

TOWN OF NEWSTEAD - PLANNING BOARD MINUTES
Newstead Town Hall – 7:00PM
November 27, 2017

MEMBERS Tom Cowan, Chairman
PRESENT: Terry Janicz
John Olaf
Don Hoefler
John Potera
Erik Polkowski
Andy Kelkenberg
OTHER: Christine Falkowski, Recording Clerk
Michael Borth, Code Enforcement Officer
Liz Pask, Second Deputy Town Clerk

Work Session

Minutes from last meeting: John Potera made a motion to approve the minutes of November 13, 2017, seconded by Andy:

Terry	- Aye
Don	- Aye
John Olaf	- Aye
Tom	- Aye
John Potera	- Aye
Erik	- Aye
Andy	- Aye

Proposed code changes

A detailed proposal from the Planning Board was distributed to the Town Board on November 15th with email copy to the Planning Board. The Town Board has requested a joint meeting with the Planning Board to discuss the proposal. This is scheduled to occur January 29, 2018 prior to our regular meeting that evening.

2018 meeting schedule

The final schedule will be emailed to Planning Board members and distributed at the next meeting.

Draft Goals & Objectives – Combined Comprehensive Master Plan

John Potera, member of the Comprehensive Plan Steering Committee, held a special meeting on November 20th where the Master Plan draft goals and objectives were reviewed with Tom, John Olaf, Terry, Christine and Liz. John stated that the meeting was helpful in providing a lot of information for this project. He relayed that the third public meeting is tentatively scheduled for Thursday, December 14th, 2017 from 6:00 -8:00PM for a semi-final draft document review. Tom encouraged all members to attend, adding that this will be a paid Planning Board meeting.

Zoning Board of Appeals Training

Mike extended an invitation to the Planning Board to attend zoning training provided by Corey Auerbach on Thursday, November 30, 2017 at 6:00PM, adding that this training will provide them with 2 (two) credits that can be carried forward to a following year. Tom concurred.

Meeting date 2017 recap:

- Thursday, November 30, 2017 – zoning training
- Monday, December 11, 2017 – regular Planning Board meeting
- Thursday, December 14, 2017 (tentative date) - Master Plan public meeting

Mid-Application Conference - V/L McNeeley Road – Tom Pacenzia

- 1-Lot Minor Subdivision
- Temporary Special Use Permit/Site Plan Application – Custom Woodworking Shop Home-Based Business in RA Zone

Tom Pacenzia attended the meeting in anticipation of potential Planning Board action. Christine reported this two-fold application is being reviewed at Wendel and that Wendel is still waiting for documentation of the wetland determination from Mike Metzger, Mr. Pacenzia's agent. Tom Cowan explained that the Planning Board has final approving authority for the minor subdivision application. Upon recommendation from the Planning Board, the Town Board will hold a public hearing and provide final approval of the temporary special use permit/site plan.

Preapplication Conference – 13722 Main Road – Lawrence E. Carlyon, Jr. and Lawrence E. Carlyon, Sr.

Messrs. Carlyon joined the meeting. After being vacant for some time since Billy Burd's collision shop, Mike reported he observed operations with cars displayed for sale at commercial property. Mike stopped and left his card in order to relay Town of Newstead requirements prior to opening a new business in the C-2 and overlay zones. Mike stated shared that Mr. Carlyon, Jr. called right away.

Lawrence Carlyon requested guidance on his desire to establish a car dealership and small car repair facility. He anticipates approximately 15-20 used cars with modest improvements to the building as he is not the owner. He also plans to do licensed repairs on his vehicles utilizing a mid-lift.

The following is required:

1. Tom explained that written authorization to proceed from David Glian, property owner is required.
2. The lot width, according to our records, is 197.5'. The overlay zone is specific to used car sales requiring 200' lot width. Therefore, an area variance approval from the Zoning Board is necessary.
3. If the variance is approved, an application for a temporary special use permit/site plan would be required. The overlay zone requires specific detail such as the layout of vehicle display, employee work areas, landscaping, lighting, signage detail, building aesthetics, including a rendering.
4. The Planning Board would review the application for temporary special use permit/site plan, and recommend that the Town Board approve it.
5. The Town Board would hold a public hearing and have final approval authority.

Christine will e-mail a site plan packet and pertinent codes to Mr. Carlyon.

Pending:

- Niagara Label - Site Plan: Lewis & Hake and/or 13760 Indian Falls Road: no action.

There being no further business, John Potera made a motion to adjourn the meeting at 8:00PM, seconded by John Olaf and all approved.

Respectfully submitted;
Christine Falkowski, Recording Clerk