

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



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**Olean Planning Board Meeting Minutes**

**Monday, January 28, 2019**  
**Council Chambers**  
**Olean Municipal Building**

**Attendance:**

**Chairman:** Tom Barnes  
**Members:** Chris Chapman  
Mary Fay  
Gabrielle Kyser  
Craig Polson  
Mark Sabella  
Jerry Steiner

**Applicants:** Luke Wenke  
Chris Ortloff, HK Olean Hotel, LLC

**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 7:06 p.m. and requested the roll call show all members present.

**2. Reading and approval of the January 14, 2019 meeting minutes**

A motion was made by Mary Fay, seconded by Chris Chapman to approve the January 14, 2019 meeting minutes with the following revision: page 5, paragraph 6, sentence 1, add "romantic". Voice vote, ayes all. Motion carried.

**3. Old Business**

**i. Luke Wenke (SP#06-18)  
303 West State Street**

Mr. Barnes explained to the applicant that in his absence the Board moved forward with the site plan application review on his behalf and questions were raised on the project regarding lighting and signage. Mr. Wenke advised the project includes interior window lighting and no exterior lighting is planned for the project. He explained Code Enforcement Officials suggested adding a wooden frame to the 4' x 8' sign currently hanging in the front window at the building.

Ms. Kerper advised the banner sign is too large to adhere to the Form Based Code and suggested the applicant may wish to resize the sign or apply for a sign variance and appear before the Zoning Board of Appeals (ZBA) in order to be in compliance. Mr. Wenke questioned when the ZBA meetings were held and Ms. Kerper explained the ZBA meets typically on the first and third Thursdays of the month with a process similar to the Planning Board. She advised there is a \$150 application fee and would require sending public hearing notices to nearby property owners.

Mr. Barnes suggested resizing the sign to avoid another public hearing process.

Mr. Wenke explained he may chose to remove the banner (currently attached to the building façade) for use at public events and paint the signage onto the building. Ms. Kerper suggested the applicant work with Code Enforcement Officials on the sign permitting process to determine what is allowed in order to be Code compliant.

Mr. Wenke further explained the current location is temporary and he hopes to move to a larger location next year.

A motion was made by Mary Fay, seconded by Mark Sabella to approve Luke Wenke (SP#06-18) with the following condition:

- Applicant shall work with Code Enforcement Officials to ensure the exterior signage is Code compliant.

Voice vote, ayes all. Motion carried.

Mr. Barnes thanked the applicant for investing in Olean and wished him luck.

**ii. HK Olean Hotel, LLC (SP#01-19)  
1404 Buffalo Street**

Ms. Kerper advised the project is currently on the County Planning Board's January 31, 2019 meeting agenda for review. She noted she spoke with County Planner Paul Bishop after the County received the referral and they are not expecting any issues and anticipate a similar response as received in 2015.

Mr. Barnes inquired as to the status of the subdivision relating to the approval of the Common Council, and Ms. Kerper advised the Council met and performed its initial review of the project. She explained Mr. Krog was present and provided details relating to the project and the subdivision. It was noted during the Council's committee meeting that the project was coming through the Planning Board under site plan review. She explained the normal process with a subdivision request is to hold a public hearing which has been scheduled on February 12, 2019 during the regular meeting of the Common Council. Ms. Kerper indicated an approval may be granted at that time by the Council.

Ms. Kerper indicated the Board may take action tonight on the site plan and condition approval based on the Council approval of the subdivision. She explained she spoke with the City Attorney to confirm the matter, and he is comfortable with that action.

Mr. Barnes asked the applicant for an update on the storm water easement, and Mr. Ortloff advised a permanent easement is in the process of being drafted; however, it and has not yet been finalized. He indicated they are working through the details concerning the adjacent parcel for the original plan with Olean Gateway, LLC to gain access to the neighboring parcel to the retention pond.

Mr. Barnes requested clarification on the proposed lighting, and noted the project area is not heavily populated. Mr. Ortloff explained there are two types of exterior lights planned for the project, i.e., 30 lights directed upward towards the building, and side lights by the parking lot which are part of the original submission that will be shielded and directed downward.

Ms. Fay referred to the Site Plan Memorandum with comments received from the Department of Public Works concerning the back flow prevention and service line, and Ms. Kerper advised the comments received will be addressed during the building permit process by DPW and Code Enforcement.

A motion was made by Mary Fay, seconded by Chris Chapman to approve HK Olean Hotel, LLC (SP#01-19) with the following conditions:

- Applicant shall receive approval of the subdivision by the Common Council.
- A permanent executed storm water easement agreement shall be forwarded to the City Attorney for review and acceptance.
- Exterior lighting shall be shielded and directed downward.
- The Board shall take into account a no comment advisory or incorporation of any comments (that the project will not have any significant countywide or inter-community impact) by the Cattaraugus County Planning Board.

Voice vote, ayes all. Motion carried

#### **4. New Business**

There was no new business at this time.

**5. Miscellaneous**

There was no business at this time.

**6. Next Meeting Date**

The next Planning Board meeting has been scheduled for Monday, February 11, 2019 at 7:00 p.m., if there is business.

**7. Adjournment**

A motion to adjourn was made by Craig Polson, seconded by Jerry Steiner. Voice vote, ayes all. Motion carried. The meeting ended at approximately 7:24 p.m.