

**VILLAGE OF PORT CHESTER  
BOARD OF TRUSTEES  
Meeting, Monday, June 15, 2015  
PROPOSED EXECUTIVE/CLOSED SESSION 6:00-7:00 P.M.  
Regular Meeting: 7:00 P.M.  
VILLAGE JUSTICE COURTROOM  
350 North Main Street  
Port Chester, New York  
**AGENDA****

**TIME: 6:00 P.M. to 7:00 P.M.**

<b>I</b>	<b>PROPOSED MOTION FOR EXECUTIVE SESSION</b>	<b>ACTION</b>
1	Consultation with special counsel regarding United Hospital site redevelopment.	
2	Consultation with special counsel to the Town of Rye regarding settlement of a tax certiorari proceeding.	
3	Status of collective bargaining agreement negotiations with Village unions.	
4	Discussion regarding the Chief of Police performance evaluation.	

**TIME: 7:00 P.M.**

<b>II</b>	<b>AWARD PRESENTATION</b>	<b>ACTION</b>
1	Recognition award for Liam Herbert.	
<b>III</b>	<b>AFFIDAVIT OF PUBLICATION AND NOTICE OF PUBLICATION RE:</b>	<b>ACTION</b>
1	Public hearing to consider the advisability of adopting a local law amending the Village charter with regard to the number of village marshals.	
2	Public hearing to consider the advisability of adopting a local law amending appendix to the code of the Village of Port Chester, a402 land subdivision regulations to provide for a process for lot line adjustments.	
3	Public hearing to consider the advisability of adopting a local law to amend the Code of the Village of Port Chester, Chapter 345 "Zoning" that would: update the use classification and amend existing standards for the granting of special use exceptions for medical and dental offices and establish off-street parking requirements for such uses, create a new C1M Neighborhood Retail – Medical Zoning District with changes to the Schedule of Use Regulations, and amend the Official Zoning Map to provide for the zoning designation of certain properties currently in the C1 Neighborhood Retail District to be changed to the new C1M District.	

<b>IV</b>	<b>PUBLIC COMMENTS</b>	<b>ACTION</b>
<b>V</b>	<b>RESOLUTIONS</b>	<b>ACTION</b>
	<b>Administration</b>	
1	Accepting the offer of dedication and proposed deed with regard to Nella Way as a Village Street.	
2	Authorized the Village Treasurer to make payment to the Independence Day Committee in the amount of \$5,500 for assistance to the Independence Day Observance for the Year 2015.	
3	Authorizing a summer intern program.	
4	Setting a public hearing to amend the code of the Village of Port Chester, Chapter 283, streets and sidewalks, clarifying and codifying the obligations of property owners and other responsible parties with regard to the adjoining or contiguous public sidewalk.	
5	Authorizing National Development Corporation to study expanding the current police / court facility.	
	<b>Appointment(s)</b>	
6	Approval of Nomination of Michael Borrelli to be reappointed to the Emergency Medical Services Committee for the Village of Rye Brook.	
	<b>Finance</b>	
7	Transfer of \$2,464.23 from the DEA fund to the service equipment fund for the purchase of a Digi Tel DT-104 Dictation system from Apptec Corporation of Jefferson Station, NY.	
8	Transfer of \$9,012.72 in DEA funds to the equipment account for the purchase of 8 ballistic vests and 1 ballistic shield from Applied Tactical Technologies of Babylon, NY.	
	<b>Planning</b>	
9	Adoption of comment on the Draft Generic Environmental Impact Statement with regard to the proposed action of PC406 BPR, LLC and PC 999 High Street Corp.	
10	Establishing an Economic Development Policy and Process for the Village of Port Chester.	
	<b>Parks / Recreation</b>	
11	Authorize renewal agreement with Port Chester Soccer Club, Inc.	
12	Park Avenue road closure.	
<b>VI</b>	<b>REPORT OF THE VILLAGE MANAGER</b>	
<b>VII</b>	<b>DISCUSSIONS</b>	<b>ACTION</b>
1	Regarding the appointment of Dr. Peter Feinman as the Historian for the Village of Port Chester.	
<b>VIII</b>	<b>CORRESPONDENCE</b>	<b>ACTION</b>
1	From Harry Howard Hook & Ladder Co. No. 1, on the resignation of Matthew Pugni.	

2	From Mellor Engine & Hose Co. No. 3, Inc. on the election of Nakeem Marks to active membership.	
3	From Howard Ravikoff regarding Public Notice 2015-06-05	
4	From the Park Commission regarding grilling in Village parks.	
5	From Christopher Gomez resigning as Director of Planning and Development effective June 27. 2015.	
<b>IX</b>	<b>PUBLIC COMMENTS AND BOARD COMMENTS</b>	<b>ACTION</b>

**TIME:** \_\_\_\_\_

**PROPOSED MOTION  
FOR  
EXECUTIVE SESSION**

# **AWARD PRESENTATION**

AFFIDAVIT OF PUBLICATION  
AND  
NOTICE OF PUBLICATION RE

A LOCAL LAW AMENDING THE VILLAGE CHARTER WITH REGARD TO THE  
NUMBER OF VILLAGE MARSHALS

SECTION 1: The Police Court Act, Ch. 851 of Laws of 1949, codified in the Village Charter, prescribes the number, manner of appointment and duties of village marshals. The number of marshals is fixed at seven. Pursuant to Municipal Home Rule Law, Section 10, 1 (ii)(a)(1) of the Municipal Home Rule Law, the Board of Trustees, as the appointing authority, desires to reduce this number as part of efforts to restructure the position.

SECTION 2: This local law shall amend and/or supersede Section 6 of the Police Court Act so as to read as follows:

The Board of trustees by a majority vote shall appoint a clerk, of the police justice court, a stenographer, [seven] no more than four marshals, and such other employees as they deem necessary for the proper conduct of the business of the police justice court, and the board of trustees shall by a majority vote have power to fix the salaries of said employees. The police justice shall be in responsible charge of all matters of the police justice court and shall have all authority necessary for the conduct of the business of said court.

SECTION 3: This local law shall be effective immediately upon filing with the Secretary of State.

## **PUBLIC NOTICE**

PUBLIC NOTICE is hereby given that the Board of Trustees hereby schedules a public hearing on Monday, June 15, 2015 at 7:00 P.M., or as soon thereafter at the Port Chester Justice Courtroom, 2nd Floor, 350 North Main Street, Port Chester, New York, to consider the advisability of a public hearing to amend the Village Charter with regard to the number of village marshals.

Interested persons are invited to attend and will be afforded the opportunity to be heard at this time. The copy of the proposed local law is available at the Village Clerk's office or online at the Village website [www.portchesterny.com](http://www.portchesterny.com).

Date: May 22, 2015

/s/ JANUSZ R. RICHARDS  
JANUSZ R. RICHARDS  
Village Clerk  
Village of Port Chester, New York





VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Planning and Development Department**

**Village BOT Meeting Date:** 6/15/2015

**Item Type:** Resolution to Adopt the Local Law

Description	Yes	No	Description	Yes	No
Fiscal Impact		X	Public Hearing Required	X	
Funding Source:			BID #		
Account #:			<b>Strategic Plan Priority Area</b>		
			Business & Economic Development		
Agreement	x		<b>Manager Priorities</b>		
Strategic Plan Related	X		Planning & Zoning		

**Sponsor's Name:** Christopher N. Gomez, Director of Planning & Development  
 Jesica Youngblood, Planner

**Agenda Heading Title**  
*(Will appear as indicated below on Agenda)*

Minor Lot Line Adjustment

**Summary**

**Background:**

Provided is a local law for a new administrative minor lot line adjustment process provided an application will not 1) Create a new build-able lot, 2) Create any dimensional non-conformities, or 3) change the zoning district designation of a lot. As you recall, the Board contemplated such a law when adopting increased subdivision fees in 2013 to ensure minor lot line adjustments would not require the same cost or review time associated with a full subdivision approval.

**Proposed Action**

Close the public hearing and adopt the local law.

**Attachments**

SEQRA Short Form, Proposed Local Law

**A LOCAL LAW AMENDING APPENDIX TO THE CODE OF THE VILLAGE  
OF PORT CHESTER, A402 LAND SUBDIVISION REGULATIONS TO PROVIDE FOR  
A PROCESS FOR LOT LINE ADJUSTMENTS**

SECTION 1: Purpose and Intent

The Village Board of Trustees has acknowledged that is both necessary and desirable that land development in the Village proceed in an orderly and sound manner through the application of uniform land subdivision regulations. However, the Board finds that property owners should not be unduly burdened with complying with the full subdivision process where they seek only to make a lot line adjustment. Accordingly, it is the intent and purpose of this local law to clarify the distinction between a subdivision of land, which is subject to the scrutiny, review and approval of the Village and a lot line adjustment which would be administratively considered and permitted upon satisfaction of appropriate standards.

SECTION 2: A402, Section 402-20, “Definitions” is hereby amended to read as follows:

LOT LINE ADJUSTMENT

The relocation or revision of the boundary line shared by two adjoining lots which will not create any additional buildable or non-conforming lots, will not result in any violation of any area or dimensional requirement as described in Chapter 345, and not change the zoning district designation of a lot.

...

SUBDIVISION

The division of any parcel of land into two or more lots, plots, sites or other division of land and shall include resubdivision. This term shall not include a lot line adjustment.

...

SECTION 2: A402 is hereby amended by the addition of a new article, Article IX, “Lot Line Adjustment” to read as follows:

Section A402-23. Application; Determination and Recording

A person shall make an application for a Lot Line Adjustment under the provisions of this section by filing same as provided by the Office of Planning and Development with the requisite fee as set forth in Chapter 175, together with the following items:

- a. A plat drawn to scale showing the lots affected by the proposed adjustment and all existing buildings and structures, location of existing sewage and stormwater utilities, easements, rights-of-way, and other land features. The plat must provide the existing lot lines and the location of the proposed new lot line, as well as the existing and new setback distances to any existing buildings and structures.
- b. A current survey sealed by a New York State licensed surveyor.
- c. The proposed deed between the parties evidencing such lot line adjustment.

Upon submission of a complete application, the Director of Planning and Development shall make a determination to approve or disapprove same. Approval may be granted when the Director of Planning and Development determines that the proposed adjustment meets all requirements for a Lot Line Adjustment and that in his/her reasonable discretion finds that such adjustment would not result in any adverse physical or environmental impacts on the subject lots or the surrounding neighborhood. If the Lot Line Adjustment is granted, the applicant shall record the proposed deed with the Westchester County Clerk. The plan shall be signed and stamped by the Director of Planning and Development. The Village Manager or his designee is authorized to adopt rules and regulations to implement the provisions of this section.

### SECTION 3: Severability

If any provision of this local law is held to be invalid or unenforceable in whole or in part, such invalidity or unenforceability shall attach only to such provision or part thereof and the remaining part of such provision and all other provisions hereof shall continue in full force and effect.

### SECTION 4: Effective Date

This local law shall take effect immediately as provided by law and upon filing with the Secretary of State.

**617.20**  
**Appendix B**  
**Short Environmental Assessment Form**

**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 which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
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.			<b>NO</b>	<b>YES</b>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<b>NO</b>	<b>YES</b>
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				



18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	<b>NO</b>	<b>YES</b>
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: _____ _____ _____	<b>NO</b>	<b>YES</b>
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: _____ _____ _____	<b>NO</b>	<b>YES</b>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor name: _____		Date: _____
Signature: _____		

**Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2.** 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?”

	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
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)?		

	No, or small impact may occur	Moderate to large impact may occur
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?		

**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3.** 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.

- 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.

Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

## **PUBLIC NOTICE**

PUBLIC NOTICE is hereby given that the Board of Trustees hereby schedules a public hearing on Monday, June 15, 2015 at 7:00 P.M., or as soon thereafter at the Port Chester Justice Courtroom, 2nd Floor, 350 North Main Street, Port Chester, New York, to consider the advisability of adopting a local law to amend the Code of the Village of Port Chester, Chapter A402, "Land Subdivision Regulations" to provide for lot line adjustments.

Interested persons are invited to attend and will be afforded the opportunity to be heard at this time. The copy of the proposed local law is available at the Village Clerk's office or online at the Village website [www.portchesterny.com](http://www.portchesterny.com).

Date: May 22, 2015

/s/ JANUSZ R. RICHARDS  
JANUSZ R. RICHARDS  
Village Clerk  
Village of Port Chester, New York





VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Planning and Development Department**

**Village BOT Meeting Date:** 6/15/2015

**Item Type:** Resolution to Adopt the Local Law

Description	Yes	No	Description	Yes	No
Fiscal Impact		X	Public Hearing Required	X	
Funding Source:			BID #		
Account #:			<b>Strategic Plan Priority Area</b>		
			Business & Economic Development		
Agreement		X	<b>Manager Priorities</b>		
Strategic Plan Related	X		Planning & Zoning		

**Sponsor's Name:** Christopher N. Gomez, Director of Planning & Development

**Agenda Heading Title**  
*(Will appear as indicated below on Agenda)*

Establish a new C1M Neighborhood Retail – Medical District, amend special exception use criteria, establish off-street parking requirements, and amend the official zoning map.

**Summary**

**Background:**

The proposed zoning changes would permit medical and dental facilities in the newly established C1M Neighborhood Retail – Medical District and re-define special exception use criteria. The proposed C1M District will replace the existing C1 District located along Westchester Avenue between Oak Street and Pongo Street. Specifically, the proposal would remove burdensome special exception criteria that are unachievable to applicants (e.g. proximity to an operating hospital) as previously discussed as well as require safeguard requirements to protect surrounding residential land uses (landscaped screening, reduction of window signage, etc.). The proposed zoning change also includes the establishment of an off-street parking requirement for medical and dental offices.

The Planning Commission reviewed the draft changes at their February 23, 2015 and May 28, 2015 meetings and is supportive of the concept.

<b>Proposed Action</b>
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Close the public hearing and adopt the proposed local law.

<b>Attachments</b>
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SEQRA Negative Declaration and Resolution, Draft Proposed Local Law, and County Referral Response.
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A LOCAL LAW AMENDING THE CODE OF THE VILLAGE OF PORT CHESTER,  
CHAPTER 345, “ZONING”, UPDATING THE USE CLASSIFICATION AND AMENDING  
EXISTING STANDARDS FOR THE GRANTING OF SPECIAL USE EXCEPTIONS FOR  
MEDICAL AND DENTAL OFFICES AND ESTABLISHING OFF-STREET PARKING  
REQUIREMENTS FOR SUCH USES, CREATING A NEW C1M NEIGHBORHOOD  
RETAIL – MEDICAL DISTRICT WITH CHANGES TO THE SCHEDULE OF  
REGULATIONS, AND AMENDING THE OFFICIAL ZONING MAP TO PROVIDE FOR  
THE ZONING DISTRICT DESIGNATION OF CERTAIN PROPERTIES CURRENTLY IN  
THE C1 NEIGHBORHOOD RETAIL DISTRICT TO BE CHANGED TO THE NEW C1M  
DISTRICT

SECTION 1: Purpose and Intent.

The Village Board of Trustees has observed an increased interest in opening medical and dental offices in the C1 Neighborhood Retail District along Westchester and Irving Avenues between Poningo and Oak Streets where such uses are not currently permitted. The Board desires to promote such uses in this area, provided that appropriate conditions and safeguards are installed to protect neighborhood character and not increase residential density. This local law will update the use classification for medical and dental offices, amend existing standards for the granting of special exception for such uses, establish off-street parking requirements , create a new zoning district classification C1M Neighborhood Retail-Medical District to permit medical and dental offices by a grant of special exception, and to amend the Official Zoning Map to change the zoning district designation of certain properties of the aforementioned area to the new C1M District. The Board finds and determines that this local law is consistent with the Village’s Comprehensive Plan which encourages medical facilities and services to locate in the Village to serve its diverse population.

SECTION 2: The Code of the Village of Port Chester, Chapter 345, “Zoning”, Article IX “Use and Dimensional Regulations for Nonresidence Districts”, is hereby amended by the addition of a new section, Section 345-47.1 C1M Neighborhood Retail District, with accompanying amendment to the Schedule of Regulations for Nonresidence Districts (Attachments 3A and 3B) to read as annexed hereto and to be made a part hereof.

SECTION 3: The Code of the Village of Port Chester, Chapter 345, “Zoning”, Section 345- 60, is hereby amended as follows:

Section 345-60 General Procedure and conditions

A. The Planning Commission and/or Board of Trustees, as applicable, may establish general and special rules, effective upon being filed in the office of the Village Clerk, for the conduct before it of such procedures. Such rules shall be consistent with law and the purposes and objectives of this Regulation.

....

D. Jurisdiction to hear specific applications is as follows:

(1) Board of Trustees

....

(2) Planning Commission

(a) Multifamily.

....

(q) Medical and dental office [including x-ray and therapy room.]

....

SECTION 4: The Code of the Village of Port Chester, Chapter 345. "Zoning", Section 345-61, is hereby amended as follows:

Section 345-61 Special conditions and safeguards for certain special exception uses.

No authorization for a building permit shall be granted by the Planning Commission or Board of Trustees for any use listed in this section unless the Commission shall specifically find that, in addition to meeting all the general standards set forth in § 345-59, the proposed special exception use also meets the special conditions and safeguards required in this section.

.....

U. Medical and dental offices [including x-ray and therapy room.]

(1) [The use shall not be permitted on a lot having an area of less than 12,500 square feet.] Medical and dental offices shall not be hazardous to the surrounding neighborhood by reason of excessive traffic, assembly of persons or vehicles on the site, or congregations of children or pedestrians.

(2) [The site must be located within 500 feet of an M-1 Zone.] The site shall be suitably screened from adjoining residential uses and residential districts with planted evergreen buffers of appropriate height, type, spacing, and arrangement. Screens should be continually maintained. Native and non-invasive plants are encouraged.

