

## **Olean Planning Board Meeting Minutes**

**Monday, January 25, 2021**  
**Zoom Meeting**

**Attendance:**           **Chairman:** Tom Barnes  
                          **Members:** Chris Chapman  
                                  Mary Fay  
                                  Reed McElfresh  
                                  Craig Polson  
                                  Jerry Steiner

**Applicant(s):** None

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

**Other(s):**       None

### **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 Mark Sabella.

### **2. Reading and approval of the December 28, 2020 public hearing and meeting minutes**

A motion was made by Mary Fay, seconded by Craig Polson to approve the December 28, 2020 (Intandem) SP #09-20 public hearing minutes with the following revision: change project address to 1010 Wayne Street. Voice vote, ayes all. Motion carried.

A motion was made by Jerry Steiner, seconded by Craig Polson to approve the December 28, 2020 (Puccinelli Redemption Center) SP #10-20 public hearing minutes. Voice vote, ayes all. Motion carried.

A motion was made by Craig Polson, seconded by Mary Fay to approve the December 28, 2020 (African American Center for Cultural Development) SUP #02-20 public hearing minutes. Voice vote, ayes all. Motion carried.

A motion was made by Jerry Steiner, seconded by Craig Polson to approve the December 28, 2020 meeting minutes. Voice vote, ayes all. Motion carried.

### **3. Old Business**

There was no old business at this time.

### **4. New Business**

#### **i. West State Auto (SP#01-21) 2221 West State Street**

Mr. Barnes advised the applicant, who is not in attendance, is proposing the addition of a 10' x 12' structure on the site in order to operate a used car lot. He explained the mobile building would be set upon a concrete slab.

Mr. Barnes questioned whether the applicant intends to pave the parking lot and if bathroom facilities were included in the plan. Mr. McElfresh questioned the number of vehicles that may be placed on the lot for sale. Ms. Kerper advised she would contact the applicant to inquire about the above-referenced questions and report her findings to the Board.

Mr. Polson questioned if the building would be handicap accessible, and Ms. Kerper referred to the Site Plan and explained access to the building would be at grade level. She noted she is unsure if the applicant intends to install a transitional area to the access point of the building.

Mr. Barnes indicated that although there are no buildings in the immediate area of the project, the lighting should be shielded and directed downward.

Ms. Kerper referred to Code Enforcement Officer Ryan Reed's January 11, 2021 memorandum, and advised the means of ingress and egress, stormwater runoff and greenspace are adequate. She explained there are no handicap parking spaces required and the parking spaces proposed would be 9' x 24'. Ms. Kerper indicated three floodlights would be installed on the existing light pole and signage would require a separate sign permit through Code Enforcement.

In response to Mr. McElfresh's inquiry regarding the need for the application to be referred to the County, Ms. Kerper advised that although the site is located along a State roadway, the project would not require County referral due to the Cattaraugus County Planning Board's and the City of Olean's Referral Exemption Agreement and the scope of the project.

A motion to declare the Planning Board Lead Agency for an uncoordinated NYSEQRA review was made by Jerry Steiner, seconded by Reed McElfresh. Voice vote, ayes all. 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 "Urban"; question 8.b. change to "yes";

question 12.b. change to “yes”; question 14. add “Agricultural/grasslands and Suburban”. Mr. Barnes noted that endangered aquatic species may be found in creek beds and not on the previously disturbed project 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 (SP #01-21), was made by Chris Chapman seconded by Jerry Steiner. Voice vote, ayes all. 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 Craig Polson, seconded by Chris Chapman. Voice vote, ayes all. Motion carried.

After brief discussion, a motion was made by Reed McElfresh, seconded by Chris Chapman to set the public hearing for Monday, February 8, 2021 at 6:30 p.m. Voice vote, ayes all. Motion carried.

Ms. Kerper reiterated she would contact the applicant to seek the information in question, explain the public hearing process, provide the materials and verify the availability of the applicant to attend the scheduled public hearing.

## **5. Miscellaneous**

Mr. Barnes noted that Southern Tier West would be offering training sessions in the spring that would allow members to complete the annual four-hour training requirement. Ms. Kerper advised that staff would forward the training flyer containing the link to members when made available.

## **6. Next Meeting Date**

The next Planning Board meeting has been scheduled for Monday, February 8, 2021 at 6:30 p.m.

## **7. Adjournment**

A motion to adjourn was made by Mary Fay, seconded by Jerry Steiner. Voice vote, ayes all. Motion carried. The meeting ended at approximately 7:30 p.m.