

Olean Planning Board Meeting Minutes

Monday, November 23, 2020
Zoom Meeting

Attendance: **Chairman:** Tom Barnes (via telephone)
 Members: Mary Fay
 Reed McElfresh
 Craig Polson
 Mark Sabella
 Jerry Steiner

Applicant(s): Mari Howard, Intandem
 Adam Jester, Intandem
 Larry Sorokes, Intandem
 Ken Bailey, Olean Revival Center

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

Other(s): Vernon Robinson, Jr., Alderman

1. Roll Call

Recognizing a quorum, Chairman Tom Barnes called the meeting to order at 6:30 p.m. and requested the roll call show all members present except Chris Chapman.

2. Reading and approval of the November 9, 2020 public hearing and meeting minutes

A motion was made by Jerry Steiner, seconded by Craig Polson to approve the November 9, 2020 public hearing minutes. Voice vote, ayes: Jerry Steiner, Craig Polson, Mary Fay, Reed McElfresh and Mark Sabella. Abstaining: Tom Barnes. Motion carried.

A motion was made by Mary Fay, seconded by Reed McElfresh to approve the November 9, 2020 meeting minutes. Voice vote, ayes: Mary Fay, Reed McElfresh, Craig Polson, Mark Sabella and Jerry Steiner. Abstaining: Tom Barnes. Motion carried.

3. Old Business

Mr. Barnes requested Code Enforcement inspect the handicap ramp installation at 202 Main Street to ensure the ramp is being built to Code requirements and site plan approval. Ms. Kerper advised she would relay the request to Code Enforcement.

4. New Business

i. Intandem (SP #09-20) 1010 Wayne Street

Mari Howard introduced herself to the Board and advised she is the CEO of Intandem that is proposing to renovate the interior of the building to create office and training space for its Behavioral Health Program and administrative services. She indicated there would be new flooring, bathrooms and kitchen installed along with aesthetic improvements to the façade of the building.

Mr. Jester referred to the project renderings provided and explained the proposed aesthetic improvements to the exterior of the building would include the addition of archway awnings over both entrances, wall lighting between the windows and signage identifying the organization. Ms. Kerper explained the sign permit would be a separate permit process through Code Enforcement.

Mr. Barnes explained the building has been vacant for more than a year creating a change in use.

Ms. Kerper advised there were no comments received from the DPW Divisions on the project. She referred to Code Enforcement Supervisor Jennings' November 23, 2020 memorandum noting six handicap accessible spaces are required. Ms. Kerper explained there are currently 185 parking spaces that include fifteen 9' x 20' spaces that meet the City's Code requirements, and the remaining spaces are 9' x 18'. She noted the means of ingress and egress, drainage and greenspace are adequate. Ms. Howard indicated handicap parking spaces would be located at the east and west entrances to the building. Ms. Kerper advised the applicant is currently working with Code Enforcement on the striping and space dimensions of the parking lot in order to be Code compliant.

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

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 4. add "Industrial"; question 8.c. change to "yes"; question 12.b. change to "yes"; Mr. Barnes noted the entire City is designated as archaeologically sensitive and the project would have no ground disturbance; question 14. add "Urban and Suburban"; question 15. change to "yes" and add "Wavey Rayed Lampmussel, Longhead Darter and Rayed Bean". Mr. Barnes noted the endangered species listed may be found in creek beds and not on the project site; question 16. mark "no". 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 #09-20), was made by Reed McElfresh seconded by Jerry Steiner. Voice vote, ayes: Reed McElfresh, Jerry Steiner, Mary Fay, Craig Polson and Mark Sabella. Abstaining: Tom Barnes. Motion carried. Mr. Barnes requested that due to the COVID-19 pandemic, Ms. Kerper sign in his absence and initial Part III.

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

After brief discussion, a motion was made by Jerry Steiner, seconded by Mary Fay to set the public hearing for Monday, December 14, 2020 at 6:30 p.m. Voice vote, ayes: Jerry Steiner, Mary Fay, Reed McElfresh, Craig Polson and Mark Sabella. Abstaining: Tom Barnes. Motion carried.

