Village of Brockport
Planning and Zoning Board of Appeals
Meeting Agenda
Monday, November 9, 2026, 6pm

CALL TO ORDER / PLEDGE / ROLL CALL:

APPROVAL OF MINUTES: October 13, 2026

CORRESPONDENCE:

NEW BUSINESS APPLICATIONS:

PLANNING BOARD

1.

Name:	William Dunbar
Address:	15 Havenwood Drive
Tax Map#:	069.10-3-43
Zoning:	N- Neighborhood
Parcel Size:	90.32f x 150.94d x .31ac
Prop. Class:	210 – 1 Family Residence
Municipal Code:	Chapter 23.5.(E) -Manner of Parking Vehicles **23.5 (E). Manner of Parking Vehicles.** No vehicle shall be parked or operated on any part of any property that has not been paved or otherwise surfaced with an all-weather material. All alterations and/or expansions of off-street parking and driveways are subject to review and approval by the Planning Board upon application set forth by § 36.
Zoning Code:	Chapter 36-6-37 (E) – Driveway expansion **36-6-37 (E). Additional Parking Regulations.** The Planning Board shall determine the parking requirements for a use which is not specified herein. The applicant shall provide any information deemed necessary by the Planning Board to determine the number of required parking spaces.

ADJOURNMENT:

UPCOMING REGULAR MEETINGS/DEADLINES (only upon application):

Meeting: December 14, 2026 – 6pm	Deadline: November 30, 2026 – Noon
Meeting: January 11, 2027 – 6pm	Deadline: December 29, 2026 – Noon

--Unapproved--

Meeting of the Village of Brockport Planning/Zoning Board of Appeals
Conference Room, Municipal Building, 49 State St, Brockport, NY
Monday, October 13, 2026, 6:00 p.m.

PRESENT: Zoning Board of Appeals Chair Robert Duff, Member Lyle Stirk, Member Brandon St. John, Member Scott Koelle

ALSO PRESENT: Assistant CEO Carol McNees, CEO Chad Fabry, Trustee Don Roberts, Kathleen Lawrenz, Carl Lawrenz

ABSENT: Planning Board Chair Molly Gaudioso

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

INTRODUCTION: Chair Duff introduced himself, as well as Member Lyle Stirk, Member Brandon St. John, Member Scott Koelle, CEO Chad Fabry, Asst CEO Carol McNees and Trustee Don Roberts.

REVIEW OF MEETING MINUTES: Chair Duff called for a motion to approve the minutes of September 14, 2026.

➔ Member Stirk moved, Member Koelle seconded, unanimously carried to approve the minutes of September 14, 2026, as submitted.

OLD BUSINESS:

CORRESPONDENCE:

NEW BUSINESS:

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.

PRESENTATION/DISCUSSION:

Chair Duff reviewed the application and invited the applicant to address the board. The applicant stated she would like to operate a legal cottage bakery home business under the name "Once Upon a Recipe Vintage Sweets." She also stated she has applied to the state and will operate under the Home Processor Exemption to Article 20-C of the New York State Agriculture and Markets Law. The business will specialize in the sale of shelf-stable baked goods sold directly to consumers from their home. The applicant noted that operations will primarily run on a pre-order basis, though she may host an occasional pop-up sale on the property.

BOARD DISCUSSION ON APPLICATION:

A brief discussion ensued regarding potential traffic impacts, proposed signage, hours of operation, and the scope of future business growth.

Motion:

➔ Chair Duff called for a motion on this application for the special use permit as submitted. Member St John moved to approve as submitted, Member Koelle seconded.

Roll call vote:

Chair Duff	Aye
Member Stirk	Aye
Member St. John	Aye
Member Koelle	Aye

The motion passes with 4 votes in favor, 0 against.

Board Member Brandon St John recused himself from the Board to present his application.

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
Municipal Code:	Chapter 23.5.(E) -Manner of Parking Vehicles **23.5 (E). Manner of Parking Vehicles.** No vehicle shall be parked or operated on any part of any property that has not been paved or otherwise surfaced with an all-weather material. All alterations and/or expansions of off-street parking and driveways are subject to review and approval by the Planning Board upon application set forth by § 36.
Zoning Code:	Chapter 36-6-37. (E) – Driveway expansion **36-6-37 (E). Additional Parking Regulations.** The Planning Board shall determine the parking requirements for a use which is not specified herein. The applicant shall provide any information deemed necessary by the Planning Board to determine the number of required parking spaces.

PRESENTATION/DISCUSSION:

The applicant stated that the current parking situation is difficult for the residents. To alleviate this issue and accommodate the tenants, the applicant proposes to extend the length of the driveway to create two additional parking spaces, which includes one designated spot for guest parking.

