Village of Brockport
Planning and Zoning Board of Appeals
Meeting Agenda
Monday, October 13, 2026, 6pm

CALL TO ORDER / PLEDGE / ROLL CALL:

APPROVAL OF MINUTES: September 14, 2026

CORRESPONDENCE:

NEW BUSINESS APPLICATIONS:

PLANNING BOARD

1.

Applicant:	Kathleen Lawrenz
Address:	12 Carolin Drive, Brockport, NY
Tax Map #:	068.51-1-16
Property Class:	210 – Single Family Residential
Zoning:	Neighborhood Use District
Lot Size:	90f x 186.76d x 0.39ac
Purpose:	Applicant seeks a special use permit to operate a home business.
Zoning Code:	Chapter 36-6-14 – Home Occupation

36-6-14 (8). Home Occupations. Any person desiring to carry on a home occupation must obtain a special conditional use permit. This permit may be granted by the Planning Board.

2.

Name:	Brandon St. John
Address:	26 Holley Street
Tax Map#:	068.60-3-23
Zoning:	MS – Main Street District
Parcel Size:	81.18 x 104d x .2ac
Prop. Class:	220 – 2 Family Residence
Purpose:	Driveway expansion

ADJOURNMENT:

UPCOMING REGULAR MEETINGS/DEADLINES (only upon application):

Meeting: November 9, 2026 – 6pm	Deadline: October 27, 2026 – Noon
Meeting: December 14, 2026 – 6pm	Deadline: November 30, 2026 – Noon

--Unapproved--

Meeting of the Village of Brockport Planning/Zoning Board of Appeals
Conference Room, Municipal Building, 49 State St, Brockport, NY
Monday, September 14, 2026, 6:00 p.m.

PRESENT: Member Lyle Stirk, Member Brandon St. John, Member Scott Koelle

ALSO PRESENT: Assistant CEO Carol McNees, Benton Hart, Sarah Hart, Carol Hannan, Linda Borrayo, Francisco Borrayo, K. Salomone

ABSENT: Zoning Board of Appeals Chair Robert Duff, Planning Board Chair Molly Gaudioso, CEO Chad Fabry

CALL TO ORDER: Member Lyle Stirk called the meeting to order and led the Pledge of Allegiance.

INTRODUCTION: Member Lyle Stirk introduced himself, as well as Member Brandon St. John, Member Scott Koelle

REVIEW OF MEETING MINUTES: Member Lyle Stirk called for a motion to approve the minutes of March 9, 2026.

➔ Member Koelle moved, Member St. John seconded, unanimously carried to approve the minutes of March 9, 2026, as submitted.

OLD BUSINESS:

CORRESPONDENCE:

NEW BUSINESS:

ZONING BOARD OF APPEALS

1.

Applicant:	Sarah Hart
Address:	89 Adams St, Brockport, NY
Tax Map #:	068.75-1-2
Property Code:	210 – Single Family Residential
Zoning:	N – Neighborhood Use District
Lot Size:	74.25f x 264d x 0.45ac
Purpose:	Applicant seeks a use variance to house three goats on her property.
Municipal Code:	§**3-2 Keeping of farm animals**. No person shall keep or permit to be kept farm animals excluding chickens by permit, on their premises within the limits of the Village of Brockport.

PREFACE:

Member Stirk noted that the current application before the Zoning Board of Appeals (ZBA) involves a request for a Use Variance to permit the keeping of three goats on the property

at 89 Adams Street. Member Stirk stated that the ZBA determined that it does not have jurisdiction to consider or grant the requested relief as the provision arises under Chapter 3 (Animal Code) of the Municipal Code, rather than the Village Zoning Code. The ZBA's authority to grant variances is limited to matters within its jurisdiction under the applicable zoning regulations, and Chapter 3 falls outside of that jurisdiction. Member Stirk advised the applicant that she should address the matter directly with the Village Board.

BOARD DISCUSSION ON APPLICATION: No Board discussion.

OTHER BUSINESS: None

UPCOMING REGULAR MEETINGS/DEADLINES (only upon application):

Meeting: October 12, 2026 - 6pm — No Meeting: Holiday
Meeting: November 9, 2026 – 6pm — Deadline: October 27, 2026 – Noon

ADJOURNMENT:

MOTION:

➔ Member Stirk called for a motion to adjourn the meeting. Member Koelle moved, Member St. John seconded, unanimously carried that the meeting be adjourned at 6:03 pm.

