

**TOWN OF ELLICOTTVILLE**  
**PLANNING BOARD MEETING MINUTES**  
**Monday January 22, 2024 at 6:00 p.m. at the Town Center**

**PRESENT:** Timothy Zerfas, Chairman  
Caitlin Croft, Vice-Chairperson  
Sheri Barrera, Member  
Daniel Kruszynski, Member

**ALSO PRESENT:** Gregory Keyser-Town Planner, Kelly Fredrickson-CEO, John Zerfas-Town Board, Louise Isaacs-Applicant, Michael Rotella-Applicant, Mary Gorndt, Jim Gorndt, Thomas Needham, Jake Northrup, Julie Sergel, Spencer Timkey

Mr. Timothy Zerfas, Chairman called the meeting to order at 6:00 p.m.and presented the agenda for changes or additions. Nothing was submitted.

Mr. Zerfas presented **TZP-2023-300, 7200 Horn Hill Road, Louise Isaacs, Special Use Permit and Site Plan Review of a 2 cabin campground.** He noted that the public hearing is still open and asked for questions or comments from the people attending.

Louise Isaacs presented a slideshow on her computer for the board members including the 2 Amish style cabins and a site plan for the 720 square foot lot. The proposed sanitary sewage disposal will be an outhouse privy or a port-a-john which will be in an enclosed structure between the cabins. The structure will also have trash storage. Toilets are also proposed in the cabins. Water supply will be a 5 gallon hot and cold water dispenser in the kitchen and a 64 fl. oz. container for the bathroom. Propane will provide heat in the winter and electricity will be provided with plug in sites like those used for recreational vehicles. A cleaning person will clean the cabins and remove trash from the site. Two parking spaces are provided by each cabin.

Mr. Keyser noted that the public hearing notice was sent to surrounding property owners and published on the Town website. He asked Ms. Isaacs to email him the slideshow so it can be put up on the Town website for public review and be provided to the Board members.

Ms. Barrera asked are you constructing a privy/outhouse or a port-a-john?

Ms. Isaacs said a port-a-john in an enclosure.

Mr. Kruszynski asked what type of toilets will be in the cabins?

Ms. Isaacs said a compost toilet or whatever the Health Department will allow and approve.

Mr. Fredrickson noted that Ms. Isaacs does not have Cattaraugus County Health Department approval yet.

Ms. Barrera asked if the Health Department had a plan to review?

Ms. Isaacs said yes.

Mr. Fredrickson advised that the Building Code requires running water be provided in order to issue a building permit.

Mr. Kruszynski asked how was the water handled for the yurts campsite on Route 219?

Mr. Fredrickson said the yurts are not considered a structure even though they were put on foundations. Ms. Isaacs has already put the cabins on the site. They are pre-made, but need to meet the building code.

Mr. Kruszynski noted that from the photographs the cabins appear to be completed with the insides finished.

Ms. Isaacs said yes.

Mr. Kruszynski said his concern is that the finished cabins cannot be inspected properly. An electrical inspection cannot be made if the wiring is not visible

Ms. Isaacs advised that Peter Krog spoke with the carpenter who built them and he was assured that they were both built the same.

Mr. Kruszynski noted that even if they are built to the same plan there could be differences that an inspector would notice.

Mr. Zerfas said a concern is generating wastewater and how it will be handled.

Ms. Isaacs said it will be held in tanks and the cleaning staff will dispose of it.

Mr. Keyser advised that he has not seen a plan for the foundations, a site plan for the driveway and parking and adequate information on the water supply and waste management.

Ms. Barrera asked should we close the public hearing or leave it open? It appears we do not have enough information to act on the application.

Mr. Zerfas said we should leave the public hearing open pending receipt of more information.

The Minutes of the November 27, 2023 Meeting were read. Corrections were made.

**Moved by Ms. Croft to approve the Minutes of November 27, 2023 as corrected.**

**Seconded by Ms. Barrera. Ayes all. Carried.**

Mr. Keyser presented sections of the zoning covering standards for review and Decision of the Preliminary Plan application, Special Use Permit and Site Plan Review for Board Members to review.

