

CITY OF OLEAN
DEPT. OF COMMUNITY DEVELOPMENT



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Olean Planning Board Meeting Minutes

Monday, October 27, 2025

Common Council Chambers & Zoom

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

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

Staff: Kathleen Monroe, Sr. Account Clerk Typist

Others(s): Bob Clark, Olean Times Herald

1. Roll Call

Recognizing a quorum, Chairman Craig Polson called the meeting to order at 6:05 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 September 22, 2025 meeting minutes

A motion was made by Reed McElfresh, seconded by Jerry Steiner to approve the September 22, 2025 meeting minutes. Voice vote, ayes all. Motion carried.

3. Old Business

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

Mr. Polson stated the project involves the construction of a single building with a gravel parking lot intended for auto cleaning and repair services. Mr. York noted a significant portion of the building would be designated for storage. Mr. Polson inquired about the project's location in relation to Barry

Street, and Mr. York explained the entrance on Orleans Avenue is located directly across from the City-owned Barry Street DPW Garage.

Ms. Monroe referred to the comments received from divisions of the Department of Public Works (DPW) and noted, per the Water Administration, a cross connection control device is required on the water service. DPW Director Sprague's comment indicated there is no information provided about connections to public water or sewer systems. If those connections are desired, they need to be coordinated with the City prior to construction. Also, there was no building finished floor elevation provided. The sanitary sewer on Orleans Avenue is slated to be upgraded, which may change the elevation of the public sanitary sewer main slightly. This change would only be to lower the sewer, making it more accessible to the proposed structure, but regardless the interaction of the proposed finish floor elevation with the public sanitary sewer needs to be considered if the proposed structure is to have sanitary sewer service.

Ms. Monroe explained the connection to the public sanitary sewer system should be a non-issue, as the City's planned upgrade would lower the elevation of the public sanitary sewer main. She noted the applicant would be coordinating with Code Enforcement and the Department of Public Works regarding the connection. Mr. York stated the existing sanitary sewer along Orleans Avenue is in terrible shape. He noted City officials recently inspected the site and confirmed their intention to replace the sanitary sewer line once funding is available. Mr. York further noted the existing sewer line is approximately 30' short in reaching his first lot and he has requested an extension of the sewer line. Mr. York added the City has surveyed and marked the location of the additional 30' of sewer line, which the City anticipated commencing in September of 2025.

Mr. Polson inquired whether the applicant would obtain an elevation survey of the site to provide to the DPW Director for review. Mr. York responded he would, if necessary, request the site elevation information from the City Engineer, noting portions of the property sit at or below the grade of the neighboring properties. Mr. Polson requested it be noted the applicant should coordinate with DPW regarding the connection to the sanitary sewer system.

Mr. York stated the proposed structure would be uninhabitable and mostly flood-proof. He noted the structure would be utilized for commercial business for only a few hours per day.

Mr. Polson emphasized the waste removal from the site must follow NYS Department of Environmental Conservation standards, and Mr. York confirmed that it would. Mr. York noted he was successful in securing clean fill material from the Marcus Park and Splash Park Projects for use on the site.

After brief discussion, a motion was made by Jerry Steiner, seconded by Reed McElfresh to approve David York (SP # 2025-331) with the following condition:

- Applicant shall coordinate with the Department of Public Works on the connection to the public sanitary sewer system.

Voice vote, ayes all. Motion carried.

Mr. York expressed his appreciation for the Board's review and approval of the project. He indicated he would follow up with Code Enforcement and Public Works on coordination for the project.

4. New Business

There was no business at this time.

5. Miscellaneous Communications

Ms. Monroe noted a memorial service for Mark Sabella's wife Jean, would be held at the Believers Chapel West in Allegany on Saturday, November 1, 2025, at 10:00 a.m.

6. Next Meeting

The next Planning Board meeting has been scheduled for Monday, November 10, 2025, at 6:00 p.m., if there is business.

7. Adjournment

A motion to adjourn was made by Mary Fay, seconded by Jerry Steiner. Voice vote, ayes all. Motion carried. Meeting adjourned at approximately 6:21 p.m.

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Olean Planning Board Public Hearing Minutes

Monday, October 27, 2025

Common Council Chambers & via Zoom

6:00 p.m. David York (SP # 2025-331)
127 Orleans Avenue

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

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

Staff: Kathleen Monroe, Sr. Acct. Clerk Typist

Citizen(s): None

Recognizing a quorum, Chairman Craig Polson opened the public hearing at 6:01 p.m., and Ms. Monroe read the legal notice of public hearing that was published in the Olean Times Herald on October 17, 2025.

Mr. Polson asked if there were any questions or comments from the Board or those in attendance.

Noting no members of the public in attendance, Mr. Polson asked two more times if anyone had any questions or comments on the proposed project.

Absent comments or questions, Mr. Polson entertained a motion to declare the public hearing closed. Motion made by Jerry Steiner, seconded by Reed McElfresh to close the public hearing at 6:04 p.m. Voice vote, ayes all. Motion carried.