BOARD DISCUSSION ON APPLICATION:

A brief discussion ensued regarding the proposed driveway extension and its layout on the property.

Motion:

➔ Chair Duff called for a motion on the application for the expansion of the driveway at 26 Holley St. Member Koelle moved to approve this application for the driveway expansion, Member Duff seconded.

Roll call vote:

Chair Duff	Aye
Member Stirk	Aye
Member Koelle	Aye

The motion passes with 3 votes in favor, 0 against.

OTHER BUSINESS:

Member Stirk noted the ongoing need to secure an alternate PBZBA member to ensure a quorum during times of excused member absences. Assistant CEO McNees clarified that the Board had previously placed an advertisement for the alternate position during the annual organizational meeting. She further informed the Board that she recently submitted a request to run another advertisement for the vacancy.

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

ADJOURNMENT:

MOTION:

➔ Chair Duff called for a motion to adjourn the meeting. Member Koelle moved, Member Duff seconded, unanimously carried that the meeting be adjourned at 6:22 pm.

_____

Theresa Weed, Clerk

-Review submission requirements & deadlines prior to submitting-

VILLAGE OF BROCKPORT

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

VILLAGE OF BROCKPORT PAID OCT 22 RECEIPT

PLANNING BOARD APPLICATION

Change of Use:____ Fence:____
Subdivision:____ Site Plan: V
Other: Residential Driveway Extension

Meeting Date: 11/9/24 6:00 p.m.
Date Submitted: 10/22/24
Application Fee: $200.00
Plans/Supporting Documents(10 sets): yes
Environmental Assessment Form:____

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 the application.
- The Planning Board will determine the need for a public hearing. If so, a separate fee will be billed.

PROPERTY ADDRESS: 15 Haverwood Drive Brockport NY 14420 Flood Zone: ☐ Yes ☒ No

Tax Map Parcel #: 069.10-3-43

Parcel Size: 90 ft width 144.06-150 depth 94 ft (irregular lot)

Property Zoning District: Neighborhood (N)

Property Class: 210

Present Use of Property: Single family residential w/driveway extension

Proposed Use of Property: Single family residential with driveway extension

Description of Proposal: Proposing to extend and widen the existing residential driveway to provide additional off street parking. Extension will be completed stone.

Description of any planned remodeling: No remodeling to existing residence is proposed. Work will consist solely of extending the existing driveway with compacted stone. Plans to pave at a later date.

Building permit required? ☐ Yes ☐ No

Historical designations? ☐ Yes ☒ No

****

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.

William Dunbar
Applicant Signature

William Dunbar
Applicant Name Printed/Typed

15 Haverwood Drive Brockport NY 14420
Street City State Zip

[redacted] Phone #

[redacted] E-mail

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

William Dunbar / Leighann Dunbar
Owner Signature

William Dunbar / Leighann Dunbar
Owner Name Printed/Typed

15 Haverwood drive Brockport NY 14420
Street City State Zip

[redacted] Phone #

[redacted] E-mail

VILLAGE OF BROCKPORT PAID OCT 22 2025 PER Cash $200

Updated 6/6/19 bk

Item	Amount
Box-Out - Stone Only	$3,200.00

1. Dig out to depth of 10" (orange area on site map).
2. Install 8" of #2 Crusher Run Stone.
3. True and level driveway with 0-1 stone and roll to compact (if needed).

Payment: 100& due at time of completion.

Day of work: The driveway will need to be cleared of all vehicles and objects and your garage doors are up and open. The garage door will need to remain open for the entirety of the paving process. Also, please make sure there is at least 2-3 feet cleared away inside the garage to give the crew space to get the asphalt better and more tightly compacted at the transition from the driveway into the garage.

30-Days After Paving: Homeowner is responsible for back filling the edges of your new asphalt driveway with topsoil so that it is even with the top of the new asphalt. This will prevent the edges from cracking. Bedford Paving, LLC can provide this service for an additional charge. Please contact us for pricing if you re interested.

Subtotal	**$3,200.00**
Total	**$3,200.00**

Files

2 Files were uploaded to the report
Click here to access

Bedford Paving, LLC

271 Paul Road
Rochester, NY 14624

(585) 262-6004

https://bedfordpaving.com

office@bedfordpaving.com

Proposal 16077

ACCEPTED

Name: Tier One - Billy Dunbar

Phone [redacted]

Service Address:

15 Havenwood Drive
Brockport, NY 14420

Billing address:

15 Havenwood Drive
Brockport, NY 14420

Notes:

***stone even with the back of the garage ***

Date: Oct 5, 2026

Expiration Date: Oct 19, 2026

Status: Accepted

PO#:

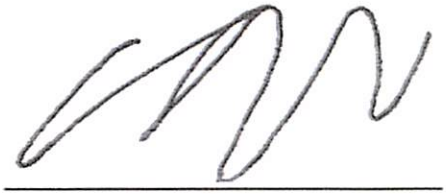
Option 1: Box out stone only

15 Havenwood Drive (Brockport)

Item	Amount

Contract

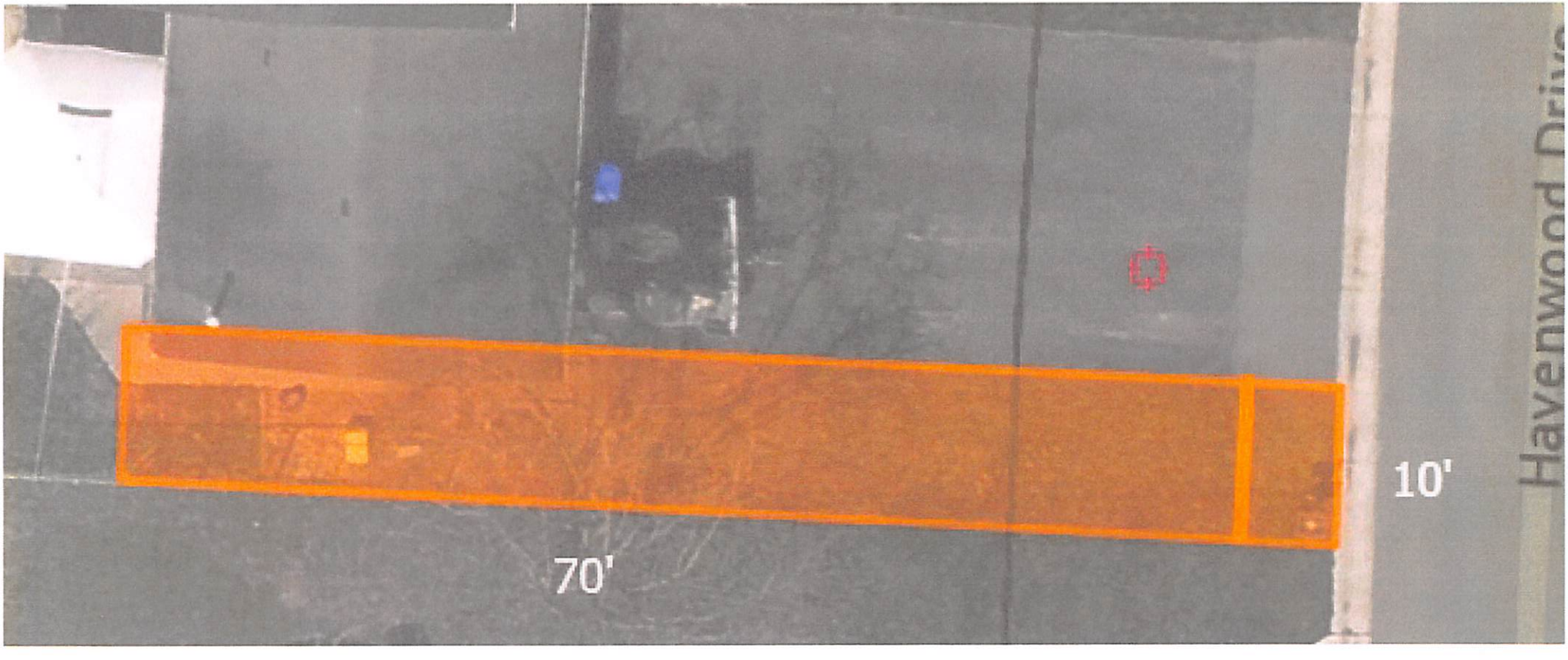
Proposal

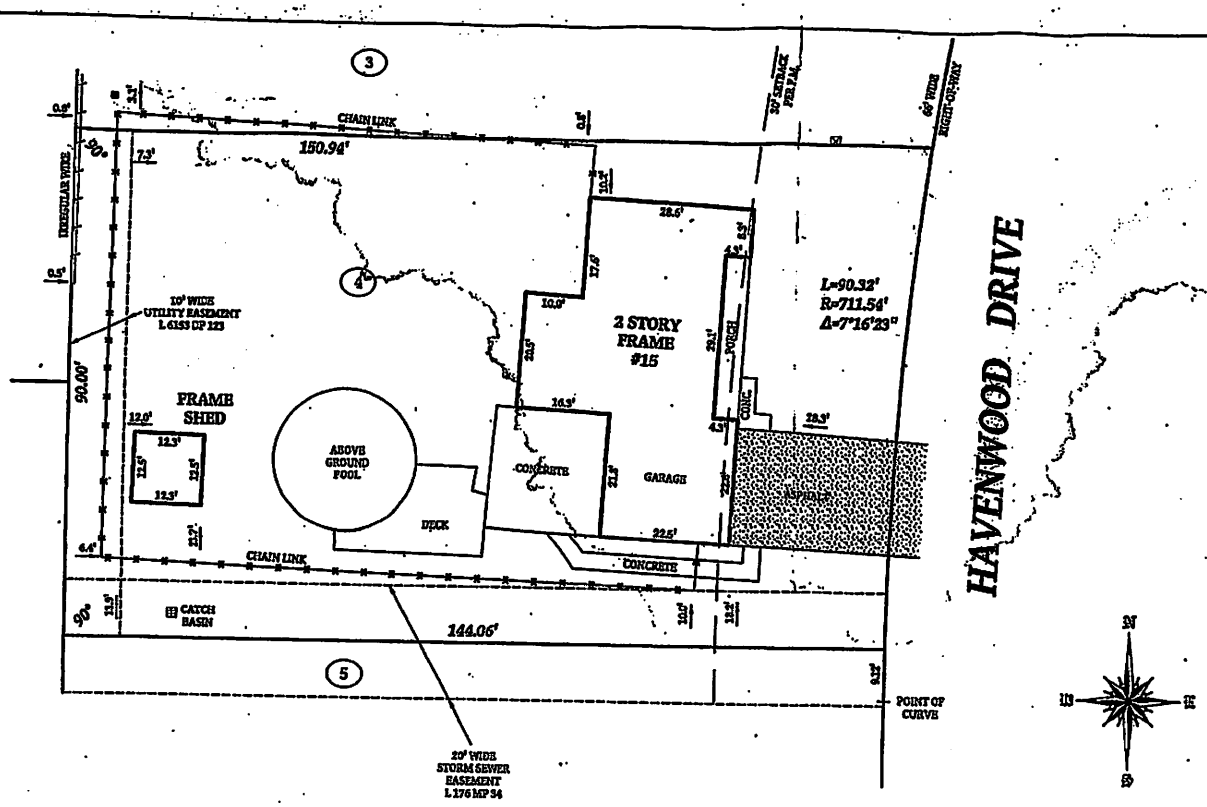


Signature

Oct 5, 2026

Date


70'
10'
Havenwood Drive



REFERENCES:

FIRST AMERICAN TITLE INSURANCE COMPANY
ABSTRACT #485408 DATED 09.02.2022
LIBER 11570 OF DEEDS, PAGE 521
LIBER 176 OF MAPS, PAGE 34

NOTES:

REFERENCE IS MADE TO A GAS MAIN EASEMENT AS SET FORTH IN LIBER 3922 OF DEEDS, PAGE 571.

PARCEL IS SUBJECT TO A DECLARATION OF RESTRICTIONS AS SET FORTH IN LIBER 3899 OF DEEDS, PAGE 201 & ANY SUBSEQUENT AMENDMENTS.

CERTIFICATION:

THIS MAP WAS MADE FROM NOTES OF AN INSTRUMENT SURVEY COMPLETED ON SEPTEMBER 15, 2022 AND IS CERTIFIED TO:

1. LEIGHANN M. PETTIS
2. WILLIAM M. DUNBAR
3. GALLO & IACOVANGELO, LLP
4. PREMIUM MORTGAGE CORPORATION, ISAOA/ATIMA
5. FIRST AMERICAN TITLE INSURANCE COMPANY

SCOTT E. MEASDAY, LS #050910

