



## THE TOWN OF PEMBROKE

### PLANNING BOARD

1145 Main Rd., Pembroke, NY 14036

Minutes for the regular meeting held on February 28, 2024

#### ATTENDANCE:

- David Knupfer — Chairman
- Michael Bakos
- Thomas Marshall
- Joseph Meacham
- Philip Conti
- Greg Kuras
- Kevin Reeves
- Diane Denton — Secretary via Zoom
- James Wolbert — Zoning Enforcement Officer
- Thomas Schneider — Town Supervisor

MEETING called to order at 7:00pm.

“Pledge of Allegiance” led by Mr. Knupfer.

**Motion to APPROVE the Minutes from January 24, 2024, was made by Mr. Marshall, seconded by Mr. Meacham.**

**Voice Vote:** Seven (7) AYES; No (0) NAYS-MOTION CARRIED

#### Site Plan Review

**Randy Pfalzer**

2554 Main Rd, Tax Map #20.-1-30.112

Medium Density Residential (MDR)

**Site Plan Review opened @ 7:01pm.**

- Jim Pfalzer and Tom Pfalzer were present to represent the applicant, Randy Pfalzer, who just had knee surgery.
- The application is for the addition of two apartments on the ground floor of the residence at 2554 Main Rd., Tax Map #20.-1-30.112. Currently there are three apartments on the second floor. The Special Use Permit for multiple residences is grandfathered in, so the application is being heard as an amendment to that Special Use Permit and Site Plan Review only.

- Mr. Wolbert sent a letter to the applicant listing what is needed for a building permit for the two additional apartments. Mr. Knupfer read the response from the architect, William Ciszak, addressing each of the requirements: 1) Per the Building Code of NYS requiring sprinklers, the owner will hire a sprinkler contractor to prepare and submit engineered sprinkler drawings to the Town of Pembroke. 2) The size and spacing of the restructured floor will be provided on revised drawings. 3) Fire rated details for walls and ceilings will be indicated on revised drawing. 4) The owner will provide a letter from the Genesee County Health Department confirming the existing septic system can handle the increased load. 5) The owner will submit a drawing to NYS DOT for the front porch addition.
- Mr. Wolbert explained that because the requirement is that the building is 4 ft. from the road and it is 5 ft., the DOT had provided documentation that a stoop with stairs and a sidewalk from the parking area along the front to the center door could be added.
- The architect had provided revised drawings proposing how the floors would be done. For the fire rated assemblies, he's working with a sprinkler company, but hadn't provided the drawings yet. Mr. Wolbert said there was preliminary approval of a leach field and that he had a call in to the Health Department with a couple of questions on the septic.
- Mr. Pfalzer explained that the plan was to replace the two floors and most of the rafters, make two bedrooms with a third room as an office, and have open concept for the kitchen and living rooms.
- The Genesee County Health Department Sewage Disposal Construction Permit had been approved, requiring two separate 4" pipes (for the two additional apartments) to run into the tank, the addition of 16 ft. to 6 existing leach lines, and a bigger pump. The existing tank is approved per the permit.
- There are two parking spaces for each apartment, with extras—probably four—for guests. Mr. Wolbert noted that ten parking spaces meet Zoning Law requirements for five apartments.
- The firewall is completed. There must be at least one fire door.
- Upstairs apartments have access through a common area accessed from outside; the two new downstairs apartments will also have access through a common area accessed from outside.
- There was a discussion about Fire Department access, including the possibility of a Knock Box.
- Mr. Pfalzer said that they had people interested in the new apartments.
- No SEQR was required on the application.

On **MOTION** made by Mr. Knupfer and seconded by Mr. Kuras **to approve the Site Plan with the following stipulations:**

- **10 parking spaces**
- **Septic system approval**

➤ **Fire chief approval (i.e. Knock Box)**

**ROLL CALL VOTE:**

Mr. Bakos—Aye; Mr. Marshall—Aye; Mr. Meacham—Aye; Mr. Knupfer—Aye; Mr. Conti—Aye  
Mr. Kuras—Aye; Mr. Reeves—Aye  
Seven (7) AYES; No (0) NAYS—**MOTION CARRIED**

**Apartment Moratorium Update from Planning Board Chairman**

- Mr. Knupfer handed out copies of minutes from his meeting with Terry Daniels, Jim Wolbert, and Terry Daniel for Planning Board members to take home and review. He said that there would be a number of meetings, and after each one the board would get an update.
- The board had a brief discussion on the Town's potential for building apartments.

**Old Business:**

- Mr. Conti inquired about the “goat” lady’s house on Main Rd., as he noticed buildings on the property. Mr. Wolbert said that she didn’t require anything more from the Planning Board and had been issued a building permit to put the house up.

**New Business:**

- Greg will not be at the March 27<sup>th</sup> meeting, as he will be in North Carolina.

**General Discussion:** None

**Motion to Close** the meeting made by Mr. Bakos

**Second to motion made** by Mr. Kuras

**Voice Vote:** Seven (7) AYES; No (0) NAYS-**MOTION CARRIED**

Meeting Closed at 7:45pm

Respectfully Submitted, Diane Denton, Secretary

***These minutes were approved by the Town of Pembroke Planning Board March 27, 2024***