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

MINUTES OF REGULAR MEETING ~September 15, 2026

The Regular Meeting of the Town of Elma Planning Board, hereinafter referred to as the EPB, was held on Tuesday, September 15, 2026, at 7:00 PM in the Elma Town Hall at 1600 Bowen Road, Elma, New York.

PRESENT:
Acting Chair James Millard
Member Michael Cleary
Member Gregory Merkle
Member Charles Putzbach
Member Robert Waver
Alternate James Lembke

TOWN REPRESENTATIVES PRESENT
Phyllis Todoro - Town Attorney
Raymond Balcerzak -Asst Building Inspector
James Wyzykiewicz – Town Engineer

ABSENT:
Chairman Michael Cirocco

I. Approval of Regular Meeting Minutes from August 18, 2026

Mr. Cleary motioned to approve the Minutes of the EPB Regular Meeting held on August 18, 2026. Mr. Lembke 2nd the motion. Motion approved.

II. Site Plan Review to remodel an existing building into a Tractor Supply Retail Store and a Recommendation to Elma Town Board for an above ground propane storage tank for Tractor Supply Retail Store @ 1000 West Maple Court

Applicant: Anthony Cocca

- **Project Overview:**
  - The project involves converting an existing property into a new Tractor Supply store.
  - The property is zoned C3 Commercial
- **Documentation & Plans:**
  - The board requested a copy of the plan that the applicant was holding, as it appeared to be more detailed than the one the board had.
  - A stamped survey is required and is expected to be completed in about two weeks
  - Blueprints with detailed dimensions, intended use, exterior finish materials, and colors for the new building are required. The building drawings are just getting started
  - The applicant noted that while there is a standard design for Tractor Supply stores, some variance is allowed for existing buildings.

II. Site Plan Review to remodel an existing building into a Tractor Supply Retail Store and a Recommendation to Elma Town Board for an above ground propane storage tank for Tractor Supply Retail Store @ 1000 West Maple Court (Continued)
Applicant: Anthony Cocca

- **Parking & Access:**
    - The plan proposes 62 parking spaces. Using the town code's 300 sq. ft. per space requirement for "other businesses," this number is sufficient.
    - The applicant confirmed that 54-55 spaces are normally required, so 62 is adequate, and there is ample land (approx. 8 acres) to add more if needed in the future.
    - The board requires that the dimensions of the parking spaces be shown on the site plan
    - The existing driveways for ingress and egress will be used. The board requested that the width of the driveways be included in the survey to ensure they are adequate.
- **Lighting & Fencing:**
    - Details for all exterior lighting (building-mounted and parking lot) are required. The board prefers downlit lighting to prevent light from escaping the property line.
    - A large fence is planned around the outdoor display area. Details of this fence are required.
    - A dumpster is shown on the plan, but details of the required screening/enclosure must be provided to meet code.
- **Signage:**
    - The applicant was unsure of the final plans for a monument sign near the road, noting their sign vendor usually oversees that application. It was noted this must be part of the final submittal.
    - No details of signage on the plan.
- **Propane Tank:**
    - A variance was already received from the zoning board for a 1,000-gallon propane tank.
    - The Planning Board's role is to provide a recommendation to the Town Board.
    - The tank is a high-demand item, used for various agricultural equipment and not just grills.
    - The board agreed to recommend approval, with the condition that final site plan approval would require verification of sufficient protection (bollards, canopy, etc.).
- **Utilities & Drainage:**
    - A new water line will be run from the street as the building is not currently sprinklered. A letter from the Elma Water Department is needed.
    - The property is on a septic system. As no bathrooms are being added (some may be removed), confirmation from the health department is not needed.
    - An engineer is preparing topographical data for drainage, which must be submitted to the Town Engineer for review.

II. Site Plan Review to remodel an existing building into a Tractor Supply Retail Store and a Recommendation to Elma Town Board for an above ground propane storage tank for Tractor Supply Retail Store @ 1000 West Maple Court (Continued)
Applicant: Anthony Cocca

- **Decisions:**

  *The board voted to grant **Sketch Plan Approval** for the Tractor Supply project*

  *A motion was made by James Lembke and Seconded by Gregory Merkle to **recommend approval** of the propane storage tank by the Town Board, with the caveat that final site plan review will ensure appropriate protection is in place. Yes-6 No-0 Motion Carried*

Public Comment:

Resident Robert Gross stated he is a customer of Tractor Supply and thinks they do a great job. He raised a point about ensuring this project complies with codes (e.g., garbage enclosures, parking islands) that he feels other businesses have been allowed to neglect. The board chair responded that they intend to address all code requirements for this project and have not asked for anything unreasonable.

