

## TOWN of ELMA PLANNING BOARD

1600 Bowen Road Elma, NY 14059

Phone: 716-652-3260

### **MINUTES OF REGULAR MEETING- October 21, 2014**

The Regular Meeting of the Town of Elma Planning Board, hereinafter referred to as the EPB, was held on Tuesday October 21, 2014 at 7:00 PM in the Elma Town Hall at 1600 Bowen Road, Elma, New York.

#### **PRESENT:**

Chairman Thomas Reid  
Member David Baker  
Member Michael Cirocco  
Member Gregory Merkle  
Member James Millard  
Member Robert Waver  
Alternate Charles Putzbach

#### **ABSENT:**

Member Michael Cleary

#### **TOWN REPRESENTATIVES:**

Phyllis Todoro, Town Attorney  
Raymond Balcerzak, Asst. Bldg. Inspector  
James Wzykiewicz, Town Engineer (absent)

#### **I APPROVAL OF MINUTES - September 16, 2014**

*Motion made by David Baker and second by Robert Waver to approve the Minutes of the EPB Regular Meeting held on September 16, 2014.*

*Ayes: 7. Nays: 0. Motion Carried.*

#### **II CADETS FEDERAL CREDIT UNION - 1761 Transit Rd**

Architect John Lydon of Lydon Architectural Services, two of his associates and David Pasnik, representing Cadet's Federal Credit Union, appeared before the EPB to review the site plan for the proposed 3,000 square feet building. Located in a C-2 Commercial Zone, it will face Transit Road adjacent to the existing building being used for a hair salon. The Credit Union purchased the entire site which includes the building but intends to sell it once they receive Final Site Plan Approval. Then the site will be split into two separate lots, the commercial piece to be 300' x 300'. The EPB was informed that according to credit union guidelines, they are not allowed to own a residential lot.

Methods of ingress/egress were discussed. Initially the driveway was to have two points of access - one off of Kinsley Road and the other off of Transit Road - and was to run almost parallel to the building. The site plan was submitted to the DOT and they suggested rerouting the driveway so there was no longer a "straight run" between the roads which could be used by motorists as a short cut from Kinsley to Transit. Irrespective of the change, the driveway will be shared between the residential and the commercial properties with an easement in the respective deeds for the shared use.

Mr. Cirocco suggested that if ever there was a problem, another driveway could be installed from Transit Road to the Credit Union building. Mr. Pasnik estimated that there would be 6-8 employees; about 20 people per day would use the drive-thru window. (A1) The office will be open 9-5; the drive-thru will be 9-4:30. Curb cuts may be required by DOT. The legal address will be on Kinsley Road.

The building elevations were shown on the west and south sides only. (A2) While colors and trim were on the drawings, Mr. Lydon said they had not made choices as yet. He said their intent was to have a "residential look" and he will bring samples to the next meeting. In response to Mr. Pasnik's request to have some lights on 24 hours/day for security reasons, Chairman Reid asked that more legible lighting detail be provided including location, type and wattage, on the building and on the site, as well as the hours during which they will be lit.

Building setbacks on all four sides exceeded the minimum requirements. (C1) Diane Rohl will provide a copy of the Design Guidelines for Mr. Lydon. Site Plan (C2) detailed the landscaping with a listing of plants (no estimated value). Trees shown in the rear may be relocated on the property line due to septic system. Other plantings may be changed due to the re-routing of the driveway. Mr. Baker asked if there would be a dumpster to which Mr. Pasnik responded that only the usual garbage would be generated on site and it would not be necessary. Also shown was the parking plan with spaces measuring 9x20. Chairman Reid requested that if possible, the EPB would like to see the spaces 10x20.

Proposed is a sand filter septic system. (C3) The applicant will need assistance from the Town Engineer to locate the storm line. Drainage will be controlled by a storm water detention pond located in the front of the property. Mr. Lydon said that there are no wetlands on the site. The Type I SEQR, approved by the Town Board on 5/21/14 as the designated Lead Agency, will be reviewed again by the EPB, with a recommendation to the Town Board, due to a new Type I SEQR being submitted to the EPB on 10/14/14.

The following were determined to be required from the applicant before a recommendation to the Town Board for Final Site Plan Approval:

1. Stamped survey of site. Correct legal address. (Transit or Kinsley Road?)
2. Building elevations on all sides including colors, roof and trim detail.
3. Enlarged plan and specs for lighting on building and site.
4. Final Landscaping Plan with estimated value and signed two-year warranty.
5. Copy of site plan with rerouted driveway.
6. Verification of parking plan including size of spaces.
7. Drawing of any sign(s); size, color, lighting and location.
8. Location of fire hydrant(s) on site plan.
9. Letter of approval from Spring Brook Fire Co. for emergency access.
10. Letter of approval from EC Health Department for septic system.
11. Letter of approval from NYSDOT for property access, curb cuts if required.
12. Letter of approval from Elma Water Department.
13. Letter of approval from Town Engineer for submitted drainage plan.

