

City of Olean

Zoning Board of Appeals

P.O. Box 668, 101 E. State Street, room 212
Olean, New York 14760
(716) 376-5683

A G E N D A

Zoning Board meeting to be held on Wednesday, August 12, 2026 at 5:45 pm in the City of Olean Municipal Building Council Chambers.

I. Meeting

1. Roll Call
2. Reading and approval of the July 22, 2026 meeting minutes.
3. Old Business –
 - 512 Front Street – PUBLIC HEARING
 - Use Variance #2026196
4. New Business –
 - 1411 Thorn Street
 - Area Variance #2026241
 - 224 S. Barry
 - Area Variance Extensions #2024007

II. Miscellaneous/Communications

III. Adjournment

City of Olean

ZONING BOARD OF APPEALS

P.O. Box 668, 101 East State Street, Room 212
Olean, New York 14760, (716) 376-5683

Minutes for Zoning Board Meeting held Wednesday, July 22nd, 2026 **Olean Municipal Building – Council Chambers**

Present: Kelly Sweet, Tom Enright, Steve Rogers, Linda Edstrom, Otto Tertinek

Absent: Bill Eaton, Jim Rucinski

Staff: Shawn Wing, Jacob Herbert

Other: Steve Pancio, Brian Cook

CALL TO ORDER

Recognizing a quorum, K. Sweet called the meeting to order at 5:45 p.m.

ROLL CALL

T. Enright read roll call. B. Eaton and J. Rucinski were absent.

READING AND APPROVAL OF THE MINUTES FROM June 24th, 2026 **AND July 8th, 2026**

L. Edstrom made a motion to approve the amended minutes from June 24, 2026 and the presented minutes from July 8, 2026, seconded by S. Rogers. Voice vote, all ayes. Motion carried.

OLD BUSINESS

• 1821 Buffalo Street – PUBLIC HEARING

T. Enright read the application from Steven Pancio to use the premises of 1821 Buffalo Street as a multi-use building that would include a veterinary office, dog boarding, and dog grooming. The request if granted will vary from the requirements of Article 4, Sections 4.1.2 and 4.1.4 of the City of Olean Zoning Law.

○ Steven Pancio - applicant

S. Pancio his desire to use the premises to build a mixed use facility providing dog grooming, day-care, boarding, and veterinary services. He explained the size of the lot is 1.4 acres, which he says, is ample room. He states the designs he is looking at for the building will take noise and odor concerns in to account. He states the boarding will take place indoors and that waste in the outdoor area will be picked up daily by staff, contained, and discarded weekly. He explained the maximum amount of dogs that would be onsite is around 40. The veterinary services would likely be part-time or appointment based.

The Public Hearing closed at 5:52 pm.

The Board reviewed the findings. The Board determined the applicant has proven unnecessary hardship. L. Edstrom made a motion, seconded by T. Enright, to approve the variance. Voice vote, all ayes. Motion carried.

- **512 Front Street**

T. Enright read the application from Brian Cook to use the premises known as 512 Front Street for vehicle repairs in addition to his car detailing and car sales business. The request if granted would vary from the requirements of Article 4, Chapter 28 Section 2.2 of the City of Olean Zoning Law.

With the applicant present, K. Sweet explained that the current uses of the property are not approved uses and did not go through zoning previously. S. Rogers explained that they would like to add car detailing and car sales to the variance request alongside car repairs. L. Edstrom clarified that they are not attempting to shut the business down. K. Sweet made a motion, to amend the application to add car detailing and car sales to the request with the applicant's permission, seconded by S. Rogers. Voice vote, all ayes. Motion carried.

Applications were amended and signed by the applicant. S. Rogers made a motion, to declare the application complete, seconded by K. Sweet. Voice vote, all ayes. Motion carried.

T. Enright made a motion to set the public hearing date for Wednesday August 12, 2026 at 5:47 pm, seconded by S. Rogers. Voice vote, all ayes. Motion carried.

MISCELLANEOUS

K. Sweet brought up communications from Code Enforcement requesting that any requests for additional material from the applicant be directly between the Zoning Board and the applicant. K. Sweet presented checklists of requirements to be used by Code Enforcement when receiving variance applications to be completed before the Zoning Board receives the applications. K. Sweet made a motion to implement checklists with approval from the Mayor, seconded by T. Enright. Voice vote, all ayes.

ADJOURNMENT

O. Tertinek made a motion, seconded by L. Edstrom, to adjourn the meeting at 6:27 pm.

Respectfully submitted,
Jacob Herbert

512 Front Street

Use Variance

#2026196

City of Olean
Department of Fire, Buildings, & Emergency Services
Code Enforcement Division

Olean Municipal Building, Rm. 212
P.O. Box 668, 101 E. State Street
Olean, NY 14760
716-376-5683, 716-376-5707 (fax)

Use Variance Application

Date: 6/25/26

For Office Use Only
Application #: 2026196

Hearing Date/Time: 8/12/26 5:47pm.

To: The Zoning Board of Appeals

I BRIAN L. COOK
(owner/applicant)

I _____
(applicant, if different from owner)

(relationship to owner)

hereby make application to the Zoning Board of Appeals for the City of Olean, New York for an Use Variance to

permit the premises known as BRIAN'S ADVANCE DETAIL, LLC 512 FRONT ST.
(location)
to vary from the use requirements of the Zoning Law. USE PROPERTY OLEAN, NY 14760

Detailed description of request: I WANT TO ADD AUTO REPAIRS
TO MY EXISTING REGISTERED STATE OF NEW
YORK MOTOR VEHICLE RETAIL DEALER BUSINESS (#7133404)
& Auto Detailing

This variance, if granted, will vary from the requirement(s) of:

Article 4 Section 4.3.2 of the Zoning Law.
Article 4 Section 4.14 of the Zoning Law.

In making its determination, the Zoning Board of Appeals shall take into consideration showing by the applicant that applicable zoning regulations and restrictions have caused unnecessary hardship. In order to prove such unnecessary hardship the applicant shall demonstrate and the Zoning Board of Appeals shall find that:

- (1.) Under the applicable regulations of this Law the applicant is deprived of all reasonable economic use or benefit from the property in question, which deprivation must be established by competent financial evidence; and
- (2.) That the alleged hardship relating to the property in question is unique, and does not apply to a substantial portion of the district or neighborhood; and
- (3.) That the requested use variance, if granted, will not alter the essential character of the neighborhood; and
- (4.) That the alleged hardship has not been self-created.

