

# OFFICE OF THE CITY CLERK

**TIANNA M. MARKS**

City Clerk  
Registrar of Vital Statistics

**MILLY CASTRO LITTLES**

Deputy City Clerk Vital Statistics  
Deputy Registrar of Vital Statistics

**PAMELA MAGGIORE**

Deputy City Clerk



65 NIAGARA SQUARE  
ROOM 1308 CITY HALL  
BUFFALO, NEW YORK 14202  
PHONE: (716) 851-5431  
FAX: (716) 851-4845

July 30, 2025

Matthew J. Austin  
24 Minton Street  
Buffalo, NY, 14210

***Re: Freedom of Information Law Request – Records Related to Council Agenda Item 25-1248(Nowakowski-Zoning Map Amendment for 379 Paderewski Drive which Include Documents Showing Proof of Payments & A Copy of the Notice of Complete Application Issued to the Applicant.***

Dear, Matthew,

Pursuant to the New York Public Officers Law, the City of Buffalo Clerk's office has retrieved and forwarded the digital files to you related to the above request at no charge.

A diligent search was conducted for the requested records. Enclosed please find a copy of the Notice of Complete Application issued to the Applicant. However, payments are not received for Zoning Amendments by Council resolution so therefore that part of the FOIL cannot be fulfilled by this office.

Should you desire any further information, please feel free to contact the undersigned at (716) 851-5432.

Very truly yours,

*Tianna M. Marks*  
Tianna M. Marks/sl

City Clerk

Enclosed

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PHONE: (716) 851-5431  
FAX: (716) 856-0506

## NOTICE OF COMPLETE APPLICATION

THIS IS TO ACKNOWLEDGE THAT I HAVE BEEN INFORMED AS TO THE TIME AND PLACE FOR  
THE PUBLIC HEARING REGARDING:

S. Moore, Zoning Map Amendment - 379 Paderewski Dr.  
from N-3R to N-3E Zone

To be held in the Council Chambers, 13<sup>th</sup> Floor. Please Contact Common Council Central Staff at  
(716) 851-5105, or email [councilstaff@buffalony.gov](mailto:councilstaff@buffalony.gov) for more information.

At 1:00 pm ON

7/29/25

\*FAILURE TO APPEAR FOR THE PUBLIC HEARING MAY RESULT IN REPAYING THE \$250 FEE TO  
RESCHEDULE

\*PLANNING BOARD MEETING WILL BE AT 4:00 pm in Room 901 \* ON

7/14/25 & 7/28/25

\*FAILURE TO APPEAR BEFORE THE PLANNING BOARD MAY DELAY YOUR PROJECT

Phone number for Planning Board 851-5082

I am also informed that this is the only notice that the petitioner and/or owner will receive,  
and that if I am not the owner or petitioner, I will inform said owner, petitioner or his/her  
agent of the above.

Signed [Signature] (Agent/Owner)

Print Name SHANTIA MOORE Phone # 716-851-5321

Date 7/16/25

### ATTENTION

CONTACT THE COUNCILMEMBER IN YOUR DISTRICT

CM Nowakowski 851-4138

IF APPROVED AT THE COMMITTEE MEETING THE ITEM WILL BE REFERRED  
TO THE FULL COUNCIL ON

9/2/25

IF APPROVED AT THE FULL COUNCIL MEETING THE ITEM WILL GO TO THE MAYOR FOR  
APPROVAL

THE MAYOR HAS UNTIL T.B.D. TO RETURN THE ITEM TO THE CITY CLERK'S OFFICE

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FAX: (716) 851-4845

July 21, 2025

Matthew J Austin  
austinaudits@aol.com  
24 Minton Street  
Buffalo, NY, 14210  
716-523-9651

Re: Freedom of Information Law Request – Records Related to Council Agenda Item 25-1248(Nowakowski-Zoning Map Amendment for 379 Paderewski Drive which Include Documents Showing Proof of Payments & A Copy of the Notice of Complete Application Issued to the Applicant.

To whom it may concern,

The City of Buffalo Clerk's Office is in receipt of your Freedom of Information Law request. Pursuant to New York State Public Officers Law §89(3), this letter will serve as an acknowledgement of your request.

Due to the volume of requests this department is currently handling, sufficient time is needed to conduct a diligent search, compile, and review any records found responsive to this FOIL request. Accordingly, you will receive a determination of your request within twenty (20) business days from the date of this acknowledgement letter.

Please be advised that access to records is provided in accordance with New York State Public Officers Law §87(2). In addition, pursuant to New York State Public Officers Law §87(1)(b), please be advised that the costs for photocopying is \$.25 per page not more than 9"x14", or the actual cost of reproducing any other record. There is \$10 per electronic recording, also. There are no costs associated with your viewing the records.

Should you desire any further information, please feel free to contact the undersigned at (716) 851-5432.

Very truly yours,

Tianna M. Marks/sl  
City Clerk

Enclosed

**Lopez, Sarita L**

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**From:** City of Buffalo Public Records <messages@nextrequest.com>  
**Sent:** Tuesday, July 15, 2025 1:05 PM  
**To:** Lopez, Sarita L  
**Subject:** [Opened] City of Buffalo records request #25-5709 from Matthew J Austin

-- Reply ABOVE THIS LINE to post an INTERNAL message that will be sent to staff. Attach a non-image file to have it uploaded to the request as a staff-only document. --

## City of Buffalo Public Records

**Record request #25-5709 has been submitted and assigned to you. It currently has a due date of August 12, 2025.**

City Clerk,

Pursuant to the New York State Freedom of Information Law, I hereby request access to the following records related to **Council Agenda Item 25-1248 (Nowakowski - Zoning Map Amendment for 379 Paderewski Drive):**

1. Documents sufficient to show **Proof of payment** for the Zoning Map Amendment Application submitted to the City Clerk for the above-referenced address. This includes, but is not limited to:
  - o A copy of the \$500 check,
  - o A receipt issued by the City Clerk's Office, or
  - o Any document(s) sufficient to confirm that payment was received by the City Clerk for the required application fee.
2. A copy of the **Notice of Complete Application** issued to the applicant, as described in the City of Buffalo's Zoning Map Amendment application procedure Step 6.

Please provide these documents in electronic format.  
Please acknowledge receipt of this request in writing, as required by FOIL, and respond within five business days. If access to any of the requested records is denied, please provide the specific reason for the denial and cite the applicable legal exemption under FOIL.

Thank you for your time and attention to this matter.

Sincerely,

**Matthew J. Austin, MUP**

**View Request 25-5709**

<https://buffalony.nextrequest.com/requests/25-5709>



[Help Pages](#) | [nextrequest@civicplus.help](mailto:nextrequest@civicplus.help)

FILED  
CITY CLERK  
2025 JUL 15 PM 2:22