

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

**Meeting Date - Thursday, January 13, 2011**

**Attendance:**

Refer to Attachment this summary

**Minutes - Approval**

Approved unanimously

**Master Plan Update Exercise**

- The first fifty- (50) minutes of this meeting were devoted to soliciting focus group input for upgrading the 2004 edition of the Town's Master Plan. (The Task Force is soliciting Focus Group input in order to achieve a seamless Master Plan final document. A successful internal updating of the Master Plan can result in the savings of several thousands of dollars for the Town). Drew Reilly, Town Planner, is facilitating the upgrade process.
- Three (3) Focus Groups have supplied Drew Reilly, Planning Consultant, the material explained and requested at the December 2010 meeting. The remaining Focus Group Chairs are asked to forward their materials to Drew by February 15, 2011, using the following contact sources:
  - Fax: 625-6825
  - Email: [areilly@wd-ae.com](mailto:areilly@wd-ae.com)
  - Phone: 688-0766 Ext. 1168
  - Address: Wendel Duchscherer  
140 John James Audubon Parkway, Suite 201,  
Amherst, NY 14228
- A Town of Wheatfield Comprehensive Plan update was distributed to members in attendance and explained. Drew's planning observations were also shared with the members.
- The "What's Next" planning literature was also distributed, explained, along with an invitation for Task Force feedback. The most pressing Goal at this time is to update the Town's Master Plan. Bring your priorities to the February 24, 2011 meeting.
- A sharing of the Town Board's philosophy relative to implementing a sidewalk plan for the Town would be most helpful.

### Legal & Administrative Issues

- An amended **JunkYard Law** was presented to the Town Board. A public hearing is to be scheduled.
- Status of **Planned Unit Development Law Revision** was also presented to the Town Board. A public hearing is to be scheduled.
- The Town Board adopted the Planning Board's proposal for **Access Management Guidelines**.
- The amended **Site Plan Review Process** was presented to the Town Board. It will be acted upon shortly.
- The proposed **Special Events Law** will be discussed at the Town Board work session.
- A **Local Waterfront Revitalization Program (LWRP) public hearing** is scheduled for February 10, 2011, 7:00 p.m., Frontier Fire Hall. All are invited.
- **Greenway trail Update** - The Town's Grant Writer has documented justification for a 2.5 million-dollar grant. It is to be submitted to Congressman Chris Lee by the end of the month for his intervention.

### OZ Central Update

- John Simon offered to conduct a 45-minute presentation on the status of OZ Central project at the March 2011 Task Force meeting. The presentation will highlight the impact that the OZ project will have on the Town of Wheatfield.

### Business Development Focus Group

- Chairperson Greg Witul was unable to attend this meeting. Focus Group member Larry Witul was deputized to make the official report
- The Business Development Survey is to be mailed by the end of the month.
- Goodman's Market conducted a similar but more abbreviated survey. Greg intends to contact the Goodman officials to mutually share the results.
- Rezoning justification for rezoning residential properties on NF Blvd. to commercial zoning is in process.
- Beautification Plans, particularly at Town intersections, are planned with support coming from the Town's Garden Volunteers.
- IDA Hi-Tech Maps for Town Use - No report for this meeting
- Tax or monetary incentives for **already existing businesses** requires more consideration.
- Evaluation of 2<sup>nd</sup> & 3d-business development rings in the **Airport Zone** - No report for this meeting.
- The January Focus Group meeting was postponed because of inclement weather.
- Two (2) additional volunteers have been assigned to the Focus Group.

### Alternative Energy Focus Group

- Chairperson Joe Malloy was unable to attend this meeting. Focus Group member Walt Bissett volunteered to articulate the highlights of the Group's last meeting.
- Status of drafting a proposed **Outdoor Burner Law** is a project in process.
- Status of **Lighting Grant** - no report
- **Solar Possibilities for Commercial/Residential Application** - no report. However, a question arose as to whether or not the Town Board intends to regulate **solar panels**. At this time **wind turbines** are not allowed within the Town.
- **Web Site Link - Energy Opportunities** - no report
- Recommendations for **LED Signage/Uses** in the Town - A LEED sales representative is scheduled to address the Focus Group at their February 2011 meeting.
- Adequacy of the **Town's Windmill Law** is still being analyzed.
- Review Results of the **Cambria Wind Energy Systems Law** - Preliminary feeling of the Focus Group is to recommend that the current Town law is sufficient.

### Agriculture Focus Group

- Status of **Agriculture Overlay District Law** is in the process of being modified.
- Addressing **Farmer concerns** - At the February Focus Group meeting a program will be launched to create and promote an information awareness campaign to educate Town residents.
- **Agriculture Energy Efficiency Opportunities**- Planning to coordinate this effort with the Alternative Energy Focus Group, as a joint effort.
- **Farm Traffic Concerns - Road Signs** - Farmer recommendations for improving their personal safety and the safety of their equipment has been documented and will evolve into a plan of action. The group is in the process of contacting Art Kroening, Niagara County and New York State officials to determine the availability of suitable signage to address the farmers' concerns. Art Kroening will be asked to present Town road request. Currently, awaiting responses from the State and County.
- **Buffer Guidelines** - Current group thinking is that extensive buffer requirements are not practical. Minimal buffer requirements may be all that is needed, e.g., 20 feet. This will be resolved shortly.