It is the responsibility of the applicant to present evidence sufficient to satisfy the Zoning Board of Appeals that the above standards proving unnecessary hardship have been met.

Brian Cook
(owner's signature)

Brian Cook
(applicant's signature)

6/25/2026
(date)

6/25/2026
(date)

- (3) That the requested use variance, if granted, will not alter the essential character of the neighborhood; and

ILLUSTRATIVE NEIGHBORHOOD CHARACTER FACTORS

- Board members' observations of neighborhood. *EXCELLENT*
- Expected effect of proposal on neighborhood, for example, change in parking patterns, noise levels, lighting, traffic *CONDITION*

- NONE - HOURS 8 AM - 5 PM*
- (4) That the alleged hardship has not been self-created.

SELF CREATED

- What were the permitted Uses at the time the property was purchased by the applicant? *COMMERCIAL*
- Were substantial sums spent on remodeling for a Use not permitted by Zoning? *NO*
- Was the property received through inheritance, court order, divorce? *NO*

- d. The zoning board of appeals, in the granting of use variances, shall grant the minimum variance that it shall deem necessary and adequate to address the unnecessary hardship proven by the applicant, and at the same time preserve and protect the character of the neighborhood and the health, safety and welfare of the community.

City of Olean
Department of Fire, Buildings, & Emergency Services
Code Enforcement Division

Olean Municipal Building, Rm. 212
P.O. Box 668, 101 E. State Street
Olean, NY 14760
716-376-5683, 716-376-5707 (fax)

Zoning Permit Application

To Code Enforcement:

Date: 6/25/2026

I hereby apply for a zoning permit pursuant to the Olean Zoning Ordinance to construct or alter a structure as set forth. This Application may be used in conjunction with any variance applications. Please provide a separate application for each construction project. Please print in ink.

Regarding Address: 512 FRONT ST. OLEAN, NY 14760

Owner: BRIAN L. COOK Applicant: BRIAN L. COOK

Addr: 512 1/2 FRONT ST. Addr: 512 1/2 FRONT ST.
OLEAN NY 14760 OLEAN NY 14760

Phone: 716-307-5995 (h) 716-307-6141 (w) Phone: 716-307-5995 (h) 716-307-6141 (w)

If you are applying for a change of use, please complete questions #1 & 6 and continue onto page 2. New construction requires full completion of this application.

1.) Please check one:

☐ a single-family dwelling

☐ a dbl-family dwelling

☐ a multi-family dwelling, number of units? _____

☐ currently, vacant land

☒ other (business) Please describe: AUTO REPAIR SHOP

Auto Detail - Used Auto Sales
KS

1.) Lot size: Width _____ Depth _____ Area _____ sq. ft.

2.) List all of the structures currently on the lot:

(1)	(2)	(3)	(4)
(principal bldg)	(describe structure)	(describe structure)	(describe structure)
w) _____ l) _____ h) _____	w) _____ l) _____ h) _____	w) _____ l) _____ h) _____	w) _____ l) _____ h) _____

4.) Are you applying for a New structure OR An addition (Please circle one)

5.) Proposal's dimensions: w) _____ l) _____ h) _____ Stories) _____ Total sq.ft.) _____

6.) Describe proposal: WE WANT TO ADD AUTO REPAIRS TO OUR
EXISTING AUTO DETAIL / USED CAR SALE BUSINESS

B.L.
KS

7.) Provide minimum distances from the new construction to the property lines. These measurements should conform to the measurements drawn on the plot plan located on pg. 3. For additions, write the initial "A" where the addition will be attached to the existing structure.

Right distance: _____ ft., Left: _____ ft., Both sides total: _____ ft.

Front distance: _____ ft., Rear: _____ ft. to the property line.

If this application is denied, I (owner & applicant) understand that only the appropriate board has the authority to grant permission to vary from the requirements of the City of Olean Zoning Ordinance and NO work will commence until Code Enforcement has issued the permit.

I believe that the statements herein contained on this application (pages 1 – 3) are true to the best of my knowledge.

Owner: BRIAN L. COOK Brian Cook 6/25/2026
(print) (signature) (date)
Applicant: BRIAN L. COOK Brian Cook 6/25/2026
(print) (signature) (date)

Applicant representing business of: BRIAN'S ADVANCE DETAIL, LLC

Code Enforcement Action

This application of Building Use received on 6/26/26 for
The construction site of 512 Front St Zoned: R3 according to the City
Ordinance is hereby **APPROVED** or **DENIED**

If denied, the reason for denial is: Not a listed use for an R3 zone. SW

The following indicated applications and approvals are required prior to any issuance of permits:

