles.

The building now lines up with other buildings to the north. There is an existing catch basin and a new basin will be added to the rear area. The new basin will run into the drainage system that empties toward Liberty Street. The DPW Superintendent has been consulted. The thought is there must be an 8" line that runs under the pavement that does not resurface anywhere. Mr. Strabel now proposes tapping into that as the 8" line can handle the extra volume. It was asked of Mr. Mendez whether or not he has had a discussion with the owner of Villager Apartments regarding upgrading the system. CEO Zarnstorff says a figure for the cost of supplies has been put forth, with DPW providing the labor. It doesn't matter to the village how the cost is split between the two parties. Mr. Mendez has not yet talked with the owner of Villager; he opined that if he taps into that system he would not have to impose on Villager property. Both CEO Zarnstorff and Mr. Strabel encouraged Mr. Mendez to draw up an agreement with Villager to protect his investment in the future.

There was some discussion between Mr. Schepp, Mr. Strabel, Mr. Glogowski, and CEO Zarnstorff about the existing and proposed systems, according to the plans from Chatfield. The 8" line taps into a 12" or 18" line underground.

Zarnstorff asked if the existing 8" pipe still runs into the middle of Villager property. Strabel added this is a pre-existing system. VE Schepp said when the drainage issues are all resolved, we will fill in the pieces. CEO Zarnstorff reiterated the applicant should still have a dialog with Villager, even if he is using the existing system, just to keep them in the loop. He thinks Villager is amenable to an agreement, and again Zarnstorff suggested Mr. Mendez get something in writing so that if management with Villager changes in the future, there is an understanding in place. The piping underneath the Mendez and Villager properties is private and does not belong to the village. Mendez asked what the agreement would be. VE Schepp suggested the applicant's engineer, Jim Glogowski, could draw something up with wording about how costs would be divided should something happen in the future that would necessitate repairs.

Mr. Strabel addressed parking, stating there are some existing spots and a total of 38 are needed, which are there. He noted there are more handicap spots because it's a medical building. The dumpster enclosure will be built to match the masonry on the building. Lighting will be from the building as previously stated. No lighting on the north side of the building because there is no reason for any. There is a light on the back side of the existing building that lights the rear area. VE Schepp acknowledged the photometric plan, but indicated some numbers are backwards. He also noted most

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of the sidewalk should be flush; and the detail of the guardrail needs some more information about the bumper. Strabel said they still need to provide a table on the plans. Mr. Schepp continued that on site plan sheet 2 it shows 10'x20' parking spaces but they are not to scale (the ADA spaces on the south side); and water service shows as 1" in one place and 1.5" in another place. He also questioned the landscaping plan to which Mr. Strabel indicated he is on the Tree Board agenda for April. He explained there are existing trees along Main Street and all else is pavement, but they may be able to put some things out back.

One parking question was raised about the total of 38 spaces; Mr. Strabel clarified there are some spaces in front of the existing building that are not shown.

There were no other questions.

Mr. Strabel summarized what the Mendez team still owes the board: clarification of storm drainage to the northeast, dumpster enclosure, photometric plan labels in the correct order, revise curb detail to be flush with sidewalk, bumper details of the guiderail, provide table details such as parking analysis and zoning data, handicap parking spaces drawn to scale, provide a landscaping plan as per the Tree Board, provide connection details and construction detail of the water service and sanitary sewer service, and resolve discrepancies.

Chair Switzer brought up having a public hearing. CEO Zarnstorff noted he spoke with Village Attorney Leni who stated if the board feels there is a significant impact on the community, then they can call for a hearing but there is actually little public impact as traffic will be minimal and the lighting will not bother anyone. The zoning allows the use. CEO Zarnstorff concurs with Attorney Leni in that a Public Hearing is not necessary. The site plan set will need to be forwarded to Monroe County Planning for comments before final approval is given; major comments are not expected. There is no new curb cut as a pre-existing one will be used. Mr. Strabel inquired if the plans can be sent to the county by next Monday, so they can be on the following Monday's agenda. Zarnstorff indicated he was just waiting for tonight's meeting to conclude without any major changes and he will send the plans. VE Schepp added that NYS DOT is part of that county review, so if they have any traffic concerns we will be made aware.

CEO Zarnstorff suggested SEQR be taken care of at the time of final site plan approval.

### OTHER BUSINESS:

- Town of Pittsford packet (Guidelines & Application for Approval of a Site Plan) was shared by Member Appleby. He asked board members to review the packet. CEO Zarnstorff explained his office has a hefty number of repeat conversations about fences, parking areas, and change of use, for example. There is some written material available in the office and on the website, but it would be nice to have something published for residents to use. While it would be great to have explanatory materials for these larger projects, they are few and far between. More time is spent talking with property owners about fences, change of use, driveways, etc. It is clear that those who avail themselves in advance of our deck or pool brochures for example, are much more prepared when they come in for a permit.
- Regarding 19 Park Avenue, owned by Mr. Oaks, and the building permit in the window stating it is to "renovate a first floor apartment," Member Locke questioned whether or not that home will remain a single-family dwelling. CEO Zarnstorff the house is classified a single-family and will remain that way. He indicated that if a violation occurs, it will be dealt with as village code allows.

**NEXT REGULAR MEETING:** Monday, May 13, 2013 7:00pm (upon application)  
Application materials due by Noon Monday, April 29.

### ADJOURNMENT:

- Member Appleby moved, Member Locke seconded, unanimously carried that the meeting be adjourned at 7:43pm.

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Pamela W. Krahe, Clerk