Olean Planning Board Meeting Minutes

Monday, June 8, 2026
Municipal Building Room 119 & Zoom

Attendance:	**Chairman:**	Craig Polson
	Members:	Jaye Beattie Kathleen Martel Mark Sabella Jerry Steiner Gilbert Witte
	Applicant(s):	Dennis Pezzimenti, Operation Warm Hearts Ann Marie Sitter Tompkins, Operation Warm Hearts Frederick Tompkins, Operation Warm Hearts
	Staff:	Keri Kerper, CD Program Coordinator Kathleen Monroe, Sr. Account Clerk Typist
	Others(s):	Sonya McCall, Alderwoman Ward 4

1. **Roll Call**

Recognizing a quorum, Chairman Craig Polson called the meeting to order at 6:00 p.m. and requested the roll call show all members present except Alan Bernstein who was excused. He welcomed new members Dr. Gilbert Witte and Kathleen Martel to the Planning Board.

2. **Reading and approval of the April 13, 2026 public hearing & meeting minutes**

A motion was made by Gilbert Witte, seconded by Jerry Steiner to approve the April 13, 2026 (Rick Bokman, Inc. SP # 2026-040) public hearing minutes. Voice vote, ayes all. Motion carried.

A motion was made by Mark Sabella, seconded by Jaye Beattie to approve the April 13, 2026 meeting minutes. Voice vote, ayes all. Motion carried.

3. **Old Business**

There was no business at this time.

4. **New Business**

i. **Operation Warm Hearts (SP # 2026-132) (SUP # 2026-132)**
908 North Fourth Street

Mr. Pezzimenti introduced himself to the Board and advised the not-for-profit organization is proposing the construction of a 30’ x 60’ warehouse-style structure at the corner of Gardiner Avenue and North Fourth Street to accommodate overflow storage and occasional training activities. He noted the project site is located three doors down from their current facility, which has become cramped due to space limitations. Mr. Pezzimenti explained the proposed design allows the structure to comply with all setback requirements, without encroaching on adjoining properties. There was discussion regarding the building dimensions, and Mr. Pezzimenti stated he was unsure whether the proposed structure would be 30’ x 60’ or 20’ x 60’. Ms. Kerper noted the site plan has been updated to reflect a building size of 30’ x 60’. Mr. Pezzimenti stated he would verify the final dimensions of the proposed structured prior to the next meeting.

Dr. Witte asked whether water and restroom facilities would be included as part of the proposed project. Mr. Pezzimenti responded the project includes plumbing to accommodate restroom facilities.

Mr. Sabella inquired about the site’s residential zoning designation. Ms. Kerper explained the special use permit application before the Board would allow the proposed structure to be permitted within a residential district.

Mr. Polson noted the proposed metal exterior of the building, and inquired about exterior lighting. Mr. Pezzimenti stated night-sky compliant, downward facing wall-pack lighting fixtures would be installed above the entrance doorway.

Mr. Polson asked whether the project would include pavement or the construction of a driveway. Mr. Pezzimenti indicated the project may include the installation of a driveway, potentially consisting of crushed limestone, to facilitate loading and unloading activities, as well as a sidewalk to provide access to the building. He noted the driveway apron would be constructed of concrete in compliance with City Code requirements.

Dr. Witte sought clarification regarding the Code Enforcement denial of the zoning permit application. Ms. Kerper explained the Planning Board’s authority is governed under Section 9.1.2 of the Zoning Law of the City of Olean. She noted the zoning permit application was denied because it did not fit the Zoning criteria unless a Special Use Permit is approved by the Planning Board. Ms. Kerper further explained the denial allows the application to be referred to the Planning Board to take action, ensuring the project adheres to applicable zoning regulations. Mr. Polson added the proposed use is specifically included on the list of uses identified that may be permitted through the Special Use Permit process. He noted that if the proposed use were not listed as an allowable special use, the applicant would instead be required to seek a zoning variance.

A motion to declare the Planning Board as Lead Agency for an uncoordinated NYSEQRA review was made by Jerry Steiner, 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 “Urban”, “Industrial” and “Commercial”; question 10. change to “Yes”; question 11. change to ‘Yes”; question 14. add “Urban”. No changes were made to Part II. In response to an inquiry from Dr. Witte, Ms. Kerper advised the entire City of Olean is considered archeologically sensitive given its history. Ms. Kerper noted the applicant utilized the NYSDEC EAF Mapper to automatically populate sections of the SEAF. 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 #2026-132), was made by Gilbert Witte, seconded by Jerry Steiner. Voice vote, ayes all. Motion carried.

Ms. Kerper referred to Code Enforcement Officer Ryan Reed’s May 14, 2026 memorandum and advised the existing parking appears to be adequate for this accessory structure, the means of ingress and egress are appropriate, storm drainage will be contained to the property, and there is no dumpster proposed at this time. The correspondence further noted the greenspace meets the 10% minimum requirement, and the exterior lighting would consist of night-sky complaint wall-pack lighting mounted on the building. Ms. Kerper stated there is no proposed signage for the project. She noted future signage would comply with the City’s Zoning Code, and would require a separate permit application through Code Enforcement.

A motion to certify the application complete was made by Jaye Beattie, seconded by Kathleen Martel. 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, June 22, 2026 at 6:00 p.m. Voice vote, ayes all. Motion carried.

Ms. Kerper explained the public hearing process to Mr. Pezzimenti, and advised the public hearing materials for the project would be emailed to him from the Department of Community Development the next day. She advised the notices should be postmarked no later than Friday, June 12, 2026, and the Certification Form returned to our office prior to the public hearing.

5. **Miscellaneous Communications**

Ms. Kerper advised the Cattaraugus County Planning Board sent invitations to City of Olean Planning Board members to attend the 65th Annual Planning Board Dinner and Museum Tour to be held at the Cattaraugus County’s Historical Museum in Machias. She noted attending the dinner would allow the opportunity for members to earn one-hour of training credit toward fulfilling the annual mandatory 4-hour training requirement. She noted members interested in attending the dinner may contact staff to RSVP and provide payment for the event.

Dr. Witte suggested the City may save costs by not sending paystubs through the USPS on a bi-weekly basis. Ms. Kerper noted the City's payroll processor Paychex has an app payees may access to view or print paystubs. She stated she would provide the feedback to the Auditor's Office for consideration.

Ms. Kerper reminded members the annual sexual harassment prevention training provided by staff must be completed by December 31, 2026.

6. Next Meeting

The next Planning Board meeting has been scheduled for Monday, June 22, 2026 at 6:00 p.m.

7. Adjournment

A motion to adjourn was made by Craig Polson, seconded by Jerry Steiner. Voice vote, ayes all. Motion carried. Meeting adjourned at approximately 6:32 p.m.