

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

MINUTES OF REGULAR MEETING ~March 17, 2026

The Regular Meeting of the Town of Elma Planning Board, hereinafter referred to as the EPB, was held on Tuesday, March 17, 2026, at 7:00 PM in the Elma Town Hall at 1600 Bowen Road, Elma, New York.

PRESENT:

*Chairman Michael Cirocco
Member James Millard
Member Charles Putzbach
Alternate James Lembke*

TOWN REPRESENTATIVES PRESENT

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

ABSENT: *Member Michael Cleary, Member Gregory Merkle, Member Robert Waver*

I. Approval of Regular Meeting Minutes from February 17, 2026

*Mr. Millard motioned to approve the Minutes of the EPB Regular Meeting held on February 17, 2026.
Mr. Putzbach 2nd motion. Motion approved.*

II. Site plan review for a 60' x 100' storage building for Oakgrove Construction @ 6900 Seneca St Applicant : Joshua Brown

- The board reviewed the site plan for a new 6,000-square-foot storage building proposed by Oakgrove Construction. The proposed building is for storing equipment and materials, such as wood forms for bridge construction, to protect them from the weather. The structure will have two large overhead doors, one man door, and no windows. Lighting will consist of interior lights and potential floodlights over the doors. The color will match an existing building on the property.
- The board reviewed the site plan checklist, noting the property is in an industrial zone, has sufficient parking, requires no new curb cuts, and has no wetland or drainage issues.
- The board also determined the project would not have any significant environmental impact.

*A motion was made by Michael Cirocco and Seconded by James Millard to give preliminary site plan approval
Yes-4 No-0 Motion Carried*

The EPB reviewed the short form SEQR. James Millard made a motion to check box #2 on the SEQR; the motion was seconded by James Lembke. Yes-4 No-0 Motion Carried

A motion was made by James Millard and Seconded by Charles Putzbach to give final site plan approval contingent on approval from the fire department. Yes-4 No-0 Motion Carried

III. Site plan review for a shed display for Macaluso's Garage @ 5710 Seneca St
Applicant Jay Macaluso

- The board reviewed a site plan presented by Jay Macaluso and his tenant, Brian Reinford of Northwood Structures, to display 10-12 sheds for sale at 5710 Seneca Street.
- The property owner, Mr. Macaluso, is downsizing the car and RV sales business and will use the space to display sheds for Northwood Structures, a small family business.
- The display is for sales purposes only; there will be no permanent office on-site. Signage will be limited to temporary banners and small signs on the sheds indicating size and price.
- A key discussion point was an old, unused driveway on the property that people use as a cut-through. The applicant agreed to the board's recommendation to remove the old pavement and plant grass to block access and improve aesthetics.
- The board reviewed the site plan checklist, noting the approval does not require a letter from the fire department as the access and use are not significantly changing.

A motion was made by Michael Cirocco and Seconded by Charles Putzbach to give preliminary site plan approval Yes-4 No-0 Motion Carried

A motion was made by James Lembke and Seconded by Charles Putzbach to give final site plan approval Yes-4 No-0 Motion Carried

IV. Site plan review for a 31,000 S. F. addition to Crossroads Christian Church @ 1050 Girdle Rd
Applicant Pat Kleitz

Pastor Pat Kleitz and Douglas Klotzbach from K2 Architecture presented the site plan. The church expansion, a project 38 years in the making, involves a 31,000 sq ft addition to create a large auditorium and gymnasium complex. The new facility, connected to the existing building via a lobby, will have a combined seating capacity of 1,400 for special events like high school graduations. This was made possible by acquiring and merging an adjacent lot to create a 14-acre property, complying with the 15% building coverage limit. The board reviewed detailed architectural plans, discussed potential community use, and addressed concerns about traffic for large events. Following a thorough review of the preliminary site plan, which included discussions on parking calculations, drainage district requirements, and exterior finishes, the board granted preliminary approval. The applicant was given clear instructions on items needed for final approval, such as obtaining letters from the water, health, and fire departments.

