

**TOWN OF WHEATFIELD**  
**Comprehensive Planning Implementation Task Force**

**SUMMARY OF MEETING, AUGUST 25, 2016**

**Meeting Date:** Thursday, August 25, 2016  
**Actual Time:** 6:33 p.m. to 8:45 p.m.  
**Where:** **Community/Senior Citizen Center**

**Board Members In Attendance:** Justin Higner, Bob Cliffe, Drew Reilly, , Bill Wagner, David Sayles, , Karen Frieder, Richard Silvaroli, Richard Muscatello, Art Gerbec

**Focus Group Guests:** Gerald McCormick, Wally Friert, Joe Malloy

**Excused:** Richard Torcasio

**Approval of July 28, 2016 Meeting Summary -**

Art Gerbec

Meeting Summary was emailed to Board Members on August 25, 2016. (Focus Group members should have received a copy from their Chair leader). Motion to approve: Justin Higner. Seconded by Bill Wagner. Unanimously carried

- New Volunteers:** Beverly Young & Gerald McCormick , both assigned to the Community Development Focus Group
- Reassignment:** Doris Leaderstrof to Business Development

**Town Planner Report - Comments Reported**

Drew Reilly

- Blvd Zoning & Overlay Proposal –*
  - Requested 45 minutes on the September 22, 2017 agenda for a presentation to Task Force members, soliciting comments, recommendations, etc., prior to presenting the project to the Town Board members.
- Conservation Cluster Subdivision –*
  - Town Board is interested in hearing additional information before acting on the Task Force recommendation.
  - Suggest the law stipulate minimum lot sizes. The proposed law, as written, does provide for 40% greenspace preservation.
  - The proposed law requires a Public Information Meeting and SEQR processing.
  - As previously noted, the Cobblestone Subdivision could be a “grandfathered” project (will require some research on status).
- Airport Protection Law had some Minor Revisions made*
  - Will eventually need to be coordinated with surrounding communities
  - Town Board should be acting on this project shortly.
  - Doesn't affect single family homes
  - Site Plan Approval - must be reviewed by FAA.
- Motion to Town Board: Allowing farming activity in an R-R District*
  - Attended a Town Board work session to clarify/resolve Town Board concerns.
  - Some minor revisions made
- Hierarchal Zoning Throughout the Town*
  - *Soliciting comments from some residents*
- Wind Turbine Ordinances*
  - Will ascertain what is happening in surrounding communities
  - Town already has a Turbine Ordinance that may need updating. However, the Energy Focus Group will be concentrating on solar ground installations before tackling this assignment.
- Results of Farming in R-R District*
  - Town Board willing to proceed processing as written
  - Farming activity is not intended on standard subdivision lots or small acreage properties.

- *Information: PDR/PACE Eligibility Processing.*
  - Drew Reilly, Bob Cliffe and Richard Muscatello have scheduled a meeting with the Niagara County Economic Development Committee to discuss this topic.

**Special Note:** At the completion of Drew's report, supra, R. Muscatello congratulated both the Task Force and focus group members for their time and talents bringing these initiatives to the forefront.

#### **Administration & Legal Matters**

- Supervisor Bob. Cliffe:
  - North Tonawanda Library settlement – The Town Board accepted the five (5) year negotiated agreement with the North Tonawanda Library. Negotiations, once formally consummated, by the NT Library officials will result in sizeable saving for the Town of Wheatfield over the next 5 years.
  - As a result of a work session including Drew Reilly, the Town Board seems willing to act on following Task Force proposals: Conservation Subdivision, Airport Protection, R-R farming recommendations.
- Facilitator Richard Muscatello:
  - Cited the need for focus group budgets to be turned in at the September 22, 2016, meeting to comply with the Town's deadline. A short written "needs" statement is mandatory. (As a minimum, should there be a need for our Town Planner to attend one of your meetings next year, please cite that need in your financial request).
  - Additionally, cited the need for focus group ""Goals/Objectives"" to be submitted, in writing, no later than the October 27, 2016 Task Force meeting date. When considering Goals, please use the Town's Master Plan as a reference source. (As posted on the Town's web site).
  - Reminded group Leaders to please deputize someone to report on your behalf when you cannot make the Task Force meeting,

#### **Focus Group Leaders Monthly Updates**

- **Energy Application** Dave Sayles
  - The Group's "final" Town Solar Law Draft was sent to Drew Reilly for comment and Drew made some revisions and provided new copies to Dave.
  - Roof top Solar panel units are allowed by right. However, the group's intention is to review the roof top requirements to ascertain the adequacy of the guidance provided, e.g. "Black Market" panels will not be allowed.
  - The "final" Town Solar Law draft concentrates primarily on backyard and industrial ground/building mounted units and has some basic standards for rooftop units.
  - Subsequent to Drew's review, the resulting draft will be emailed to Task Force/Focus Group members for review and discussion at the September 22, 2016 meeting.
  - The wind turbines issue will scheduled for group discussion subsequent to the Solar Energy assignment.
- **Business Development Focus Group** Bill Wagner
  - Report on SWOT Re: Restrict Mixed Use Zoning Throughout the Town
    - Confine the recommendation to the NF Blvd business corridor for the immediate future
  - Commercial Development within the Town Center Boundaries
    - A project in the works.
  - Subdivision Build-out Analysis – New
    - Devoted significant time and effort exploring the process to come up with an accurate process to meet the intent of this project. The chairman met with Bridgette Grawe, Town Assessor, to better understand the variables that go along with this project



- **Veterans Memorial** Art Gerbec/Richard M
  - Fund Raising Challenges
    - Scheduled an interview with a professional fund raiser on September 8, 2016
  - Engineering & Architectural Drawings
    - Waiting to hear from Wendel & Trautman companies. An important aspect that needs immediate attention.
- **Disaster Planning** Richard Silvaroli
  - Membership Solicitation
    - In process. Working with the Fire Advisory Board in the interim.
  - Adjunct Status for Fire Company Chiefs
    - Under consideration
  - Disaster Management Plan Exercise.
    - Under consideration with the cooperation with the Town's Fire Company Chiefs
    - Actively coordinating Disaster Preparedness Citizen training programs for educating residents on the rudimentary means of surviving a disaster situation.
    - Developing a Special Emergency Preparedness page for emergency contact and other practical tips for homeowners for posting to the Town's web site.
    - The shelter sites in the Town are generator adaptable but do not have their own in-house generators. This will be addressed in the future, e.g., elected State officials may be in position to underwrite the expenses involved.

**Next Meeting Date & Time**

Date: September 22, 2016  
 Time: 6:30 p.m. to 9:00 p.m. (approximate)  
 Location: Town Community /Senior Citizen Center

**Important Notice to Focus Group Leaders- Repeat**

All notices, announcements, summary of meetings, meeting agendas, etc., destined for **focus group** members are addressed to the focus group leaders. *The leaders, in turn, are expected to disseminate/distribute those communiques to their focus group membership.* (Thank you).

**Adjournment Motion** made by Richard Silvaroli, seconded by Justin Higner; unanimously approved, at 8:25 p.m.

Respectfully submitted:

Bill Wager & Justin Higner, Secretary Pro Tem (Edited by Facilitator Richard W. Muscatello)

**Distribution:**

Town Supervisor	Task Force Members	Town Board Members	Focus Group Members
MIS Coordinator	Town Clerk	ZBA Chairperson	Focus Group Leaders

**Next Task Force Meeting Dates:**

September 22      October 27                      November/December 8, 2016

**Thought:** The greatest mistake you can make in life is to continually be afraid you will make one – E. Hubbard