Area Variance Use Variance Home Occupation Special Use Site Plan Other

Code Enforcement Officer: Shawn W rug Date: 6/26/26

Comments: n/a

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

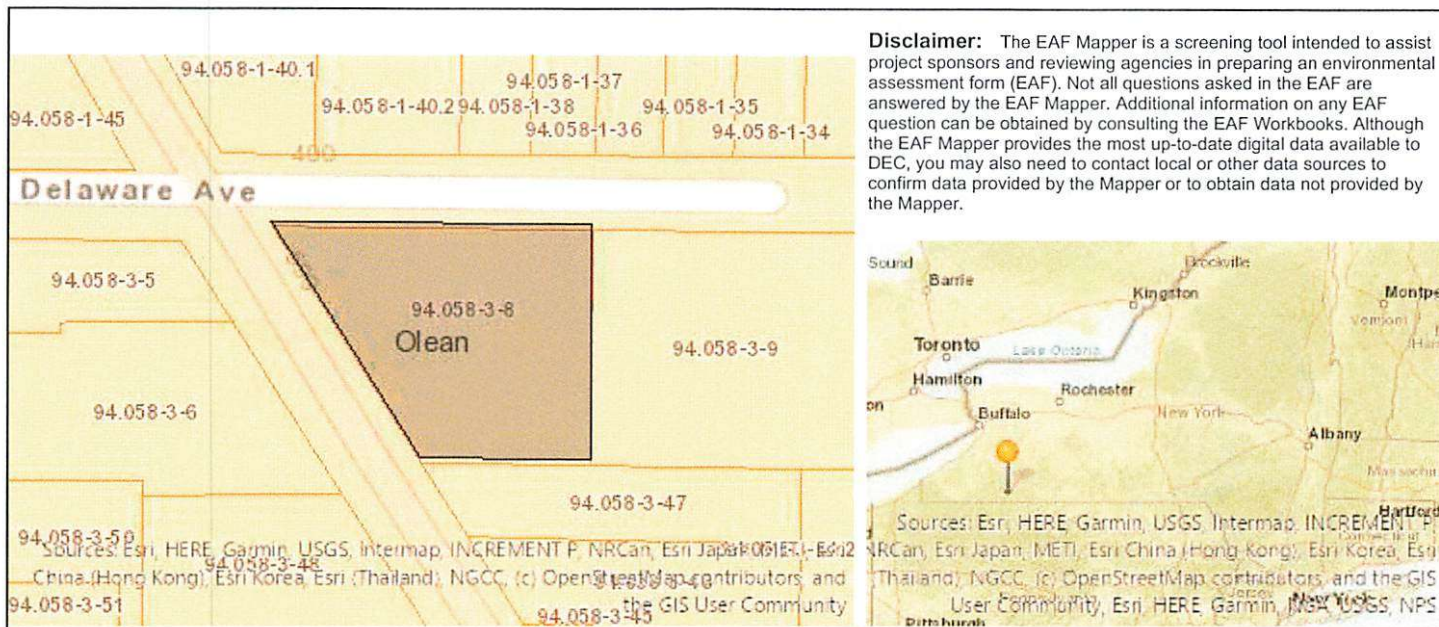
Part 1 – Project and Sponsor Information			
Name of Action or Project: Automotive repair service, Auto Detail, Auto Sales <i>B.C. IS</i>			
Project Location (describe, and attach a location map): 512 Front St			
Brief Description of Proposed Action: Add the use of 'automotive repairs and service' to existing automotive detail business location.			
Name of Applicant or Sponsor: Brian Cook		Telephone: 716-307-5995	
		E-Mail:	
Address: 512 1/2 Front St			
City/PO: Olean		State: NY	Zip Code: 14760
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If No, continue to question 2.			NO ☒ YES ☐
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: CITY OF OLEAN CODE ENFORCEMENT BUILDING PERMIT FOR ANY CHANGES REQUIRED TO CONVERT STRUCTURE			NO ☐ YES ☒
3. a. Total acreage of the site of the proposed action?		.45 acres	
b. Total acreage to be physically disturbed?		0 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		.45 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
☒ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☒ Residential (suburban) ☒ Forest ☐ Agriculture ☒ Aquatic ☒ Other(Specify): USFWS - Riverine ☐ Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☒	☒	☐
b. Consistent with the adopted comprehensive plan?	☒	☒	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	☐	☒	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify:	☒	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	☒	☐	
b. Are public transportation services available at or near the site of the proposed action?	☐	☒	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☐	☒	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies:	☐	☒	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	☐	☒	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	☐	☒	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	☒	☐	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	☐	☒	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	☐	☒	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	☒	☐	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			
USFWS RIVERINE - 0 SQ/FT			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☒ Urban ☒ Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? Wavyrayed Lampmussel, Rayed...	NO	YES
	☐	☒
16. Is the project site located in the 100-year or 500-year flood plain?	NO	YES
	☒	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
a. Will storm water discharges flow to adjacent properties?	☒	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	☐	☐
If Yes, briefly describe: 		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	☒	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	☒	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
	☒	☐
21. Is the project located within, or within ½ mile of, a disadvantaged community? If No, could impacts from the project affect a disadvantaged community? If Yes to either question in 21, answer the following question.	NO	YES
	☐	☒
	☒	☐
a. Identify the potential pollution impacts of the project, either direct or indirect, that may occur within the disadvantaged community (e.g., wastewater discharges, air emissions, noise, odors, solid or hazardous waste generation or management):		
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: <u>Brian Cook</u> Date: <u>7-2-2026</u> Signature: <u>Brian Cook</u> Title: <u>Owner</u>		

EAF Mapper Summary Report

Saturday, June 27, 2026 4:06 PM



Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	No
Part 1 / Question 12b [Archeological Sites]	Yes
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local, New York State, and federal wetlands and waterbodies is known to be incomplete. Refer to the EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	Yes
Part 1 / Question 15 [Threatened or Endangered Animal - Name]	Wavyrayed Lampmussel, Rayed Bean
Part 1 / Question 16 [100 or 500 Year Floodplain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
Part 1 / Question 20 [Remediation Site]	No
Part 1 / Question 21 [Disadvantaged Community]	Yes

Project:

512 Front Road 196

Date:

7-8-20

Short Environmental Assessment Form

Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☒	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☒	☐
3. Will the proposed action impair the character or quality of the existing community?	☒	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☒	☐
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	☒	☐
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	☒	☐
7. Will the proposed action impact existing:	☒	☐
a. public / private water supplies?	☒	☐
b. public / private wastewater treatment utilities?	☒	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☒	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☒	☐
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☒	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☒	☐

Project: 2026196

Date: 7-8-26

Short Environmental Assessment Form

Part 3 Determination of Significance

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Unlisted Action

☐	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
☒	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
<u>Olean ZBA</u>	<u>7-8-26</u>
Name of Lead Agency	Date
<u>Kelly Sweet</u>	<u>Chair</u>
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
<u>Kelly Sweet</u>	
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT FORM

1411 Thorn Street
Area Variance
#2026241

NO WORK SHALL
COMMENCE
WITHOUT A
PERMIT

BP # 2026241

City of Olean
Fire, Buildings, and Emergency Services
Code Enforcement Division

Olean Municipal Building, Rm 212
P.O. Box 668, 101 E. State St.
Olean, New York 14760
716-376-5683, 716-376-5707 (fax)
codes@cityofolean.org

It's the law!
Call UFPO at least 2
days before you dig
1-800-962-7962

Building Permit Application

The undersigned hereby applies for a permit pursuant to do the following work which shall be done in accordance with the description, plans, and specifications submitted, and such special conditions as may be indicated on the permit.