(3) [The site must be located no more than .6 mile from a hospital.] Newly constructed medical or dental offices occupying the first floor must have 60% of the street adjacent façade transparent. The bottom of windows shall begin no higher than two (2) feet above grade level, and the top of all windows and doors shall be no lower than eight (8) feet above grade level. Taller windows are encouraged.

(4) Adequate emergency access shall be assured through access to a major thoroughfare.

(5) Medical and dental offices and their associated parking lots shall be in compliance with the Americans with Disabilities Act.

[(5)] (6) A site plan is to be provided for approval by the Planning Commission, showing compliance with the above conditions and the site plan regulations.

SECTION 5: The Code of the Village of Port Chester, Chapter 345. “Zoning”, Section 345-14, is hereby amended as follows:

A. General application of off-street parking, truck loading and vehicular access.

...

(4)The off-street parking requirements for buildings and uses in a C1 or C1M District may be satisfied if the subject premises are adjacent to or within 600 feet of a municipal parking facility and upon a showing of the availability of parking with such facility

C. Schedule of off-street parking space requirements

...

(2) For nonresidential land uses

Uses	Number of Spaces Required
...	
Medical and dental offices	1 per 500 square feet of area devoted to patient use.
...	

SECTION 6: Change to Official Map.

The Official Zoning Map of the Village of Port Chester is hereby amended by changing the zoning classification of the following properties from C1 Neighborhood Retail District to a C1M Neighborhood Retail – Medical District:

Address	SBL
200 Westchester Ave	142.22-1-1
204-210 Westchester Ave	142.22-1-2
216 Westchester Ave	142.22-1-5
220 Westchester Ave	142.22-1-6
232 Westchester Ave	142.22-1-7
238 Westchester Ave	142.22-1-8
235 Westchester Ave	142.22-1-22
Irving Ave	142.22-1-23
227 Westchester Ave	142.22-1-24
223-225 Westchester Ave	142.22-1-25
219 Westchester Ave	142.22-1-26
211-217 Westchester Ave	142.22-1-27
Westchester Ave	142.22.-1-28
200 Irving Ave	142.22-1-29
204 Irving Ave	142.22-1-30
206 Irving Ave	142.22-1-31
214 Irving Ave	142.22-1-32

220 Irving Ave	142.22-1-33
227 Irving Ave	142.22-1-35
223 Irving Ave	142.22-1-36
211 Irving Ave	142.22-1-37
199 Irving Ave	142.22-1-38
26 Poningo St	142.22-1-39

#### SECTION 7: Severability

If any provision of this local law is held to be invalid or unenforceable in whole or in part, such invalidity or unenforceability shall attach only to such provision or part thereof and the remaining part of such provision and all other provisions hereof shall continue in full force and effect.

#### SECTION 8: Effective Date.

This local law shall take effect immediately as provided by law upon due publication and filing with the Secretary of State.

ZONING

345 Attachment 3A

Village of Port Chester  
Schedule of Regulations for Nonresidence Districts  
Part 1, Use Regulations

Type of Use	Districts														
	C1 Neighborhood Retail §345-47	C1 Neighborhood Retail - Medical §345-47.1	C2 Main Street Business §345-48	C3 Office and Commercial §345-49	C4 General Commercial §345-50	C5 Train Station Mixed Use §345-50.1	C5T Downtown Mixed Use Transitional §345-50.2	CD Design Shopping Center §345-51	CDS Special Designed Commercial §345-52	PD Design Professional Building §345-53	DW Design Waterfront §345-54	DW2 Downtown Design Waterfront §345-54.1	M1 Light Industrial §345-55	M2 General Industrial §345-56 <sup>1</sup>	PMU Planned Mixed Use §345-57
<b>Residential Uses</b>															
1 Family Dwelling	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2 Family Dwelling	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Multifamily Dwelling	X	X	SE	X	X	SE	SE	X	X	X	SE	SE	X	X	P
Multifamily Dwelling (floors above first floor)	X	X	SE	X	X	P	P	X	X	X	SE	SE	X	X	P
<b>Residential Community Facilities</b>															
Church or other Place of Worship, Parish House, Rectory, Sunday School, Convent, Seminary	SE	SE	SE	SE	SE	SE	SE	SE	X	X	SE	SE	SE	SE	SE
<b>General Community Facilities</b>															
Assembly Hall	X	X	SE	SE	SE	SE	SE	X	X	X	X	X	X	X	P
Convalescent home or nursing home	X	X	X	SE	X	X	X	X	X	X	SE	SE	X	X	P
Hospital	X	X	SE	SE	X	SE	SE	X	X	X	X	X	X	X	SE
[Medical and dental offices, not including operating room or community X-ray or therapy room	X	X	SE	P	X	SE	SE	P	P	P	X	X	X	X	SE]
Membership club, fraternal organization or similar social institution not operated for a profit	X	X	P	SE	SE	P	P	X	X	X	SE	SE	X	X	P
Nursery school, day camp or day care center	SE	SE	SE	SE	X	SE	SE	X	X	X	X	X	X	X	SE
Public utility facility	X	X	SE	SE	SE	SE	SE	X	X	X	SE	SE	P	P	SE
School, elementary or high, public, private, or parochial, having a curriculum equivalent to that ordinarily given in public schools.	X	X	SE	X	X	SE	SE	X	X	X	SE	SE	X	X	SE
[Medical and dental offices including X-ray and therapy room	X	X	SE	X	X	SE	SE	X	X	X	X	X	X	X	SE]
Medical and dental offices	X	X	SE	SE	X	SE	SE	SE	SE	SE	X	X	X	X	SE
<b>Business Uses</b>															
Automobile repair garage	X	X	X	X	SE	X	X	X	X	X	X	X	X	X	X
Bank, excluding drive-in	P	P	P	P	P	P	P	P	P	P	SE	SE	P	P	P
Bar or Tavern	X	X	P	X	X	P	P	X	X	X	X	X	X	X	P
Bowling Alley	X	X	SE	SE	SE	SE	SE	P	P	X	X	X	X	X	P
Cabaret	X	X	P	X	X	P	P	X	X	X	X	X	X	X	P
Catering and Events Establishment	X	X	P	X	X	P	P	X	X	X	X	X	P	P	P
Commercial Indoor Athletic Training Facility	X	X	SE	X	X	SE	SE	X	X	X	X	X	X	P	P
Drive-in establishments other than restaurant, or circus, carnival, or other outdoor amusements	X	X	X	SE	SE	X	X	SE	SE	X	X	X	X	X	X
Drive-in and fast-food restaurant	X	X	X	X	SE	X	X	X	X	X	X	X	X	X	X
Food processing shop	X	X	X	X	SE	X	X	X	X	X	X	X	X	X	X
Funeral Home	SE	SE	SE	SE	SE	SE	SE	X	X	X	X	X	X	X	SE
Gasoline Station	X	X	X	X	SE	X	X	X	X	X	X	X	SE	SE	X
Health Club, including racquetball facilities and indoor swimming pools	X	X	P	P	P	P	P	P	P	X	X	X	X	X	P
Heating, air conditioning, plumbing, electrical, and similar construction businesses, excluding open storage of materials	X	X	X	X	P	X	X	X	X	X	SE	X	P	P	X

Notes:  
P = permitted use  
SE = special exception use  
X = prohibited use

All unlisted uses are prohibited in all districts  
<sup>1</sup>Editor's Note: See §345-56 for additional special exception uses in the M2 District.

ZONING

345 Attachment 3A

Village of Port Chester  
Schedule of Regulations for Nonresidence Districts  
Part 1, Use Regulations

Type of Use	Districts														
	C1 Neighborhood Retail §345-47	C1 Neighborhood Retail - Medical §345-47.1	C2 Main Street Business §345-48	C3 Office and Commercial §345-49	C4 General Commercial §345-50	C5 Train Station Mixed Use §345-50.1	C5T Downtown Mixed Use Transitional §345-50.2	CD Design Shopping Center §345-51	CDS Special Designed Commercial §345-52	PD Design Professional Building §345-53	DW Design Waterfront §345-54	DW2 Downtown Design Waterfront §345-54.1	M1 Light Industrial §345-55	M2 General Industrial §345-561	PMU Planned Mixed Use §345-57
Hotel or Motel	X	X	P	P	X	P	P	P	X	X	SE	SE	X	X	P
Hotel, Motel (floors above first floor)	X	X	P	P	X	P	P	P	X	X	SE	SE	X	X	P
Hotel, limited service	X	X	P	SE	X	P	P	SE	X	X	SE	SE	X	X	P
Marina or yacht club	X	X	X	X	X	X	X	X	X	X	SE	SE	X	X	X
Theater	X	X	P	P	X	P	P	X	X	X	SE	SE	P	P	P
Motor Vehicle Sales lot, motor vehicle salesroom and accessory repair shop	X	X	X	X	SE	X	X	X	X	X	X	X	X	X	X
Office, Office Building	P	P	SE	P	P	SE	SE	P	P	P	SE	SE	P	P	P
Office, Office Building (floors above first floor)	P	P	P	P	P	P	P	P	P	P	SE	SE	P	P	P
Off-street parking lot or garage for motor vehicles, but not including storage of used or new motor vehicles for sale or hire; minimum requirements shall be in accordance with § 345-14.	X	X	P	P	P	P	P	X	X	X	SE	SE	X	X	P
Pawnshops	X	X	X	X	X	X	X	X	X	X	X	X	SE	SE	X
Radio or television station studio, excluding transmission tower	X	X	SE	P	P	SE	SE	X	X	X	SE	SE	P	P	SE
Radio or television station studio excluding transmission tower (floors above first floor)	X	X	P	P	P	P	P	X	X	X	SE	SE	P	P	SE
Shooting ranges with accessory sales of guns and equipment	X	X	X	X	X	X	X	X	X	X	X	X	X	P	X
Table-service restaurant, no drive-in, open front, fast food, or curb-service types	P	P	P	P	P	P	P	P	P	X	SE	SE	X	X	P
Tax Preparation Office	X	X	P	X	X	P	P	X	X	X	SE	SE	X	X	P
Retail store or personal service shop, services clearly incidental to retail sales on the premises or to personal services	P	P	P	P	X	P	P	P	SE	X	SE	SE	X	X	P
Veterinary hospital or board and care of small animals	X	X	SE	X	SE	SE	X	X	X	X	SE	SE	X	X	SE
Wholesale business, storage building or warehouse	P	P	X	X	P	X	X	X	X	X	SE	SE	P	P	X
<b>Industrial uses</b>															
Cold storage plant, ice plant, bottling central distribution station, light or power plant, or garbage or sewage disposal facility	X	X	X	X	X	X	X	X	X	X	X	X	X	P	X
Creamery, ice cream plant or bakery plant	X	X	X	X	P	X	X	X	X	X	SE	SE	P	P	X
Laundry or dry-cleaning plant	X	X	X	X	X	X	X	X	X	X	SE	SE	P	P	X
Nonnuisance industry, provided that in nonindustrial districts equipment is used that has a rating of no more than 5 horsepower	X	X	X	X	P	X	X	X	X	X	SE	SE	P	P	X
Open storage of equipment or materials	X	X	X	X	X	X	X	X	X	X	X	X	X	SE	X
Printing plant	X	X	X	P	P	X	X	X	X	X	SE	SE	P	P	X
Research laboratory, provided that is shall not be obnoxious by reason of dissemination of smoke, dust, fumes, noise or vibration, or hazardous from fire waste materials or the creation of excessive demands upon municipal services	X	X	X	SE	SE	X	X	X	X	X	SE	SE	P	P	X
<b>Accessory Uses</b>															
CD Accessory garden center	X	X	X	X	X	X	X	P	X	X	X	X	X	X	X
Customary accessory structure or use, including cultural, recreational, or athletic facility, meeting room or similar accessory structure or use related to a school, church, or other place of worship	P	P	P	P	P	P	P	P	P	P	SE	SE	P	P	SE
Ethical Pharmacy	X	X	SE	X	X	SE	SE	P	X	P	X	X	X	X	SE
Ground-floor office as accessory use to multifamily development	X	X	SE	X	X	SE	SE	X	X	X	SE	SE	X	X	P
Private garage or private off-street parking area, in accordance with § 345-14	P	P	P	P	P	P	P	P	SE	P	SE	SE	P	P	P
Sign, in accordance with § 345-15	P	P	P	P	P	P	P	P	P	P	SE	SE	P	P	P

Notes:  
P = permitted use  
SE = special exception use  
X = prohibited use

All unlisted uses are prohibited in all districts  
¹Editor's Note: See §345-56 for additional special exception uses in the M2 District.



ZONING

345 Attachment 3B

Village of Port Chester  
 Schedule of Regulations for Nonresidence Districts  
 Part 2, Dimensional Regulations

Type of Use	Districts														
	C1 Neighborhood Retail § 345-47	C1 Neighborhood Retail - Medical § 345-47.1	C2 Main Street Business § 345-48	C3 Office & Commercial § 345-49	C4 General Commercial § 345-50	C5 Train Station Mixed Use § 345-50.1	C5T Downtown Mixed Use Transitional District § 345-50.2	CD Design Shopping Center § 345-51	CDS Special Designed Commercial § 345-52	PD Design Professional Building § 345-53	DW Design Waterfront § 345-54	DW2 Downtown Design Waterfront § 345-54.1	M1 Light Industrial § 345-55	M2 General Industrial § 345-56	PMU Planned Mixed Use § 345-57
Maximum Floor Area Ratio (See definition, § 345-2)	1.00	3.20	3.2 <sup>1</sup>	3.00	2.00	4.00 <sup>3</sup>	4.00 <sup>3</sup>	1.00	1.00	1.00	1.60	2.4 <sup>10</sup>	1.00	2.00	0.8 <sup>9</sup>
Maximum Floor Area Ratio For 1 Story	0.35	NR	NR	0.60	NR	NR	NR	0.35	NR	NR	0.40	NR	0.50	0.70	
<b>Minimum Size of Lot:</b>															
Area, nonresidential (square feet)	NR	NR	NR	NR	NR	NR	NR	21,780	65,340	21,780	10,000	NR	NR	NR	
Area per dwelling unit (square feet)	NR	NR	750 <sup>2</sup>	NR	NR	400 <sup>4</sup>	575 <sup>5</sup>	NR	NR	NR	750	600 <sup>11</sup>	NR	NR	
Width (feet) (e)	40	40	40	40	40	40	40	40	NR	40	40	40	40	40	
Depth (feet)	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR	NR	
<b>Minimum Yard Dimensions:</b>															
Front (feet)	NR	NR	NR	10	10	NR	NR	30	60	10	20	5	25	10	
Side															
One (feet)	NR(a)	NR	NR(a)	(b)	NR(a)	NR(a)	NR(a)	30	50	20	(c)	5	20	10	
Total of 2 on interior lot (feet)	NR(a)	NR	NR(a)	(b)	NR(a)	NR(a)	NR(a)	60	100	40	(c)	10	40	20	
Rear (feet)	30	10	20	20	20	20	20	30	50	30	30	25	20	20	
<b>Maximum Height of Building:</b>															
In stories	2½	5	5	5	3	8 <sup>6</sup>	5 <sup>7</sup>	3	3	5	4	4	2	8	
In feet	35	60	60	60	45	90 <sup>6</sup>	60 <sup>7</sup>	45	45	60	50	50	40	70	
<b>Minimum Usable Open Space on Lot:</b>															
For each dwelling unit (square feet)	1,200	1,200	50 <sup>8</sup>	NR(d)	NR	50 <sup>8</sup>	50 <sup>8</sup>	NR	NR	100(d)	50 <sup>8</sup>	50 <sup>8</sup>	NR	NR	100

See §345-62

NOTES:

- (a) If provided at least ten (10) feet per yard.
  - (b) One-half (½) the height of the building to which the yard is related, but not greater than twenty (20) feet.
  - (c) Each twenty-five (25) feet or one-half (½) the height of the building, whichever is greater.
  - (d) Twenty (20) square feet for each patient bed in a sanatorium, convalescent home or nursing home.
  - (e) Must be maintained from the minimum front yard depth to the rear lot line.
  - <sup>1</sup> A floor area ratio (FAR) bonus of 0.8 is available in accordance with §345-16.
  - <sup>2</sup> A minimum of 575 sq. ft. of lot area per dwelling unit can be achieved through a Building Height and Floor Area Bonus Program in accordance with §345-16.
  - <sup>3</sup> A Floor Area Bonus of 0.5 is available in accordance with §345-16.
  - <sup>4</sup> A minimum of 250 sq. ft. of lot area per dwelling unit can be achieved through a Building Height and Floor Area Bonus Program in accordance with §345-16.
  - <sup>5</sup> A minimum of 400 sq. ft. of lot area per dwelling unit can be achieved through a Building Height and Floor Area Bonus Program in accordance with §345-16.
  - <sup>6</sup> A building height bonus of 2 stories (30 feet) is available in accordance with §345-16.
  - <sup>7</sup> A building height bonus of 1 story (10 feet) is available in accordance with §345-16.
  - <sup>8</sup> See §345-7.E.
  - <sup>9</sup> A floor area bonus of 0.20 is available in accordance with §345-16. For any mixed use (commercial/residential) structure, a building height bonus of 2 stories (15 feet) is available in accordance with §345-16.
  - <sup>10</sup> A Floor Area Bonus of 0.2 is available in accordance with §345-16.
  - <sup>11</sup> A minimum of 500 sq. ft. of lot area per dwelling unit can be achieved through a Building Height and Floor Area Bonus Program in accordance with §345-16.
- NR = none required

**SEQRA DETERMINATION OF SIGNIFICANCE  
NEGATIVE DECLARATION  
RESOLUTION OF THE VILLAGE OF PORT CHESTER  
BOARD OF TRUSTEES**

**JUNE 15, 2015**

**Establishment of a C1M Neighborhood Retail – Medical District with Associated  
Amendments to Off-Street Parking, the Official Zoning Map, and Special  
Exception Use Requirements**

**WHEREAS**, the Village Board of Trustees is in receipt of a zoning map and various text amendments submitted by Village Staff to better reflect existing and desired medical and dental uses along Westchester Avenue in the Central Business District; and

**WHEREAS**, the proposal includes the establishment of a new C1M Neighborhood Retail – Medical District under §345-47.1 of the Village Code in place of the existing C1 Neighborhood Retail District along Westchester Avenue and Irving Avenue between Poningo Street and Oak Street. The proposal also includes amendments to Village Code §345-61 Special Exception Use regulations and §345-14 Off-Street Parking, Truck Loading and Vehicular Access; and

**WHEREAS**, the proposal includes affecting the zoning designation of the following parcels in accordance with Town of Rye Tax Assessor records:

<b>Address</b>	<b>SBL</b>
200 Westchester Ave	142.22-1-1
204-210 Westchester Ave	142.22-1-2
216 Westchester Ave	142.22-1-5
220 Westchester Ave	142.22-1-6
232 Westchester Ave	142.22-1-7
238 Westchester Ave	142.22-1-8
235 Westchester Ave	142.22-1-22
Irving Ave	142.22-1-23
227 Westchester Ave	142.22-1-24
223-225 Westchester Ave	142.22-1-25
219 Westchester Ave	142.22-1-26
211-217 Westchester Ave	142.22-1-27
Westchester Ave	142.22-1-28
200 Irving Ave	142.22-1-29
204 Irving Ave	142.22-1-30
206 Irving Ave	142.22-1-31

214 Irving Ave	142.22-1-32
220 Irving Ave	142.22-1-33
227 Irving Ave	142.22-1-35
223 Irving Ave	142.22-1-36
211 Irving Ave	142.22-1-37
199 Irving Ave	142.22-1-38
26 Poningo St	142.22-1-39

**WHEREAS**, that pursuant to Part 617 of the SEQR Regulations, the Village of Port Chester Board of Trustees is Lead Agency for the SEQR Review of this Type 1 Action. Now therefore be it

**RESOLVED**, that pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law, the Lead Agency has determined that the proposed Type 1 Action will not have a significant effect on the environment for the reasons enumerated in the attached Negative Declaration Form.

