

Olean Planning Board Meeting Minutes

Monday, September 22, 2025

Municipal Building Room 119 & Zoom

Attendance: **Acting Chairman:** Jerry Steiner
Members: Mary Fay
Reed McElfresh
Craig Polson (via Zoom)

Applicant(s): David & Joni York, 722 North Barry Street

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

Others(s): Joseph Keary, Alderman Ward 2

1. Roll Call

Recognizing a quorum, Acting Chairman Jerry Steiner called the meeting to order at 6:00 p.m. and requested the roll call show all members present except Jaye Beattie and Mark Sabella who were excused.

2. Reading and approval of the July 28, 2025 public hearing & meeting minutes

A motion was made by Reed McElfresh, seconded by Mary Fay to approve the July 28, 2025 (Bokman Properties, LLC SP # 2025-197) public hearing minutes. Voice vote, ayes all. Motion carried.

A motion was made by Mary Fay, seconded by Craig Polson to approve the July 28, 2025 meeting minutes. Voice vote, ayes all. Motion carried.

3. Old Business

There was no business at this time.

4. New Business

i. David York (SP # 2025-331) 127 Orleans Avenue

Ms. Kerper advised David and Joni York, owners of the property, are proposing the addition of a 6,000 sq. ft. structure. Ms. York advised the building would be used for auto cleaning and maintenance with a large storage area, downward-facing lighting located in the soffit, and signage affixed to the building.

Ms. Kerper referred to Code Enforcement Officer Ryan Reed's September 4, 2025 memorandum and advised the proposed seven parking spaces, with one being ADA compliant would exceed the parking required per City Code. The correspondence noted the means of ingress and egress are appropriate as there are no curbs, the storm drainage is proposed to slope to the grass area and appears sufficient, the dumpster area shall be shielded from public view, and the greenspace meets the minimum requirement. Ms. Kerper reiterated the exterior lighting would be downward-facing and located in the soffit. She noted signage for the project shall meet the requirements of the City of Olean Zoning Laws, which requires a separate sign permit application through Code Enforcement.

Ms. Fay sought clarification on the location of the project site. Ms. York explained the property is located near Orange Avenue, across from the City garage, and near the Main Street junction. Ms. Kerper advised Planning Board approvals are good for up to one-year, and, if necessary, the project may require a one-year extension on the approval. She noted the site is open land that she and Captain Bauer visited to assess. Mr. McElfresh asked if the site abuts the City levees, and Ms. York replied that it does. Ms. Kerper advised the NYS Department of Environmental Conservation (DEC) EAF Mapper automatically populated questions relating to the site's location to the levees. Mr. York explained that four properties were combined to create the site, which extends all the way to the dikes.

Mr. McElfresh questioned the type of siding proposed for the building. Mr. York advised the structure would be a metal pole barn with a small office space located in the front of the building. He explained the project details are still in the process of being finalized, and the exterior of the office area may include a rock or a stone façade to increase the aesthetics of the building.

Mr. Steiner inquired about the timeline for the project, and Mr. York advised they anticipate the project to commence in early Summer of 2026. He noted the Planning Board review and approval is the first step in the process, followed by the collection of quotes and the weighing of options. Ms. Kerper advised a Planning Board approval would allow the applicant to apply for one building permit through Code Enforcement and pay one application fee. Mr. York advised they have been working with Code Enforcement on the details of the project.

A motion to declare the Planning Board as Lead Agency for an uncoordinated NYSEQRA review was made by Reed McElfresh, 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 4. add "Urban, Industrial and Residential"; question 8. a. change to "No"; question 14. add "Agricultural/grasslands, Urban and Suburban". No changes were made to Part II. Ms. Kerper thanked the applicant for utilizing the DEC EAF Mapper to populate the relevant sections of the Short EAF. After brief discussion, a motion indicating that the Planning Board made a finding that the project would have no significant adverse

environmental impacts, and that the Planning Board therefore issues a Negative Declaration for (SP #2025-331), was made by Jerry Steiner, seconded by Reed McElfresh. Voice vote, ayes all. Motion carried.

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

Ms. Kerper advised the City Building would be closed on Monday, October 13, 2025 due to Indigenous Peoples' Day. She explained the Board may choose to schedule a special meeting, or schedule the public hearing for Monday, October 27, 2025.

After brief discussion, a motion was made by Reed McElfresh, seconded by Mary Fay, to set the public hearing for Monday, October 27, 2025 at 6:00 p.m. Voice vote, ayes all. Motion carried.

Ms. Kerper explained the public hearing process to Mr. and Mrs. York, and advised the materials for the public hearing would be emailed to them from the Department of Community Development, or if desired, may be available in the office for pick up. She noted the scheduled date of the public hearing would allow additional time for the notices to be sent to the property owners located within the 250' radius. Ms. Kerper advised the notices should be postmarked no later than Friday, October 17, 2025, and the Certification Form returned to the office prior to the public hearing. She noted the public hearing would be held in the Common Council Chambers to accommodate the public.

Mr. York added the neighboring properties have expressed their pleasure with the development of the project site, and thanked the Board for their time in reviewing the application.

5. Miscellaneous Communications

There were no miscellaneous communications at this time.

6. Next Meeting

The next Planning Board meeting has been scheduled for Monday, October 27, 2025 at 6:00 p.m.

7. Adjournment

A motion to adjourn was made by Mary Fay, seconded by Reed McElfresh. Voice vote, ayes all. Motion carried. Meeting adjourned at approximately 6:23 p.m.