Please type or print in ink

Regarding Address: 1411 Thon St. Olean, NY Date: 7/25/26

Owner: JASON FOLLAND Contact/Applicant: _____

Email: FTBL3@AOL.COM Email: _____

Addr: 117 S. 5th St. _____

OLEAN, NY 14760 _____

Phone: 585-378-0000 (h) _____ (w) _____ (h) _____ (w) _____

Fax: _____ (cell) _____ (cell) _____

Contractor: _____ Phone: _____ License # _____

Email: _____

Address: _____ City: _____ St: _____ Zip: _____

Engineer/Architect: DENNY COOK Phone: 716-676-3582

Mason: _____ Phone: _____

Plumber: _____ Phone: _____

Electrician: _____ Phone: _____

Home Owner's Insurance _____ Phone: _____

Description of principal building (use): ~~22x26~~ 12x26 CABIN/SHED

Proposed work: ☐ New Principal Bldg, ☒ Accessory Bldg, ☐ Repairs, ☐ Alterations, ☐ Remodel,
☐ Addition, ☐ Change of Use, ☐ Partial Demo, ☐ Other: _____

Description of work: PLACE 12x26 CABIN/SHED ON 1411
THON ST. OLEAN, NY 14760

Building Specifications (as applicable):

☐ **Stamped drawings by an Architect or Engineer**

Type of construction (wood, steel frame, masonry): Wood

Type of lumber /grade & material _____

Foundation material? _____ Thickness: _____

Footer Depth: _____ Width: _____ Thickness: _____ (A minimum of 48" is required for new construction)

Will there be a full or partial basement, a crawl space, on a slab, or posts? _____

See crawl space specs

Roof type? METAL Roof material? _____ Pitched degree? _____

Size of studs _____ x _____ spacing: o.c. _____

Size of floor joists _____ x _____ spacing o.c. _____

Size of girders _____ x _____ span _____

Size of rafters _____ x _____ spacing o.c. _____

Trusses?: roof _____ floor: _____

Will the building be sheathed? _____ Type of material? _____

Attached garage? Yes _____ No _____ See separation specs

Insulation: NYSECCC Compliance Method: Prescriptive _____ Trade-off _____ Software _____

R-Values: Foundation _____ Trade-off _____ Walls _____ Ceiling _____

Construction Description: _____

Comments: _____

Cost of construction (include labor, per project)?

Project Description: Shed Cost \$ 4000

Project Description: _____ \$ _____

Total cost including labor: \$ _____

I certify that the information supplied on this application is true and correct and that any changes shall be applied for in writing and approved by the Code Enforcement Officer(s) and

I shall comply with any and all requirements as per all Local and State codes and

I also agree that the City Code Enforcement Officer(s) will have access to the property and buildings to perform all the necessary inspections required by law and

I understand that I am responsible for notifying Code Enforcement for such inspections if the officer has not already made the necessary inspections(s) some of which may be indicated on the provided building plan checklist) and

I agree that all work will cease until inspection(s) have been conducted by the Code Enforcement Officer(s).

Applicant: JASON FOLLAND / [Signature] / 7/25/26
(print) (signature) (date)

Owner: _____ / _____ / _____
(print) (signature) (date)

This permit application has been reviewed and to the best of my knowledge complies with all the applicable codes and regulations.

Code Enforcement Officer: _____ Date: _____

Building Permit # _____ Issued date: _____ Fee: _____

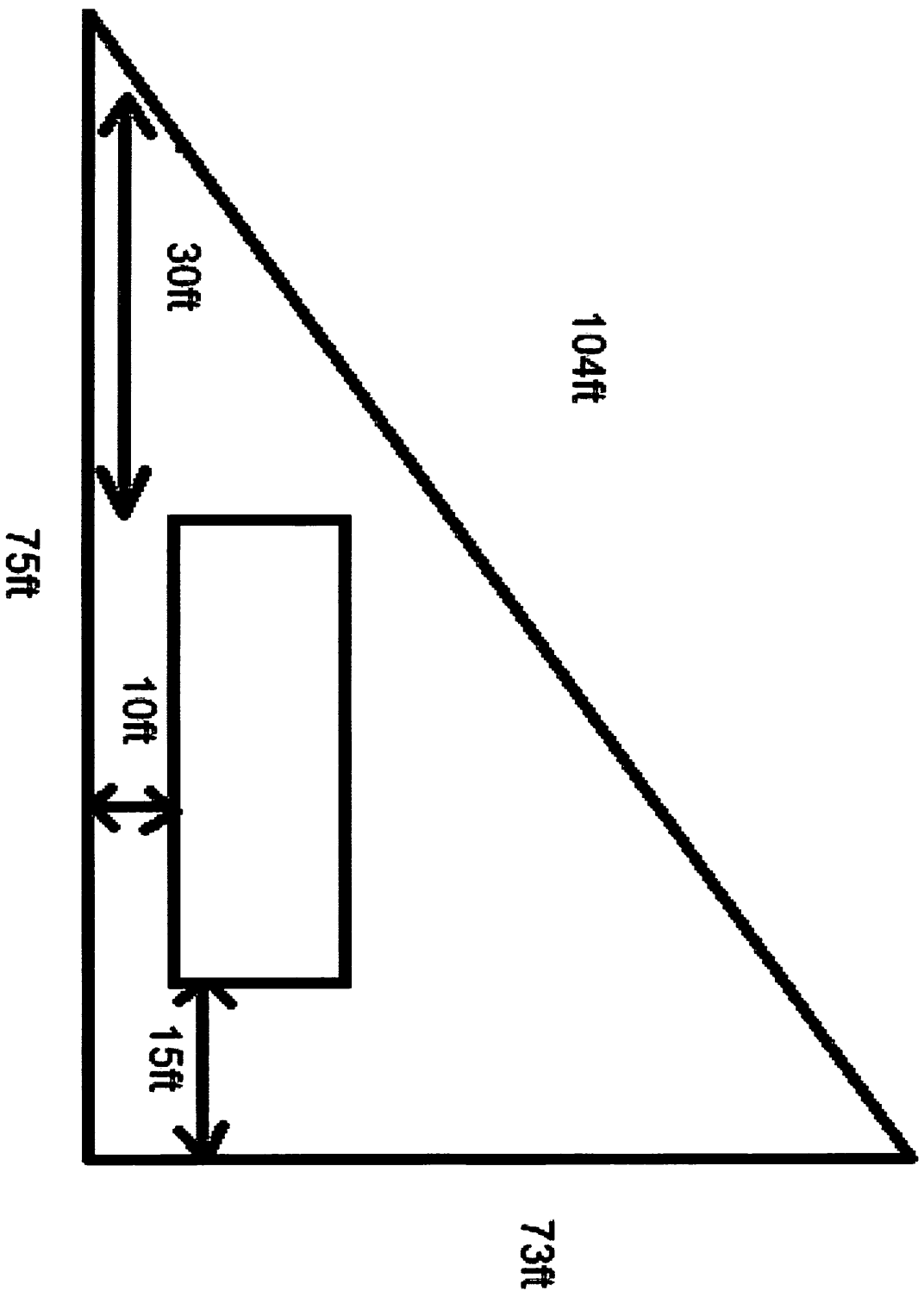
The building permit expires 12 months from the date of issuance and work must commence within 6 months.