---

Date

**PROPOSED LOCAL LAW TO UPDATE THE USE  
CLASSIFICATION AND AMEND EXISTING STANDARDS FOR  
THE GRANTING OF SPECIAL USE EXCEPTIONS FOR  
MEDICAL AND DENTAL OFFICES AND ESTABLISH OFF-  
STREET PARKING REQUIREMENTS FOR SUCH USES,  
CREATE A NEW C1M NEIGHBORHOOD RETAIL – MEDICAL  
ZONING DISTRICT WITH CHANGES TO THE SCHEDULE OF  
USE REGULATIONS, AND AMEND THE OFFICIAL ZONING  
MAP TO PROVIDE FOR THE ZONING DESIGNATION OF  
CERTAIN PROPERTIES CURRENTLY IN THE NEW C1M  
DISTRICT.**

**PORT CHESTER, NY 10573  
WESTCHESTER COUNTY, NY**

**SEQRA DETERMINATION OF SIGNIFICANCE  
NEGATIVE DECLARATION**

**VILLAGE BOARD OF TRUSTEES**

**PREPARED JUNE 2015**



## **REASONS SUPPORTING THIS DETERMINATION**

The Proposed Action would permit medical and dental offices to be permitted by special exception in all commercial zoning districts in the Village of Port Chester and would create a new C1M Neighborhood Retail - Medical District in place of the existing C1 Neighborhood Retail District located from Oak Street to Poningo Street along Westchester Avenue and Irving Avenue. Specifically, the Proposed Action will update the use classification and amend existing standards for the granting of special use exceptions for medical and dental offices and establish off-street parking requirements for such uses as well as amend the official zoning map to provide for the zoning designation of certain properties currently in the new C1M District.

Potential impacts relating to the Proposed Action include the following:

- 1) The Proposed Action includes the creation of a new C1M Neighborhood Retail - Medical District, updating the use classification and amending existing standards for the granting of special use exceptions for medical and dental offices, establishing off-street parking requirements for such uses, and amending the official zoning map to provide for the zoning designation of certain properties currently in the new C1M District.

The Village's adopted Comprehensive Plan Municipal Services and Educational Resources Recommendation #2 specifically includes, "*encouraging medical facilities and services to locate in the Village to serve the Village's diverse population.*" The Proposed Action aligns with Comprehensive Plan Economic Development Recommendation #1 to, "*expand economic opportunity and the Village's tax base by focusing efforts on retaining and expanding existing businesses and attracting new businesses.*" Additionally, the proposed new zoning district is located within the downtown commercial area and within an area where infrastructure can accommodate growth while preserving outlying residential neighborhood character through development and absorption in designated Planning Intensity Zones as identified in the Comprehensive Plan (2012). The proposed C1M District will achieve these goals. For these reasons, the Proposed Action does not conflict with adopted Village plans.

- 2) The Proposed Action includes zoning amendments to existing commercial districts within the Village of Port Chester. Existing commercial districts contain active medical and dental offices, and the Proposed Action would provide for consistency with existing land use conditions and market trends. More specifically, the Proposed Action includes the creation of a new zoning district located within the Central Business District (CBD) and in close proximity to the Metro North Port Chester station and Westchester County Bee Line bus options. The proposed district is adjacent to an existing C2 Central Business District, which permits medical and dental offices by special exception. The Proposed Action would bring the majority of the CBD into alignment with other commercial zoning districts and existing conditions.

For the aforementioned reasons, the Proposed Action fully encompasses the goals and policies of both planning and economic development strategies identified by the Village and its Comprehensive Plan and poses no adverse impacts to the development patterns or neighborhood character. For these reasons, the Proposed Action does not pose a negative or significant adverse impact to the economic and development policies adopted.

- 3) The Proposed Action includes specific amendments to existing special exception criteria for existing commercial districts, where applicable. The Proposed Action includes both the removal and addition of criteria. The Proposed Action will remove the following requirements: 1) located within 500 feet of an M1 Zone and 2) located within 0.6 miles from a hospital. The Proposed Action will include three (3) new special exception criteria to serve as safeguards to the surrounding neighborhood character. Specifically, the Proposed Action requires: medical and dental offices shall not be hazardous to the surrounding neighborhood by reason of excessive traffic, assembly of persons or vehicles on the site, or congregations of children or pedestrians; and newly constructed medical or dental offices occupying the first floor must have 60% of the street adjacent façade transparent. The bottom of windows shall begin no higher than two (2) feet above grade level, and the top of all windows and doors shall be no lower than eight (8) feet above grade level. Taller windows are encouraged; and medical and dental offices and their associated parking lots shall be in compliance with the Americans with Disabilities Act. The inclusion of these specific special exception criteria act as safeguards to directly protect the nature and character of proximate residential land uses in order to reduce any potential impacts from a new medical or dental establishment. Therefore, it is anticipated that the Proposed Action will not create a significant, long-term or adverse impact to the environment.
- 4) No construction activity will result from the Proposed Action. No anticipated impacts resulting from noise, odor, light or air will result from the Proposed Action. Therefore, no long-term or significantly adverse site disturbance impacts are anticipated from the Proposed Action.
- 5) The Proposed Action does not include physical, ground disturbance and will not affect existing water or soil conditions. The Proposed Action is not located in a FEMA designated flood zone and will not have an impact on surface water. The Proposed Action will not affect wetlands or areas of environmental significance. For these aforementioned reasons, the Proposed Action will neither cause significant or adverse impacts to soil or surface water.
- 6) The Proposed Action will not create material waste in any capacity. The Proposed Action does not require recycling services. For these reasons, no long-term or significant adverse impacts will result from the Proposed Action.
- 7) The Proposed Action will not require water supply and will not impact water demand. The Proposed Action will not significantly or adversely create long-term negative impacts.
- 8) There are no significant habitat areas or areas of threatened or endangered species in the proximity to the Proposed Action. No significant or adverse impacts will result.

- 9) The Proposed Action will not affect any significant, natural communities containing a rare, threatened, or endangered species, or a species of special concern. The Proposed Action will not have significant, adverse impacts to habitat areas or areas of threatened or endangered species.
- 10) The Proposed Action includes zoning text amendments to require off-street parking for medical and dental office uses of 1 off-street parking space per 500 square feet of area devoted to patron use for all commercial districts denoting such uses as a special exception. The Proposed Action also provides a zoning text amendment to include the proposed C1M District as part of §345-14-A-4, which states that, “*off-street parking requirements for buildings and uses in a C1 District may be satisfied if the subject premises are adjacent to or within 600 feet of a municipal parking facility and upon a showing of the availability of parking within such facility.*” Located within 600 feet from the proposed C1M District are two village-owned municipal lots.

Further, the Proposed Action amends existing special exception criteria for commercial districts to require new medical and dental office uses do not create excessive traffic or assembly of persons or vehicles on-site. For these aforementioned reasons, the Proposed Action will not pose adverse, significant impacts to the transportation network.

- 11) The Proposed Action does not include a residential component; therefore, the Proposed Action will not negatively or adversely impact the Port Chester Rye Union Free School District.
- 12) The Proposed Action will not result in changes in two or more elements of the environment, which alone would not have a significant effect on the environment; and, when considered together, would not result in a substantial adverse impact on the environment.
- 13) The Proposed Action is not related to another action which would be funded or approved by an agency which, when considered cumulatively, would meet one or any of the aforementioned criteria.



**Full Environmental Assessment Form**  
**Part 1 - Project and Setting**

**Instructions for Completing Part 1**

**Part 1 is to be completed by the applicant or project sponsor.** 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; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either “Yes” or “No”. If the answer to the initial question is “Yes”, complete the sub-questions that follow. If the answer to the initial question is “No”, proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the project sponsor to verify that the information contained in Part 1 is accurate and complete.

**A. Project and Sponsor Information.**

Name of Action or Project:		
Project Location (describe, and attach a general location map):		
Brief Description of Proposed Action (include purpose or need):		
Name of Applicant/Sponsor:		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Project Contact (if not same as sponsor; give name and title/role):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

**B. Government Approvals**

**B. Government Approvals, Funding, or Sponsorship.** (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, or Village Board of Trustees <input type="checkbox"/> Yes <input type="checkbox"/> No		
b. City, Town or Village Planning Board or Commission <input type="checkbox"/> Yes <input type="checkbox"/> No		
c. City Council, Town or Village Zoning Board of Appeals <input type="checkbox"/> Yes <input type="checkbox"/> No		
d. Other local agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
e. County agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
f. Regional agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
g. State agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
h. Federal agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
i. Coastal Resources. <ul style="list-style-type: none"> <li data-bbox="121 829 1485 861">i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li data-bbox="121 892 1485 924">ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li data-bbox="121 924 1485 955">iii. Is the project site within a Coastal Erosion Hazard Area? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>		

**C. Planning and Zoning**

**C.1. Planning and zoning actions.**

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed?  Yes  No

- **If Yes**, complete sections C, F and G.
- **If No**, proceed to question C.2 and complete all remaining sections and questions in Part 1

**C.2. Adopted land use plans.**

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located?  Yes  No

If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located?  Yes  No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?)  Yes  No

If Yes, identify the plan(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan?  Yes  No

If Yes, identify the plan(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C.3. Zoning**

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance.  Yes  No  
If Yes, what is the zoning classification(s) including any applicable overlay district?

\_\_\_\_\_

\_\_\_\_\_

b. Is the use permitted or allowed by a special or conditional use permit?  Yes  No

c. Is a zoning change requested as part of the proposed action?  Yes  No

If Yes,

i. What is the proposed new zoning for the site? \_\_\_\_\_

**C.4. Existing community services.**

a. In what school district is the project site located? \_\_\_\_\_

b. What police or other public protection forces serve the project site?  
\_\_\_\_\_

c. Which fire protection and emergency medical services serve the project site?  
\_\_\_\_\_

d. What parks serve the project site?  
\_\_\_\_\_  
\_\_\_\_\_

**D. Project Details**

**D.1. Proposed and Potential Development**

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)?  
\_\_\_\_\_

b. a. Total acreage of the site of the proposed action? \_\_\_\_\_ acres  
b. Total acreage to be physically disturbed? \_\_\_\_\_ acres  
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? \_\_\_\_\_ acres

c. Is the proposed action an expansion of an existing project or use?  Yes  No  
i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % \_\_\_\_\_ Units: \_\_\_\_\_

d. Is the proposed action a subdivision, or does it include a subdivision?  Yes  No  
If Yes,

i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)  
\_\_\_\_\_

ii. Is a cluster/conservation layout proposed?  Yes  No

iii. Number of lots proposed? \_\_\_\_\_

iv. Minimum and maximum proposed lot sizes? Minimum \_\_\_\_\_ Maximum \_\_\_\_\_

e. Will proposed action be constructed in multiple phases?  Yes  No

i. If No, anticipated period of construction: \_\_\_\_\_ months

ii. If Yes:

- Total number of phases anticipated \_\_\_\_\_
- Anticipated commencement date of phase 1 (including demolition) \_\_\_\_\_ month \_\_\_\_\_ year
- Anticipated completion date of final phase \_\_\_\_\_ month \_\_\_\_\_ year

• Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

f. Does the project include new residential uses?  Yes  No  
 If Yes, show numbers of units proposed.

	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)?  Yes  No  
 If Yes,

*i.* Total number of structures \_\_\_\_\_  
*ii.* Dimensions (in feet) of largest proposed structure: \_\_\_\_\_ height; \_\_\_\_\_ width; and \_\_\_\_\_ length  
*iii.* Approximate extent of building space to be heated or cooled: \_\_\_\_\_ square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage?  Yes  No  
 If Yes,

*i.* Purpose of the impoundment: \_\_\_\_\_  
*ii.* If a water impoundment, the principal source of the water:  Ground water  Surface water streams  Other specify: \_\_\_\_\_  
 \_\_\_\_\_  
*iii.* If other than water, identify the type of impounded/contained liquids and their source.  
 \_\_\_\_\_  
*iv.* Approximate size of the proposed impoundment. Volume: \_\_\_\_\_ million gallons; surface area: \_\_\_\_\_ acres  
*v.* Dimensions of the proposed dam or impounding structure: \_\_\_\_\_ height; \_\_\_\_\_ length  
*vi.* Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete):  
 \_\_\_\_\_

**D.2. Project Operations**

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both?  Yes  No  
 (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)  
 If Yes:

*i.* What is the purpose of the excavation or dredging? \_\_\_\_\_  
*ii.* How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?  
 • Volume (specify tons or cubic yards): \_\_\_\_\_  
 • Over what duration of time? \_\_\_\_\_  
*iii.* Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them.  
 \_\_\_\_\_  
 \_\_\_\_\_  
*iv.* Will there be onsite dewatering or processing of excavated materials?  Yes  No  
 If yes, describe. \_\_\_\_\_  
 \_\_\_\_\_  
*v.* What is the total area to be dredged or excavated? \_\_\_\_\_ acres  
*vi.* What is the maximum area to be worked at any one time? \_\_\_\_\_ acres  
*vii.* What would be the maximum depth of excavation or dredging? \_\_\_\_\_ feet  
*viii.* Will the excavation require blasting?  Yes  No  
*ix.* Summarize site reclamation goals and plan: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area?  Yes  No  
 If Yes:

*i.* Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): \_\_\_\_\_  
 \_\_\_\_\_

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

iii. Will proposed action cause or result in disturbance to bottom sediments?  Yes  No

If Yes, describe: \_\_\_\_\_

iv. Will proposed action cause or result in the destruction or removal of aquatic vegetation?  Yes  No

If Yes:

- acres of aquatic vegetation proposed to be removed: \_\_\_\_\_
- expected acreage of aquatic vegetation remaining after project completion: \_\_\_\_\_
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): \_\_\_\_\_
- proposed method of plant removal: \_\_\_\_\_
- if chemical/herbicide treatment will be used, specify product(s): \_\_\_\_\_

v. Describe any proposed reclamation/mitigation following disturbance: \_\_\_\_\_

c. Will the proposed action use, or create a new demand for water?  Yes  No

If Yes:

i. Total anticipated water usage/demand per day: \_\_\_\_\_ gallons/day

ii. Will the proposed action obtain water from an existing public water supply?  Yes  No

If Yes:

- Name of district or service area: \_\_\_\_\_
- Does the existing public water supply have capacity to serve the proposal?  Yes  No
- Is the project site in the existing district?  Yes  No
- Is expansion of the district needed?  Yes  No
- Do existing lines serve the project site?  Yes  No

iii. Will line extension within an existing district be necessary to supply the project?  Yes  No

If Yes:

- Describe extensions or capacity expansions proposed to serve this project: \_\_\_\_\_
- Source(s) of supply for the district: \_\_\_\_\_

iv. Is a new water supply district or service area proposed to be formed to serve the project site?  Yes  No

If Yes:

- Applicant/sponsor for new district: \_\_\_\_\_
- Date application submitted or anticipated: \_\_\_\_\_
- Proposed source(s) of supply for new district: \_\_\_\_\_

v. If a public water supply will not be used, describe plans to provide water supply for the project: \_\_\_\_\_

vi. If water supply will be from wells (public or private), maximum pumping capacity: \_\_\_\_\_ gallons/minute.

d. Will the proposed action generate liquid wastes?  Yes  No

If Yes:

i. Total anticipated liquid waste generation per day: \_\_\_\_\_ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): \_\_\_\_\_

iii. Will the proposed action use any existing public wastewater treatment facilities?  Yes  No

If Yes:

- Name of wastewater treatment plant to be used: \_\_\_\_\_
- Name of district: \_\_\_\_\_
- Does the existing wastewater treatment plant have capacity to serve the project?  Yes  No
- Is the project site in the existing district?  Yes  No
- Is expansion of the district needed?  Yes  No