_____
Theresa Weed, Clerk

VILLAGE OF BROCKPORT

PLANNING BOARD APPLICATION

127 Main St. Brockport, New York 14420
Phone:(585)637-5300 ext.114 Fax: (585)637-1045
Website: www.brockportny.org

Change of Use: ☐ Fence: ☐
Subdivision: ☐ Site Plan: ☐
Other: Driveway Expansion

Tuesday
Meeting Date: 10-13-26 @ 6 p.m.
Date Submitted: 9-25-26
Application Fee: $ 200.00
Plans/Supporting Documents(10 sets): ____
Environmental Assessment Form: ____

VILLAGE OF BROCKPORT
SEP 25 2026
PAID PER ck # 2567 $200.00

Please note:

Applicant (or representative) must attend meeting(s).
Failure to show, withdrawal of application, or denial will result in forfeiture of fee.
Applicant may be billed for Village Engineer fees related to the review of application.
The Planning Board will determine the need for a public hearing. If so, a separate fee will be billed.

PROPERTY ADDRESS: 26 Holley Street

Tax Map Parcel #: 068.60-3-23 Parcel Size: 81.18' width 104' depth

Property Zoning District: Main Street District Property Class: 2 Family Residential (220)

Present Use of Property: 2 Family Rental Proposed Use of Property: Rental Property

Flood Zone: ☐ Yes ☒ No Historical designations? ☐ Yes ☐ No Building permit required? ☐ Yes ☐ No

Description of Proposal :
Expand driveway size from 20'x42.5' to 20'x60' to accommodate parking.

Description of Any Planned Remodeling:

****

Certification of Statements:

The **applicant**(s) hereby affirms that the above information is accurate and complete, to the best of his/her knowledge and he/she/they is/are the title owner(s) of the property or has/have been authorized by the title owner(s) to make this application.

Applicant Signature

Brandon St. John
Applicant Name Printed/Typed

P.O. Box #444 Brockport, NY 14420
Street City State Zip

[redacted] [redacted]
Phone # E-mail

I/We hereby certify that I/We am/are **title owner**(s) of the property identified in the above application and that the applicant(s) named is/are authorized to make the application described herein.

Owner Signature

Owner Name Printed/Typed

Street City State Zip

Phone # E-mail

Updated 6/6/19 bk

Review submission requirements & deadlines prior to submitting

AREA VARIANCE TEST

New York State criteria:

In making its determination, the ZBA shall take into consideration the benefit to the applicant if the variance is granted, as weighed against the detriment to the health, safety and welfare of the neighborhood or community by such grant. In making such determination the board shall also consider:

1) whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the area variance;
2) whether the benefit sought by the applicant can be achieved by some method feasible for the applicant to pursue, other than an area variance;
3) whether the requested area variance is substantial;
4) whether the proposed variance will have an adverse effect or impact on the physical or environmental condition in the neighborhood or district; and
5) whether the alleged difficulty was self-created; which consideration shall be relevant to the decision of the board of appeals, but shall not necessarily preclude the granting of the area variance.

The ZBA, in the granting of area variances, shall grant the minimum variance that it shall deem necessary and adequate and at the same time preserve and protect the character of the neighborhood and the health, safety and welfare of the community.

USE VARIANCE TEST

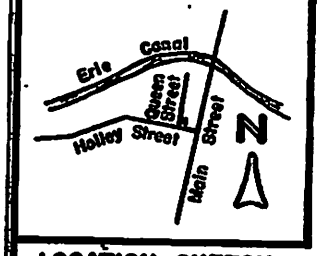
New York State criteria:

In making its determination, the ZBA shall take into consideration the benefit to the applicant if the variance is granted, as weighed against the detriment to the health, safety and welfare of the neighborhood or community by such grant. In making such determination the board shall also consider:

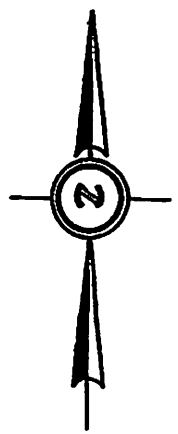
1) the applicant cannot realize a reasonable return, provided that lack of return is substantial as demonstrated by competent financial evidence
2) that the alleged hardship relating to the property in question is unique, and does not apply to a substantial portion of the district or neighborhood;
3) that the requested use variance, if granted, will not alter the essential character of the neighborhood; and
4) that the alleged hardship has not been self-created.