*Motion made David Baker and second by Charles Putzbach to grant Preliminary Site Plan Approval.*

*Ayes: 7. Nays: 0. Motion carried.*

*Motion made by Chairman Reid to add Mr. Todd Huber of Building Solutions to the Agenda. Unanimous.*

**III MS PROPERTIES of WNY - Subjeck/Huber - 6890 Seneca St @ Conley Road**  
*(Note change of project name as officially submitted to Town Board for PBUP dated 9/9/14 but not provided to EPB prior to this meeting.)*

Mr. Reid recognized Mr. Huber and requested that in the future, he provide any documents by the deadline to "avoid any problems in the future". Mr. Huber presented a letter from Mark Subjeck, owner of the property, authorizing Mr. Huber to represent his interests for the subject property at this meeting only. Mr. Huber then distributed a colored rendering of the 2-50'x50' storage buildings. Asked if the colors would be as depicted, he responded that there would be cultured stone in the front of each building but that he had not made a choice regarding the color of the building siding - "would be earth tones".

Mr. Huber was advised at the 9/16/14 EPB meeting that the following would be required prior to Final SPA:

1. Preliminary Business Use Permit from Town Board - *Original provided at meeting by Mr. Balcerzak as submitted to Building Department.*
2. Site Plan indicating layout of buildings and location of existing house - *An enlarged copy of site plan was displayed and explained by Mr. Huber.*
3. Exterior building dimensions - *Shown in very small print on Elevations Plan.*
4. Elevations (4 sides) with dimensions, designs, materials, colors including building height, roof pitch, roof material and color - *Shown in very small print on Elevations Plan. Some dimensions, roof material and colors not shown or shown but determined not to be correct.*
5. Location of all lights, type and wattage. - *One on each building over door. On Proposed Site Plan along with lighting spec sheet (9/16/14).*
6. Show parking space and sidewalk dimensions - *Proposed Site Plan showing 7 spaces, 9'x20' (9/16/14).*
7. Curb cuts with approval letter by appropriate agency - *Mr. Balcerzak was uncertain whether Conley Road is County or Town; if County, curb cuts will be required according with DOT approval.*
8. Location of signs and size - *None.*
9. Drainage Plan - *Submitted according to Mr. Huber but no approval has been received from Town Engineer.*
10. Approval by Town Board establishing Drainage District. (rec. Wyzykiewicz)- *Requested by Mr. Huber of Town Board but no public hearing scheduled.*
11. Location of bathrooms - *One toilet in each building; not on Site Plan.*
12. Details of septic system & letter of approval from EC Dept of Health - *Letter from Engineer John Schenne (10/21/14) as "adequate to serve SF home and the two (proposed) commercial buildings, each with a single toilet".*
13. Letter of approval from Elma Water Department for water service (10/21/14)
14. Letter of approval from Springbrook Fire Co. ingress/egress (10/16/14)

15. Type I Short Form SEQR. Part I completed with signature - *Original provided at meeting by Mr. Balcerzak as submitted to Building Department.*
16. Landscaping - *Location and list of plants (9/16/14). Mr. Huber estimated the total value to be \$3,500.*

Mr. Huber said the total acreage is 1.08 AC. The storage buildings will be facing Conley Road and the address will be changed from Seneca Street. He said the plan is to tie into the existing septic system that serves the residence on Seneca Street, which is currently leased out by Mr. Subjeck. Mr. Huber explained there is a line of evergreens separating the residence from the proposed storage buildings. Deputy Chairman Millard requested that it be determined that the "existing tree line will provide an adequate buffer to the existing house". Mr. Huber was also requested to use in the future, the digital format of plans and to submit them to the Building Department in that format.

*Motion made by Chairman Reid and Second by James Millard to approve the Type I Short Form SEQR that based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.*

*Ayes: 7. Nays: 0. Motion Carried.*

*Motion made by James Millard and second by Gregory Merkle to grant Final Site Plan Approval contingent upon the following:*

1. *Provide enlarged copy of Site Plan to the Building Department, lettering and building dimensions legible; also site plan showing neighboring properties.*
2. *Provide information on materials for building and roofing and colors.*
3. *Provide stamped copy of Survey.*
4. *Provide information on toilet locations, enclosures, etc.*
5. *Letter of Approval from DOT for curb cuts if Conley Road is a County road.*
6. *Letter of Approval from Town Engineer for Drainage Plan.*
7. *Approval for Drainage District by Town Board at Public Hearing.*
8. *Letter of Approval from ECHD for septic system and proposed tie-in.*
9. *Landscaping Plan listing all plants with an estimated value and two year warranty agreement signed by Mr. Subjeck.*

*Ayes: 7. Nays: 0. Motion Carried.*

#### **IV EPB FALL IN-HOUSE WORKSHOP**

After some discussion, it was decided by the EPB to postpone the Fall In-House Workshop until after the first of the year. Those needing the additional education credits for 2014 will acquire them from the accredited on-line web site. A Resolution for recognition of annual educational credits, (as done in past years), will be forwarded to the Town Board for approval.

The EPB discussed the use of a laptop at meetings; the use of the Internet and the digital displaying of site plans and other information on the TV screen; and that it would be convenient if the Town provided a laptop for EPB use instead of Mr. Cirocco bringing his own. They asked that a request be forwarded to the Town Board.

- V FYI  
Bldg Inspector's Report - September 2014  
ECB Minutes - Town Web Site  
ZBA Minutes – Town Web Site  
Town Board Minutes - Town Web Site  
MDCC Minutes - Town Web Site

VI ADJOURN  
*Meeting adjourned at 8:45 PM by unanimous consent.*

Respectfully submitted,

Diane Rohl,  
EPB Secretary