

Town of Oakfield Planning Board

Draft Meeting Minutes – October 15, 2025

Location: Town of Oakfield Community & Government Center

Time: Meeting called to order at 6:30 p.m.

Present:

Karen Morris, Wallace Kornow, Greg Houseknecht, Samantha Stefaniak, and Steve Kruppenbacher

Also Present:

Donna Dilcher, Michael Dilcher, Mark Mikolajczyk, and Jason Armbrewster

Meeting Called to Order

Chairperson **Greg Houseknecht** called the meeting to order at **6:30 p.m.**

New Business

Fox Hollow Landing Subdivision Proposal

Applicant **Michael (“Mike”) Dilcher**, accompanied by **Jason Armbrewster** (architect), presented a **sketch plan** for a proposed residential subdivision to be developed in three phases totaling **21 building lots**.

Phase 1: Lots 1–7, directly off Fisher Road

Phase 2: Lots 8–15, also including installation of infrastructure (water, gas, and utilities)

Phase 3: Lots 16–21, also including completion of roadways and remaining services

Mr. Dilcher reported that revisions were made following a meeting with the Town Engineer, including elimination of dead-end road segments to create a **continuous loop roadway** for improved traffic flow, fire access, and snow removal efficiency.

Mr. Armbrewster presented the updated sketch plan map. The proposed design includes:

- A **66-foot-wide right-of-way**, in keeping with newer town and county road standards (Park Ave. Ext., Pine St. at 60 feet; older roads at 49.5 feet).
- A **stormwater retention pond** located in the northwest corner to collect runoff during spring thaws. Drainage will flow north toward the creek; members discussed potential

future drainage improvements and culvert installations to prevent flooding.

- **Topographic detail** on the presented map showing **2-foot contours** per **USGS requirements**, in contrast to prior 10- or 100-foot contour intervals.
- **Lot sizes** averaging **30,000 square feet** (minimum 150 feet of road frontage and approximately 189' x 189' per lot), compliant with zoning ordinance requirements.

Discussion

Utilities and Infrastructure:

- Discussion was held regarding the potential for **underground electrical service** versus traditional utility poles. The decision would require consultation with the Town Highway Superintendent, as installation of transformers would be necessary.
- **Natural Gas:** Mr. Dilcher confirmed that gas service is planned, contingent on current permitting regulations prior to the anticipated statewide gas ban effective January 1, 2026.
- **Water and Septic:** Questions were raised about new water hookups under the Town Comprehensive Plan. Mr. Mikolajczyk noted that the developer has secured access to a water hookup, and that the Town continues to advocate for water service expansion where lines are available. Septic systems will utilize **sand-filtered systems** consistent with regional soil conditions and Erie County standards.
- The subdivision lies outside a designated fire district but will be served by the **Town Fire Department**, with existing hydrants and approximately **400 feet of roadway coverage**.

Roadway Design:

The loop road design was confirmed to comply with the **Town of Oakfield Subdivision Requirements**, addressing prior concerns about dead ends, snow removal, and emergency access. The loop configuration will also assist in naturally slowing vehicular traffic.

Development Timeline:

Mr. Mikolajczyk inquired about anticipated phasing. Mr. Dilcher indicated that subsequent phases will depend on lot sales and market demand. No Phase 2 construction is anticipated during Phase 1.

Board Questions and Comments:

- Members questioned whether there is sufficient local demand for this scale of housing development, given Oakfield's generally rural character.

- **Mr. Dilcher** responded that some buyers intend to purchase lots for custom-built homes, while others may buy completed homes built for sale. He clarified that the development is **not** a **Planned Unit Development (PUD)** and will **not** include rental properties or manufactured/mobile homes.
- **Mark Mikolajczyk** noted that the developer's covenant restricting mobile or manufactured homes would be a **private stipulation**, not a zoning condition.
- The Board discussed anticipated **infrastructure costs** and potential impacts on affordability.
- The applicant expressed openness to including **patio-style homes** within the subdivision if market demand supports it.

Each Planning Board member received a copy of the sketch plan map to review.

The **next meeting** will be held on **October 28, 2025, at 6:30 p.m.** for continued discussion and a possible motion to recommend advancement of the project from the **sketch phase** to the **preliminary plat stage**.

A motion to adjourn was made by **Samantha Stefaniak**, seconded by **Greg Houseknecht**.

Meeting adjourned at 7:48 p.m.

Respectfully submitted,
Samantha Stefaniak