- Do existing sewer lines serve the project site?  Yes  No
- Will line extension within an existing district be necessary to serve the project?  Yes  No

 If Yes:
 

- Describe extensions or capacity expansions proposed to serve this project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

iv. Will a new wastewater (sewage) treatment district be formed to serve the project site?  Yes  No  
 If Yes:
 

- Applicant/sponsor for new district: \_\_\_\_\_
- Date application submitted or anticipated: \_\_\_\_\_
- What is the receiving water for the wastewater discharge? \_\_\_\_\_

v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge, or describe subsurface disposal plans):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

vi. Describe any plans or designs to capture, recycle or reuse liquid waste: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

---

e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction?  Yes  No  
 If Yes:
 

- How much impervious surface will the project create in relation to total size of project parcel?  
 \_\_\_\_\_ Square feet or \_\_\_\_\_ acres (impervious surface)  
 \_\_\_\_\_ Square feet or \_\_\_\_\_ acres (parcel size)
- Describe types of new point sources. \_\_\_\_\_  
 \_\_\_\_\_
- Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?  
 \_\_\_\_\_  
 \_\_\_\_\_
  - If to surface waters, identify receiving water bodies or wetlands: \_\_\_\_\_  
 \_\_\_\_\_
  - Will stormwater runoff flow to adjacent properties?  Yes  No

iv. Does proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater?  Yes  No

---

f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations?  Yes  No  
 If Yes, identify:
 

- Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)  
 \_\_\_\_\_
- Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)  
 \_\_\_\_\_
- Stationary sources during operations (e.g., process emissions, large boilers, electric generation)  
 \_\_\_\_\_

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g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit?  Yes  No  
 If Yes:
 

- Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year)  Yes  No
- In addition to emissions as calculated in the application, the project will generate:
  - \_\_\_\_\_ Tons/year (short tons) of Carbon Dioxide (CO<sub>2</sub>)
  - \_\_\_\_\_ Tons/year (short tons) of Nitrous Oxide (N<sub>2</sub>O)
  - \_\_\_\_\_ Tons/year (short tons) of Perfluorocarbons (PFCs)
  - \_\_\_\_\_ Tons/year (short tons) of Sulfur Hexafluoride (SF<sub>6</sub>)
  - \_\_\_\_\_ Tons/year (short tons) of Carbon Dioxide equivalent of Hydroflouorocarbons (HFCs)
  - \_\_\_\_\_ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)?  Yes  No

If Yes:

*i.* Estimate methane generation in tons/year (metric): \_\_\_\_\_

*ii.* Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): \_\_\_\_\_

---

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations?  Yes  No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): \_\_\_\_\_

---

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services?  Yes  No

If Yes:

*i.* When is the peak traffic expected (Check all that apply):  Morning  Evening  Weekend  
 Randomly between hours of \_\_\_\_\_ to \_\_\_\_\_.

*ii.* For commercial activities only, projected number of semi-trailer truck trips/day: \_\_\_\_\_

*iii.* Parking spaces: Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Net increase/decrease \_\_\_\_\_

*iv.* Does the proposed action include any shared use parking?  Yes  No

*v.* If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: \_\_\_\_\_

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*vi.* Are public/private transportation service(s) or facilities available within 1/2 mile of the proposed site?  Yes  No

*vii.* Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles?  Yes  No

*viii.* Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes?  Yes  No

---

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy?  Yes  No

If Yes:

*i.* Estimate annual electricity demand during operation of the proposed action: \_\_\_\_\_

*ii.* Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): \_\_\_\_\_

*iii.* Will the proposed action require a new, or an upgrade to, an existing substation?  Yes  No

---

l. Hours of operation. Answer all items which apply.

<p><i>i.</i> During Construction:</p> <ul style="list-style-type: none"> <li>• Monday - Friday: _____</li> <li>• Saturday: _____</li> <li>• Sunday: _____</li> <li>• Holidays: _____</li> </ul>	<p><i>ii.</i> During Operations:</p> <ul style="list-style-type: none"> <li>• Monday - Friday: _____</li> <li>• Saturday: _____</li> <li>• Sunday: _____</li> <li>• Holidays: _____</li> </ul>
---	--

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both?  Yes  No  
 If yes:  
 i. Provide details including sources, time of day and duration:  
 \_\_\_\_\_  
 \_\_\_\_\_

ii. Will proposed action remove existing natural barriers that could act as a noise barrier or screen?  Yes  No  
 Describe: \_\_\_\_\_  
 \_\_\_\_\_

---

n. Will the proposed action have outdoor lighting?  Yes  No  
 If yes:  
 i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:  
 \_\_\_\_\_  
 \_\_\_\_\_

ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen?  Yes  No  
 Describe: \_\_\_\_\_  
 \_\_\_\_\_

---

o. Does the proposed action have the potential to produce odors for more than one hour per day?  Yes  No  
 If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage?  Yes  No  
 If Yes:  
 i. Product(s) to be stored \_\_\_\_\_  
 ii. Volume(s) \_\_\_\_\_ per unit time \_\_\_\_\_ (e.g., month, year)  
 iii. Generally describe proposed storage facilities: \_\_\_\_\_  
 \_\_\_\_\_

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q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation?  Yes  No  
 If Yes:  
 i. Describe proposed treatment(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ii. Will the proposed action use Integrated Pest Management Practices?  Yes  No

---

r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)?  Yes  No  
 If Yes:  
 i. Describe any solid waste(s) to be generated during construction or operation of the facility:  
 • Construction: \_\_\_\_\_ tons per \_\_\_\_\_ (unit of time)  
 • Operation : \_\_\_\_\_ tons per \_\_\_\_\_ (unit of time)  
 ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:  
 • Construction: \_\_\_\_\_  
 \_\_\_\_\_  
 • Operation: \_\_\_\_\_  
 \_\_\_\_\_

iii. Proposed disposal methods/facilities for solid waste generated on-site:  
 • Construction: \_\_\_\_\_  
 \_\_\_\_\_  
 • Operation: \_\_\_\_\_  
 \_\_\_\_\_



s. Does the proposed action include construction or modification of a solid waste management facility?  Yes  No  
 If Yes:  
 i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): \_\_\_\_\_  
 ii. Anticipated rate of disposal/processing:  
 • \_\_\_\_\_ Tons/month, if transfer or other non-combustion/thermal treatment, or  
 • \_\_\_\_\_ Tons/hour, if combustion or thermal treatment  
 iii. If landfill, anticipated site life: \_\_\_\_\_ years

t. Will proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste?  Yes  No  
 If Yes:  
 i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 ii. Generally describe processes or activities involving hazardous wastes or constituents: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 iii. Specify amount to be handled or generated \_\_\_\_\_ tons/month  
 iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility?  Yes  No  
 If Yes: provide name and location of facility: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility:  
 \_\_\_\_\_  
 \_\_\_\_\_

**E. Site and Setting of Proposed Action**

**E.1. Land uses on and surrounding the project site**

a. Existing land uses.  
 i. Check all uses that occur on, adjoining and near the project site.  
 Urban  Industrial  Commercial  Residential (suburban)  Rural (non-farm)  
 Forest  Agriculture  Aquatic  Other (specify): \_\_\_\_\_  
 ii. If mix of uses, generally describe:  
 \_\_\_\_\_  
 \_\_\_\_\_

b. Land uses and covertypes on the project site.

Land use or Covertypes	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____ _____			

c. Is the project site presently used by members of the community for public recreation?  Yes  No  
i. If Yes: explain: \_\_\_\_\_

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d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site?  Yes  No  
If Yes,  
i. Identify Facilities:  
\_\_\_\_\_

---

e. Does the project site contain an existing dam?  Yes  No  
If Yes:  
i. Dimensions of the dam and impoundment:  

- Dam height: \_\_\_\_\_ feet
- Dam length: \_\_\_\_\_ feet
- Surface area: \_\_\_\_\_ acres
- Volume impounded: \_\_\_\_\_ gallons OR acre-feet

ii. Dam's existing hazard classification: \_\_\_\_\_  
iii. Provide date and summarize results of last inspection:  
\_\_\_\_\_

---

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility?  Yes  No  
If Yes:  
i. Has the facility been formally closed?  Yes  No  

- If yes, cite sources/documentation: \_\_\_\_\_

ii. Describe the location of the project site relative to the boundaries of the solid waste management facility:  
\_\_\_\_\_

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g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste?  Yes  No  
If Yes:  
i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred:  
\_\_\_\_\_

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h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site?  Yes  No  
If Yes:  
i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply:  Yes  No  
 Yes – Spills Incidents database Provide DEC ID number(s): \_\_\_\_\_  
 Yes – Environmental Site Remediation database Provide DEC ID number(s): \_\_\_\_\_  
 Neither database  
ii. If site has been subject of RCRA corrective activities, describe control measures: \_\_\_\_\_  
\_\_\_\_\_

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iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database?  Yes  No  
If yes, provide DEC ID number(s): \_\_\_\_\_  
iv. If yes to (i), (ii) or (iii) above, describe current status of site(s):  
\_\_\_\_\_

v. Is the project site subject to an institutional control limiting property uses?  Yes  No

- If yes, DEC site ID number: \_\_\_\_\_
- Describe the type of institutional control (e.g., deed restriction or easement): \_\_\_\_\_
- Describe any use limitations: \_\_\_\_\_
- Describe any engineering controls: \_\_\_\_\_
- Will the project affect the institutional or engineering controls in place?  Yes  No
- Explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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**E.2. Natural Resources On or Near Project Site**

a. What is the average depth to bedrock on the project site? \_\_\_\_\_ feet

b. Are there bedrock outcroppings on the project site?  Yes  No  
 If Yes, what proportion of the site is comprised of bedrock outcroppings? \_\_\_\_\_%

c. Predominant soil type(s) present on project site: \_\_\_\_\_ %  
 \_\_\_\_\_ %  
 \_\_\_\_\_ %

d. What is the average depth to the water table on the project site? Average: \_\_\_\_\_ feet

e. Drainage status of project site soils:  Well Drained: \_\_\_\_\_ % of site  
 Moderately Well Drained: \_\_\_\_\_ % of site  
 Poorly Drained \_\_\_\_\_ % of site

f. Approximate proportion of proposed action site with slopes:  0-10%: \_\_\_\_\_ % of site  
 10-15%: \_\_\_\_\_ % of site  
 15% or greater: \_\_\_\_\_ % of site

g. Are there any unique geologic features on the project site?  Yes  No  
 If Yes, describe: \_\_\_\_\_  
 \_\_\_\_\_

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)?  Yes  No

ii. Do any wetlands or other waterbodies adjoin the project site?  Yes  No  
 If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency?  Yes  No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name \_\_\_\_\_ Classification \_\_\_\_\_
- Lakes or Ponds: Name \_\_\_\_\_ Classification \_\_\_\_\_
- Wetlands: Name \_\_\_\_\_ Approximate Size \_\_\_\_\_
- Wetland No. (if regulated by DEC) \_\_\_\_\_

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies?  Yes  No  
 If yes, name of impaired water body/bodies and basis for listing as impaired: \_\_\_\_\_  
 \_\_\_\_\_

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i. Is the project site in a designated Floodway?  Yes  No

j. Is the project site in the 100 year Floodplain?  Yes  No

k. Is the project site in the 500 year Floodplain?  Yes  No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer?  Yes  No  
 If Yes:  
 i. Name of aquifer: \_\_\_\_\_

m. Identify the predominant wildlife species that occupy or use the project site: _____ _____ _____	
n. Does the project site contain a designated significant natural community? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes: <i>i.</i> Describe the habitat/community (composition, function, and basis for designation): _____ _____ <i>ii.</i> Source(s) of description or evaluation: _____ <i>iii.</i> Extent of community/habitat: <ul style="list-style-type: none"> <li>• Currently: _____ acres</li> <li>• Following completion of project as proposed: _____ acres</li> <li>• Gain or loss (indicate + or -): _____ acres</li> </ul>	
o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If yes, give a brief description of how the proposed action may affect that use: _____ _____	
<b>E.3. Designated Public Resources On or Near Project Site</b>	
a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes, provide county plus district name/number: _____	
b. Are agricultural lands consisting of highly productive soils present? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> <i>i.</i> If Yes: acreage(s) on project site? _____ <i>ii.</i> Source(s) of soil rating(s): _____	
c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes: <i>i.</i> Nature of the natural landmark: <input type="checkbox"/> Biological Community <input type="checkbox"/> Geological Feature <i>ii.</i> Provide brief description of landmark, including values behind designation and approximate size/extent: _____ _____ _____	
d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes: <i>i.</i> CEA name: _____ <i>ii.</i> Basis for designation: _____ <i>iii.</i> Designating agency and date: _____	

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on, or has been nominated by the NYS Board of Historic Preservation for inclusion on, the State or National Register of Historic Places?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
<i>i.</i> Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input type="checkbox"/> Historic Building or District	
<i>ii.</i> Name: _____	
<i>iii.</i> Brief description of attributes on which listing is based: _____	
f. 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Have additional archaeological or historic site(s) or resources been identified on the project site?	
If Yes:	
<i>i.</i> Describe possible resource(s): _____	
<i>ii.</i> Basis for identification: _____	
h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
<i>i.</i> Identify resource: _____	
<i>ii.</i> Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____	
<i>iii.</i> Distance between project and resource: _____ miles.	
i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
<i>i.</i> Identify the name of the river and its designation: _____	
<i>ii.</i> Is the activity consistent with development restrictions contained in 6NYCRR Part 666?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No

**F. Additional Information**

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

**G. Verification**

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_



Robert P. Astorino  
County Executive

County Planning Board

June 9, 2015

Jessica Youngblood, Department of Planning & Development  
Village of Port Chester  
222 Grace Church Street  
Port Chester, NY 10573

**Subject: Referral File No: PCH 15-003 — Zoning Amendments, C1M District**

Dear Ms. Youngblood:

The Westchester County Planning Board has received a proposed local law to amend the Village Zoning Code. The amendments would create a new C1M Neighborhood Retail-Medical Zoning District and rezone the area along Westchester and Irving Avenues between Ponongo and Oak Streets to C1M from its current zoning, which is C1 Neighborhood Retail District. The proposed new zoning will update the regulations for the granting of special use exceptions for medical and dental offices and establish off-street parking requirements for these uses, which are not currently permitted under C1 zoning.

We have reviewed this matter under the provisions of Section 239 L, M and N of the General Municipal Law and Section 277.61 of the County Administrative Code and find that there are no County or intermunicipal planning issues of concern to the County Planning Board. This action is a matter for local determination in accordance with your community's planning and zoning policies.

Thank you for calling this matter to our attention.

Respectfully,  
WESTCHESTER COUNTY PLANNING BOARD

For:  
By:

Edward Buroughs, AICP  
Commissioner

EEB/KE



Zoning Board of Appeals  
William Villanova, Chair

Planning Commission  
Gregg Gregory, Chair

222 Grace Church Street  
Port Chester, NY 10573

**AFFIDAVIT OF MAILING**

In the matter of the application # NA Address Proposed C1M District  
Case # Address

before the Village of Port Chester

- PLANNING COMMISSION  
 ZONING BOARD OF APPEALS  
 BOARD OF TRUSTEES

On 6/2/2015 Notice of Hearing letters were mailed via  
Day, Month, Year letters were mailed

USPS First Class Mail

USPS Certified Return Receipt Mail

neighbors within a 500 radius of the above mentioned property.  
Distance (feet)

Signed [Signature] Assistant Planner  
Name Title

Please have this document notarized and return within 24 hours of the hearing to:

*Constance R. Phillips (Connie)*  
222 Grace Church Street, Room 202  
Port Chester, New York 10573  
Phone: 914-481-8036 Fax: 914-939-2733  
[cphillips@portchesterny.com](mailto:cphillips@portchesterny.com)



Zoning Board of Appeals  
William Villanova, Chair

Planning Commission  
Gregg Gregory, Chair

222 Grace Church Street  
Port Chester, NY 10573

**AFFIDAVIT OF SIGN POSTING**

**In the matter of the application**

# n/a Address proposed local law for "C1M District"

Case #

Address

before the Village of Port Chester

PLANNING COMMISSION

ZONING BOARD OF APPEALS

BOARD OF TRUSTEES

On Friday, June 5, 2015 a sign was posted on property located at

Day, Month, Year sign was posted

within the existing C1 District between Poningo & Oak St along Westchester/Irving Aves noticing the meeting on June 15, 2015

Location of proposed action

Date of meeting

in accordance with the sign posting requirements set forth in the Village Code.

Signed Rocco Mabitte General Foreman  
Name Title

**Please have this document notarized and return with a picture of the posted sign at least 24 hours prior to the hearing to:**

*Constance R. Phillips (Connie)*  
222 Grace Church Street, Room 202  
Port Chester, New York 10573  
Phone: 914-481-8036 Fax: 914-939-2733  
[cphillips@portchesterny.com](mailto:cphillips@portchesterny.com)



## PUBLIC NOTICE

PUBLIC NOTICE is hereby given that the Board of Trustees hereby schedules a public hearing on Monday, June 15, 2015 at 7:00 P.M., or as soon thereafter at the Port Chester Justice Courtroom, 2nd Floor, 350 North Main Street, Port Chester, New York, to consider the advisability of adopting a local law to amend the Code of the Village of Port Chester, Chapter 345 “Zoning” that would: update the use classification and amend existing standards for the granting of special use exceptions for medical and dental offices and establish off-street parking requirements for such uses, create a new C1M Neighborhood Retail – Medical Zoning District with changes to the Schedule of Use Regulations, and amend the Official Zoning Map to provide for the zoning designation of certain properties currently in the C1 Neighborhood Retail District to be changed to the new C1M District, as follows:

<u>Address</u>	<u>Section/ Block/Lot</u>
200 Westchester Avenue	142.22-1-1
204-210 Westchester Avenue	142.2201-2
216 Westchester Avenue	142.22-1-5
220 Westchester Avenue	142.22-1-6
232 Westchester Avenue	142.22-1-7
238 Westchester Avenue	142.22-1-8
235 Westchester Avenue	142.22-1-22
Irving Avenue	142.22-1-23
227 Westchester Avenue	142.22-1-24
223-225 Westchester Avenue	142.22-1-25
219 Westchester Avenue	142.22-1-26
211-217 Westchester Avenue	142.22-1-27
Westchester Avenue	142.22-1-28
200 Irving Avenue	142.22-1-29
204 Irving Avenue	142.22-1-30
206 Irving Avenue	142.22-1-31
214 Irving Avenue	142.22-1.32
220 Irving Avenue	142.22-1-33
227 Irving Avenue	142.22-1-35
233 Irving Avenue	142.22-1-36
211 Irving Avenue	142.22-1-37
199 Irving Avenue	142.22-1-38
26 Poningo Street	142.22-1-39

Interested persons are invited to attend and will be afforded the opportunity to be heard at this time. The copy of the proposed local law is available at the Village Clerk’s office or online at the Village website [www.portchesterny.com](http://www.portchesterny.com).

