Planning Board

August 11, 2026

Meeting Minutes - Draft

Attendees: Vice-Chairman James Liegl, Elizabeth Schutt, Gary Stisser and Jay Jackson

Excused: Chairman Paul Ziarnowski, Jessica Yuhas and David Stringfellow

Also in attendance was Board Clerk Margaret Derk.

The meeting was called to order at 7:30 P.M.

Matt Kolodziejczak - Requesting Site Plan Approval of a proposed new office building to be located at 7631 Zimmerman Road

Vice-Chairman Liegl advised the applicant that usually applicants provide a plan with dimensions, adjacent property owners, drainage information, etc. He noted that the Town Code allows the Planning Board to request additional data if it feels it is necessary. He stated that usually site plans also include lighting information, if any outside lighting is proposed, along with an architect's plan of the proposed building.

Mr. Kołodziejczak stated that he understood that Board members were requesting architectural building plans, as well as a topographical map showing lighting information and distances of the proposed building to property lines.

Vice-Chairman Liegl stated that elevations of the building are the most important piece of information because that determines how far the building must be placed from property lines. He further stated that landscaping and the proposed parking lot are also important items.

Ms. Schutt made a motion, seconded by Mr. Stisser, to recommend that the Town Board issue a SEQR Negative Declaration and approve the applicant's request for Site Plan Approval for a new office building with the following condition:

- The applicant must provide a more detailed site plan with specific reference to elevations, setbacks from property lines and lighting.

All members voted in favor of the motion.

Vice-Chairman Liegl asked Ms. Derk to mail him any documents for upcoming meetings.

It was determined that the July 2026 minutes could not be approved because there were not four (4) members present who attended that meeting.

Mr. Jackson made a motion, seconded by Ms. Schutt, to adjourn the meeting. All members voted in favor of the motion.

The meeting was adjourned at approximately 8:00 P.M.

Respectfully submitted

Margaret Derk
Board Clerk