Olean Planning Board Meeting Minutes

Monday, March 23, 2026
Municipal Building Room 119 & Zoom

Attendance:	**Chairman:**	Craig Polson
	Members:	Jaye Beattie Mark Sabella Jerry Steiner
	Applicant(s):	None
	Staff:	Keri L. Kerper, CD Program Coordinator Kathleen Monroe, Sr. Account Clerk Typist
	Others(s):	Bob Clark, Olean Times Herald (Via Zoom)

1. **Roll Call**

Recognizing a quorum, Chairman Craig Polson called the meeting to order at 6:02 p.m. and requested the roll call show all members present.

2. **Reading and approval of the February 23, 2026 public hearing & meeting minutes**

A motion was made by Jerry Steiner, seconded by Mark Sabella to approve the February 23, 2026 (Olean General Hospital SP # 2026-010) public hearing minutes. Voice vote, ayes all. Motion carried.

A motion was made by Jaye Beattie, seconded by Jerry Steiner to approve the February 23, 2026 meeting minutes. Voice vote, ayes all. Motion carried.

3. **Old Business**

There was no business at this time.

4. **New Business**

i. **Rick Bokman, Inc. (SP # 2026-040)**
1019 East State Street

Mr. Polson noted the applicant was unable to attend the meeting and suggested Ms. Kerper provide an overview of the proposed project. Ms. Kerper referred to the site plan and building elevations submitted by the property owner and advised the applicant is proposing a 53.5’ x 10’ addition for auto repair service to the existing structure, as well as the construction of a 36’ x 100’ stand-alone auto detail shop.

Ms. Kerper referred to Code Enforcement Officer Ryan Reed’s March 17, 2026 memorandum and advised the existing parking meets Code requirements, the means of ingress and egress are appropriate, storm drainage is present and connected to the City’s stormwater sewer system, and the dumpster area is existing and shielded from public view. The correspondence further noted the greenspace historically has not met the 10% requirement. Ms. Kerper added the exterior lighting would consist of night-sky complaint wall-pack lighting mounted on the building, and the signage is existing located on the exterior of the principal building.

Ms. Kerper advised the site plan and corresponding documents have been referred to the City’s Department of Public Works (DPW) divisions for their review and comment. She noted comments or recommendations identified would be provided to the Board prior to the public hearing, and significant concerns or recommendations would also be shared with the applicant for consideration and resolution prior to the next Planning Board meeting.

A motion to declare the Planning Board as Lead Agency for an uncoordinated NYSEQRA review was made by Mark Sabella, seconded by Jaye Beattie. Voice vote, ayes all. Motion carried.

The Planning Board reviewed Parts I & II of the Short Environmental Assessment Form (SEAF) prepared for the project and made the following changes to Part I: question 4. add “Residential (suburban)”; question 14. add “Suburban”. No changes were made to Part II. In response to Mr. Sabella’s inquiry relating to the subject of remediation, Ms. Kerper noted question 20. is marked yes as the proposed site was the subject of a small remediation for hazardous waste as discussed during the 801 East State Street site plan review. Ms. Kerper noted the applicant utilized the New York State Department of Environmental Conservation (NYSDEC) EAF Mapper to complete the SEAF. Mr. Steiner inquired about the threatened or endangered species identified through the NYSDEC’s EAF Mapper and listed in the SEAF, including the rayed bean. Ms. Kerper explained the rayed bean is an aquatic mussel species classified as an animal, and identified by the NYSDEC as potentially present in the nearby Allegheny River. Mr. Polson added none of the identified threatened or endangered species are expected to be present on the project site. In response to an inquiry from Mr. Beattie, Ms. Kerper advised the entire City of Olean is considered archeologically sensitive given its history. 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 #2026-040), was made by Jerry Steiner, seconded by Mark Sabella. Voice vote, ayes all. Motion carried.

A motion to certify the application complete was made by Mark Sabella, seconded by Jaye Beattie. Voice vote, ayes all. Motion carried.

After brief discussion, a motion was made by Craig Polson, seconded by Jerry Steiner, to set the public hearing for Monday, April 13, 2026 at 6:00 p.m. Voice vote, ayes all. Motion carried. Ms. Monroe added she would confirm the date and time with the applicant and email the public hearing packet to Mr. Derx and Mr. Bokman.

5. **Miscellaneous Communications**

Ms. Kerper advised the Mayor has been in contact with an individual who has agreed to serve on the Board and she has also reached out to another individual to assess their interest and availability in filling a vacancy. She indicated the Mayor expects to fill two of the three vacancies on the Board in the near future and is working to secure a third member. Mr. Steiner stated that it is unfortunate the Planning Board lost a couple of great members.

Ms. Kerper advised staff provided an annual Southern Tier West training opportunity to help members fulfill the mandatory 4-hour training requirement. She noted members interested in attending the training may contact staff for registration assistance. Ms. Kerper noted the annual sexual harassment prevention training must be completed by December 31, 2026. Mr. Sabella inquired about the June 30, 2026 expiration date of the training certificates stated in the online New York State anti-harassment training materials. Ms. Kerper responded staff would verify the accuracy of the expiration dates.

6. **Next Meeting**

The next Planning Board meeting has been scheduled for Monday, April 13, 2026 at 6:00 p.m.

7. **Adjournment**

A motion to adjourn was made by Jaye Beattie, seconded by Jerry Steiner. Voice vote, ayes all. Motion carried. Meeting adjourned at approximately 6:25 p.m.