Date: May , 2015

/s/ JANUSZ R. RICHARDS  
JANUSZ R. RICHARDS  
Village Clerk  
Village of Port Chester, New York

# **PUBLIC COMMENTS**

# RESOLUTIONS



VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Department:** Office of the Village Manager

**BOT Meeting Date:** 6/15/2015

**Item Type:** Resolution

**Sponsor's Name:** Anthony (Tony) Cerreto, Village Attorney

Description	Yes	No	Description	Yes	No
Fiscal Impact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Public Hearing Required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Funding Source:			BID #		
Account #:			<b>Strategic Plan Priority Area</b>		
	<b>Yes</b>	<b>No</b>	N/A		
Agreement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Manager Priorities</b>		
Strategic Plan Related	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A		

**Agenda Heading Title**  
*(Will appear on the Agenda as indicated below)*

ACCEPTING THE OFFER OF DEDICATION AND PROPOSED DEED WITH REGARD TO  
 NELLA WAY AS A VILLAGE STREET

**Summary**

**Background:**

Graceland Terrace Housing Development Corp. has offered for dedication a road, known as Nella Way, as a village street which is part of the now-completed Fox Commons affordable housing project.

Westchester County provided funding to Village of Port Chester for a new public road, Nella Way.

The various agreements between the Village, County and the developer, all establish that the developer would transfer ownership of the roadway, and infrastructure improvements, to the Village.

Following the developer's clearing of title issues, the offer of dedication can now be acted upon.

The resolution will accept the offer of dedication and authorize the Manager and Attorney to sign all documents necessary to close title and record the deed,

However, State Law requires that this action be subject to a public hearing. The resolution so provides this.

<b>Proposed Action</b>
------------------------

That the Board of Trustees adopt the Resolution

<b>Attachments</b>
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Letter from Graceland Terrace Housing Development Corp. Letter from Norma Drummond, Deputy Commissioner, County Planning Department
--

ACCEPTING THE OFFER OF DEDICATION AND PROPOSED DEED  
WITH REGARD TO NELLA WAY AS A VILLAGE STREET

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_ the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, by correspondence dated February 24, 2015, Graceland Terrace Housing Development Corp. (“Developer”) has offered for dedication, infrastructure improvements property, and the roadway thereon known as Nella Way as a village street which is part of the now-completed Fox Commons Affordable Housing Project (“Project”); and

WHEREAS, as set forth in a letter from the Deputy Commissioner of the Westchester County Department of Planning, dated February 13, 2015, the County provided funding to the Village for a new public road to be built (Nella Way) to provide public access to the new soccer fields created on the lower level of Edgewood Park; and

WHEREAS, the agreements between the County and the Village and the Developer and the Village for the Project establish that the Developer would transfer ownership of the infrastructure improvements property, which includes the roadway, to the Village; and

WHEREAS, subsequent to the above correspondence, certain title issues arose which needed to be cleared; and

WHEREAS, the Board desires to bring this matter to a conclusion. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby accepts the dedication of the above-described property known as Nella Way for a public road and declares same to be a village street, subject to each of the following conditions:

1. Satisfactory conclusion of the public hearing to be held on July 6, 2015 at 7:00 p.m. or as soon thereafter, at the Police Headquarters, Justice Court Courtroom, 350 North Main Street, Port Chester, with regard to the dedication of the subject property in accordance with Section 6-612 and 6-614 of the State Village Law; and
2. Delivery to and review and approval of the Village Attorney of original and executed copies of all documents necessary to complete the transfer of the subject property to the Village; and

3. That copy of the deed and evidence of recording be filed with the Office of the Village Clerk following recording in the Westchester County Clerk's office

Approved as to Form:

---

Anthony M. Cerreto, Village Attorney

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:**



**GRACELAND TERRACE  
HOUSING DEVELOPMENT CORP.**

211 South Ridge Street, Suite 3R  
Rye Brook, NY 10573

Phone: 914-241-3550

Fax: 914-939-8973

February 24, 2015

Hon. Neil Pagano  
Mayor, Village of Port Chester  
222 Grace Church Street  
Port Chester, NY 10573

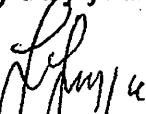
**Re: *Nella Way Road Dedication***

Dear Mayor Pagano & Members of the Village Board of Trustees:  
As part of the development of the Fox Commons Affordable Housing Development, the Village of Port Chester, County of Westchester and the developer entered into an Inter-Municipal Agreement and a Developer-Municipal Agreement establishing that the developer would transfer ownership of the infrastructure improvement property including the roadway known as Nella Way to the Village of Port Chester upon completion of the development. The developer hereby offers said road to be dedicated to the Village of Port Chester pursuant to the IMA and DMA.

We have instructed our attorney, John B. Colangelo, Esq., to prepare the necessary transfer documents and coordinate the road dedication with Village Attorney Anthony Cerreto.

If you require additional information in this regard, please contact Mr. Colangelo directly.

Very truly yours,



GRACELAND TERRACE HOUSING DEVELOPMENT FUND CORP.  
As Nominee for FOX COMMONS LLC



Robert P. Astorino  
County Executive

Department of Planning  
Edward Buroughs, AICP  
Commissioner

February 13, 2015

Hon. Neil Pagano  
Mayor, Village of Port Chester  
333 Grace Church Street  
Port Chester, New York 10573

**SUBJECT: Village Acceptance of Nella Way**

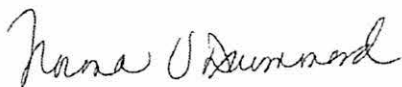
Dear Mayor Pagano:

The Village of Port Chester, Westchester County and Lazz Development completed the development of the Fox Commons affordable housing development back in 2010. As part of that development, the County provided funding to the Village for a new public road to be built (Nella Way) to give access to Village residents to the new soccer fields created on the lower level of Edgewood Park. The County's funding required that the road be publicly owned and the County have an ownership interest by easement over the property for the life of the bonds. In addition, the Inter-Municipal Agreement (IMA) between the County and the Village and the Developer-Municipal Agreement (DMA) between the Developer and the Village both established that the Developer would transfer ownership of the infrastructure improvements property, which includes the roadway, to the Village upon completion of the development.

I understand that the Village has never accepted the completed roadway and that there is now some level of concern on the part of the Fox Commons Homeowners Association regarding this. Please be reminded of the Village's obligation under the IMA to complete this transaction.

If you have any questions, please feel free to contact me at (914) 995-2427.

Sincerely,



Norma V. Drummond  
Deputy Commissioner

cc: Anthony Cerretto, Village Attorney  
Lou Larizza, Lazz Development



VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Office of the Village Manager**

**Village BOT Meeting Date:** June 15, 2015

**Item Type:** Resolution

Description	Yes	No	Description	Yes	No
Fiscal Impact	x		Public Hearing Required		x
Funding Source			BID #		
Account #:			Strategic Plan Priority Area		
			N/A		
Agreement		x	Manager Priorities		
Strategic Plan Related		x	N/A		

**Sponsor's Name:** Leonie Douglas, Village Treasurer

**Heading Title**  
*(Will appear as indicated below on Agenda)*

CONTINUING SUPPORT TO PORT CHESTER-RYE BROOK-TOWN OF RYE  
 INDEPENDENCE DAY OBSERVANCE FOR THE YEAR 2015

**Summary**

**Background:**

The Independence Day Committee had asked the Village of Port Chester to consider providing \$5,500 in assistance for the Port Chester-Rye Brook-Town of Rye Independence Day Observance for 2015. At a prior meeting, the Board had no objection to the \$500 increase in assistance. The resolution will facilitate the request.

A representative of the Committee will be present to answer any questions the Board may have.

**Proposed Action**

That the Board of Trustees adopt the Resolution

**Attachments**

**CONTINUING SUPPORT TO PORT CHESTER-RYE BROOK-TOWN OF RYE  
INDEPENDENCE DAY OBSERVANCE FOR THE YEAR 2015**

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, the Independence Day Committee has advised that it will be sponsoring the Independence Day Observance on Saturday, July 4, 2015 at the Port Chester High School, Ryan Stadium at 7:30 p.m.; and

WHEREAS, the Committee has asked the Village of Port Chester to consider providing \$5,500 in assistance to this event, the 68<sup>th</sup> year of this event. Now, therefore,

WHEREAS, that the Board desires to continue its support of the Committee's long-standing civic and patriotic efforts with an appropriation for the full amount requested. Now, therefore, be it

RESOLVED, that the Village Treasurer is hereby authorized to make payment to the Independence Day Committee in the amount of \$5,500 for assistance to the Independence Day Observance for the Year 2015.

Approved as to Form:

\_\_\_\_\_  
Anthony M. Cerreto, Village Attorney

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:**



**PORT CHESTER – RYE BROOK – TOWN OF RYE  
INDEPENDENCE DAY COMMITTEE  
P.O.B. 1134 Port Chester, NY 10573**

**Chairman**  
Hope Klein

March 27, 2015

Dear Mayor and Board of Trustees,

In honor of our great nation, the Port Chester – Rye Brook – Town of Rye Independence Day Observance committee will present a gala evening on awards, entertainment, and fireworks on Saturday, July 4<sup>th</sup>, 2015. This event will take place at the Port Chester High School's Ryan Stadium starting at 7:30 pm.

We are proud in saying that this will be the 68<sup>th</sup> consecutive year for this special event, a celebration that enjoys a fine reputation throughout the community and the surrounding area. The evening sky will be ablaze with a dazzling fireworks display, presented by the world-renowned Grucci family.

The cost of this event has always been defrayed by the generosity of the public and our local businesses. We would very much appreciate your support in making this another successful year. Once again, we ask for your assistance in making a contribution towards the expense of this program.

Please consider a donation of \$5500.00 to our special event.

Donors will be listed on the program. Please make your check payable to: **Independence Day Observance Committee**, and mail your donations to **P.O. Box 1134 Port Chester, New York 10573**.

Thank you for your continued support and please accept this personal invitation to attend this fantastic event. Thank you in advance and we hope to see you on the 4<sup>th</sup>.

Sincerely,  
Hope Klein, Chairman  
914-473-8009



VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Department:** Office of the Village Manager

**BOT Meeting Date:** 6/15/2015

**Item Type:** Resolution

**Sponsor's Name:** Christopher D. Steers, Village Manager

Description	Yes	No	Description	Yes	No
Fiscal Impact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Hearing Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Funding Source: Contingency Account			BID #		
Account #:			<b>Strategic Plan Priority Area</b>		
1.1990.400	<b>Yes</b>	<b>No</b>	Quality of Life & Village Image		
Agreement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Manager Priorities</b>		
Strategic Plan Related	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other		

**Agenda Heading Title**

*(Will appear on the Agenda as indicated below)*

**AUTHORIZING A SUMMER INTERN PROGRAM**

**Summary**

**Background:**

Establishing a summer intern program will benefit both students as they seek to gain experience and credential themselves, as well as the Village as it pursues its project priorities.

**Proposed Action**

That the Board of Trustees adopt the Resolution

**Attachments**

**See Resolution Attached**

**AUTHORIZING A SUMMER INTERN PROGRAM**

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_ the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, a major priority of the Board of Trustees is to improve government efficiencies and the Village infrastructure, and to promote economic development and the advancement of our youth; and,

WHEREAS, significant additional progress towards furthering the Board of Trustee’s priorities can be achieved by utilizing additional resources to gather data and assist on special projects; and,

WHEREAS, establishing a summer intern program will benefit both students as they seek to gain experience and credential themselves, as well as the Village as it pursues its project priorities. Now, therefore, be it

RESOLVED, that the Board of Trustees authorizes the Village Manager to establish a part-time Summer Intern Program for the current fiscal year; Now, therefore, be it further

RESOLVED, that the Board of Trustees authorizes the Village Treasurer to transfer the \$10,172.94 for said program from General Fund contingency as follows:

**General Fund**

Transfer From:

Contingency A/c	1.1990.400	\$10,172.94
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Transfer To:

Village Manager Personnel P/T	1.1230.111	\$10,172.94
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Approved as to Form:

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Village Attorney, Anthony Cerreto

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:**



Village of Port Chester  
 Summer Interns Cost Analysis  
 FY 2015-16

Part-Time Summer Interns:

<b>B-Weekly Hours</b>	<b>Hourly Rate</b>	<b>Bi-Weekly Cost</b>	<b># of P/R</b>	<b>Total Cost</b>
35	\$15	\$525	3	\$ 1,575.00
FICA:				\$ 97.65
Medicare:				\$ 22.84
Cost for each P/T Intern:				<u>\$ 1,695.49</u>
Cost for 6 P/T Summer Interns:				<u>\$ 10,172.93</u>

Full Time Summer Interns:

<b>B-Weekly Hours</b>	<b>Hourly Rate</b>	<b>Bi-Weekly Cost</b>	<b># of P/R</b>	<b>Total Cost</b>
70	\$15	\$1,050	3	\$ 3,150.00
FICA:				\$ 195.30
Medicare:				\$ 45.68
Cost for each F/T Summer Intern:				<u>\$ 3,390.98</u>
Cost for 6 F/T Summer Interns:				<u>\$ 20,345.85</u>

*My recommendation is to take the funds from General Fund Contingency A/c 1.1990.400*



VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Department:** Office of the Village Manager

**BOT Meeting Date:** 6/15/2015

**Item Type:** Resolution

**Sponsor's Name:** Christopher D. Steers, Village Manager

Description	Yes	No	Description	Yes	No
Fiscal Impact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Public Hearing Required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Funding Source:			BID #		
Account #:			<b>Strategic Plan Priority Area</b>		
	<b>Yes</b>	<b>No</b>	Quality of Life & Village Image		
Agreement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Manager Priorities</b>		
Strategic Plan Related	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Code Enforcement		

**Agenda Heading Title**  
*(Will appear on the Agenda as indicated below)*

SETTING A PUBLIC HEARING TO CONSIDER THE ADVISABILITY OF ADOPTING A LOCAL LAW TO AMEND THE CODE OF THE VILLAGE OF PORT CHESTER, CHAPTER 283, STREETS AND SIDEWALKS, CLARIFYING AND CODIFYING THE OBLIGATIONS OF PROPERTY OWNERS AND OTHER RESPONSIBLE PARTIES WITH REGARD TO THE ADJOINING OR CONTIGUOUS PUBLIC SIDEWALK

**Summary**

**Background:**

The Village Code imposes a duty of repair, cleaning, etc. on owners and other responsible parties with regard to the abutting public sidewalks. It has been the administrative interpretation that these parties are responsible for the curb and the property line of the owner, particularly as to cutting grass. The Village Attorney has prepared a proposed draft local law that would clarify and codify their obligations to eliminate any potential issue as to enforcement. The law would specify that grass be cut and mirrors the maximum height provision that is contained in the New York State Property Maintenance Code, and is enforced on private property. The resolution would advance the matter to a public hearing to consider the advisability of adopting same.

<b>. Proposed Action</b>
--------------------------

That the Board of Trustees adopt the Resolution

<b>Attachments</b>
--------------------

Draft local law
-----------------

SETTING PUBLIC HEARING TO CONSIDER THE ADVISABILITY OF ADOPTING  
A LOCAL LAW TO AMEND THE CODE OF THE VILLAGE OF PORT CHESTER,  
CHAPTER 283, STREETS AND SIDEWALKS, CLARIFYING AND CODIFYING  
THE OBLIGATION OS OF PROPERTY OWNERS AND OTHER RESPONSIBLE  
PARTIES WITH REGARD TO THE ADJOINING OR CONTIGUOUS PUBLIC  
SIDEWALK

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following  
resolution was adopted by the Board of Trustees of the Village of Port Chester, New

York:

RESOLVED, that the Board of Trustees hereby sets a public hearing on July  
\_\_\_\_\_, 2015 at 7:00 p.m., or as soon thereafter, at the Police Headquarters/Justice Court  
Courtroom, 350 North Main Street, Port Chester, to consider the advisability of adopting  
a local law to amend the Code of the Village of Port Chester, Chapter 283, Streets and  
Sidewalks, clarifying and codifying the obligations of property owners and other  
responsible parties with regard to the adjoining or contiguous public sidewalk.