Measday Land Surveying & Mapping

MEASDAY LAND SURVEYING & MAPPING
PO Box 910
Webster, NY 14580
ph: 585.505.4548
www.MeasdayLSM.com

STATE OF NEW YORK · SCOTT E. MEASDAY · 050910 · LICENSED LAND SURVEYOR

SURVEY MAP

LOT 4
HAVENWOOD MEADOWS SUBDIVISION, SECTION 1

VILLAGE OF BROCKPORT

COUNTY OF MONROE
STATE OF NEW YORK

CLIENT:	MORGENSTERN DEVOESICK PLLC
ADDRESS:	15 HAVENWOOD DRIVE
TAX ID:	#069.10-3-43
PROJECT: 2022-0205	DATE: 09.16.2022

REVISION	DATE	BY
—	—	—

LEGEND:
GENERATOR
UTILITY RISERS
AIR CONDITIONER
UTILITY POLE & WIRES

0 20 40
SCALE: 1" = 20'

It is a violation of Article 145, Section 7209, of the NYS Education Law, for any person, unless he or she is acting under the direction of a licensed land surveyor, to alter any item of this map in any way.

This map is certified to only the parties listed hereon and the client for whom the map was prepared.

Copies not bearing the land surveyor's signature and stamp are not considered to be valid.