Mr. Zerfas presented TYP-2023-267, 6499 U.S. Route 219, Reid Petroleum, Special Use Permit and Site Plan Review of a proposed commercial gasoline service station.

Mr. Keyser presented comments from NYSDOT as part of the SEQR review. The NYSDOT is asking for sidewalks as part of the project. Reid Petroleum is opposed to sidewalks. If the Planning Board agrees with NYSDOT there would be about 1000 feet of sidewalk constructed. The TIS should include Steelbound Brewery expansion and other future developments in the area.

Mr. Keyser presented a map of the area also showing the proposed location of the Ellicottville/Great Valley Trail.

**Mr. Zervas moved to table TZIP-2023-267, 6599 U.S. Route 219, Reid Petroleum, Special Use Permit and Site Plan Review of a commercial gasoline service station. Seconded by Mr. Kruszynski. Ayes all. Carried.**

Mr. Zervas presented TZIP-2023-278, 6064 NYS Route 242, Michael Rotella, Preliminary Plan Application for a 7 lot Subdivision.

Mr. Keyser presented a slope map showing 7 two-acre lots with 150 foot frontage. The front yard setback is 100 feet as the first 100 feet along Route 242 is in the Conservation District. The property is in the Low Density District where single-family homes are allowed and the side and rear yard setbacks meet the zoning requirements. The map also shows the proposed building envelopes on each lot.

Ms. Barrera asked, are there individual driveways onto Route 242?

Mr. Rotella said yes. Each lot has access from Route 242.

Mr. John Zervas asked, are there guide rail cuts?

Mr. Rotella said no, but he will check with the NYSDOT to see if they are needed.

Mr. Keyser noted that NYSDOT will address the guide rail issue as part of its review.

Mr. Keyser advised that a Short EAF has been provided so the SEQRA process can be started. The project will require referral to the Cattaraugus County Planning Board. If the Board members feel the application is complete a public hearing can be set for the February meeting.

**Moved by Ms. Croft to set a public hearing for TZIP-2023-278, 6064 NYS Route 242, Michael Rotella, Preliminary Plan Application for a 7 lot Subdivision for February 26, 2024 at 6:00 p.m. Seconded by Mr. Zervas. Ayes all. Carried.**

Mr. Zervas presented TZIP-2023-376, 6442 NYS Route 242, North Park Innovations Group, Lori Northrup, Zoning Amendment, Referral from Town Board.

Mr. Keyser advised that Lori Northrup is proposing a 20,000 square foot addition to the existing manufacturing building which is in the Town High Density Residential District. She has requested that the Town Board rezone the property to commercial to accommodate the facility expansion of this non-conforming use. The Town Board is asking for a recommendation from the Planning Board on the rezoning. There can only be one environmental review and the Planning Board should be the Lead Agency for the SEQRA review. How do you want to proceed?

Ms. Barrera asked if the proposed town homes are included in this review?

Mr. Keyser said no, only the expansion of the existing manufacturing facility.

Planning Board members agreed that they need more time to review the materials and will not act at this meeting.

Mr. Keyser said he will let the Town Board know that the Planning Board is reviewing the request.

Mr. Zerfas advised that there are two openings on the Planning Board and the Town Board is looking for a recommendation on which candidates to appoint.

Mr. Keyser presented Jake Northrup, Julie Sergel and Spencer Timkey who have expressed interest in serving on the Planning Board. He noted that he invited them to attend a meeting so they will know how applications are reviewed.

Each candidate presented a short statement on why they wish to serve and their occupation.. Planning Board members introduced themselves and stated their occupations.

Mr. John Zerfas of the Town Board noted that the Board tries to appoint people with different skill sets and who live in different geographical areas of the Town.

The candidates were excused and the Board members discussed which candidates to recommend.

**Moved by Ms. Croft that the Planning Board recommends Jake Northrup and Spencer Timkey be appointed by the Town Board to fill the vacancies and that Julie Sergel be appointed to fill any future vacancy. Seconded by Mr. Kruszynski. Ayes all. Carried.**

**Moved by Mr. Zerfas to adjourn. Seconded by Ms. Barrera. Ayes all. Carried.**

The meeting was adjourned at 7:45 p.m.