

Draft Minutes – NOT Board approved at this time

January 18, 2017

Pre-Meeting Business

PB Members Present: Richard Muscatello, Donald Proefrock, Melissa Germann, Michael Polek and Walt Garrow.

Town Board Members Present: Supervisor Robert Cliffe, Councilman Gilbert Doucet, Councilman Arthur Gerbec, Councilman Larry Helwig and Councilman Randy Retzlaff.

Also Present: Town Attorney Mathew Brooks, Town Highway Department Supervisor Paul Siegmann, Town Water & Sewer Department Supervisor Richard Donner, Town engineer Wendel and members of the public.

6:00 p.m. – per a request from the first agenda applicant, the Planning Board invited the Town Board, the Town Highway Supervisor and the Town Water & Sewer Department Supervisor to tonight's meeting, to discuss items concerning the applicants planned housing development. The primary topic they wanted to discuss was whether they could have a cul-de-sac within the development and secondarily whether they needed a secondary means of egress into/from the development. The Town Code is vague on those issues and doesn't clearly decipher whether the Planning Board can legally, not approve a design if there is a cul-de-sac, or if there is not a secondary means of egress.

It was decided that the Town attorney would start looking into making changes to the Town Code to address those two items. Research would be made into how other local communities are dealing with these issues. Recommendations that were discussed were: 1) Cul-de-sacs will not be allowed in developments unless the applicant provides a compelling reason why one is needed, and then the cul-de-sac would have to be private and attached to a private road. 2) Developments must have a secondary means of egress unless they provide a compelling reason as to why they cannot have one. 3) Creating Town specifications for street signs and street light to include design and placement.

Lastly, discussion was had related to private roads within the Town. Private roads have their own rules that create difficulties for the Town. For example, cars could be allowed to park on both sides of the road which would inhibit Town emergency vehicles, and the utility easements do not allow adequate space for utility repairs by the Town.

The regular meeting of the Wheatfield Planning and Zoning Board was called to order at the Wheatfield Town Hall at 7:40 p.m. by Chairman Walt Garrow.

Summary of Agenda

There were 2 applicants scheduled on the agenda for tonight and both ended up removing themselves from the agenda. There are not Review Results for this meeting.

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The Planning Board received information packets from a company named “mobility”. The packets included information, pictures of, and designs for utility poles they wish to install within Town right-of-ways to support the wireless telecommunications infrastructure.

Other Board Business

Moved by D. Proefrock, Seconded by R. Muscatello to approve the minutes of January 4, 2017 as presented. Motion unanimously carried.

Town Board Appointments for 2017: Melissa Germann was reappointed member of the Wheatfield Planning Board, term ending December 31, 2021; Walt Garrow was reappointed Chairman of the Wheatfield Planning Board for the year 2017.

The Wheatfield Planning Board meetings for CY 2017 will be held on the first and third Wednesdays of the month, beginning at 7 PM in the first floor Council Chambers, , Town Hall building. Exceptions: the months of July and August, where only one monthly meeting will be held. These meetings will be conducted on the second Wednesday for both July and August. Motion made by W. Garrow, Seconded by R. Muscatello to approve. Motion carried.

As needed, all regular meetings will be preceded by a Tuesday morning work session to be held in the Building Department, scheduled at 9 AM. Planning Board members attend the work sessions on a volunteer basis. No decisions are made at the work sessions and they are open to the public. Motion made by W. Garrow, Seconded by D. Proefrock to approve. Motion carried.

Motion made by W. Garrow, Seconded by M. Polek to appoint Richard Muscatello, Vice-Chair of the Planning Board for the CY 2017. Motion carried.

Motion made by W. Garrow, Seconded by M. Germann to appoint Michael Polek, Secretary of the Planning Board for the CY 2017. Motion carried.

All members of the Wheatfield Planning Board have met or exceeded their minimum required four (4) hours of Continuing Education Units (CEU) for CY 2016, per New York State Law. Authenticated copies of the CEUs are on file with the Town Human Resources professional and possessed by each Planning Board member.

Next meeting: February 1, 2017

8:00 p.m. - Motion made by M. Germann, Seconded by M. Polek to adjourn the meeting. Motion unanimously carried.

Respectfully Submitted,
Michael Polek, Secretary