Extension of _____ granted by Code Officer: _____, dated: _____

Amount for Electrical check required \$ _____

Active plans filed: _____, Dead plans filed: _____

Comments by Code Officer:



City of Olean
Department of Fire, Buildings, & Emergency Services
Code Enforcement Division

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P.O. Box 668, 101 E. State Street
Olean, NY 14760
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www.cityofolean.gov
codes@cityofolean.gov

Zoning Permit Application

To Code Enforcement:

Date: 7/30/2026

I hereby apply for a zoning permit pursuant to the Olean Zoning Ordinance to construct or alter a structure as setforth. This Application may be used in conjunction with any variance applications. Please provide a separate application for each construction project. Please print in ink.

Regarding Address: 1411 Thorn St.

Owner: Jason Folland

Applicant: _____

E-mail: ftbl3@aol.com

E-mail: _____

Addr: 117 S. 5th St.

Addr: _____

Olean, NY 14760

Phone: 5853780000 (h) _____ (w) Phone: _____ (h) _____ (w)

If you are applying for a change of use, please complete questions #1 & 6 and continue onto page 2. New construction requires full completion of this application.

1.) Please check one:

- ☒ a single-family dwelling
☐ a dbl-family dwelling
☐ a multi-family dwelling, number of units? _____
☐ currently, vacant land
☐ other (business) Please describe: _____

1.) Lot size: Width 75,73 Depth 103 (triangle) Area 2737 sq. ft.

2.) List all of the structures currently on the lot:

(1)	(2)	(3)	(4)
(principal bldg)	(describe structure)	(describe structure)	(describe structure)
w) _____ l) _____ h) _____	w) _____ l) _____ h) _____	w) _____ l) _____ h) _____	w) _____ l) _____ h) _____

4.) Are you applying for a New structure OR An addition (Please circle one)

5.) Proposal's dimensions: w) 12 l) 30 h) 10 Stories) 1 Total sq.ft.) 360

6.) Describe proposal: _____

7.) Provide minimum distances from the new construction to the property lines. These measurements should conform to the measurements drawn on the plot plan located on pg. 3. For additions, write the initial "A" where the addition will be attached to the existing structure.

Right distance: _____ ft., Left: _____ ft., Both sides total: _____ ft.

Front distance: _____ ft., Rear: _____ ft. to the property line.

If this application is denied, I (owner & applicant) understand that only the appropriate board has the authority to grant permission to vary from the requirements of the City of Olean Zoning Ordinance and NO work will commence until Code Enforcement has issued the permit.

I believe that the statements herein contained on this application (pages 1 – 3) are true to the best of my knowledge.

Owner: Jason Folland

(print)

(signature)

(date)

Applicant:

(print)

(signature)

(date)

Applicant representing business of:

Code Enforcement Action

This application of Building & Zoning received on 7/30/26 for
The construction site of 1411 Thorn St Zoned: R3 according to the City
Ordinance is hereby **APPROVED** or **DENIED**

If denied, the reason for denial is: Does not meet lot size of
4,000 sqft² (2,737 existing) or the front set back
of 15' (proposed 10'). This is in violation of G-1
the density control table. (DN)

The following indicated applications and approvals are required prior to any issuance of permits:

Area Variance

Use Variance

Home Occupation

Special Use

Site Plan

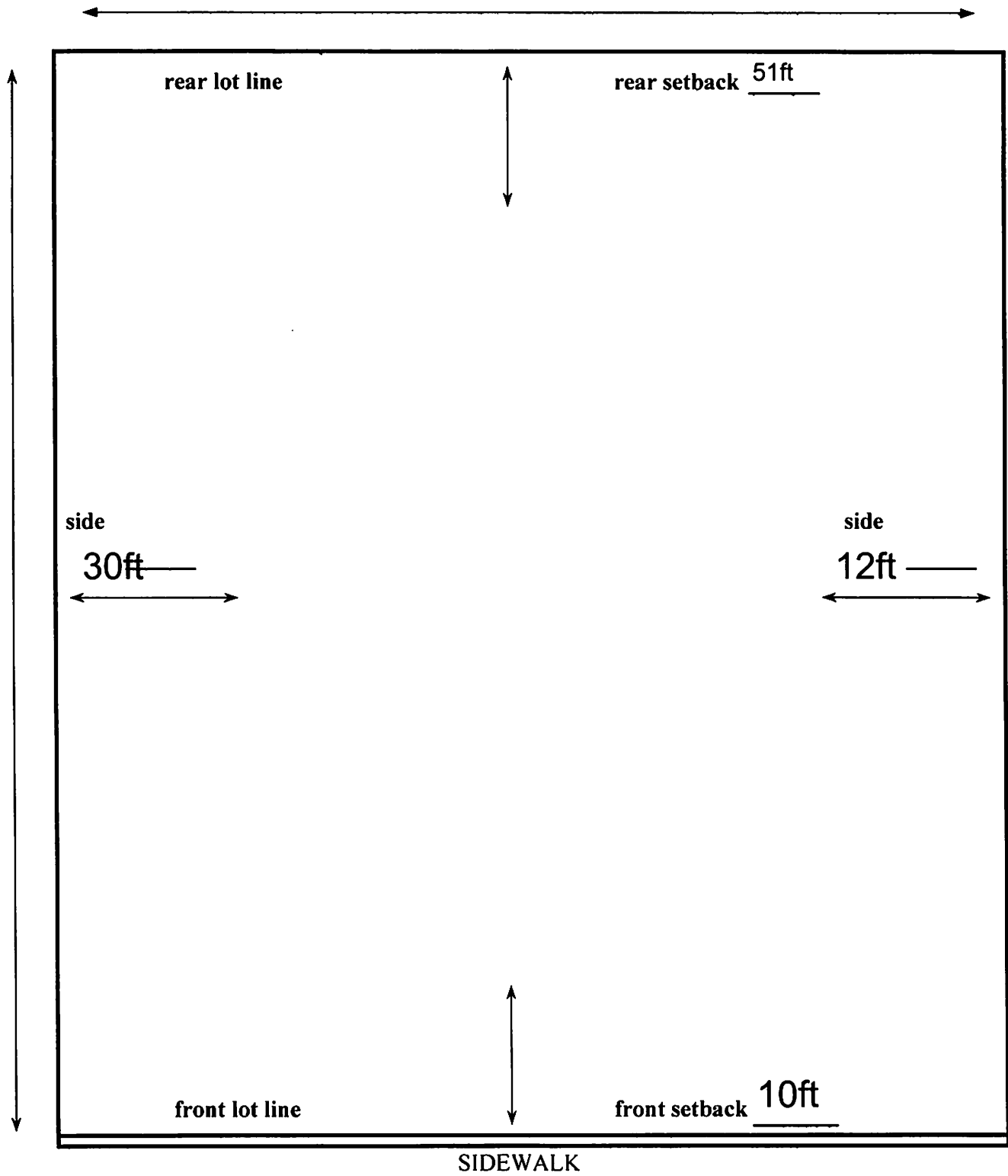
Other

Code Enforcement Officer:

Date: 7/30/26

Comments: pre built building was already placed
prior to approval. (DN)

PLOT PLAN
lot width



lot width _____ lot depth _____ lot area _____ bldg. area _____

Sec 6.1

City of Olean Zoning Law – Density Control Table

Use District	Minimum Lot Area (sq. ft.)	Minimum Lot Width (ft.)	Minimum Yard Requirements (ft.)			Maximum Lot Coverage			Maximum Building Height (Feet/Storys)	Minimum Building Separation on Same Lot (ft.)
			Front	Side	Rear	Principal Use (%)	Garage Use (%)	Accessory Use (%)		
R1	9,000	60	25	4*	35	25	7	2	40 3	5
R2	6,000	50	20	4**	20	30	10	2	40 3	5
R3	4,000	40	15	4**	10	35	12	5	40 3	5
RT	4,000	40	15	4**	10	50	12	10	40 3	0
CC	2,000	30	0	0	0	50	12	10	75 3	0
GC	2,000	30	0	0	0	50	12	10	40 3	0
WC	4,000	40	15	4**	10	35	12	5	40 3	5
I	N/A	N/A	50	N/A	N/A	50	12	10	75 N/A	0
I2	N/A	N/A	50	N/A	N/A	50	12	10	75 N/A	0***
I3	N/A	N/A	50	20****	10****	50	12	10	75 N/A	0***
PR	10,000	100	40	20	10	25	10	10	30 2	5
PB	N/A	N/A	N/A	N/A	N/A	25	10	10	40 3	5

* The minimum width required for a side yard is 4 feet on any side, with both sides together totaling a minimum of 25 feet.

** The minimum width required for a side yard is 4 feet on any side, with both sides together totaling a minimum of 14 feet.

*** See Section 10.22 for minimum separation distance requirements between adult uses and other specific uses.

**** These setbacks shall be doubled for any parcel that is adjacent to a residentially zoned area.

City of Olean
Department of Fire, Buildings, & Emergency Services
Code Enforcement Division

Olean Municipal Building, Rm. 212
P.O. Box 668, 101 E. State Street
Olean, NY 14760
716-376-5683
www.cityofolean.gov
codes@cityofolean.gov

Area Variance Application

Date: 7/25/26

For Office Use Only
Application #: 2026241
Hearing Date/Time: _____

To: The Zoning Board of Appeals

I JASON FOLAND
(owner/applicant)

I _____
(applicant, if different from owner) (relationship to owner)

hereby make application to the Zoning Board of Appeals for the City of Olean, New York for an Area Variance to

permit the premises known as 1411 Thown St. Olean, NY 14760
(location)

to vary from the lot area, lot width, yard, height, lot coverage or other dimensional requirement of the Zoning Law.

Detailed description of request: Place 12x26 Cabin/Shed on
1411 Thown St., Olean, NY 14760

Variance request will vary from the requirement(s) of:

Article 28 Section 6.1 of the Zoning Law.
Article _____ Section _____ of the Zoning Law.

In making its determination, the Zoning Board of Appeals shall take into consideration the benefit to the applicant if the variance is granted as weighed against the detriment to the health, safety and welfare of the neighborhood or community by such grant. In making determination the Board shall also consider:

- (1.) whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the area variance;
- (2.) whether the benefit sought by the applicant can be achieved by some method, feasible for the applicant to pursue, other than an area variance;
- (3.) whether the requested area variance is substantial;
- (4.) whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district
- (5.) whether the alleged difficulty was self-created which consideration shall be relevant to the decision of the Board of Appeals, but shall not necessarily preclude the granting of the area variance.

It is the responsibility of the applicant to present evidence sufficient to satisfy the Zoning Board of Appeals that the benefit to the applicant does not outweigh the detriment to the community or neighborhood.

[Signature] (owner's signature) 7/25/26 (date)

(applicant's signature) (date)

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project: Folland House			
Project Location (describe, and attach a location map): 1411 Thorn St, Olean, NY 14760			
Brief Description of Proposed Action: place a 12x30 cabin			
Name of Applicant or Sponsor: Jason Folland		Telephone: 5853780000	
		E-Mail: ftdl3@aol.com	
Address: 117 S. 5th St			
City/PO: Olean		State: NY	Zip Code: 14760
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If No, continue to question 2.			NO ☒
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: Zoning Board and Codes			YES ☒
3. a. Total acreage of the site of the proposed action?		<u>.07</u> acres	
b. Total acreage to be physically disturbed?		<u>.01</u> acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		<u>.07</u> acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☒ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify): ☐ Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO ☒ ☒	YES ☐ ☐	N/A ☐ ☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO ☒	YES ☐	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify:	NO ☒	YES ☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO ☒ ☒ ☒	YES ☐ ☐ ☐	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies:	NO ☐	YES ☒	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water:	NO ☐	YES ☒	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment:	NO ☐	YES ☒	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO ☒ ☒	YES ☐ ☐	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres:	NO ☒ ☐	YES ☐ ☐	

EAF Mapper Summary Report

Thursday, July 30, 2026 8:13 AM

☒

Disclaimer: The EAF Mapper is a screening tool intended to assist project sponsors and reviewing agencies in preparing an environmental assessment form (EAF). Not all questions asked in the EAF are answered by the EAF Mapper. Additional information on any EAF question can be obtained by consulting the EAF Workbooks. Although the EAF Mapper provides the most up-to-date digital data available to DEC, you may also need to contact local or other data sources to confirm data provided by the Mapper or to obtain data not provided by the Mapper.

