

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



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**Olean Planning Board Meeting Minutes**

**Revised**

**Monday, February 12, 2018**  
**Council Chambers**  
**Olean Municipal Building**

**Attendance:**

**Chairman:** Tom Barnes  
**Members:** Chris Chapman  
George Pancio  
Jerry Steiner  
Mary Fay

**Applicant:** Mark Burr, Cattaraugus County  
Jack Searles, Cattaraugus County

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

**Other(s):** Bob Clark, Olean Times Herald

**1. Roll Call**

Chairman Tom Barnes called the meeting to order at 7:00 p.m. and requested the roll call show all members present except Craig Polson and Mark Sabella.

Mr. Barnes welcomed Chris Chapman to the Board, noting he is looking forward to working with Chris and wishes him luck.

**2. Reading and approval of the January 8, 2018 meeting minutes**

A motion was made by Mary Fay, seconded by George Pancio to approve the January 8, 2018 meeting minutes. Voice vote, ayes all. Motion carried.

**3. Old Business**

**i. Homeridae, LLC (SP#10-15) (SUP#06-15)  
231 & 251 Homer Street**

Ms. Kerper explained the Homeridae site plan application was approved by the Planning Board on February 8, 2016 and on June 20, 2016 it granted an extension through August 8, 2017. She noted the delay was NYS Department of Environmental Conservation formally approving the work under the Brownfield Cleanup Program.

Ms. Kerper advised on July 25, 2017 the Board received a formal request for an additional extension on the project, and it granted a six month extension through February 8, 2018.

Ms. Kerper referred to the February 2, 2018 letter she received from Kimberly Nason, attorney for the applicant, requesting an additional six month extension for commencement of the project through August 8, 2018 due to interconnection delays with National Grid and telecommunication delays with Verizon.

In response to Ms. Fay's question, Mr. Barnes indicated he believes granting another extension would not set a precedent for future site plan applications. Ms. Kerper explained the applicant has kept in communication with updates and cause for delays noting difficulties awaiting approvals from State agencies and other hurdles. Ms. Kerper advised the applicant plans to break ground in the Spring.

A motion to grant a six month extension through August 8, 2018 to Homeridae, LLC (SP#10-15) (SUP#06-15) was made by Chris Chapman, seconded by Mary Fay. Voice vote, ayes all. Motion carried.

**4. New Business**

**i. Cattaraugus County (SP#01-18)  
212 Laurens Street**

Mr. Chapman advised his wife is employed by Cattaraugus County noting her position would not be affected by the project and he offered to recuse himself. The Board briefly discussed the information presented and determined there is not a conflict of interest due to the fact the project would not impact or benefit Mrs. Chapman's position.

Mr. Burr introduced himself to the Board and advised he is the Director of Engineering for the Cattaraugus County Department of Public Works. Mr. Burr explained the County is proposing to move administrative offices currently located at 203 Laurens Street and rent space from the First Presbyterian Church at 212 Laurens Street.

Mr. Burr explained proposed improvements are planned for the approximately 5,000 square foot interior second floor annex of the building utilizing existing lighting, bathrooms and elevator. He further explained modifications would include adding partitions to accommodate 15-17 employees, noting they are over-programmed and in need of additional space. Mr. Burr advised there would be no exterior modifications

noting the County employees would access the building from Laurens Street using existing sidewalks.

Mr. Barnes referred to the letter from Code Enforcement Supervisor Jennings regarding the building elevator and noted the existing elevator meets ADA requirements; however, the Board suggested adding an audible signal.

There was discussion regarding signage either on the building or free standing. Mr. Barnes suggested after a decision has been made by the County on signage, the applicant should forward it to the Board to include in the plan. Ms. Kerper advised she will contact Code Enforcement Supervisor Jennings on the signage, noting a free standing or affixed sign in this Zoning district may require Zoning Board and/or Common Council approval, both of which are independent of the Planning Board.

Mr. Barnes referred to the letter received from Code Enforcement Supervisor Jennings informing the Board 9 parking spaces are required with 4 existing onsite parking spaces. He noted the additional 5 spaces required may be met by utilizing the City parking lot which is within the required 400 feet for offsite parking.

Mr. Barnes expressed his concern if the County moves additional offices into the 212 Laurens Street location or increases its client base it would create a surge in traffic. Mr. Burr explained in the future they may add employees to the building and the County will adhere to parking requirements or apply for a parking variance.

A motion to declare the Planning Board Lead Agency for an uncoordinated NYSEQRA review was made by George Pancio, seconded by Mary Fay. 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 2. change to "no", remove "Zoning Variance, City of Olean"; question 4. add "Commercial, Residential and Parkland"; question 5a. change to "yes"; question 12b. change to "yes"; question 14. add "Suburban". Part II: question 2. mark "No, or small impact may occur"; question 3. mark "No, or small impact may occur"; question 5. mark "No, or small impact may occur". 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#01-18), was made by Jerry Steiner, seconded by Mary Fay. Voice vote, ayes all. Motion carried.

A motion to certify the application complete was made by Mary Fay, seconded by Chris Chapman. Voice vote, ayes all. Motion carried.

A motion was made by Jerry Steiner, seconded by George Pancio to set a public hearing for Monday, February 26, 2018 at 7:00 p.m. Voice vote, ayes all. Motion carried.

Mr. Barnes explained the public hearing process to the applicant and advised the materials would be available from Community Development on Wednesday morning.

**5. Miscellaneous**

- i. GML Section 239-l. -m, -n Referral Exemptions – Cattaraugus County Planning Board**

Ms. Kerper advised there is no update on the above-referenced item.

**6. Next Meeting Date**

The next Planning Board meeting has been scheduled for Monday, February 26, 2018 at 7:00 p.m.

**7. Adjournment**

Motion to adjourn was made by Mary Fay, seconded by Jerry Steiner. Voice vote, ayes all. Motion carried. The meeting ended at approximately 7:35 p.m.