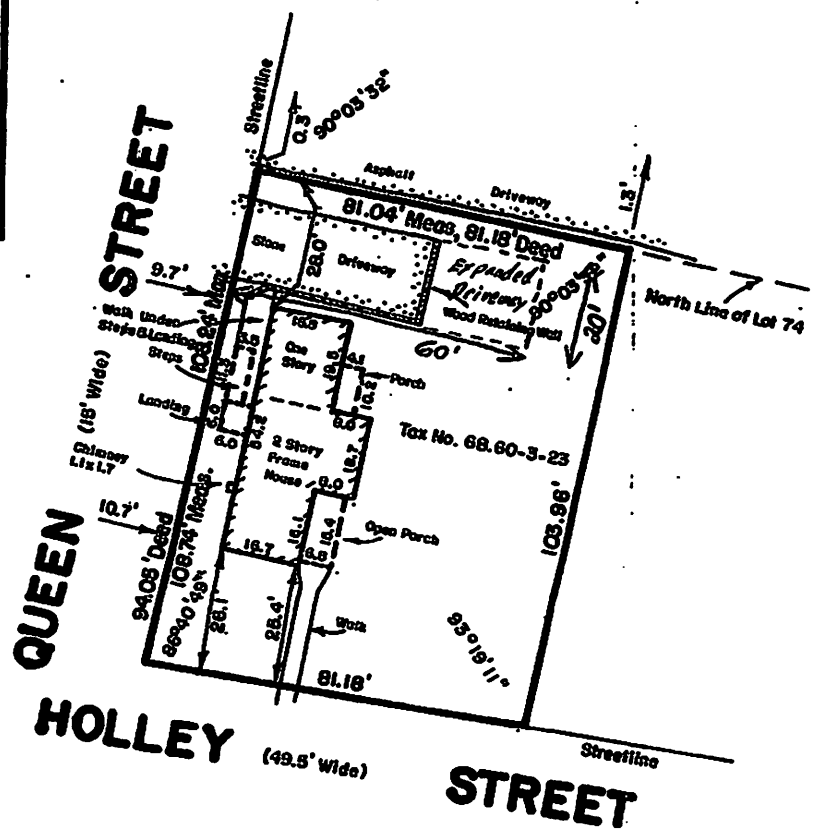
The ZBA, in the granting of use variances, shall grant the minimum variance that it shall deem necessary and adequate to address the unnecessary hardship proved by the applicant, and at the same time preserve and protect the character of the neighborhood and the health, safety and welfare of the community.

Proposed Driveway Expansion Plan



LOCATION SKETCH





References:

Liber One of Maps, Pages 20 & 21
Map of Village Lots by Zenas Case, L.S., dated 1829

Liber 7096 of Deeds, Page 70
Douglas Vandetta

Certification:

I certify that this map was made January 30, 2006 from notes of a field survey completed January 27, 2006.

James K. Glogowski

James K. Glogowski, P.L.S.
New York State License No. 45018

Certified to:

JPMorgan Chase Bank, N.A., its successors and/or assigns;
The title insurance company insuring the mortgage;
Brandon R. St. John;
Gallo & Iacovangelo, LLP.;
Toscano & Associates.

STATE OF NEW YORK
JAMES K. GLOGOWSKI
License No. 45018
Licensed Land Surveyor

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"Only copies from the original of this survey map bearing the signature and an original ink stamp or raised seal of the Land Surveyor's seal shall be considered to be valid true copies"

INSTRUMENT LOCATION MAP
26 HOLLEY STREET
Being Part of Lot 74
Village of Brockport
County of Monroe, State of New York
January 30, 2006 Scale: 1"=30'

REVISIONS
February 7, 2006
April 12, 2006

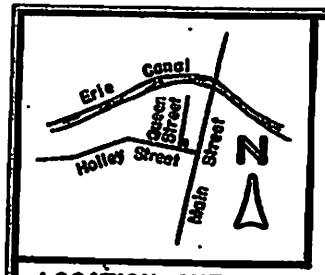
JAMES K. GLOGOWSKI
Professional Land Surveyor
Rochester, New York

Unauthorized alteration or addition to a survey map bearing a licensed land surveyor's seal is a violation of Section 7209, subdivision 2, of the New York State Education Law.