☒

Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	No
Part 1 / Question 12b [Archeological Sites]	No
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	Yes
Part 1 / Question 15 [Threatened or Endangered Animal - Name]	Rayed.Bean, Bigeye Chub
Part 1 / Question 16 [100 or 500 Year Floodplain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
Part 1 / Question 20 [Remediation Site]	Yes
Part 1 / Question 21 [Disadvantaged Community]	Yes

224 S. Barry Street
Area Variance
Extension
#2024007



August 5, 2026

City of Olean Zoning Board of Appeals
101 East State Street
Olean, NY 14760

ATTN: City of Olean Code Enforcement Department

Re: Request for Two-Year Extension of Approval for Area Variances
Applicant: DePaul Properties, Inc.
Project: Residential Apartments
Property: South Barry Street and East Henley Street (8 Properties)

Dear City of Olean Zoning Board of Appeals:

Our firm represents DePaul Properties, Inc. ("DePaul"), the applicant regarding the above referenced Application for the following Area Variances which were approved by the Zoning Board of Appeals on March 28, 2024:

Area Variances Approved by ZBA on March 28, 2024

<u>VARIANCE #</u>	<u>DESCRIPTION</u>	<u>CODE SECTION</u>	<u>REQUIRED</u>	<u>REQUESTED</u>
1	Building A Front Setback	10.15.1	30 Feet	2 Feet
2	Building B Front Setback (S. Barry Street)	10.15.1	25 Feet	10 Feet
3	Rear Setback	10.15.1	30 Feet	19 Feet
4	Building A Number of Parking Spaces	10.3.1	96 parking spaces	57 parking spaces
5	Building B Number of Parking Spaces	10.3.1	6 parking spaces	3 parking spaces

A copy of the Zoning Board of Appeals' approval of the above-referenced area variances is attached hereto as Exhibit A.

HOPKINS SORGI & MCCARTHY PLLC

Attorneys at Law

574 Main Street, Suite 204 • East Aurora, New York 14052

Office: 716-805-7191 Ext 2 • Mobile: 716-908-3289 • E-Mail: psorgi@hsmlegal.com
hsmlegal.com

Letter to City of Olean Zoning Board of Appeals
Applicant: DePaul Properties, Inc.
Project: Residential Apartments
Property: South Barry Street and East Henley Street (8 Properties)
August 5, 2026

On August 22, 2024, the Zoning Board of Appeals granted DePaul a 2-year extension on the approved area variances – see approval of 2-year extension as set forth at Exhibit B, which was filed with the Olean City Clerk on August 23, 2024.

This letter shall constitute DePaul's request for an additional two-year extension as allowed by the City of Olean Zoning Code § 14.0.3(4), a copy of which is attached hereto as Exhibit C, which states:

All work which is authorized by the grant of a variance or special use permit shall be commenced within six months or such greater period not to exceed one year, as may be specified in the approval by the zoning board of appeals. Unless otherwise authorized by the zoning board of appeals, all work shall be completed within one year of the date of the grant of such variance or special use permit. Such approval may be extended as determined by the zoning board of appeals upon receipt of written application submitted prior to the expiration of the approval period.

By this letter, DePaul has requested the Extension of the Approval of the Area Variances "prior to the expiration of the approval period" as set forth in the last sentence of City of Olean Zoning Code § 14.0.3(4).

The reason for this request is as follows: While DePaul submitted for funding through the NYS Housing and Community Renewal ("HRC") 2025 9% consolidated funding round, it also submitted two additional applications for projects in Utica and Schenectady. Those projects were issued awards and HCR generally limits applicants to two awards per funding round. Despite this during post-application briefing, HCR representatives indicated the Olean application scored very high and had DePaul not already received two awards, Olean would very likely have been funded. As funding through this process remains competitive and unpredictable, DePaul hereby request an additional 2-year extension as a precaution.

Accordingly, we request that this matter be placed upon the August 2026 meeting of the Zoning Board of Appeals.

Thank you for your consideration of this request. If you have any questions or require any further information, please do not hesitate to contact me at psorgi@hsmlegal.com or 716.908.3289.

Letter to City of Olean Zoning Board of Appeals

Applicant: DePaul Properties, Inc.

Project: Residential Apartments

Property: South Barry Street and East Henley Street (8 Properties)

August 5, 2026

Sincerely,

HOPKINS SORGI & MCCARTHY PLLC



Peter J. Sorgi, Esq.

Enc.

cc: Frank Caputo, Olean City Clerk
City of Olean Code Enforcement Department
Keri L. Kerper, City of Olean Community Development Program Coordinator
DePaul Properties, Inc.
LaBella (Project Engineers)
SWBR (Project Architects)

Exhibit A

Zoning Board Of Appeals

City of Olean, New York

NOTICE OF DECISION

Variance # 2024007

Notice of Decision in the matter of the appeal of:

RECEIVED

DePaul Properties, Inc.

APR 03 2024

CITY OF OLEAN
CLERK

Dated this 28th day of March, 2024

Requesting a Area Variance for the premises known as:

224 S. Barry St, 218 S. Barry St, 216 S. Barry St, 214 S. Barry St, 212 S. Barry St,
210 S. Barry St, 228 S. Barry St, and 128 E. Henley St

Requesting permission to vary from the requirements of Article 10, Section 15.1 and Article 10, Section 3.1 of the zoning ordinance

By resolution of the Board, it was determined that the appeal in the above matter was:

(GRANTED)

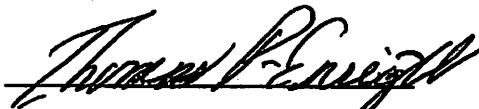
(DENIED)

(TABLED)

Upon the following conditions (if any):

The granting of this variance shall void all previous variances. Any deviations from the variance granted, or its conditions, will make this variance null and void.

This variance shall become void 6 months after the granting of the variance, should work fail to commence.



Thomas Enright, Secretary
Zoning Board of Appeals

Exhibit B

RECEIVED

AUG 23 2024

CITY OF OLEAN
CLERK

Zoning Board of Appeals
City of Olean, NY 14760

Variance Extension Application

For Office Use Only

Application #: 2024007

ZBA Meeting Date: 08/22/2024

To: The Zoning Board of Appeals

I De Paul Properties, Inc.
(owner/applicant)

I same
(Applicant, if different from owner)

(Relationship to owner)

hereby make application pursuant to Article 14 section 14.0.3 of the Zoning Law of the City of Olean to the Zoning Board of Appeals for the City of Olean, New York for an Extension of time

to Variance # 2024007 granted on 3/28/2024 for the premises known as 128 E. Henley St;

210 S. Barry St; 212 S. Barry St; 214 S. Barry St; 216 S. Barry St; 218 S. Barry St; and 224 S. Barry St.
(location)

this variance is a AREA USE variance. (please circle one) The following is a detailed description for the request of time: see submission letter from

Peter J. Sorg, Esq.

