

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

MINUTES OF REGULAR MEETING ~November 18, 2025

The Regular Meeting of the Town of Elma Planning Board, hereinafter referred to as the EPB, was held on Tuesday, November 18, 2025, at 7:02 PM in the Elma Town Hall at 1600 Bowen Road, Elma, New York.

PRESENT:

Chairman Michael Cirocco
Member Michael Cleary
Member Gregory Merkle
Member Charles Putzbach
Member Robert Waver
Alternate James Lembke

TOWN REPRESENTATIVES PRESENT

Phyllis Todorro - Town Attorney
Raymond Balcerzak - Asst Building Inspector
James Wyzykiewicz - Town Engineer

ABSENT: Member James Millard

I. Approval of Regular Meeting Minutes from October 21, 2025

Mr. Cleary motioned to approve the Minutes of the EPB Regular Meeting held on October 21, 2025. Mr. Waver 2nd motion. Motion approved.

II. Update on previous agenda items

Town Engineer Jim Wyzykiewicz gave an update on 2 agenda items from the October meeting. He stated that he had reviewed the drainage for planned parking at both 1761 Transit Rd and 101 Jamison Rd. He reported that he did not find any issues with either plan.

III. Site Plan Approval for 6031 Seneca for addition of water service & septic
Applicant Phil Hill

- Applicants: Phillip Hill and Nicole Hill.
- Addition of water service and septic; building largely unchanged except for adding a bathroom in the back bay.
- Board reviewed design standards and prior approval contingencies (two-tone facade and stone on the front).
- Applicant explained budget constraints, construction conditions, and aesthetic concerns; building currently has black wainscoting and a two-tone treatment, but no stone.
- Discussion clarified that design standards include stone as an example and are suggestions; original approval had a contingency for stone/brick that the applicant did not implement.

III. Site Plan Approval for 6031 Seneca for addition of water service & septic
Applicant Phil Hill (Continued)

- Board considered whether to rescind or amend the prior approval; consensus moved toward amending the original decision.
- Landscaping plan was referenced as submitted; additional landscaping to be completed next spring.
- No changes to parking, lighting, or signage; drainage unchanged; C2 zoning.
- Town Engineer, Erie County Health Department, and Elma Water Department reviews showed no issues.
- Code section 144-86-3 section 5 was reviewed and it was determined that the project meets a number of the items listed in the code even without the stone that was approved.
- Use is restricted to the approved plan as cold storage; any change of use such as adding an office requires returning to the board.
- Checklist completed; prior SEQR referenced with answers read into the record, no new SEQR was submitted

A motion was made by Robert Waver and Seconded by Michael Cirocco to amend the October 15, 2024 approval to remove the contingency requiring stone/brick while maintaining the two-tone requirement and proper landscaping. Yes-6- No-0 Motion Carried

A motion was made by Michael Cirocco and Seconded by Gregory Merkle to give preliminary site plan approval for the addition of water service and a septic system. Yes-6- No-0 Motion Carried

The EPB reviewed the short form SEQR that was previously submitted. A new SEQR was not submitted with the application for water/septic. The answer for question #10 was changed from no to yes and initiated by the applicant. Mr. Cirocco made a motion to check box #2 on the SEQR, the motion was seconded by Mr. Cleary.

Yes-6 No-0 Motion Carried

A motion was made by Michael Cirocco and Seconded by Michael Cleary to give final site plan approval for new water service and septic system Yes-6- No-0 Motion Carried

IV. Site Plan Review for adding a 9 vs 9 soccer field @ 7110 Seneca St for Sahlen's Sports Park
Applicant Jim Bammel

- Applicants present Jim Bammel- Architect, Alex Sahlen and Aaron Lein from Sahlen's Sports Park
- Plan to develop vacant land (0.8 acre) into outdoor fields for age groups under-9 and under-12.
- Drainage to use the existing system; intent is to maintain current flow using fill and flow-slowning measures.

IV. Site Plan Review for adding a 9 vs 9 soccer field @ 7110 Seneca St for Sahlen's Sports Park Applicant Jim Bammel (Continued)

- Lighting will be dark-sky friendly with no spill toward the street, minimal visual impact except at night.
- Continuation of a successful “flash concept” already used nearby to enhance sports offerings.
- Project positioned as a logical expansion to meet youth sports needs; shared community support noted.
- Existing parking considered sufficient; first-come-first served; preference to use existing lots adjacent to the field.
- Street parking referenced on Seneca Street and a nearby driveway, but goal is to keep people off street sides to avoid property impacts.
- Bathrooms are available in the main building and inside the building at 7120 East (opposite end of the field).
- EMW Soccer has bathroom facilities and shares them; shared use has been in place for 20 years.
- A Special Use Permit is still required.
- Zoning referenced as C2; a stamped survey is available; existing retail buildings noted.
- Facility lighting identified as compliant (dark sky), though some plan details still need documentation.
- Landscaping applicability and water service discussed; soccer fields themselves will not require extensive water service.
- Fence line planned along Seneca Street, with potential vinyl signage/banners.
- One residence on site is currently tenanted; notice will be given prior to construction.

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

V. Other business

Member Gregory Merkle mentioned that the town lost an exceptionally good man last week. George Blair Jr served this town as a town councilman and a member of Kiwanis. He was also a huge supporter of the EMW Boys & Girls Club.

VI. Adjourn

Motion to adjourn at 7:53 PM by unanimous consent.

Respectfully submitted,

Barbara Blair

*Barbara Blair
Elma Planning Board Secretary*