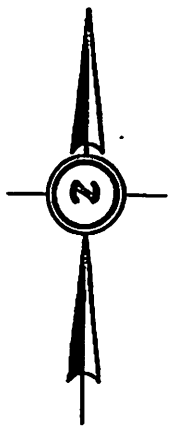
The use of this map in conjunction with an affidavit of no change relieves the surveyor of all responsibility.

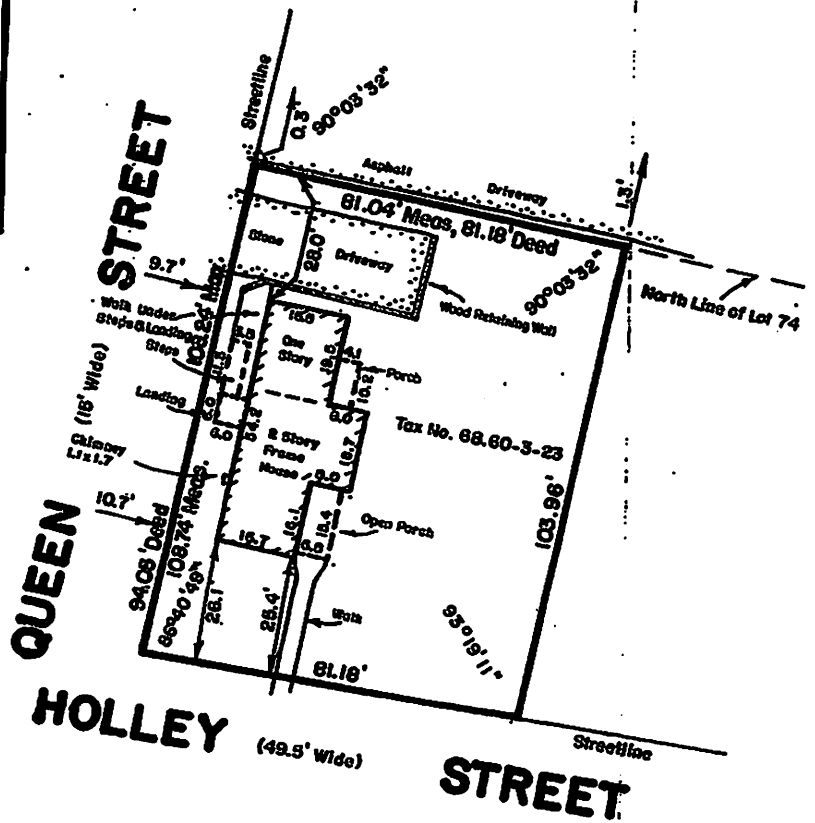
No search made for easements or encumbrances other than those as listed.

Certifications shall be valid only to the parties for whom this survey was prepared, listed hereon. Certifications are not transferrable to additional institutions or subsequent owners.



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Toscano & Associates.



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INSTRUMENT LOCATION MAP

26 HOLLEY STREET

Being Part of Lot 74
Village of Brockport
County of Monroe, State of New York

January 30, 2006 Scale: 1"=30'

REVISIONS
February 7, 2006
April 12, 2006

JAMES K. GLOGOWSKI
Professional Land Surveyor
Rochester, New York

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Village of Brockport
County of Monroe
State of New York

VILLAGE OF BROCKPORT
APPLICATION TO PLANNING BOARD

Appeal No. _____

127 Main Street, Brockport, NY 14420
(585) 637-5300 : brockportny.org

– SPECIAL USE PERMIT –

VILLAGE OF BROCKPORT SEP 28 2026

Date 9/28/2026

PAID PER Cash $150.00

Applicant: Kathleen Lawrenz [redacted]
Name Email

12 Carolin Dr. Brockport NY 14420 [redacted]
No. & Street City State Zip Code Phone Number

Business Owner: same
Name Email

No. & Street City State Zip Code Phone Number

Business Name: Once Upon A Recipe Sweet Treats

Business Address: 12 Carolin Dr. Brockport NY 14420
No. & Street City State Zip Code