In making its determination, the Zoning Board of Appeals shall take into consideration the benefit to the applicant if the extension is granted as weighed against the detriment to the health, safety and welfare of the neighborhood or community by such grant.

PS
(owner's signature)

(date)

8-21-2024

PS
(applicant's signature)

(date)

8-21-2024

Decision of Zoning Board

This application for the request of an extension of time on the previously granted variance is hereby:

GRANTED

DENIED. The following are the reasons for denial if any

This extension will expire 6 ~~or~~ 12 Months from the date signed by the Zoning Board of Appeals.

Jerry Lecher
Zoning Board of Appeals Secretary

8/22/24
Date

Exhibit C

of appeals shall not at the same time be a member of the common council of the city. The mayor and common council shall have the power to remove any member of the zoning board of appeals for cause, after public hearing.

14.0.1 Term of appointment. The terms of office of the members of the zoning board of appeals shall be seven years. Of the members of the zoning board of appeals first appointed, one shall hold office for the term of one year, one for the term of two years, one for the term of three years, one for the term of four years, one for the term of five years, one for the term of six years and one for the term of seven years, from and after his or her appointment. The appointment of the chairperson shall be for a term of one year.

Their successors shall be appointed for the term of seven years from and after the expiration of the terms of their predecessors in office. If a vacancy shall occur otherwise than by expiration of term, it shall be filled by the mayor and common council of the city by appointment for the duration of the unexpired term.

14.0.2 Staff. The zoning board of appeals may employ such clerical or other staff assistance as may be necessary, and prescribe their duties, provided that it shall not at any time incur expenses beyond the amount of the appropriations made by the mayor and common council of the city and then available for that purpose.

14.0.3 Powers and duties. The zoning board of appeals shall have all the powers and duties prescribed by law and this law, which are more particularly specified as follows:

1. **Interpretation.** It shall be the responsibility of the zoning board of appeals to hear and decide appeals from, and review, any order, requirement, decision, or interpretation made by the code enforcement officer.
2. **Use variances.**
 - a. The zoning board of appeals, on appeal from the decision or determination of the code enforcement officer, shall have the power to grant use variances, authorizing a use of the land which otherwise would not be allowed or would be prohibited by the terms of this law.
 - b. No such use variance shall be granted by the zoning board of appeals without a showing by the applicant that applicable zoning regulations and restrictions have caused unnecessary hardship. In order to prove such unnecessary hardship the applicant shall demonstrate and the zoning board of appeals shall find that:
 - (1) Under the applicable regulations of this law the applicant is deprived of all reasonable economic use or benefit from the property in question, which deprivation must be established by competent financial evidence; and
 - (2) That the alleged hardship relating to the property in question is unique, and does not apply to a substantial portion of the district or

neighborhood; and

(3) That the requested use variance, if granted, will not alter the essential character of the neighborhood; and

(4) That the alleged hardship has not been self-created.

c. The zoning board of appeals, in the granting of use variances, shall grant the minimum variance that it shall deem necessary and adequate to address the unnecessary hardship proven by the applicant, and at the same time preserve and protect the character of the neighborhood and the health, safety and welfare of the community.

3. Area variances.

a. The zoning board of appeals shall have the power, upon an appeal from a decision or determination of the code enforcement officer, to grant area variances from the lot area, lot width, yard, height, lot coverage or other dimensional requirements of this law.

b. In making its determination, the zoning board of appeals shall take into consideration the benefit to the applicant if the variance is granted, as weighed against the detriment to the health, safety and welfare of the neighborhood or community by such grant. In making such determination the zoning board of appeals shall also consider:

(1) Whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the area variance; and/or

(2) Whether the benefit sought by the applicant can be achieved by some method, feasible for the applicant to pursue, other than an area variance; and/or

(3) Whether the requested area variance is substantial; and/or

(4) Whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district; and/or

(5) Whether the alleged difficulty was selfcreated, which consideration shall be relevant to the decision of the zoning board of appeals, but shall not necessarily preclude the granting of the area variance.

c. If the zoning board of appeals, in its discretion, shall grant an area variance, it shall grant the minimum variance that it shall deem necessary and adequate and at the same time preserve and protect the character of the neighborhood and the health, safety and welfare of the community.

4. Imposition of conditions. The zoning board of appeals shall, in the granting of use variances, area variances and special use permits, have the authority to

impose such reasonable conditions and restrictions as are directly related to and incidental to the proposed use of the property, or the period of time such variance shall be in effect. Such conditions shall be consistent with the spirit and intent of this law and shall be imposed for the purpose of minimizing any adverse impact such variance may have on the neighborhood or community.

All work which is authorized by the grant of a variance or special use permit shall be commenced within six months or such greater period not to exceed one year, as may be specified in the approval by the zoning board of appeals. Unless otherwise authorized by the zoning board of appeals, all work shall be completed within one year of the date of the grant of such variance or special use permit. Such approval may be extended as determined by the zoning board of appeals upon receipt of written application submitted prior to the expiration of the approval period.

14.0.4 Mandatory referral.

1. The zoning board of appeals shall, at least five days before a public hearing, mail notices thereof to the parties, and to the regional state park commission having jurisdiction over any state park or parkway within 500 feet of the property affected by such appeal.
2. The zoning board of appeals, before taking final action on any use variance affecting real property lying within a distance of 500 feet from the boundary of any city, village or town, or from the boundary of any existing or proposed county or state park or other recreation area, or from the right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines, or from the existing or proposed boundary of any county or state owned land on which a public building or institution is situated, shall refer such matter to the Cattaraugus County Planning Board for report and recommendation. If the county planning board fails to make such report within 30 days after receipt of referred matter the zoning board of appeals may act without such report. If the county planning board disapproves the proposal, or recommends modification thereof, the zoning board of appeals may act contrary to such disapproval or recommendation only by a vote of a majority plus one of all the members thereof and after the adoption of a resolution fully setting forth the reasons for such contrary action. The zoning board of appeals shall file a report of its action with the county planning board within seven days after such action is taken.

14.0.5 Procedure.

1. All appeals and applications made to the zoning board of appeals shall be in writing, on forms prescribed by said board. Every appeal or application shall refer to the specific provision of the law involved, and shall exactly set forth the interpretation that is claimed, or the details of the variance that is applied for, and the grounds on which it is claimed that the variance should be granted, as the case may be.
2. The zoning board of appeals shall hold a public hearing on appeals within 60