

**VILLAGE OF PITTSFORD**  
**PLANNING AND ZONING BOARD OF APPEALS**  
Regular Meeting – January 23, 2017 at 7:00 PM

**PRESENT:**

Chairperson: Justin Vlietstra  
Members: Jo Anne Shannon  
Jeffrey Bove  
Susan Lhota  
Heather Erwin

Recording Sec: Linda Habeeb  
PZBA Attorney: Mindy L. Zoghlin, Esq. (Absent)

**Motion:** Chairperson Vlietstra made a motion, seconded by Member Lhota, to call the workshop to order at 6:30 pm.

**Vote: Shannon – yes; Vlietstra – yes; Lhota – yes; Erwin – yes; Motion carried.**

Peter Brizee approached the Board and asked what the procedures are for rezoning a property to enable a use that isn't permitted in B-1 Zoning.

Chairperson Vlietstra stated that changes to a property's zoning are done by the Trustees and is not within the purview of the Planning and Zoning Board Of Appeals. If there is an unnecessary hardship, he can apply to the Zoning Board of Appeals for a use variance. A high burden of proof is required for a use variance.

**Motion:** Chairperson Vlietstra made a motion, seconded by Member Bove, to call the meeting to order at 7:00 pm.

**Vote: Shannon – yes; Vlietstra – yes; Lhota – yes; Erwin – yes; Bove – yes. Motion carried.**

**Conflict of Interest Disclosure:**

Chairperson Vlietstra asked the Board members if anyone had a conflict of interest with any meeting agenda items, and Board members stated that they had no conflicts of interest to report.

**Horizon Contracting Group, LLC ~ 31 State Street ~ Site Plan**

Chairperson Vlietstra stated that the applicant for parking lot alterations and paving at Chase Bank has asked to be removed from this evening's agenda, as the application is not complete. The applicant informed the Village that at this point, the plans do not have stamped landscape drawings, which is a requirement for a complete application. The board concurred that a landscape plan stamped by a landscape architect is needed.

**Motion:** Chairperson Vlietstra made a motion, seconded by Member Lhota, to leave the public hearing open and continue review of the application for 31 State Street at the February 27, 2017 PZBA meeting.

**Vote: Shannon – yes; Vlietstra – yes; Lhota – yes; Erwin – yes; Bove – yes. Motion carried.**

**Minutes:** Chairperson Vlietstra made a motion, seconded by Member Shannon, to approve the December 12, 2016 meeting minutes as revised.

**Vote: Shannon – yes; Vlietstra – yes; Lhota – yes; Erwin – yes; Bove – yes. *Motion carried.***

Jon Schick, architect for the 44 Sutherland Street new construction, asked the board to discuss the requirements for a complete site plan. Chairperson Vlietstra stated the drawings just came in and the Board has not yet reviewed them nor has the Building Inspector. The Board has not received any direction from their attorney as to how the review will proceed and the issues that need to be reviewed so he will only make a few general comments. He explained that in typical residential site plan applications, the review will look at impacts on adjacent properties such as drainage and lighting so those should be documented in the plans. For residential lighting, public safety is not a concern, so a full photometric plan is not usually required. The locations of lights, along with wattage and the manufacturer's specification sheet, is needed. Village Code requires dark-sky compliant lights that have a fully shielded bulb, but there is an exemption in §117-5 for residential luminaries containing a single bulb of 75W or less. Another factor the Board has looked at in the past is whether the construction activities may accidentally damage mature trees; if trees are to be preserved in construction areas, then some form of plan to prevent accidental death or damage can be submitted. Member Erwin explained that all submitted drawings need to be stamped architectural drawings. Mr. Schick asked if all submitted drawings need to be stamped. Member Vlietstra said one copy needs to be stamped and on file in the Village office.

Mr. Schick asked if the building can be tied into the Village stormwater system. Member Vlietstra suggested he discuss it with the Building Inspector. At this time he should be working with the Building Inspector to ensure the plans are complete and compliant with code.

#### **PZBA budget for 2017-18**

Board members next discussed the PZBA budget for 2017-18 and items to be considered when planning the budget. Members suggested that the budget should include: training for board members; hiring of consultants; attorney for regular board business; books; and other incidentals. Board members will continue this process by gathering information from the Village Treasurer and attending Trustee budget planning meetings.

**Motion:** Chairperson Vlietstra made a motion, seconded by Member Bove, to adjourn the meeting at 8:10 pm.

**Vote: Shannon - yes; Vlietstra – yes; Lhota – yes; Erwin – yes; Bove - yes. *Motion carried.***

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Linda Habeeb, Recording Secretary