### Greenspace Focus Group

- A detailed written report was furnished the Task Force Secretary, addressing all of the following topics. A more detailed report will be included in the February 24, 2011 meeting summary. Progress has been made in each category.
- Developing Changes to the Master Plan
- Transfer of Development Rights
- Approving an Agriculture/Residential District
- Status of Easement Protocol/Access to Wetlands Law
- Report of Prioritized Goals for CY 2011
- Schedule for Stream Energy Surveys
- Subdivision Design Ordinance Guidelines
- Model Test findings

### Disaster/Emergency Planning Focus Group

- Final Draft of an **Emergency Management Plan** was distributed to the Town Board. Approval at the January 24, 2011 Town Board meeting is anticipated.

### Town Center Focus Group

- Larry Quigliano was unable to attend this meeting. However, Melissa Germann, Focus Group member; representing Larry, volunteered the report.
- **Town Center Mall/Plaza Complex Concept Planning** - Concept plans are in process utilizing informational material from the American Planning Association publication titled "Creating City Centers." At least 3 - 5 concepts are planned.
- Practicality of a **Town Center District Zoning** - Being analyzed with the assistance of the Town Planner.
- Status of **Sale of Town Property on Witmer Road** - No positive prospects at this time.
- **CY 2011 Winter Events** - No report at this time
- **Final CY 2010 Farmers' Market Report** - No report at this time.
- **Clarifying Status of Oppenheim Zoo/Kiwanis Claim to Property.** No report at this time.

### Parks & Recreation Focus Group

- Chairperson Ed Sturgeon resigned the position because of family concerns. He will remain as a Resource person.
- Councilmen Larry Helwig and Gil Doucet will now co.-chair the focus group.
- Gerry Horner has been appointed as the Facilitator for the focus group.
- **YWCA/YMCA Interest in the Wheatfield Area** - No report at this time.
- **Summer Youth Programs** - No report at this time.
- **Solicitation of Volunteers** Progress - Eight (8) new members have volunteered to serve on this focus group. Each member is well educated and/or experienced in the area of Parks and Recreation.
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**Veterans Memorial Focus Group**

- Progress Report - Ed Sturgeon has accepted the position as temporary chairperson of this focus group.
- The next meeting will be held on January 24, 2011.

**Adjournment**

Karen Frieder motioned to adjourn, seconded by Gerry Horner. Unanimously approved.

**Date & Time of February Task Force Meeting**

**Date:** Thursday, February 24, 2011  
**Time:** 6:30 p.m., to 9:00 p.m. (Approximate)  
**Location:** Town Community/Senior Citizen Center

Distribution:

Town Board Members	Task Force Board Members	Town Clerk
Building Department	Town Supervisor	ZBA
MIS Coordinator (D. Wallace)	Planning Board Members	Each Focus GP

Respectfully submitted:

Judy Blake, Task Force Secretary  
Edited by: Richard W. Muscatello, Facilitator

Attachment: Attendance Roster

Task Force Attendance Roster		2010	2010	2010	2010	2010	2011
Name	Status	August Present	September Present	October Present	November Present	December Present	January Present
Anastasi, Dave	Focus Group	x					
Bissett, Walter	Focus Group	x		x		x	x
Blake, Judy	Task Force	x	x	x		x	x
Caturia, Joe	Task Force	x					
Clark, Dan	Focus Group	x	x	x		x	
Cliffe, Robert	Task Force	x	x	x			x
Frank, Emily	Focus Group		x	x		Excused	x
Frederick, Dan	Focus Group	x					
Frieder, Karen	Task Force		x	x		x	x
Gargas, Joe	Focus Group		x	x		x	x
Garrow, Walter	Focus Group	x		x		x	x
Gerbec, Arthur	Task Force		x	x			x
Germann, Melissa	Task Force	x	x	x		x	x
Heintz, Carl B.	Focus Group	x					
Higner, Justin	Focus Group	x	x	x		x	x
Horner, Gerard	Task Force	x	x	x		x	x
Kasprzak, Marc	Task Force						
Malloy, Joe	Task Force	x				x	
Marshanke, Sandy	Focus Group	x					
Moeller, Winston	Task Force	x		x		Excused	Excused
Muscatello, R. W.	Task Force	x	x	x		x	x
O'Toole, Robert J	Task Force	x	x	x		x	x
Powell, Jason	Focus Group						
Proefrock, Don	Task Force	x	x	x		x	Excused
Quigliano, Larry	Task Force	x	x			x	
Reilly, Drew	W-D Planners		x	E. Parker		x	x
Retzlaff, Ken	Task Force	x	x			x	Excused
Sayles, David	Focus Group	x					x
Simon, John R	Task Force	x	x	x			x
Siuta, Stephen	Task Force	x	x	x		x	
Sturgeon, Edward	Task Force	x				x	x
Taylor, Kris	Focus Group		x				
Witul, Greg	Focus Group	x		x		x	
Witul, Larry	Focus Group	x					x
Doucet, Gil	Town Board						x
Helwig, Larry	Town Board						x
Braham, Robert	Focus Group						x
Stumpo, Doreen	Focus Group						x