

## **Olean Planning Board Meeting Minutes**

**Monday, April 24, 2017**

**Council Chambers**

**Olean Municipal Building**

**Attendance:**

**Chairman:** Tom Barnes

**Members:** Mary Fay  
George Pancio  
Craig Polson  
Mark Sabella  
Phil Smith

**Applicant:** Donna Kahm, Southern Tier Health Care  
Tammy Hilmey, Architect for Southern Tier Health Care

**Staff:** Mary George, Comm. Dev. Program Coordinator  
Keri Kerper, Sr. Account Clerk Stenographer

**Other(s):** None

### **1. Roll Call**

Chairman Tom Barnes called the meeting to order at 7:00 p.m. and requested the roll call show all members present except Jerry Steiner.

### **2. Reading and approval of the April 10, 2017 public hearing & meeting minutes**

A motion was made by Mary Fay, seconded by Mark Sabella to approve the April 10, 2017 public hearing minutes. Voice vote, ayes all. Motion carried.

A motion was made by Phil Smith, seconded by Mary Fay to approve the April 10, 2017 meeting minutes. Voice vote, ayes all. Motion carried.

### **3. Old Business**

There was no old business to discuss.

### **4. New Business**

#### **i. Southern Tier Health Care System (SP #02-17) 150 North Union Street**

Tammy Hilmey and Donna Kahm introduced themselves to the Board. Ms. Hilmey explained that they are proposing to renovate the building and the project consists of the first floor. Mr. Barnes noted members received plans associated with the second floor (basement level), and Ms. Hilmey advised it would be for future offices and depend upon use of the area. She explained that there is a lot of space in the building and they have plans to modify the stairs.

Mr. Barnes questioned if an elevator is required, and Ms. Hilmey explained there is room to install a lift in the future, if necessary, and if funding is available. Ms. Kahm explained they are planning to use the first floor and there isn't a need at this time for an elevator and the second level would be open for a training room.

Ms. Kahm advised they have four parking spaces in the rear of the building and plan to purchase permit parking for the City lot. It was noted there are no longer parking requirements under the Form Based Code. Mr. Barnes suggested making one of the four parking spaces handicap parking. Ms. Hilmey advised that the main entrance would be at the front of the building, and Ms. Kahm explained that the rear door would be locked and used for employee entrance with a two-way monitor. She explained that someone could meet their trainer at the rear or if they have been there before arrangements could be made to meet whomever at the rear and let them in.

Ms. Kahm advised the training center would be used on Mondays and Thursdays. There was discussion that the nearby alleyway could be used in order to gain entrance to the front of the building.

Ms. George advised that there is signage and awning standards under the Form Based Code, and Ms. Hilmey explained she read the Code and the project meets the signage requirements and no awning is being proposed. Mr. Barnes requested that staff check with Code Enforcement regarding compliance with signage and the possibility of needing an elevator.

Ms. Kahm explained the Child Advocacy Center will remain on Main Street; however, they will bring training to the North Union Street location. She noted that they receive approximately one client per hour seeking navigation for health insurance.

Ms. Fay commented that she is glad to see the space being used in the downtown. Ms. Hilmey explained they are trying to respect the historic nature of the building, and are building partial patricians so that the tin and coffered ceilings can be saved and viewed. She then showed members samples of the exterior materials that would be used. Ms. Kahm indicated they would be replacing the windows for energy efficiency.

Motion to declare the Planning Board Lead Agency for an uncoordinated NYSEQRA review was made by Craig Polson, 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 3. add “less than .5 acres”; question 4. add “residential”; question 12b. change to “yes”; question 14. add “suburban”; question 15. applicant was unsure if the NYSDEC website was used to look for endangered species; question 17. applicant advised that the roof drains to the front and is connected to the City’s stormwater system. No changes were made to Part II. After brief discussion, a motion indicating that the Planning Board made a finding that the project would have no significant impacts, and that the Planning Board therefore issues a Negative Declaration for (SP #02-17), was made by Phil Smith, seconded by Craig Polson. Voice vote, ayes all. Motion carried.

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

Mary Fay moved to set the public hearing for May 8, 2017 at 7:00 p.m., seconded by Mark Sabella. Voice vote, ayes all. Motion carried. Mr. Barnes explained the public hearing procedure to the applicant and advised that the materials will be available from Community Development on Wednesday morning.

**5. Miscellaneous**

**i. GML Section 239-l. –m, -n Referral Exemptions – Cattaraugus County Planning Board**

Ms. George advised there is no update to report on the above-referenced item.

**6. Next Meeting Date**

The next Planning Board meeting has been scheduled for Monday, May 8, 2017.

**7. Adjournment**

Motion to adjourn was made by George Pancio, seconded by Mark Sabella. Voice vote, ayes all. Motion carried. The meeting ended at approximately 7:40 p.m.