Approved as to Form:

\_\_\_\_\_  
Anthony M. Cerreto, Village Attorney

A LOCAL LAW AMENDING THE CODE OF THE VILLAGE OF PORT CHESTER,  
CHAPTER 283, STREETS AND SIDEWALKS, CLARIFYING AND CODIFYING THE  
OBLIGATIONS OF PROPERTY OWNERS AND OTHER RESPONSIBLE PARTIES WITH  
REGARD TO THE ADJOINING OR CONTIGUOUS PUBLIC SIDEWALK

SECTION 1: The purpose and intent of this local law is to clarify the responsibility of property owners and other responsible parties with regard to the adjoining or contiguous public sidewalks. Historically, it has been understood that sidewalks to not only include the physical sidewalk, but also the maintenance of the area between the sidewalk and the curb. The local law will confirm and codify such long-standing administrative interpretation so as to eliminate any potential issue of enforcement

SECTION 2: The Code of the Village of Port Chester, Chapter 283- “Streets and Sidewalks”, Article V, Section 283-30, is hereby amended as follows:

Section 283-30. Duty of making repairs

- A. It shall be the duty of the owner to keep the public sidewalk in front of or adjoining the premises, which shall be deemed to include that area between the established curbline and the designated property line, at all times in good repair and in a safe condition and free from all obstructions and encumbrances. .

...

SECTION 2: The Code of the Village of Port Chester, Chapter 283, “Streets and Sidewalks”, Article VI, Section 283-32, is hereby amended as follows:

Section 283-32 Cleaning and maintaining sidewalks.

- A. The owner, lessee or occupant of any premises shall keep the contiguous public sidewalks free from dirt, filth, weeds and other obstructions or encumbrances, maintain and cut grass in the area between the established curbline and the designated property line to a height of no more than ten inches and shall cause such sidewalks to be cleared of snow and ice within 24 hours after such snowfall has ceased or ice has formed. If the owner, lessee or occupancy shall so fail to clear the said sidewalks after due notice is given, the Village Manager or his designee may direct village forces or an independent contractor to do so and the cost and the expense of same, if not paid within 30 days of receipt of the bill therefor, shall become a lien upon the property.

SECTION 3: This local law shall become effective immediately upon filing with the Secretary of State

**AUTHORIZING NATIONAL DEVELOPMENT CORPORATION TO STUDY  
EXPANDING THE CURRENT POLICE / COURT FACILITY**

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, Village Board of Trustees has established as a strategic priority that the Police / Court Facility be expanded and modernized to suit the needs of the community; and,

WHEREAS, the Board of Trustees has engaged the services of National Development Corporation for the purpose of determining the Village Police and Court facility needs in conjunction with a Municipal Center that would relocate Village administrative offices with the Police Department and Justice Court, and to study a project location at Irving Avenue and Poningo Street; and,

WHEREAS, the Board of Trustees has recently established a sub-committee consisting of three trustees, the Village Manager, Police Chief, and additional Village staff; and,

WHEREAS, the Board is of the view that additional Police / Court facility requirements might be satisfied in a more cost-effective manner by expanding the existing Police / Court facility at its current location; and

WHEREAS, NDC has submitted a cost proposal that would facilitate such additional investigation. Now, therefore, be it

RESOLVED, that the Board of Trustees directs National Development Corporation to further investigate the expansion of the current Police / Court facility at its current location and to report to the Board of Trustees within the next 45 days, as provided for in a proposal dated June 12, 2015; and be it further

RESOLVED, that the Village Manager is hereby authorized the requisite agreement with regard to such additional work.

Approved as to Form:

---

Village Attorney, Anthony Cerreto



## Proposal to Village of Port Chester Regarding Police and Courts Complex

### Introduction:

NDC and its partners STV and Whiting Turner have been working on the schematic design and budgeting for a new municipal center in the Village of Port Chester located at the intersection of Poningo Street and Irving Avenue. The Village of Port Chester has reconsidered the concept of a municipal complex and would like to explore a reduced scope project consisting of just the police and court functions, excluding the Village offices and rental space from the project. The principal options for site location include the existing police and courts building on North Main Street which would require a gut rehabilitation with a new construction addition creating a four story building, or a three story purpose built new building constructed on a contiguous parcel of land on North Main Street.

Much if not all of the early program work developed for the municipal center project can be utilized to develop the layout and configuration of both the proposed rehabilitated and contiguously located new building. However, depending on the option selected, destructive testing and cost estimating must be undertaken for the gut rehabilitation project since we cannot use the new construction unit costs and allowances assembled for the municipal center budget estimates.

Although some of the individual occupant space allocations have changed, it is important to note that STV's program gross square footage number for the police department and courts of 43,644 square feet (see attached Space Program) is almost identical to the 44,600 square feet contained in the JCJ study. The difference between the programing number provided by STV and the 33,835 square feet contained in the summary sheet discussed at the task force meeting is that common and support areas were not included in the latter number.

### Scope of Work and Cost:

NDC has explored the siting of a new police and court facility in the general area of the current facility and has concluded that the most appropriate site is located directly northeast of the current facility.

As a result of reaching that conclusion NDC suggests limiting the design and budgeting to two options.

- a. The rehabilitation of the current police and court building with new construction, and
- b. The construction of a new purpose built police and court building on the adjacent parcel.

We have included drawings which translate your program requirements into two block schematic illustrations of the two options listed above.

As you can see the existing site is tight and in order to meet your program needs and provide parking the building must go to four stories. The adjacent site provides more room, and your program will fit into a three story building with ample room for on grade parking.

### Phase I

Order of magnitude pricing of the two alternatives outlined above. This pricing would not include either the cost of acquisition and demolition, or the cost of temporary police and court space. Therefore, it would be a true comparison of rehabilitation/new construction cost to just new construction cost.

This work would be completed within two weeks of being authorized to proceed. The NDC team would also attend whatever meetings are required to discuss our findings and present to the general public.

The cost for Phase I is \$25,000.

### Phase II

Further develop a schematic design for either one, or both options. This would require us to complete a phase 1 environmental review, soils investigation, topographical analysis/survey, structural analysis and destructive testing of the existing structure. This phase would also include estimates for acquisition/demolition and temporary space.

#### Cost- Schematic Phase:

Schematic Design (both options)	\$ 80,000	
Schematic Design (one option)		\$40,000
Constructing Estimating (both options)	<u>\$ 20,000</u>	
Construction Estimating (one option)		<u>\$10,000</u>
Sub-Total	\$100,000	\$50,000
Administrative Expenses	<u>\$ 15,000</u>	<u>\$15,000</u>
Total	\$115,000	\$65,000

This work would be completed and submitted to the Village of Port Chester thirty five -days after authorization to proceed.

### Phase III

Once the preferred option is selected proceed to the design development phase. We anticipate that this would get us to a plus or minus ten percent of the final guaranteed maximum price estimate.

#### Cost- Design Development Phase:

Design and Engineering	\$240,000
Third Party Investigation and Survey Costs	\$145,000
Construction Estimating	\$ 65,000
Administration	<u>\$ 40,000</u>
Total	\$490,000

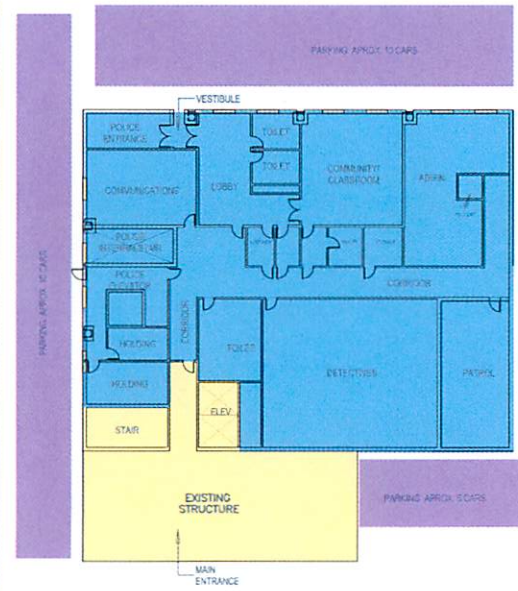


**This work would be completed ninety-days after the authorization to proceed.**

**Respectfully submitted by,**

**Daniel Marsh, Executive Vice President**

- POLICE
- SHARED
- POLICE PARKING  
(APROX 25 CARS)



N MAIN STREET

POLICE / COURT COMPLEX  
VILLAGE OF PORT CHESTER, NEW YORK

1ST FLOOR

DRAWING TITLE: OPTION 1 - 350 NORTH MAIN STREET

DATE: JUNE 11, 2015

SCALE:

DRAWING NUMBER

Architectural Consultant:

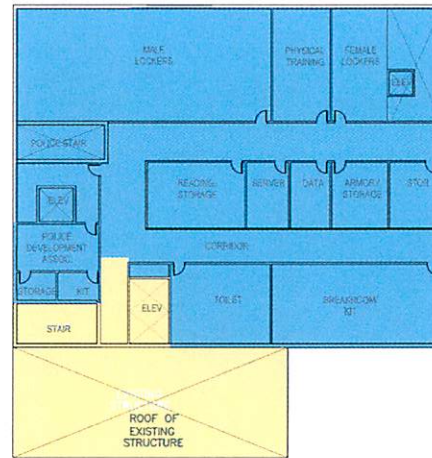


225 Park Avenue South  
New York, NY 10003



PROGRAM LEGEND

- POLICE
- SHARED



N MAIN STREET

POLICE / COURT COMPLEX  
VILLAGE OF PORT CHESTER, NEW YORK

3RD FLOOR

DRAWING TITLE:

OPTION 1 - 350 NORTH MAIN STREET

DATE: JUNE 11, 2015

SCALE:

DRAWING NUMBER

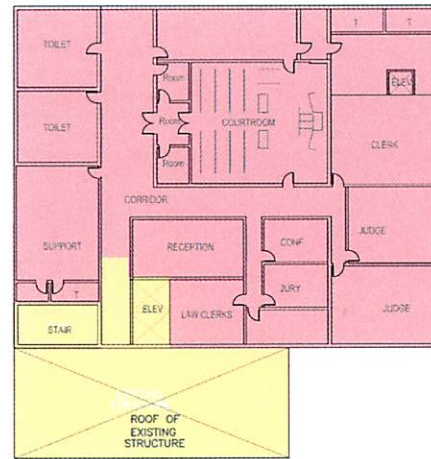
Architectural Consultant:



225 Park Avenue South  
New York, NY 10003

PROGRAM LEGEND

- COURT
- SHARED



N MAIN STREET

POLICE / COURT COMPLEX  
VILLAGE OF PORT CHESTER, NEW YORK

4TH FLOOR

DRAWING TITLE:

OPTION 1 - 350 NORTH MAIN STREET

DATE: JUNE 11, 2015

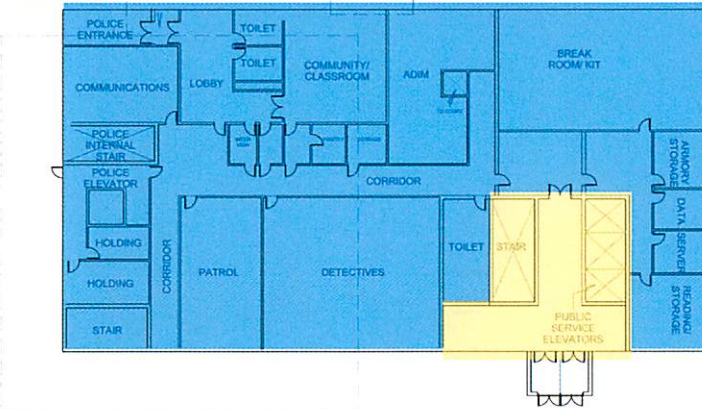
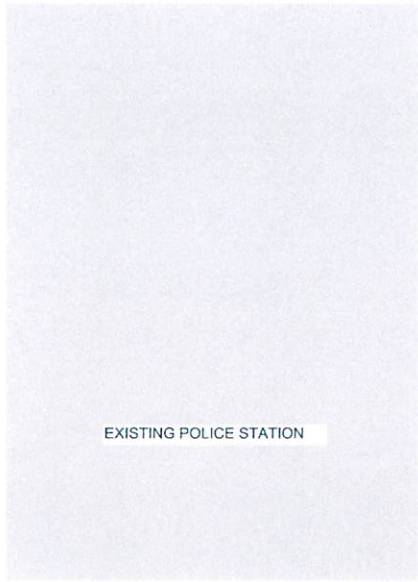
SCALE:

DRAWING NUMBER

Architectural Consultant:



225 Park Avenue South  
New York, NY 10003



- PROGRAM LEGEND  
LEGEND
- POLICE
  - SHARED
  - POLICE PARKING (APROX 25 CARS)

POLICE / COURT COMPLEX - OPTION 2  
VILLAGE OF PORT CHESTER, NEW YORK

1ST FLOOR

DRAWING TITLE: OPTION 2 - ADJACENT TO EXISTING LOT

DATE: JUNE 11, 2015

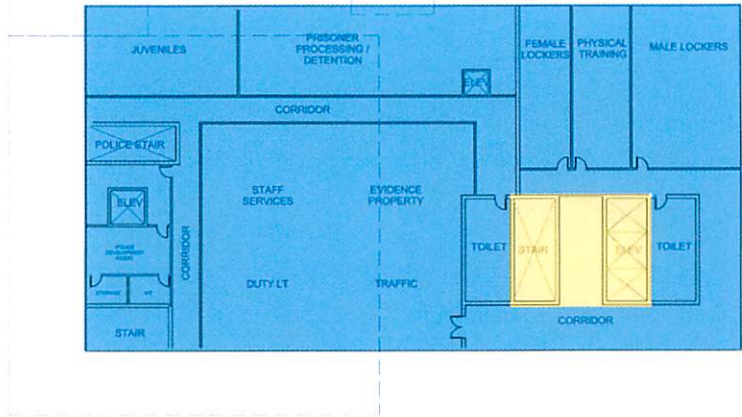
SCALE:

DRAWING NUMBER

Architectural Consultant:



225 Park Avenue South  
New York, NY 10003



PROGRAM  
LEGEND

POLICE

SHARED

POLICE / COURT COMPLEX  
VILLAGE OF PORT CHESTER, NEW YORK

2ND FLOOR

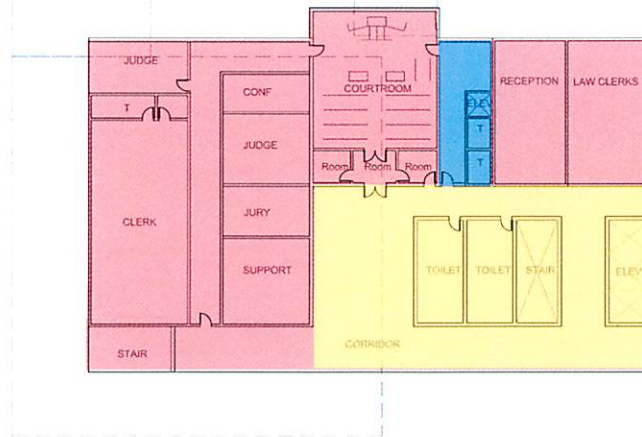
DRAWING TITLE: OPTION 2 - ADJACENT TO EXISTING LOT

DATE: JUNE 11, 2015

SCALE:

DRAWING NUMBER

Architectural Consultant:  
  
 225 Park Avenue South  
 New York, NY 10003



PROGRAM LEGEND

- COURT
- SHARED

POLICE / COURT COMPLEX  
VILLAGE OF PORT CHESTER, NEW YORK

3RD FLOOR

DRAWING TITLE: OPTION 2 - ADJACENT TO EXISTING LOT

DATE: JUNE 11, 2015

SCALE:

DRAWING NUMBER

Architectural Consultant:



225 Park Avenue South  
New York, NY 10003



Draft - REV 1 - June 2, 2015  
 PORT CHESTER - POLICE AND COURTS

Component/Program Code No.	Occu- pants	Number of Areas	Space Standard	NSF	Dept. Net Subtotal	Dept. NSF	Building Gross	Notes
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SUMMARY PROGRAM - PROJECT TOTALS			
		NET	Bldg. Gross
Court Facilities		7,318	11,782
Police Department		18,292	28,398
Shared Resources		2,510	3,464
<b>Subtotal Net</b>		<b>28,120</b>	
<b>TOTAL BUILDING GROSS</b>			<b>43,644</b> (PCPD exterior program excluded)

Draft - REV 1 - June 2, 2015

PORT CHESTER - POLICE AND COURTS

Component/Program Code No.	Occu- pants	Number of Areas	Space Standard	Dept. Net NSF	Dept. NSF	Building Gross	Notes
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**DETAILED PROGRAM**

**PORT CHESTER COURTS**

40% 15%

**C1.100 Courts Lobby/Entry**

C1.101	Lobby		1	600	600		
C1.102	Public Restrooms		2	200	400		Male / Female
C1.103	Court Officers/Security Screening Area		1	160	160		Two Officers - screening area
C1.104	Attorney/Client Conference Rooms		2	120	240		

**Subtotal** 1,400 1,960 2,254

**C1.200 Court Clerks Office**

C1.201	Public Information Counter		5	40	200		Work Station/Windows serving public corridor
C1.202	Office: Court Clerk		1	150	150		
C1.203	Workstations: Clerks		10	64	640		Work Stations
C1.204	Workstation: Pretrial Coordinator		1	64	64		Work Stations
C1.205	Town of Rye Court Clerk		1	150	150		
C1.206	Town of Rye Clerk Work Station		1	64	64		
C1.207	Storage: File Area		1	200	200		
C1.208	Copy Alcove		1	40	40		
C1.209	Coat Closet		1	40	40		
C1.210	Data Server Room		1	80	80		
C1.211	Pantry Alcove		1	40	40		
C1.212	Storage: Supplies		1	80	80		
C1.213	Storage: Archival			0	0		Basement or Remote Storage Space

C1.214 Staff Restroom (Male/Female) 2 60 120 Single Occupancy.; Separate from Public Areas