Property Owner: Carl & Kathleen Lawrenz [redacted]
Name Email

12 Carolin Dr. Brockport NY 14420 [redacted]
No. & Street City State Zip Code Phone Number

Architect/Engineer: _____
Name Email

No. & Street City State Zip Code Phone Number

Hereby request from the Planning Board for a Special Use Permit for the property located at:

12 Carolin Dr. Brockport NY 14420
No. & Street City State Zip Code

Tax Map No. Zoning District

If property is under a purchase option, indicate date option expires: _____

Under the Zoning Ordinance, a Special Permit is requested pursuant to:
Article: _____ Section: _____ Subsection: _____ Paragraph: _____ of the Zoning Ordinance.

Description of Proposal: 36-6-14 Home Occupation
Cottage Bakery selling shelf stable
cookies, cupcakes, fudge

Printed Name: Kathleen Lawrenz Signature: Kathleen Lawrenz

Received By _____ Date of Meeting* _____ Time _____
(unless rescheduled)

*A meeting date will be assigned when applications are turned in but if the application is deemed incomplete, it will not be scheduled and the Applicant will be notified.

Statement of Applicant and Owner with Respect to Reimbursement of Professional and Consulting Fees

In conjunction with an application made to the Village of Brockport, the undersigned states, represents and warrants the following:

1) I/We am/are the applicant and owner with respect to an application to the Village of Brockport

2) I/We have been advised of, are aware of and agree to comply with the obligation to reimburse the Village of Brockport for any and all professional and consulting fees incurred by the Village in conjunction with this and any other applications by me/us, including but not limited to engineering and/or legal fees, all as more fully set forth in the Village Code.

3) I/We have been provided with, or have otherwise reviewed the Brockport Village Code provisions related to the obligation to reimburse the Village with respect to professional and consulting fees, and agree to comply with the same.

4) I/We understand that this obligation shall not be dependent upon the approval or success of the application.

5) I/We further agree that in the event the Village of Brockport is required to refer for collection an outstanding debt for such professional and/or consulting fees due to the Village of Brockport a, I/we shall be obligated to pay the reasonable attorney's fees incurred as a result of the Village's efforts to collect such fees. Reasonable attorney's fees shall also include any and all disbursements that may result from the commencement of litigation.

6) Each party to the application, including the applicant and the owner, shall be jointly and severally liable for all consulting and professional fees and expenses incurred in conjunction with the application.

Applicant/Business Owner: Kathleen Lawrenz

By: _____

Title: _____

Dated: 9/28/24

Signed: Kathleen Lawrenz

Property Owner: Carl and Kathleen Lawrenz

By: _____

Title: _____

Dated: 9/28/24

Signed: Carl Lawrenz
Kathleen Lawrenz

36-6-14. Home Occupations

A. Home occupations may be conducted in a dwelling provided that:

1. No person other than members of the family residing on the premises shall be engaged in such occupation;
2. Any and all home occupations shall be clearly incidental and subordinate to the area of the dwelling unit that is used for residential purposes by the residents thereof, and the total floor area of any and all home occupations shall not exceed 25% of the floor area of the dwelling unit;
3. There shall be no change in the outside appearance of the buildings or premises or other visible evidence of the conduct of such home occupation.
4. There shall be no exterior display or indication of the use other than a permitted sign, in accordance with Article 36-6-22 to 36-6-36.
5. No home occupation shall be extended into an accessory building.
6. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be provided by an off-street area located other than in a required front yard.
7. No equipment or process shall be used in such home occupation, which equipment or process creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses of persons off the lot if the occupation is conducted in a single-family residence or outside the dwelling unit if conducted in other than a single-family residence. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference with any radio or television receivers off the premises or causes fluctuation in the line voltage off the premises.
8. Any person desiring to carry on a home occupation must obtain a special conditional use permit. This permit may be granted by the Planning Board.

36-6-15. Hotels and Inns

A. Rooms that can be accessed individually from the outside of the structure shall not be permitted.

B. Hourly lodging rate shall not be permitted.

C. Guest stays shall be limited to 15 consecutive days.