

# TOWN of ELMA PLANNING BOARD

1600 Bowen Road Elma, NY 14059

Phone: 716-652-3260

## MINUTES OF REGULAR MEETING - December 15, 2015

The Regular Meeting of the Town of Elma Planning Board, hereinafter referred to as the EPB, was held on Tuesday, December 15, 2015 at 8:00 PM in the Elma Town Hall at 1600 Bowen Road, Elma, New York.

### PRESENT:

Chairman Thomas Reid  
Member Michael Cleary  
Member Gregory Merkle  
Member James Millard  
Member Robert Waver  
Alternate Charles Putzbach

### ABSENT:

Member David Baker  
Member Michael Cirocco

### TOWN REPRESENTATIVES:

Phyllis Todoro, Town Attorney  
Raymond Balcerzak, Asst. Bldg. Inspector  
James Wyzkiewicz, Town Engineer

## I APPROVAL OF MINUTES - November 17, 2015

*Motion made by Gregory Merkle and second by Michael Cleary to approve the Minutes of the EPB Regular Meeting held on November 17, 2015.*

*Ayes: 6. Nays: 0. Motion Carried.*

## II Transit Road Partnership - 2961 Transit Road

Owner Peter DeLacy of Transit Road Partnership, and of the DeLacy Ford Dealership, requested that the empty parcel, 100' x 250' (.65 AC), be approved for short term overflow parking of new vehicles. It is located opposite the Bank of America. He said no vehicles will be unloaded on the road but only at the dealership. The property survey dated 2/7/2002, shows a house which no longer exists. The surface of the parking lot will be black top millings. Mr. DeLacy said the area will not be used for sales; that no customers will be on the site; that there will be no striping for parking spaces as vehicles of varying sizes will be stored until moved to the retail lot for display and sale. It was difficult to estimate the number of vehicles to be stored there for that reason. The EPB choose to set a limit of 130 vehicles. Mr. DeLacy said that at year end manufacturers load up dealers and that Transit Towne has indicated interest in parking there as well.

He felt the site was "secure", that properties on both sides are well lit. Woods are to the rear of the property. He said he would be glad to add lighting but the EPB determined that it was not necessary. There will be no signs.

Asked for his input by Chairman Reid as to whether there were any drainage issues, Town Engineer Wyzykiewicz commented that the property slopes to Transit Road. Mr. Delacy said he does not have any engineering drawings for drainage. Mr. Wyzykiewicz questioned whether this was "temporary". Mr. DeLacy responded that he does not want to put a time line on this because he is not sure what he wants to do in the future. He said there are existing curb cuts and also a 12" wide section of grass. He indicated that Custom Top Soil was the contractor. Mr. Wyzykiewicz requested a sketch in 5 days. He said a Contractor's Survey of where the water is going to drain will be acceptable; and that he will make a decision as to whether to accept or not accept the plan upon review. He said that it was possible that there may be some problems with the DOT. Mr. DeLacy responded that the driveway will be 20' wide and will extend the full length of the property.

*Motion made by Chairman Reid and Second by Michael Cleary to approve the SEAF based upon "that the proposed action will not result in any significant adverse impacts".  
Yes : 6. No: 0. Motion Carried.*

*Motion made by James Millard and second by Michael Cleary to grant Final Site Plan Approval contingent upon 1) submission of a Contractor's Survey to the Town Engineer and (2) an opinion letter from the Blossom Fire Department regarding ingress/egress by the Fire Department.  
Yes: 6. No: 0. Motion Carried.*

### III Southwest Warehouse Expansion & CRM Process- 1150 Maple Road

Steuben Foods was represented by Kevin Moyer. Requested is approval of two additions to the main property - the Southwest Warehouse Expansion and the CRM Process. Submitted was WD1 Site Plan and WD2 Floor Plan. The entire site is 150 AC. The CRM Process will be 2,888 square feet; the SW Warehouse will be 24,000 square feet. A concrete area for employee parking will also be added. It is expected that there will be 21 additional jobs - seven for each shift.

Plan A-EL shows exterior elevations from the north, south and west. Also shown are the bay doors, loading docks and man doors. The building will be insulated steel frame with CMU block 16' high in a contrasting lighter brown. There will also be brown metal corrugated panels that match the rest of the building. Exterior Lighting specification sheets correspond with Lighting Plan E2.1 All lighting will be on the building - no pole lighting. Unloading is done the first and second shifts; the plant operates 24 hours/day.

The EPB reviewed the following:

- EPB Checklist - not needed.
- BUP - not required as it is an existing business.
- INGRESS/EGRESS - not required as using existing driveway.
- SIGNS - none.
- LANDSCAPING - no additional.
- ADDED BATHROOMS - none.
- DRAINAGE PLAN - original acceptable per Town Engineer.

*Motion made by Charles Putzbach and second by Michael Cleary to grant Final Site Plan Approval with no contingencies.*

*Ayes: 5. Nays: 0. Abstain: Waver- with no questions or input. His company is working on this project.*

*Motion Carried.*

IV SUGGESTED RESOLUTION FOR TOWN BOARD

According to NYS Town Law Sections 267 & 271, and other Laws as referenced in the Resolution, Planning Board members are required to take four hours of accredited courses annually. Such courses are to be recognized by the Town Board as meeting those requirements. A copy of that Resolution was provided for review by the EPB. It was unanimously approved. A copy will be given to the Town Board for approval.

V EPB ATTENDANCE REPORT 2015

A copy of the Attendance Report for each month of 2015 was given to individual EPB members. Vouchers for annual payment were also distributed for signature. Copies will be given to the Town Clerk.

VI WORKSHOPS

*NYPF Conference, Saratoga Springs: April 17-19*

VII RESIGNATION - Diane Rohl, EPB Secretary

With the permission of Chairman Reid, Diane Rohl distributed a personal letter of resignation as secretary to the EPB, effective 12/24/15. She indicated a separate letter of resignation would also be submitted to the Town Board in the morning and that arrangements will be made to transfer all files from her home office to the Town Hall. The EPB expressed their appreciation for her nine years of service and wished her well in her future endeavors.

VIII FYI

Bldg Inspector's Report - November 2015  
ECB Minutes - Town Web Site  
ZBA Minutes - Town Web Site  
Town Board Minutes - Town Web Site

IX ADJOURN

Motion to adjourn at 8:30 PM by unanimous consent.

Respectfully submitted,

Diane Rohl,  
EPB Secretary