**Subtotal** 1,868 2,615 3,007

**C1.300 Court Facilities**

**COURT ROOM FUNCTIONS**

C1.301	Court Room - Multi-use	130	1	16	2080		
C1.302	Vestibule - Sound Proof		1	80	80		
C1.303	Judge's Bench		1	40	40		
C1.304	Witness Box		1	20	20		
C1.305	Clerk		1	20	20		
C1.306	Jury Box	12	1	10	120		
C1.307	Court Reporter		1	40	40		
C1.308	Court Officer		1	40	40		
C1.309	Attorney's Tables		2	20	40		
C1.310	Detainee Area		1	10	10		
C1.311	Interpreter Area		1	40	40		
C1.312	AV Controls Room		1	100	100		Includes editing work station

**Subtotal** 2,630 3,682 4,234

**COURT SUPPORT FUNCTIONS**

C1.313	Judges Chambers - Port Chester		2	300	600		Near Court Room - with toilet and closet
C1.314	Judges Chambers - Rye		1	300	300		Near Court Room - with toilet and closet
C1.315	Jury Deliberation Room	8	1	30	240		Near Court Room
C1.316	Jury Room Restroom		1	60	60		Off of Jury Room
C1.317	Jury Room Sound Lock		1	40	40		Between Court and Jury Room - if required
C1.318	Jury Impaneling Area				0		Use Court Room
C1.319	Storage: Board of Trustees		1	100	100		Storage for materials used for meetings
C1.320	Detainee Holding	1-2	2	40	80		

**Subtotal** 1,420 1,988 2,286

**Subtotal - Net Square Feet - Port Chester Courts Functions** 7,318

**Subtotal - Departmental Gross Square Feet** 10,245

**TOTAL COURTS GROSS** 11,782

Draft - REV 1 - June 2, 2015

PORT CHESTER - POLICE AND COURTS

Component/Program Code No.	Occu- pants	Number of Areas	Space Standard	NSF	Dept. Net Subtotal	Dept. NSF	Building Gross	Notes
<b>PORT CHESTER POLICE DEPARTMENT</b>						35%	15%	
<b>P1.100</b>	<b>Lobby/Reception/Waiting</b>							
P1.101		1	80	80				Separate from Municipal/Courts
P1.102	10-12	1	150	150				Dedicated Lobby
P1.103		1	30	30				Area in Lobby
P1.104		2	100	200				
P1.105		2	80	160				Also for walk-in complaints.
<b>Subtotal</b>					<b>620</b>	<b>837</b>	<b>963</b>	
<b>P1.200</b>	<b>Community/Multipurpose/EOC</b>							
P1.201	50	1	20	1000				
P1.202		1	80	80				
P1.203		1	60	60				
P1.204		1	20	20				
P1.205		1	80	80				
P1.206		1	150	150				
<b>Subtotal</b>					<b>1,390</b>	<b>1,877</b>	<b>2,158</b>	
<b>P1.300</b>	<b>Communications/Dispatch</b>							
P1.301		1	100	100				1 station
P1.302		3	100	300				3 workstations stations
P1.303		1	64	64				open work station
P1.304		1	60	60				
P1.305		1	80	80				Includes Supply and Equip. Storage
P1.306		1	120	120				
P1.307		1	80	80				Equipment Room
<b>Subtotal</b>					<b>804</b>	<b>1,085</b>	<b>1,248</b>	
<b>P1.400</b>	<b>Records</b>							
P1.401		1	40	40				
P1.402		1	40	40				
P1.403		2	80	160				Work Stations - oversize w/ scanning
P1.405		1	250	250				
P1.406		1	40	40				
P1.407		1	200	200				Archive Long-term remote
<b>Subtotal</b>					<b>730</b>	<b>986</b>	<b>1,133</b>	
<b>P1.500</b>	<b>Administration</b>							
P1.501	4	1	60	60				
P1.502		1	100	100				Is also Records Clerk.
P1.503		1	20	20				
P1.505		1	200	200				
P1.506		1	80	80				
P1.507		1	20	20				
P1.508		1	150	150				
P1.509		1	20	20				
P1.510	8	1	20	160				Shared departmental asset
P1.511		1	0	0				Works off-site
P1.512		1	20	20				
<b>Subtotal</b>					<b>830</b>	<b>1,121</b>	<b>1,289</b>	
<b>P1.600</b>	<b>Staff Services</b>							
P1.601		1	120	120				
P1.602		1	64	64				
<b>Subtotal</b>					<b>184</b>	<b>248</b>	<b>286</b>	

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**PORT CHESTER - POLICE AND COURTS**

Component/Program Code No.	Occu- pants	Number of Areas	Space Standard	NSF	Dept. Net Subtotal	Dept. NSF	Building Gross	Notes
<b>P1.700 Patrol Division</b>								
P1.701			1	120	120			
P1.702			1	20	20			
P1.703			1	40	40			
P1.704			6	25	150			Counter with computer and printers
P1.705			1	100	100			Managed by Patrol Ops Capt. & Lt.
P1.706	15		1	15	225			Standing
P1.707	2		1	100	100			desk officer
<b>Subtotal</b>					<b>755</b>	<b>1,019</b>	<b>1,172</b>	
<b>P1.800 Traffic Division</b>								
P1.801			1	100	100			
P1.802			1	100	100			
<b>Subtotal</b>					<b>200</b>	<b>270</b>	<b>311</b>	
<b>P1.900 Detective Division</b>								
P1.901	4		1	1	60			
P1.902			1	64	64			
P1.903			1	120	120			
P1.904			1	120	120			
P1.905	2	10	80	800				Work Stations with guest chair
P1.906			1	150	150			
P1.907	2	3	80	240				
P1.908	1	1	80	80				W/ two-way mirror
P1.909			1	40	40			
P1.910			1	40	40			
P1.911			1	100	100			
P1.912			1	150	150			15 - 20 file cabs
P1.913			1	80	80			
<b>Subtotal</b>					<b>2,044</b>	<b>2,759</b>	<b>3,173</b>	
<b>P2.100 Juvenile Division</b>								
P2.101	4		1	60	60			
P2.102			1	60	60			
P2.103			1	80	80			
P2.104			1	80	80			
P2.105	2		1	150	150			
P2.106			1	150	150			
P2.107	3		1	100	100			
P2.108			1	80	80			
<b>Subtotal</b>					<b>760</b>	<b>1,026</b>	<b>1,180</b>	
<b>P2.200 Staff Support Spaces</b>								
P2.201	65		1	15	975			Total 56 sworn officers - Personal Duty Lockers w/power
P2.202			1	300	300			verify fixture count
P2.203	10		1	15	150			Personal Duty Lockers w/power
P2.204			1	150	150			verify fixture count
P2.205	5		1	15	75			Personal Duty Lockers w/power
P2.206			1	150	150			verify fixture count
P2.207	5		1	15	75			Personal Duty Lockers w/power
P2.208			1	150	150			
P2.209	8		1	600	600			
P2.210	12		1	360	360			With pantry
P2.211			1	180	180			
<b>Subtotal</b>					<b>3,165</b>	<b>4,273</b>	<b>4,914</b>	

Draft - REV 1 - June 2, 2015  
 PORT CHESTER - POLICE AND COURTS

Component/Program Code No.	Occu- pants	Number of Areas	Space Standard	NSF	Dept. Net Subtotal	Dept. NSF	Building Gross	Notes
<b>P2.300 Armory</b>								
P2.301 Armory		1	120	120				Weapons locking rack
P2.302 Ammunition Storage		1	100	100				
P2.303 Gun Cleaning Room		1	100	100				
<b>Subtotal</b>					<b>320</b>	<b>432</b>	<b>497</b>	
<b>P2.400 Police Benevolent Association</b>								
P2.401 Meeting Room		1	250	250				
P2.402 Pantry Alcove		1	80	80				
P2.403 Storage Room		1	100	100				
<b>Subtotal</b>					<b>430</b>	<b>581</b>	<b>668</b>	
<b>P2.500 Evidence and Property</b>								
P2.501 Patrol Access - Bag and Tag Area		1	80	80				
P2.502 Evidence Processing Room		1	150	150				
P2.503 Evidence Storage		1	400	400				
P2.504 Drugs/Valuables Vault		1		Incl				60 NSF included in Evidence Storage
P2.505 Weapons Vault		1		Incl				100 NSF included in Evidence Storage
P2.506 Major Crimes - Evidence Storage		1		Incl				100 NSF included in Evidence Storage
P2.507 Evidence Lockers		1	80	80				12 Lockers - locate in prisoner processing area
P2.508 Bio hazardous Room/Evidence Drying		1	120	120				
P2.509 Found Property Storage		1	200	200				
<b>Subtotal</b>					<b>1,030</b>	<b>1,391</b>	<b>1,599</b>	
<b>P2.600 Prisoner Booking/Processing</b>								
P2.601 Interior Sallyport/Transfer	6	1	100	100				
P2.602 Processing/Booking Area		1	150	150				
P2.603 Prisoner Property Room		1	20	20				
P2.604 Prisoner Arraignment - Staging		1	100	100				
P2.605 Interview Room	4	1	100	100				
P2.606 Temp. Group Holding - Male	15	1	20	300				
P2.607 Temp. Holding - Female	1	1	40	40				
P2.608 Staff Restroom		1	60	60				
P2.609 Storage Room		1	80	80				
P2.610 Custodial/Janitor		1	30	30				
<b>Subtotal</b>					<b>980</b>	<b>1,323</b>	<b>1,521</b>	
<b>P2.700 Detention Area</b>								
P2.701 Male Cells	1	10	70	700				
P2.702 Female Cells	1	3	70	210				
P2.703 HC Accessible Cell F/M	1	1	100	100				
P2.704 Workstation: logging		1	20	20				standing log station
<b>Subtotal</b>					<b>1,030</b>	<b>1,391</b>	<b>1,599</b>	
<b>PE3.200 Out Building Storage</b>								
PE3.201 Road Supply Storage		1	60	60				
PE3.202 Vehicle Evidence Storage		1	2250	2250				NOT impound
PE3.203 Motorcycle Storage (3)		1	200	200				
PE3.204 Bicycle Storage		1	80	80				5 hanging bicycles + repair area
PE3.205 Found Property Storage		1	250	250				
PE3.206 Kennel		1	100	100				
PE3.207 Storage		1	80	80				
<b>Subtotal</b>					<b>3,020</b>	<b>4,077</b>	<b>4,689</b>	
<b>Subtotal - Net Square Feet - Port Chester Police</b>					<b>18,292</b>			
<b>Subtotal - Departmental Police</b>						<b>24,694</b>		
<b>TOTAL POLICE DEPARTMENT GROSS</b>							<b>28,398</b>	

Draft - REV 1 - June 2, 2015  
 PORT CHESTER - POLICE AND COURTS

Component/Program Code No.	Occu- pants	Number of Areas	Space Standard	NSF	Dept. Net Subtotal	Dept. NSF	Building Gross	Notes
<b>Shared Resources</b>						20%	15%	
Central Mail Copy Room		1	200	200				
Receiving & Storage: Central File and Materials		1	400	400				
Shared Storage and Archives		1	800	800				Long term records
Break Room/Training		1	200	200				w/ pantry
Office: Maintenance		1	150	150				
Storage: Maintenance		1	200	200				Supplies/Tools/Equipment
Network & Data - Servers		1	400	400				
Telephone Entry/Interface Room		1	160	160				
<b>Subtotal - Net Square Feet - Port Chester Police</b>					<b>2,510</b>	<b>3,012</b>	<b>3,464</b>	
<b>Subtotal - Departmental Police</b>						<b>3,012</b>		
<b>TOTAL SHARED RESOURCES GROSS</b>							<b>3,464</b>	

**POLICE DEPARTMENT EXTERIOR PROGRAM**

PE3.101	Secure Exterior Loading area		1	750 NSF				
<b>PE3.300</b>	<b>Vehicle Count</b>							
PE3.301	Patrol Cars	30						7 - 8 on patrol at all times (23 spaces) (full size pick-up)
	Emergency Response Vehicl	1						
	Animal Control	0						
	Harbor Unit Vehicles (at Marina)							
	Patrol Bicycles	3-4						
	Motorcycles	3						
	Prison Transport Van	1						
	Staff Parking	20+						day shift: 20 officers + 13 civilian empl. expect visiting officers (court ordered) and security personnel during court functions
	Official Visitor Parking							



VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Department:** Office of the Village Manager

**BOT Meeting Date:** 6/15/2015

**Item Type:** Resolution

**Sponsor's Name:** Christopher D. Steers, Village Manager

Description	Yes	No	Description	Yes	No
Fiscal Impact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Hearing Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Funding Source:			BID #		
Account #:			<b>Strategic Plan Priority Area</b>		
	<b>Yes</b>	<b>No</b>	N/A		
Agreement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Manager Priorities</b>		
Strategic Plan Related	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A		

**Agenda Heading Title**  
*(Will appear on the Agenda as indicated below)*

REAPPOINTMENT FOR EMERGENCY SERVICES COMMITTEE

**Summary**

**Background:**

The Inter-Municipal Agreement between the Village of Rye Brook, City of Rye and Village of Port Chester for emergency medical services provides for an Emergency Services Committee. The Corps has advised that the term of Michael Borelli, the Community Representative to the Committee from Rye Brook will expire on June 30, 2015, that he is an active member of the Committee and wishes to continue his service.

The IMA provides that the community representative shall be recommended by the Corps and ratified by joint resolution of the municipalities.

The Corps has advised that Rye Brook has taken favorable action and that Port Chester take up the matter at its next meeting.

**Proposed Action**

That the Board of Trustees adopt the Resolution

**Attachments**

Letter from Scott T. Moore, EMS Administrator

REAPPOINTMENT FOR  
EMERGENCY MEDICAL SERVICES COMMITTEE

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, the inter-municipal agreement between the Village of Rye Brook, City of Rye and Village of Port Chester for emergency medical services provides for an Emergency Medical Services Committee; and

WHEREAS, Michael Borrelli, 63 Doral Greens Drive West, Rye Brook, New York, 10573 was reappointed to the Committee as the Community Representative from the Village of Rye Brook for a term which expires in June, 2018; and

WHEREAS, the Port Chester-Rye-Rye Brook Volunteer Ambulance Corps, Inc. has advised that Mr. Borrelli is an active member of the Committee and wishes to continue his service; and

WHEREAS, the Village of Rye Brook has approved the reappointment of Mr. Borrelli. Now, therefore be it

RESOLVED, that the Board of Trustees hereby approves the nomination of Michael Borrelli to be re-appointed to the Emergency Medical Services Committee as the Community Representative for the Village of Rye Brook for a three-year term to expire June 30, 2018.

Approved as to Form:

\_\_\_\_\_  
Anthony M. Cerreto, Village Attorney

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:**





VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Department:** Police Department

**BOT Meeting Date:** 5/18/2015

**Item Type:** Resolution

**Sponsor's Name:** Richard F. Conway, Chief Police

Description	Yes	No	Description	Yes	No
Fiscal Impact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Hearing Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Funding Source: DEA Asset Forfeiture Account #: 001-0001-0695			BID #		
			<b>Strategic Plan Priority Area</b>		
			Public Safety		
			<b>Manager Priorities</b>		
Agreement	<input type="checkbox"/>		Other		
Strategic Plan Related	<input checked="" type="checkbox"/>				

**Agenda Heading Title**  
*(Will appear on the Agenda as indicated below)*

For the transfer of \$2,464.23 from the DEA fund to the equipment fund for the purchase of a Digi Tel DT-104 Dictation system from Apptec Corporation of Jefferson Station, NY

**Summary**

Background: The Department is recommending the purchase of a DigiTell DT-104 dictation system to facilitate the establishment of a civilian typist program. This program is expected to increase patrol time for individual Police Officers by one hour per 8 hour tour.

**Proposed Action**

That the Board of Trustees adopt the Resolution

**Attachments**

**BUDGET AMENDMENT – DEA FUNDS TO PURCHASE  
AND REPLACE BALLISTIC VESTS AND SHIELD FOR  
POLICE EMERGENCY SERVICE UNIT**

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, the Police Chief is recommending the use of DEA Asset Forfeiture Funds to purchase Digi Tel DT-104 Dictation System, installation and training for \$2,464.23 from Apptec Corporation, 19 Oxford Drive, Port Jefferson, NY 11776. Now, therefore be it

RESOLVED, that the Board of Trustees of the Village of Port Chester, New York hereby authorizes the Village Treasurer to modify the 2015-16 General Fund Budget as follows:

**GENERAL FUND**

Balance Sheet:

001-001-0695	Deferred Revenue Police DEA	\$(2,464.23)
--------------	-----------------------------	--------------

Revenues:

001-0001-2613	Use of Deferred DEA Revenue	\$2,464.23
---------------	-----------------------------	------------

Appropriations:

001-3120-0200	Police Equipment	\$2,464.23
---------------	------------------	------------

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:**

# Apptec Corporation

BALANCE DU

INVOICE : DUE DATE  
1340 : April 29, 2015

## \$2,677.41



**Apptec Corporation**  
19 Oxford Drive  
Port Jefferson Station, NY  
11776  
(631)828-1245  
Apptec@OptOnline.net

**BILL TO**  
Mike Spizzirri  
Village of Port Chester Police  
Department  
350 N. Main Street  
Port Chester, NY 10573 USA

**SHIP TO**  
Mike Spizzirri  
Village of Port Chester Police  
Department  
350 N. Main Street  
Port Chester, NY 10573 USA

**INVOICE 1340**

DATE 04/30/2015 TERMS Due on receipt

DUPLICATE DATE 04/30/2015

**SHIP VIA**      **TRACKING NO.**  
UPS              TBD

DESCRIPTION	QTY	RATE	AMOUNT
<b>DigiTel DT-104 System</b> 4 port DigiTel Call-In Dictation System	1	1,949.00	1,949.00
<b>DigiScribe Transcription Kit (In-Ear)</b> DigiScribe Transcription Kit with DigiScribe software license key, USB In-Ear Headset, USB Foot Pedal.	1	189.00	189.00
<b>DigiAlert License</b> DigiAlert License for sending email and/or text alerts for new dictation.	1	75.00	75.00
<b>Telephone Line Surge Suppressor</b> 4-Telephone-Line Surge Suppressor to protect your DigiTel System.	1	189.00	189.00
<b>Installation &amp; Training</b> System installation and training.	1	0.00	0.00

Invoice #: VPC15\_001

Thank you for your business! Questions?  
Contact Andy Braverman at 1-631-828-1245.

