



TOWN OF WHEATFIELD
COUNTY OF NIAGARA
Zoning Board of Appeals
2800 Church Road, North Tonawanda, NY 14120
Phone: (716) 694-1026 Fax: (716) 694-1800
www.wheatfield.ny.us

Minutes of Meeting
November 26, 2018

Chairman Muscatello called the meeting to order at 7:00 pm.

Roll Call:

Present:	Richard W. Muscatello (Chair)	Michael Schaffer (Vice Chair)
	Matthew F. Klettke	Deborah Carr (Secretary/Non Member)
	Arthur Kroening	Art Gerbec

Reading & Approval of Previous Meeting Minutes:

Motion to approve minutes of November 12, 2018:

Made by:	M. Schaffer	Seconded by: A. Gerbec
	<input type="checkbox"/> A. Gerbec - Yes	
	<input type="checkbox"/> A. Kroening – Yes	
	<input type="checkbox"/> M. Klettke – Yes	
	<input type="checkbox"/> R. W. Muscatello – Yes	
	<input type="checkbox"/> M. Schaffer – Yes	

Motion approved

Communications None

Reports of Committees: Not applicable

Unfinished Business:

Continuing Education Discussion: regarding “Use variance” as outlined in the NY State ZBA manual. State counsel cautions Town officials that the “Use” variances must be strictly controlled and minimized with substantial documented justification.

An actual Use Variance Request previously approved by the ZBA was discussed and analyzed. The review consisted of a step by step review of each step of the process from the point of view of the petitioner and the approving authority. Ensuing discussion was revealing, resulting in an appreciation of the length and breadth of the process.

New Business:

The Flood Zone Variance Application amendment was unanimously approved.

Hearing(s) Held/Interpretations

A Protocol for Conducting Public Hearings was distributed to each member. The purpose is to rotate the “Facilitator” responsibilities among each member of the Board starting with the January meeting.

Public Hearings: The Building Department expects 1 or 2 Variance Requests for the December 10, 2018 meeting.

Miscellaneous: None at this time.

Next Meeting Schedule: December 10, 2018 @ 7:00pm, sharp, Building Department Conference Room, Lower Level, Town Hall.

A motion to adjourn: made by M. Schaffer, seconded by A. Gerbec Ayes: Unanimous

Respectfully Submitted,

Deborah Carr
Secretary, Zoning Board of Appeals (edited)

Distribution: ZBA Distribution Listing

Don MacSwan, Supervisor
Mike Klock (Building Dept.)
Curt Doktor
Art Gerbec
Mike Schaffer
Deborah Carr

Bridgette Grawe (Assessor)
Matthew Klettke
Walt Garrow (Planning Board)
Art Kroening
Harrington-McDonell (Town Clerk)
Richard W. Muscatello

Randy Retzlaff
Gil Doucet
Larry Helwig
Don Wallace (MIS)
Fire Advisory Board
Record File