

Olean Planning Board Meeting Minutes

Monday, March 25, 2019
Council Chambers
Olean Municipal Building

Attendance:

Chairman: Tom Barnes
Members: Chris Chapman
Mary Fay
Gabrielle Kyser
Jerry Steiner

Applicants: Barbara Lickfeld
Gary Lickfeld

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 7:03 p.m. and requested the roll call show all members present except Craig Polson and Mark Sabella.

Mr. Barnes thanked Mark Sabella for filling in during his absence as Acting Chairman at the Planning Board's previous meeting.

2. Reading and approval of the March 11, 2019 meeting minutes

A motion was made by Jerry Steiner, seconded by Mary Fay to approve the March 11, 2019 meeting minutes. Voice vote, ayes all. Motion carried.

3. Old Business

i. Barbara Lickfeld (SP#03-19) 2330 West State Street

There was detailed discussion between the Board and applicant regarding the site plan comments from the Department of Public Works Director recommending the eastern driveway entrance should be ingress only or no left turn. The Board agreed it would not incorporate said recommendation into site plan approval.

In response to a question, Ms. Lickfeld advised the hours of operation for the business would be Monday – Friday, 9 a.m. to 2 p.m. or approximately 25 hours a week.

The applicant was advised that the parking area needs to be striped according to Code and the parking space dimensions are 9' x 20'.

After brief discussion, a motion was made by Mary Fay, seconded by Chris Chapman to approve Barbara Lickfeld (SP# 03-19) with the following condition:

- Parking lot shall be Code compliant.

Voice vote, ayes all. Motion carried.

Mr. Barnes thanked the applicant and suggested contacting Code Enforcement Officials for a list of licensed and insured contractors in order to bring the parking lot into compliance.

Ms. Kerper advised the applicant would receive notification of the site plan approval and the condition outlined during the meeting.

Mr. Barnes asked if there were updates on the Forest Hills Subdivision or the McNamara noncompliance issue. Ms. Kerper responded no response has been received from Mr. McNamara and there is no new information available regarding the Forest Hills Subdivision.

4. New Business

There was no new business at this time

5. Miscellaneous

Ms. Kerper advised the County Planning Board reviewed the agreement between the Cattaraugus County Planning Board and the City of Olean regarding referral exemptions and noted an executed copy of the agreement has been included in member's packets for their reference and records.

Ms. Kerper advised she spoke with the Mayor regarding changing the start time of the Planning Board meetings and suggested holding Board meetings at 6:30 p.m. as opposed to 7:00 p.m. She explained the Planning Board is one of the latest meetings held in the Municipal Building and the earlier start time would align with other City Boards and regular meetings.

There was member discussion regarding the proposed change and requested staff consult with members not in attendance. Ms. Kerper indicated this change wouldn't have to happen right away; however, she would update members at the next meeting with her findings so a decision could take place. Mr. Barnes noted if it was decided to change the time for when meetings are held and it became a problem for any member's work schedule then they could revert back to the 7:00 p.m. start time.

6. Next Meeting Date

The next Planning Board meeting has been scheduled for Monday, April 8, 2019 at 7:00 p.m., if there is business.

7. Adjournment

A motion to adjourn was made by Jerry Steiner, seconded by Chris Chapman. Voice vote, ayes all. Motion carried. The meeting ended at approximately 7:20 p.m.