

**TOWN OF ELMA PLANNING BOARD**  
**1600 Bowen Road, Elma, New York 140**  
**Phone: 716-652-3260**

**MINUTES OF REGULAR MEETING ~April 15, 2025**

*The Regular Meeting of the Town of Elma Planning Board, hereinafter referred to as the EPB, was held on Tuesday, April 15, 2025, at 7:00 PM in the Elma Town Hall at 1600 Bowen Road, Elma, New York.*

**PRESENT:**

*Member Michael Cleary  
Member Gregory Merkle  
Member James Millard  
Member Charles Putzbach  
Member Robert Waver  
Alternate James Lembke*

**ABSENT:**

*Chairman Michael Cirocco*

**TOWN REPRESENTATIVES PRESENT:**

*James Wyzykiewicz – Town Engineer  
Raymond Balcerzak - Asst Building Inspector  
Phyllis Todoro - Town Attorney*

**I. Approval of Regular Meeting Minutes from March 18, 2025**

*Mr. Millard motioned to approve the Minutes of the EPB Regular Meeting held on March 18, 2025. Mr. Lembke 2nd motion. Motion approved.*

**II. Site Plan Approval for a 24' x 40' pole barn for Calvary Heights Baptist Church @ 981 Bowen Rd**      **Applicant – Rev. Kevin Kabel**

John Nichter presented a proposal to build a 24x40 foot, 16-foot-high pole barn for storage. The plan includes one overhead door, one man door, and six windows. Discussion included demoing one of the existing sheds and relocating the other and ensuring lighting and color details.

**The checklist:**

**Documentation:** No variances required. Has existing business use permit

**Zoning:**

**Site & Building Details:** Did not provide a new stamped survey- should have one on file from previous application. Property details, layout of multiple buildings and blueprints provided. No color details provided. The applicant thinks it will be white or earthtones.

**Lighting:** There will be lighting in the building and wall packs on the outside. No new lighting in the parking lot

**Parking:** No change to parking lot or driveway

**Drainage:** No wetlands. Town engineer approved plan

**Signage:** No signage on the plan

**Landscaping:** No landscaping planned

**Water Service & Septic System:** No new water service or septic

**Fire Department:** No letter from the fire department

**II. Site Plan Approval for a 24' x 40' pole barn for Calvary Heights Baptist Church @ 981 Bowen Rd Applicant – Rev. Kevin Kabel (Continued)**

*A motion was made by Robert Waver and Seconded by Michael Cleary to give preliminary site plan approval* Yes-6- No-0 Motion Carried

*The EPB reviewed the short form SEQR. James Lembke made a motion to check box #2 on the SEQR, the motion was seconded by Michael Cleary.* Yes-6 No-0 Motion Carried

*A motion was made by James Millard and Seconded by Gregory Merkle to give final site plan approval contingent on the building colors being earthtones or white and outside wall pack lighting being downlit.* Yes-6- No-0 Motion Carried

**III. Site Plan Review for a parking lot and pavilion for Great Lakes Building Systems @ 3031 Transit Rd Applicant- John Wojdan**

Mr. Tim Shevlin and Dan Wojdan presented plans to build a pavilion and parking lot at 3031 Transit Rd for Great Lakes Building Systems which is located on the adjacent property at 3021 Transit. This will be employee parking and a pavilion for employees to use. Plans also include creating a new truck entrance for the business.

- **Zoning and Site Plan Approval**

The site is commercially zoned, no rezoning is needed, and the SEQR is on file.

- **Building Plans and Elevations**

Discussion on the absence of building plans and elevations due to John's illness. Dan, his son, will provide them to Joe later in the week. The building will have an open beam structure with down lighting.

- **Lighting and Parking Lot Details**

The meeting addressed the need for lighting details, including bollard lighting and parking lot lighting. The lighting will not face Transit Road and will match existing structures. Need to show the size of the spaces on the plan. Need to get a letter of approval from the NYSDOT for a new curb cut.

- **Drainage District and Plan**

Discussion on the need for a drainage district for two separate properties. If there is no existing district, a new one must be established. The town board will be involved in the process. Will need to provide drainage details and get approval from the town engineer.

- **Signage**

Mr. Shevlin was unsure about any new signage being put up. If there is it will need to be put on the plans

**III. Site Plan Review for a parking lot and pavilion for Great Lakes Building Systems @ 3031 Transit Rd      Applicant- John Wojdan (Continued)**

- **Landscaping and Screening**

Plans for landscaping were discussed, with a focus on matching existing designs. Details are expected within the next month.

- **Utilities and Fire Department Approval**

The fire department will review changes to egress. No restrooms or new septic systems are planned but there will be water to the shelter. Need to have this reviewed by the Elma Water Department.

*A motion was made by James Millard and Seconded by James Lembke to give preliminary site plan approval      Yes-6- No-0 Motion Carried*

**IV. Site Plan Review for a 7325 square foot addition for St. Paul's Lutheran Church @ 370 Main St      Applicant- Robert Breidenstein**

There was a group in attendance to present plans for a new sanctuary to be added to the recreation hall for St. Paul's Lutheran Church located on Main Street. The group included Jim Bammel from Bammel Architecture, Joey Tripi, III, Pat Sheedy, Jr., Lisa Breidenstein, Bob Briedenstein, & Jonathan Haseley. The EPB first discussed the zoning of this property. It is zoned C-1. C-1 zoning does have restrictions on the size of buildings that can be built and require a variance for anything bigger. However, being a church, it is not a commercial use. Churches are allowed in residential areas without restrictions on the size. Taking into consideration the use of the building, the EPB agreed to allow a building larger than code allows on this parcel without requiring a variance.

**The checklist:**

**Documentation:** Have a completed SEQR

**Zoning:** C-1

**Site & Building Details:** Have a stamped survey showing the layout of multiple buildings. There is also a house and a garage on the property. Have detailed dimensions, blueprints, and elevations. The building will be white with a black roof.

**Lighting:** Have a lighting plan. The building will have down lite wall packs and lighting by the door. There is 1 existing pole light in the current parking lot, and they are adding an additional one.

**Parking:** The code for church parking is 1 space for every 5 seats. There are currently 39 spaces, and they are adding 25 for a total of 64. Entrance will be one way with 2 ways in the back. Spaces will be 9 x 20 with 24 feet for drive space. Spaces will be striped. No new curb cuts

**Drainage:** No wetlands. Need approval from town engineer. Need to form a drainage district

**Signage:** no new signage

**Landscaping:** Have landscaping plans. No dumpster on plan

**Water Service & Septic System:** need letters from Elma Water Department and Erie County Health Department

**Fire Department:** Need letter from the fire department. Fire hydrant shown on plan

***IV. Site Plan Review for a 7325 square foot addition for St. Paul's Lutheran Church @ 370 Main St Applicant- Robert Breidenstein (Continued)***

*A motion was made by James Millard and Seconded by Michael Cleary to give preliminary site plan approval  
Yes-6- No-0 Motion Carried*

***III. Adjourn Motion to adjourn at 8:05 PM by unanimous consent.***

*Respectfully submitted,*



*Barbara Blair  
Elma Planning Board Secretary*