

**CITY OF OLEAN**  
**DEPT. OF COMMUNITY DEVELOPMENT**



**Keri L. Stephen, Program Coordinator**

Olean Municipal Building • 101 East State Street

P.O. Box 668 • Olean, NY 14760-0668

Phone: (716) 376-5647 • Fax: (716) 376-5644

E-Mail: [kstephen@cityofolean.org](mailto:kstephen@cityofolean.org)

[www.cityofolean.org](http://www.cityofolean.org)

**Olean Planning Board Meeting Minutes**

**Monday, June 22, 2020**  
**Virtual Go To Meeting**  
**Room 119**  
**Olean Municipal Building**

**Attendance via Go To Meeting:**

<b>Chairman:</b>	Tom Barnes (via telephone)
<b>Members:</b>	Chris Chapman
	Mary Fay
	Reed McElfresh
	Craig Polson
	Jerry Steiner

**Applicant(s) via Go To Meeting:** Vic Vena, VB West State, LLC

**Staff:** Keri Stephen, CD Program Coordinator  
Kathleen Monroe, Sr. Account Clerk Typist

**Other(s) via Go To Meeting:** None

**1. Roll Call**

Recognizing a quorum, Chairman Tom Barnes called the meeting to order at 6:34 p.m. and requested the roll call show all members present except Mark Sabella.

**2. Reading and approval of the June 8, 2020 meeting minutes**

Mr. Barnes requested changing the word “questioned” to “inquired about” in various sections of the June 8, 2020 meeting minutes, as discussed.

A motion was made by Chris Chapman, seconded by Reed McElfresh to approve the June 8, 2020 meeting minutes with the following revisions: page 2, paragraph 7, sentence 4 change “questioned” to “inquired about”; page 2, paragraph 9, sentence 1 change “questioned” to “inquired about”; page 3, paragraph 3, sentence 1 change “questioned” to “inquired about”; page 4, paragraph 4, sentence 1 change “questioned” to “inquired about”; page 5, paragraph 1, sentence 2 change “questioned” to “inquired

about”; page 5, paragraph 2, sentence 1 change “questioned” to “inquired about”. Voice vote, ayes: Chris Chapman, Reed McElfresh, Mary Fay and Craig Polson. Abstaining: Tom Barnes. Motion carried.

### **3. Old Business**

#### **i. CDS Housing (SP #04-19)**

Mr. Barnes advised that CDS Housing has submitted a written request for a one-year extension on the site plan previously approved on July 22, 2019 for the property located at 422 East State Street.

After a brief discussion and review of the information presented, a motion was made by Mary Fay, seconded by Craig Polson to approve a one-year extension until July 22, 2021 for CDS Housing (SP #04-19). Voice vote, ayes: Mary Fay, Craig Polson, Chris Chapman and Reed McElfresh. Abstaining: Tom Barnes. Motion carried.

### **4. New Business**

#### **i. VB West State, LLC (SP #04-20) 1403 (1407) West State Street**

Mr. Vena advised the proposed project would condense the office space of Bouch’s Automotive to create a storefront or office space in the front of the building. He explained the plan includes the interior addition of a glass door to create separation and minimize noise. Mr. Vena indicated there would be minor aesthetic changes to the exterior of the building to differentiate the two storefronts. He explained the existing exterior door that is currently covered would be reopened to allow an entryway into the building.

Ms. Stephen referred to Code Enforcement Officer Ryan Reed’s June 16, 2020 correspondence to Mr. Vena stating the parking and drainage are adequate for the project. She indicated lighting for the project will include four exterior lights on the front of the building and any proposed signage must have a sign permit prior to installation and meet City Code.

Ms. Stephen advised the green space requirement has not been met; however, the applicant has proposed the addition of planter boxes in front of the building. Mr. Barnes noted there are no external improvements or construction contemplated for the project, and advised the Board may grandfather the green space requirement for the project. After discussion, the Board agreed to grandfather the applicant in without a green space requirement as an existing area and strongly encouraged the applicant to install planter boxes.

A motion to declare the Planning Board Lead Agency for an uncoordinated NYSEQRA review was made by Mary Fay, seconded by Craig Polson. Voice vote, ayes: Mary Fay, Craig Polson, Chris Chapman and Reed McElfresh. Abstaining: Tom Barnes. Motion carried.

Mr. Steiner entered the Go To Meeting at approximately 6:50 p.m.

The Planning Board reviewed Parts I & II of the Short Environmental Assessment Form prepared for the project and made the following changes to Part I: question 1. change to “no”; question 2. Change to “no”; question 4. add “Urban and Residential”; question 9. change to “yes”; question 11. change to “yes”; question 12.a. change to “yes”; question 14. add “Suburban”; question 17.b. change to “yes” add “Storm

water will be discharged into the City". No changes were made to Part II. After brief discussion, a motion indicating that the Planning Board made a finding that the project would have no significant impacts, and that the Planning Board therefore issues a Negative Declaration for (SP #04-20), was made by Reed McElfresh, seconded by Chris Chapman. Voice vote, ayes: Reed McElfresh, Chris Chapman, Craig Polson, Mary Fay and Jerry Steiner. Abstaining: Tom Barnes. Motion carried.

A motion to certify the application complete was made by Jerry Steiner, seconded by Craig Polson. Voice vote, ayes: Jerry Steiner, Craig Polson, Chris Chapman, Mary Fay and Reed McElfresh. Abstaining: Tom Barnes. Motion carried.

A motion was made by Craig Polson, seconded by Mary Fay to set the public hearing for Monday, July 13, 2020 at 6:32 p.m. Voice vote, ayes: Craig Polson, Mary Fay, Chris Chapman, Reed McElfresh and Jerry Steiner. Abstaining: Tom Barnes. Motion carried.

Ms. Stephen explained the public hearing process to the applicant, and advised the materials would be emailed from the Department of Community Development by Wednesday morning.

### **Miscellaneous**

Mr. Barnes referred to Code Enforcement Supervisor Jennings' June 22, 2020 correspondence to Mr. McNamara advising him that he is out of compliance at the West State Street location. He explained that the applicant has moved the cooker, aligned the parking lot and removed seating; however, there are still issues at the location. Mr. Barnes noted the letter suggests Mr. McNamara submit a new site plan application and appear before the Planning Board, if he wishes to continue operating as a restaurant.

Ms. Stephen explained she spoke with Mr. McNamara last year via telephone and reminded him he agreed to cook the chicken off-site if the smoke became an issue as stated and recorded for the record at a previous Planning Board meeting, and he is adamantly refusing to do so.

Ms. Stephen reminded members of the June 30, 2020 deadline to complete the annual Sexual Harassment Prevention Training.

### **5. Next Meeting Date**

The next Planning Board meeting has been scheduled for Monday, July 13, 2020 at 6:30 p.m.

### **6. Adjournment**

A motion to adjourn was made by Jerry Steiner, seconded by Craig Polson. Voice vote, ayes: Jerry Steiner, Craig Polson, Chris Chapman, Mary Fay and Reed McElfresh. Abstaining: Tom Barnes. Motion carried. The meeting ended at approximately 7:25 p.m.