

**TOWN OF ELMA PLANNING BOARD**  
**1600 Bowen Road, Elma, New York 14059**  
**Phone: 716-652-3260**

**MINUTES OF REGULAR MEETING ~ NOVEMBER 21, 2017**

*The Regular Meeting of the Town of Elma Planning Board, hereinafter referred to as the EPB, was held on Tuesday, November 21, 2017 at 7:00 PM in the Elma Town Hall at 1600 Bowen Road, Elma, New York.*

**PRESENT:**

*Chairman Michael Cirocco  
Member David Baker  
Member Michael Cleary  
Member Gregory Merkle  
Member James Millard  
Member Charles Putzbach  
Member Robert Waver  
Alternate Thomas Reid (abstained from voting)*

**TOWN REPRESENTATIVES:**

*Raymond Balcerzak, Asst. Building Inspector  
Phyllis Todoro, Town Attorney  
James Wyzykiewicz, Town Engineer*

**I. APPROVAL OF REGULAR MEETING MINUTES ~ OCTOBER 17, 2017**

*Motion made by James Millard and second by Bob Waver to approve the Minutes of the EPB Regular Meeting held on October 17, 2017. Motion Carried.*

*Motion was made by David Baker and second by Michael Cirocco to amend September 2017 minutes to Identify the No vote for A.W. Miller Application for the New Steel Building at 7661 Seneca Street was for David Baker. Motion Carried.*

*Chairman Cirocco also mentioned that he tried to follow up with Mrs. Tober regarding questions for the U-Haul Storage application from October 17<sup>th</sup> meeting but Mrs. Tober was out of town. Chairman Cirocco noted that a meeting will be held within the next week to look at the site and hear Mrs. Tobers ideas. Chairman Cirocco mentioned if any other board members would like to attend to let him know.*

**II. SITE PLAN APPROVAL FOR 6272 SENECA STREET TO DEMO SECTION OF BUILDING AND RENOVATE FOR COMMERCIAL USE IN C-1 DISTRICT**

*Todd Huber introduced himself and is seeking approval for the brown building which is near the road and the white barn style building to the southeast of the brown building in which we are proposing to demo a section of building that at present would go from the center structure toward Transit road 36' and 26' in depth. Mr. Huber mentioned that the structure itself is not conducive to the overall plan. With the*

**II. SITE PLAN APPROVAL FOR 6272 SENECA STREET TO DEMO SECTION OF BUILDING AND RENOVATE FOR COMMERCIAL USE IN C-1 DISTRICT (CONT.)**

*demolition, it will then house 2 individual apartments (one upstairs and one downstairs) and one commercial business space. Mr. Baker asked if the tenants will have access from the back side of the building? Mr. Huber stated that the tenant will have access through the front door and the stairwell to the upstairs will be there. The downstairs tenant will enter from the side of the building. There will be no entrance from the back of the building. Mr. Huber stated at present there are five apartments and we will be removing 2 of the 5 apartments and then converting one of the residents to commercial business. Mr. Putzbach asked if there is any interest in tenants now? Mr. Huber mentioned not now but believes that removing a third of the building and renovating it that this will spawn some interest. Mr. Huber noted that along with the transformation of the brown structure not only the demolition of the one section of the building but we will also be building a walkout deck on the 2<sup>nd</sup> floor and then a walkout deck behind the first-floor resident as well.*

*Mr. Huber stated with the white building we had brought in fill and have it more accessible and doing so this brought the grade up about 3 feet and this requires us to put an access point entry so you will be able walk up the existing stairs to the left and walk down a few stairs to the first-floor apartment. Previously you would have to walk downstairs and walk 50 feet back off the road and then walk into the structure. By elevating the grade this it made it more accessible for the white building and then conducive to having a rear entrance on the retail space and the first-floor apartment.*

*Mr. Putzbach asked about the building on the back of the brown building. Mr. Huber noted on the back side of the brown building there is an existing bilco door there and instead of the door and the dead space we have enclosed that so the garbage cans will be stored in there and have access to the basement. Mr. Putzbach asked how many permits will be required? Mr. Huber stated two permits, one for each project. The EPB asked what are the exterior building details? Mr. Huber said he is not quite sure yet maybe either vertical vinyl or clapboard with a mixed of cultured stone. Mr. Huber pointed out that here will be rear decks of the back of the white building also.*

*The EPB asked about the parking spaces being on the neighbor's property. Mr. Huber noted there is an easement for the parking lot which allow the neighbor to drive in and out. Mr. Merkle asked if that parking lot is existing now? Mr. Huber stated it is. Mr. Merkle stated that this is the neighbor's easement to you. Mr. Huber said yes that is correct. Mr. Millard asked what the easement is for? Mr. Huber stated the easement is for her to have accessibility to park her car back there. Mr. Millard asked if this is her lot and Mr. Huber stated it is her lot. Mr. Millard asked if this easement allows you to park there and Mr. Huber stated it does. This easement will be submitted to the Elma Planning Board for review.*

*Mr. Huber received variances for §144-10 C; §144-142.12 A (1) and §144-142.14 F (1) from the Zoning Board Approval on 9/12/2017.*

*Mr. Reid stated this project meets the code requirements of §144-140. The purpose of the multiple dwellings code states that this building is an existing multiple dwelling therefore it supersedes the Springbrook Overlay.*

**II. SITE PLAN APPROVAL FOR 6272 SENECA STREET TO DEMO SECTION OF BUILDING AND RENOVATE FOR COMMERCIAL USE IN C-1 DISTRICT (CONT.)**

*The EPB will now review the checklist for Site Plan Review.*

*Approval for Preliminary Business Use Permit has been provided (10/18/2017~Town Board Meeting)*

*Submitted Application for Use Permit*

*Copies of ZBA minutes for Variance have been provided*

*Copy of SEQR provided*

*Zoning is C-1 in the Springbrook Overlay*

*Stamped Survey has been provided*

*Property details provided*

*Engineered blueprints provided*

*Intended Use for new building*

*Drainage: No wetlands*

*Water Department: Check on approval letter from Water Dept. if required*

*Signage: Applicant does not meet code and will seek variance at ZBA Meeting*

*Landscaping: Mr. Huber stated there will be no dumpsters and EPB agreed no additional screening is required*

*Need to Provide:*

- *On Survey show existing and surrounding properties (GIS Map)*
- *Details of lighting on building exterior and lighting in parking with manufacturers specifications and lumens on final site plans*
- *Parking: Need to identify designated parking spaces on final plans on applicants parcel and documentation of easements (6 parking spaces for apartments and 12 parking spaces for commercial building.*
- *Signage: Variance Approval or identify on final plans location, size and lighting of signage on final site plans.*
- *Landscaping: Need to identify all landscaping details (including stones/boulders) a/c units etc. on final site plans.*
- *Submit Erie County Department of Health approval letter.*

*Mr. Millard asked if any changes are needed on the white building? The EPB has no concerns with the white building as presented now.*

*Motion made for Preliminary Site Plan Approval by Mr. James Millard and second by Mr. Gregory Merkle. Yes~7 No~0. Motion Carried.*

*Chairman Cirocco noted that the applicant is asking for Finals Site Plan Approval but due to the items missing from the checklist the applicant needs to return with the required items above shown on the Final Site Plans for approval.*

**III. ADJOURN**

*Motion to adjourn at 8:45 by unanimous consent.*

*Respectfully submitted,*

*Brenda Barry*  
*Elma Planning Board Secretary*