- The architectural design connects a new pre-engineered steel building to the existing structure via a new lobby. The new building's roofline is lowered to complement the original church aesthetically.
- For final approval, the applicant must provide detailed parking calculations, investigate the creation or extension of a drainage district for the property, and obtain approval letters from the Elma Water Department, Erie County Health Department, and the local fire department.
- They must provide detailed renderings showing exterior colors and materials, including a planned outdoor pavilion.
- *A motion was made by James Millard and Seconded by James Lembke to give preliminary site plan approval Yes-4 No-0 Motion Carried*

V. Sketch plan review to convert an existing 2-unit dwelling to a 4-unit dwelling @ 6177 Seneca St Applicant Todd Huber

Mr. Huber presented a project to redevelop a property on Seneca Street into a four-unit apartment building by renovating an existing post-and-beam structure that used to be a church. This project falls under a special procedure requiring Town Board approval, with the Planning Board's role being to provide a recommendation. The applicant plans to combine two lots (6175 & 6177 Seneca Street) but noted the project cannot meet several design standards in the Spring Brook overlay code, such as minimum lot depth and maximum impervious lot coverage (estimated at 75-80%). They decided to recommend approval to the Town Board, suggesting that the non-compliant items be "grandfathered" or waived, and stipulating that the lot combination is a necessary contingency.

- The existing building is approximately nineteen hundred square feet per floor. It will have a loft on the third floor; The building will need to have sprinklers.
- The project involves renovating an existing building, which will not meet code for lot depth and will exceed the 50% maximum impervious surface limit (estimated at 75-80%). The board felt these deviations were acceptable and could be "grandfathered."
- The approval process falls under a special procedure. The Planning Board's official action is to make a formal recommendation, after which the Town Board will hold a public hearing (scheduled for mid-April 2026)
- A key contingency for the project is the legal combination of the two separate parcels (6175 and 6177 Seneca Street) into a single lot.
- A drainage district will need to be formed for the new combined parcel and will need the approval from the town engineer for the drainage plan.
- It was noted that the building-mounted lighting and proposed parking were satisfactory
- If the new garage does not meet the required 10' set back the applicant will be required to seek a variance for the new garage's rear setback.

EPB reviewed the planning board checklist:

Documentation: Applicant has applied to the Elma Town Board for a preliminary use permit. The Elma town Board needs to hold a public hearing before the project can be approved

Zoning: property is zoned C-1 and is in the Spring Brook Multiple Dwelling Overlay

Site & Building Details: Will need a new stamped survey showing combined properties, property details and layout of multiple buildings provided. It is an existing building so no engineered blueprints are needed. A proposed picture of the exterior was provided. Layout/details of individual units not provided.

Lighting: No details of lighting on the plans. Applicant says no lighting beyond what is existing

Parking: No new curb cut. The applicant plans to build a 5-car garage. 4 spaces will be used for the multi-dwelling building and 1 for the other single-family residence on the property. A variance from the zoning board will be needed for the new garage setback if it does not meet the required 10' from the back property line. No blueprints or information about the new garage were provided. Applicant says it will have vinyl siding and brick.

Drainage: No wetlands on the property. Will need approval from the town engineer. Will need to form a drainage district for the new parcel.

V. Sketch plan review to convert an existing 2-unit dwelling to a 4-unit dwelling @ 6177 Seneca St (Continued) Applicant Todd Huber

EPB reviewed the planning board checklist:

Signage: No signage on the plan. Applicant says he may put a Springbrook sign.

Landscaping: Applicant is not planning to have a dumpster on the site.

Water Service & Septic System: New proposed septic system shown on site plan. No letters from Elma Water or Erie County Health Department provided

Fire Department: No approval letter provided

After reviewing the Site Plan, The Elma Planning Board site plan checklist and the multiple dwelling code for the Spring Brook overlay the Elma Planning Board recommends that the Elma Town Board approve the plan to convert a 2-unit dwelling into a 4-unit dwelling at 6177 Seneca St. The EPB acknowledges the following deviations from the zoning requirements and design standards as stated in Elma Town Code 144-142.14: the lot exceeds the required square footage but does not meet the required lot depth, the imperious surface will exceed 50% of the lot and the existing building does not meet the front setback. The Planning Board reviewed these non-compliant aspects and concluded that the project's overall quality and alignment with the overlay's design intent outweighed the technical deviations. The EPB recommended waiving the code's tree requirement as per the landscaping section (J) of code 144-142.14.

The following items will need to be provided and approved before final site plan can be given: The two parcels need to be combined into one parcel, a new stamped survey of the new property needs to be provided, a drainage district needs to be formed, approval from the town engineer, approval of a variance from the Elma Zoning Board for the new garage setbacks.

*A motion was made by James Millard and Seconded by Michael Cirocco to give the above recommendation to the Elma Town Board
Yes-4 No-0 Motion Carried*

VI. Adjourn

Motion to adjourn at 9:23 PM by unanimous consent.

Respectfully submitted,

*Barbara Blair
Elma Planning Board Secretary*