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

Ms. Howard explained some the trees located along Wayne Street appear to be in poor condition and may be removed. She indicated the organization would be willing to replace the trees. Ms. Kerper advised she would forward the City Forester's contact information to Intandem if the organization would like to reach out for advice on the appropriate size and/or species of trees.

Ms. Howard advised the County has requested use of the unoccupied portion of the building as a COVID-19 testing site and the PPE is currently being stored at the building. Ms. Howard asked if the County's use of the building would affect the approval of the Site Plan application, and Ms. Kerper explained that according to the site plan application, the organization would not be occupying the entire building. Mr. Barnes advised the County use of the unoccupied area of the building would not affect the approval and noted it would be a great use of the unused portion of the building.

**ii. Olean Revival Center (SUP #01-20)
1307 Washington Street**

Mr. Bailey introduced himself to the Board and advised he is a member of the Olean Revival Center that is proposing to create a private parking lot at the site. He explained the church purchased the property to create parking for the small congregation that currently has no off-street parking. Mr. Bailey indicated the current structure would be demolished to make room for the project. He referred to the site plan and explained there would be parallel parking spaces on the east side of the lot and pull-in parking on the west with a 3' grass buffer.

Mr. Barnes asked whether the parking lot would be lit, and Mr. Bailey replied there is no lighting planned for the project. Mr. Bailey indicated that if lighting is required, it would be on a timer, shielded and directed downward. In response to Mr. Barnes' inquiry about the hours and days of operation for the church parking lot, Mr. Bailey advised services are held twice on Sunday and Wednesday evenings. Ms. Kerper advised she would follow up with Code Enforcement to make a determination on the lighting requirement for the parking lot.

Ms. Kerper referred to Code Enforcement Officer Ryan Reed's November 13, 2020 memorandum and advised there are twenty two 9'x 20', eight 10'x 20' parking spaces and no handicap spaces required. She explained there are two handicap spaces on North Thirteenth Street and one on Washington Street per Council Resolution. She noted the greenspace and drainage are adequate and no signage has been proposed.

Ms. Kerper referred to the comments received from the Department of Public Works on the project and advised the divisions would require DPW approval for the curb cut, curating of millings, drainage, water service disconnection at the main and has suggested 10' – 15' be left along the south end of the parking lot for backing out while not encroaching on neighboring property. She noted Forester Cooper commented that it would be nice for some tree plantings to occur at the site. Mr. Barnes suggested the applicant contact the City Forester for species of trees appropriate to plant at the site, if they choose to add forestry. Mr. Barnes suggested moving one parking space forward to allow the turnaround space necessary in the parking lot.

Mr. McElfresh inquired about the sidewalk present at the site, and Mr. Bailey indicated the existing sidewalk would remain as is. Mr. Barnes suggested adding a condition that the applicant maintain the sidewalk in its current location.

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

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 3.b. add “.30”; question 4. add “Urban, Commercial, Other and Church”; question 6. change to “yes”; question 8.b. change to “yes”; question 8.c. change to “yes”; question 9. change to “yes”; question 14. add “Urban”. Mr. Barnes noted there would be no substantial subsurface ground disturbance and the threatened or endangered aquatic species listed are not present at the site. 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 (SUP #01-20), was made by Craig Polson, seconded by Reed McElfresh. Voice vote, ayes: Craig Polson, Reed McElfresh, Mary Fay, Mark Sabella and Jerry Steiner. Abstaining: Tom Barnes. Motion carried.

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

A motion was made by Mary Fay, seconded by Jerry Steiner to set the public hearing for Monday, December 14, 2020 at 6:33 p.m. Voice vote, ayes: Mary Fay, Jerry Steiner, Reed McElfresh, Craig Polson and Mark Sabella. Abstaining: Tom Barnes. Motion carried.

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

5. Miscellaneous

There were no miscellaneous communications at this time.

6. Next Meeting Date

The next Planning Board meeting has been scheduled for Monday, December 14, 2020 at 6:30 p.m.

7. Adjournment

A motion to adjourn was made by Reed McElfresh, seconded by Mary Fay. Voice vote, ayes: Reed McElfresh, Mary Fay, Craig Polson, Mark Sabella and Jerry Steiner. Abstaining: Tom Barnes. Motion carried. The meeting ended at approximately 7:30 p.m.