III. Site Plan Review additions and alterations to a maintenance building for the East Aurora County Club @ 300 Girdle Rd Applicant: Steve Galtz

- **Project Overview:**
  - Daryl Martin- Architect spoke for a proposal to add approximately 3,000 sq. ft. to an existing 7,700 sq. ft. equipment storage building, for a total of about 10,000 sq. ft.
  - The addition is for storing sensitive golf course equipment that is currently stored outside.
  - The property is located in a Residential C zoning district, on a 142-acre parcel.
- **Site & Building Details:**
  - Construction will match the existing building (steel-sided, steel roof).
  - There are no new fences, berms, or a dumpster
  - No changes are being made to roadways or parking, as no new staff are being hired.
  - New lighting will be "dark sky" compliant, shining downward.
  - No new bathrooms are being added. Existing plumbing is being upgraded. No letter from water department or Erie County Health are needed.
  - No fire department letter needed

III. Site Plan Review additions and alterations to a maintenance building for the East Aurora County Club @ 300 Girdle Rd (Continued) Applicant: Steve Galtz

- **SEQR & Board Review:**
  - The board completed a SEQR (State Environmental Quality Review) for the project.
  - The area to be disturbed is approximately 0.1 acres.
  - The board determined the project would have no or small impact on the environment and would not result in significant adverse environmental impact.
- **Decisions:**

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

The EPB reviewed the short form SEQR. The answer to question 3a was filled in and initialed by the representative. James Millard 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 Michael Cleary and Seconded by James Lembke to give ***final site plan approval.***
Yes-6 No-0 Motion Carried

IV. Site Plan Review for a 60'x 100' garage for Transit Auto Detail @ 2161 Transit Rd Applicant: Albert Hassan

The applicant returned with changes to the previously approved plan.

- ***Building Size Change***
  - The Chair noted that board members had older copies of the plan and that the revised version included a change in the number of doors. The older plan apparently showed five doors. The applicant was now presenting four doors.
  - The previously reviewed building was approximately 50 feet by 80 feet, and the revised proposal was for a building measuring 60 feet by 100 feet. At 60 feet wide, two tow trucks could fit inside at the same time. The added length would also help keep more items inside the building.
  - The Chair noted that the larger building pushed the structure farther back on the property. After reviewing the zoning map, the Chair stated that the entire property appeared to be zoned C-2.

IV. Site Plan Review for a 60'x 100' garage for Transit Auto Detail @ 2161 Transit Rd Applicant: Albert Hassan (Continued)

- ***Applicant's Explanation of Site Plan Changes***
  - The applicant explained that the previous plan required the fire truck to drive around the back of the building. In the revised plan, the applicant added a central access area between the buildings, allowing fire trucks to access both sides.
  - other site elements, such as the dumpster location, did not change.
- ***Building Height and Code Compliance***
  - The height of the building has changed. The Chair wanted to confirm that the height remained within code, the maximum height in the C-2 district is 35 feet.
  - The Chair stated that, for completeness, the applicant should communicate the building height to the Building Department because it was not clearly shown on the plans reviewed by the board.
- ***Fire Department Review***
  - noted that the applicant had previously obtained a Fire Department letter for the original site plan. The applicant mentioned speaking with Tyler from the Fire Department. The Chair stated that because the circulation pattern had changed, the board would need a new Fire Department letter. The applicant had not yet received an updated letter for the revised plan. The applicant explained that the revised plan added another area for fire access and with the new central drive aisle and explained that fire vehicles could access both hydrants. The drive lane widths remained unchanged.
  - The Chair concluded that the fire access should be acceptable, assuming Fire Department confirmation.
- ***Lighting and Other Site Features***
  - The lighting on the plan had not changed.
- ***Decision***
  - The Chair characterized the matter as an amendment to an existing site plan, rather than a full new site plan review and asked whether the board felt it was necessary to go through the entire checklist again or only act on the alterations.
  - No additional checklist review was requested.

*A motion was made by Charles Putzbach and Seconded by Robert Waver to give **final site plan approval** on the amended site plan as presented Yes-6 No-0 Motion Carried*

V. Site Plan Review to amend plans for a 60' x 115' building for Cellino Plumbing @ 611 Bullis Rd Applicant: Lucas Cellino

- ***Prior Approval and Context***
  - The Chair noted that the applicant had previously received final site plan approval and had since reconsidered the layout.
- ***Applicant's Description of Changes***
  - Applicant explained that the building would be moved toward the west and be closer to the road. The parking would now be located behind the building. Applicant stated that elevation issues had been identified but could be addressed.
  - The structure itself and the size of the building remained the same.
  - The only building-related change was that all doors would be located on the eastern side, the west side would face Transit Road and that there would be no doors on that side, possibly only windows for natural light.
  - Nothing else would change.
- **Setbacks and Property Line Discussion**
  - After much discussion it was decided that the building was shown as being consistent with the code for setbacks
  - identified where the property line was shown on the plan.
- ***Fire Department Considerations***
  - The Chairperson stated that because the building was being moved in a way that appeared to provide more room for the Fire Department, there did not appear to be a need to return to the Fire Department for further review.
- ***Decision***

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

VI. Adjourn

Motion to adjourn at 7:56 PM by unanimous consent.

Minutes created from recording of meeting
Respectfully submitted,

Barbara Blair

Barbara Blair
Elma Planning Board Secretary