SUBTOTAL	2,402.00
TAX (8.875%)	213.18
SHIPPING	62.23
<b>TOTAL</b>	<b>2,677.41</b>



# ORDER

This Order is entered into on 09 day of October, 2014 and is governed by the terms and conditions of Nuance's standard Terms of Sale or the Healthcare Master Agreement, dated as of \_\_\_\_\_ 2014 by and between Customer and Nuance. Until executed by the Customer, this Order shall be considered a quote for the items set forth below.

**CONFIDENTIAL\*\***

**Customer Information**

Customer Acct: D90141080  
 Name: PORT CHESTER POLICE DEPT  
 Address: 350 MAIN ST  
 City: PORT CHESTER, NY 10573-3319  
 Attn: Phillip Michitsch  
 Contact Phone: 203-3860527

**Nuance Contact Information**

Quoted: 09-OCT-2014  
 Contact: Ragusin, Nanette  
 Contact Phone: 321-255-8453  
 Fax Number: 866-402-7724

Nuance Quote Number: 172370.1  
 Expires: 07-JAN-2015

Nuance Internal Use: 14737.123456

Qty	Model	Product	Promo	Unit List (USD)	Ext List (USD)
<b>Hardware</b>					
1	6000101	HP ML350p G8 Tower to Rack Conversion Kit (B)		295.00	295.00
1	6000007	UNIVERSAL U.S. FOOT PEDAL KIT with USB & DB15 805 ADAPTERS (B)		135.00	135.00
1	0HST001	HEADSET, DELUXE STEREO (B)		75.00	75.00
<b>Systems</b>					
1	EXV504T-S35A	EX50 Build 8.4 SP1 4-port Turnkey Voice System, Win2008/SQL2008 64bit - ML350 G8 Tower (A)		11,000.00	11,000.00
<b>Products Total</b>					<b>11,505.00</b>

(A) Maintenance as specified on Quote  
 (B) 1st yr Maintenance included at no charge, additional years charged at market rates.  
 Any other item is not covered under the Nuance Maintenance Contract.

**SERVICES**

1	OPTION2	24x7 Remote w/ 8x5 On Site Maintenance or Depot Repair		2,200.00	2,200.00
1	INSTALLATION	Installation		920.40	920.40
1	PROFESSIONAL SERVICES	Professional Services		6,500.00	6,500.00
<b>Services Total</b>					<b>9,620.40</b>

Subtotal

<b>Products</b>		Net Price	11,505.00
<b>Services</b>		Net Price	9,620.40
<b>Total (USD) (Exclusive of Taxes and Delivery)</b>			<b>21,125.40</b>



**Ship-To Information**

Name PORT CHESTER POLICE DEPT  
Address 350 MAIN ST  
City: PORT CHESTER, Westchester, NY  
10573-3319

**Project Information:**

Name PORT CHESTER POLICE DEPT  
Strategic:

**Shipping Priority:**

Regular/Ground  
Second Day Air  
Priority Air / Next Day

**Third Party Software**

Model	Software Description
EXV504T-535A	LIC RUNTIME SQL2008 R2 SE,ISV,I-PRO 64BIT
EXV504T-535A	KIT, SW, DIALOGIC DRIVERS, SR6.0 SU's 139, 243, 257
EXV504T-535A	KIT,SW,PCANYWHERE HOST,V12.5,C
EXV504T-535A	KIT SW NORTN ANTIVRUS BUSIN ED



**Additional Terms:**

If the Customer does not have a valid Master Agreement with Nuance, then Customer acknowledges that it has reviewed the terms of sale published at <http://www.nuance.com/company/po/Terms-of-Sale.pdf> (for Canadian Customer's <http://www.nuance.com/company/po/Can/Terms-of-Sale.pdf>) (the "Terms of Sale") and, as a material inducement for Nuance to accept this Order, agrees that the Terms of Sale will govern the transaction contemplated by this Order in all respects, and that the Terms of Sale shall not be varied or supplemented by any terms or conditions inserted into, printed on the reverse of, or otherwise accompanying a Purchase Order or any acknowledgement or other form provided by Customer to Nuance.

Terms Of Sale (US)

Terms Of Sale (CAN)

**\*\*By its receipt of this quote, Customer acknowledges and agrees that the pricing and product configuration contained herein are Confidential in nature, and, as such cannot be shared with any other party, including, but not limited to, any affiliate of Customer, without Nuance's prior written consent. In addition to Nuance pursuing any other remedies available to it in law or equity, in the event Customer violates the terms of this provision, this quote shall immediately terminate or, if Customer has entered into an Agreement with Nuance for the purchase of the above Products and/or Services, the foregoing pricing shall be null and void and Customer shall immediately pay an amount equal to the list price of the Products and/or Services less any amounts paid (or currently owed) to Nuance for such Products and/or Services.**

PORT CHESTER POLICE DEPT

Customer

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address



Implementation Services Order  
ISO-A

Customer Name	Port Chester PD		
Primary Contact			
Address			
City, State Zip			
Phone	Email:		
Sales Rep	Nanette Ragusin		
Oracle Quote ID	172370		
Strategic Account	N/A		
Order Type	New Installation		
Quote Expiry Date	January 7, 2016		
	Qty	Implementation Services Detail	Total
	1	Project Scope: Deployment Sites Quantity reflects # of Deployment Sites	\$0.00
	1	EXVoice Small Edition (EX50 only) - New Implementation *14 h Remote Project Management Services (over 10 end-users)	\$3,500.00
	1	EXVoice Small Edition (EX50 only) Application Training Services *EXVoice Fundamentals Online Classes *8 h Remote Application Training Go-Live Support (more than 10 users)	\$3,000.00
<b>Grand Total</b>			<b>\$6,500.00</b>
Total Svcs Hrs	22		
PM Hours	14	Total PM Services	\$3,500.00
Training Hours	8	Total Field Training	\$2,000.00
AfterCare Hrs	0	Total AfterCare Consulting Services	\$0.00
		Total Online Training	\$1,000.00
Comments:			
<b>Terms and Conditions</b>			
<p>-Unless this ISO is executed by Customer and returned to Nuance within 90 days from the Contract date, the pricing expires.</p> <p>-Training and Project Management Services must be used within 6 months.</p> <p>-Training Services are performed Remotely Monday through Friday within normal business hours.</p> <p>- Travel Expenses: Notwithstanding anything to the contrary in the Master Agreement or Terms of Sale (the "Agreement"), Customer agrees to reimburse Nuance at Nuance's cost for its direct out-of-pocket expenses incurred on behalf of Customer by Nuance in connection with Nuance's performance of its Services under the Agreement including but not limited to cost of travel, meals, lodging, telecommunications and other out-of-pocket expenses.</p>			
Customer Signature:	(Required)		Date
Nuance Signature:	(Required)		Date



VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Department:** Police Department

**BOT Meeting Date:** 6/1/2015

**Item Type:** Resolution

**Sponsor's Name:** Richard F. Conway, Chief Police

Description	Yes	No	Description	Yes	No
Fiscal Impact	x	<input type="checkbox"/>	Public Hearing Required	<input type="checkbox"/>	x
Funding Source: DEA Asset Forfeiture Account #:001-0001-0695			BID #PC64786, PC64787 <b>Strategic Plan Priority Area</b> Public Safety		
	<b>Yes</b>	<b>No</b>	<b>Manager Priorities</b>		
Agreement	x		Other		
Strategic Plan Related	x				

**Agenda Heading Title**  
*(Will appear on the Agenda as indicated below)*

Transfer of \$9,012.72 in DEA funds to the service equipment account for the purchase of 8 ballistic vests and 1 ballistic shield from Applied Tactical Technologies of Babylon, NY

**Summary**

Background: Presently 5 members of the Department have ballistic vests that require replacement. One recently appointed Police Officer requires initial issue of a ballistic vest. Two heavy (level IIIA) ballistic vests and one shield are needed for our emergency service unit which will begin training in July

**Proposed Action**

That the Board of Trustees adopt the Resolution

**Attachments**



**BUDGET AMENDMENT – DEA FUNDS TO PURCHASE  
AND REPLACE BALLISTIC VESTS AND SHIELD FOR  
POLICE EMERGENCY SERVICE UNIT**

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, the Police Chief is recommending the use of DEA Asset Forfeiture Funds to purchase and replace 8 ballistic vests and 1 (one) ballistic shield for \$9,012.72 from Applied Tactical Technologies, Inc., 171 Eads Street, Unit-D, West Babylon, NY 11704, NYS vendor bid PC64786, PC64787. Now, therefore be it

RESOLVED, that the Board of Trustees of the Village of Port Chester, New York hereby authorizes the Village Treasurer to modify the 2015-16 General Fund Budget as follows:

**GENERAL FUND**

Balance Sheet:

001-001-0695	Deferred Revenue Police DEA	\$(9,012.72)
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Revenues:

001-0001-2613	Use of Deferred DEA Revenue	\$9,012.72
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Appropriations:

001-3120-0220	Police Service Equipment	\$9,012.72
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**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:**



# VILLAGE OF PORT CHESTER

Department of Police, 350 North Main Street, Port Chester, NY 10573



**Richard F. Conway**  
Chief of Police

(914) 939-1000  
(914) 939-6402  
Fax: (914) 939-2298  
E-mail: [RConway@vpcpd.com](mailto:RConway@vpcpd.com)

To: Leonie Douglas, Village Treasurer  
From: Richard Conway, Chief of Police  
Re: Transfer of Funds  
Date: May 26, 2015

Please be advised I authorize the transfer of \$9,012.72 from the DEA Asset Forfeiture Account Number 001-0001-0695 to the Equipment, Appropriation Number 001-3120-0200 for payment for the following:

Applied Tactical Technologies, PO Box 268, Babylon, NY 11702-0268  
Purchase of eight (8) ballistic vests and one (1) ballistic shield

**Village of Port Chester  
Budget Transfer Form**

Department: Police

Date: 5-26-15

	FROM ACCOUNT	TO ACCOUNT	AMOUNT
Account	001-1320-0406	001-1320-0200	Example
Description	Office Supplies	Equipment	500.00
Account	<i>001-0001-0695</i>	<i>001-3120-0200<sup>220</sup></i>	
Description	<i>DEA Asset Forfeiture</i>	<i>Service Equipment</i>	<i>9012.72</i>
Account			
Description			
Account			
Description			
Account			
Description			
Account			
Description			
Account			
Description			
Account			
Description			
Account			
Description			
Account			
Description			

**Department Head Approval**

**Village Manager Approval**

# VILLAGE OF PORT CHESTER PURCHASE ORDER FORM

05/26/15  
DATE

Ship To:

Village of Port Chester PD  
350 North Main Street  
Port Chester, NY 10573

000334  
VENDOR NUMBER

\_\_\_\_\_  
VOUCHER NUMBER

Applied Tactical Technologies Inc
PO Box 268
Babylon, NY 11702-0268
VENDOR NAME & ADDRESS

APPROPRIATION	AMOUNT
001.3120.0200 <sup>220.</sup>	9012.72

\$ 9012.72  
AMOUNT

**Quotes Attached**

The Village of Port Chester will not honor any purchase order unless signed by the Department Head, authorized by the TREASURER'S OFFICE, and assigned a PURCHASE ORDER NUMBER PRIOR TO RECEIVING ANY GOODS OR SERVICE.

**NYS Contract Westchester County # \_\_\_\_\_**

QUANTITY	DESCRIPTION OF PURCHASE	PRICE
	Eight (8) ballistic vests and one (1) ballistic shield	9012.72

\_\_\_\_\_  
DEPARTMENT HEAD'S SIGNATURE

\_\_\_\_\_  
VILLAGE MANAGER'S SIGNATURE

PURCHASE ORDER NUMBER
TREASURER'S OFFICE



# Applied Tactical Technologies,

PO Box 268, Babylon, NY 11702-0268  
171 Eads St. Unit-D, W. Babylon, NY 11704

# Formal Quote

This quote expires 30 days from Validation Date.  
No changes may be made to this quote without a Change Order being issued.

Validation Date	Quote #
5/13/2015	8577Q

Agency/Purchaser
Port Chester Vil. PD 350 N. Main Street Port Chester, NY 10573

Consignee/Ship To
Chief Rich Conway Port Chester Vil. PD 350 N. Main Street Port Chester, NY 10573

REQ No.	Terms	Assigned Rep	Vender ID #	FOB
Pending	Net 20 - D.O.I.	John		Babylon NY

Item	Description	Qty	MSLP	NYS	Each	Total
MLW-II	ATT-Tactical Level II Concealable Ballistic Vest NIJ 0101.06 w/ 2- carriers (NAVY)	6		692.89	692.89	4,157.34
SPARTAN/P...	ATT-Tactical Heavy Body Armor Level IIIA '06 Ballistics, Ballistic Cumberbund w/Release System, BLACK	2		1457.70	1,457.70	2,915.40
CUSTOMPA...	ATT-Tactical Ft & Bk Patches "PORT CHESTER PD" Subdued (Grey) on Black	4			10.00	40.00
L3A-HMLPL	ATT-Tactical Ballistic Shield NIJ Level IIIA "High Mobility Low Profile" 19.5"x34" w/ 11" Rear-mount Viewport / Horizontal Handle, Elbow Pad High Output LED Light, 12.9 Lbs	1		\$1899.98	1,899.98	1,899.98
USI-Contract SA-NYS Co...	NYS Contract #PC64787 Shields & Helmets & Plates NYS Contract # PC64786 Vests-Tactical & Concealable				0.00 0.00	0.00 0.00

FFL 6-11-34902 FEL 6-NY-12536 SOT/EIN 11-3262250  
 CAGE: 3BNS6, DUNS: 96-648-0345 US DoS M20622  
 NYS Vender: 1000034176 NYC Vender: 0001248972 1  
 NJ Vender: 1564601 TPID: 113-262-250/000  
 These items may be covered under the United States Munition List (USML) and if so, therefore, subject to strict controls and oversight by the US State Dept. and/or US Dept. of Commerce. Export requires an ITAR export license and/or other approvals issued by the Defense Directorate Trade Controls.

<b>Subtotal</b>	\$9,012.72
-----------------	------------

<b>Sales Tax (0.0%)</b>	\$0.00
-------------------------	--------

<b>Total</b>	\$9,012.72
--------------	------------

Signature \_\_\_\_\_

Phone #	Fax #	E-mail	Web Site
(800)223-1204	(877) 839-4265	contact@att-tactical.com	www.att-tactical.com

All pricing shown reflect a cash discount. Credit Card pricing is 6% higher.



VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Planning and Development Department**

**Village BOT Meeting Date:** 6/15/2015

**Item Type:** Resolution

Description	Yes	No	Description	Yes	No
Fiscal Impact		X	Public Hearing Required		X
Funding Source:			BID #		
Account #:			<b>Strategic Plan Priority Area</b>		
			Business & Economic Development		
Agreement		X	<b>Manager Priorities</b>		
Strategic Plan Related	X		Planning & Zoning		

**Sponsor's Name:** Christopher N. Gomez, Director of Planning & Development

**Agenda Heading Title**  
*(Will appear as indicated below on Agenda)*

**ADOPTION OF COMMENT ON THE DRAFT GENERIC ENVIRONMENTAL IMPACT STATEMENT WITH REGARD TO THE PROPOSED ACTION OF PC406 BPR, LLC and PC 999 HIGH STREET CORP.**

**Summary**

**Background:**

Find the attached June 10, 2015 village consultant comment memo regarding the April 21, 2105 revised Draft Environmental Impact Statement submitted by the applicant. It is anticipated that the remaining comments can be addressed and the document formally deemed complete for public hearing on or before the Board's July 6, 2015 meeting.

**Proposed Action**

Adopt Resolution

<b>Attachments</b>
Consultant Comment Memo, Resolution

**ADOPTION OF COMMENT ON THE DRAFT GENERIC ENVIRONMENTAL  
IMPACT STATEMENT WITH REGARD TO THE PROPOSED ACTION OF PC406  
BPR, LLC and PC 999 HIGH STREET CORP.**

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

**WHEREAS**, on April 21, 2014, the Board of Trustees (herein referred to as “Village Board”) adopted a resolution accepting the petition of PC406 BPR, LLC and PC 999 High Street Corp. (together, the “Applicant”) for consideration of proposed zoning text and map amendments to the Village Code, Chapter 345 relating to a proposed Southern Gateway Mixed Use Overlay District or, in the alternative, to a text amendment modifying Article XI of the existing Zoning Regulation, Section 345-62; and

**WHEREAS**, the Applicant seeks to develop 406-408 Boston Post Road and 999 High Street for a mixed multi-family residential and commercial use development, consisting of 500 dwelling units designed to appeal to the “Millennial” demographic age group, together with 230 age-restricted dwelling units, as well as 90,000 square feet of retail space, an approximately 138-room hotel and between 100,000 and 200,000 square feet of market-based office space geared towards accommodating wellness and out-patient medical uses (the “Proposed Action”); and

**WHEREAS**, the Village Board is the designated Lead Agency under the State Environmental Quality Review (SEQR) Act of the State of New York; and

**WHEREAS**, the Village Board determined that the Proposed Action is a Type I Action pursuant to the SEQR and the regulations at 6 NYCRR Part 617 and issued a Positive Declaration that the Proposed Action may have a significant impact on the environmental, and required the Applicant to prepare an Environmental Impact Statement (EIS); and

**WHEREAS**, the Applicant had submitted a proposed Scoping Outline for the Draft EIS (DEIS), which was circulated for public review and comment and was the subject of a public scoping session; and

**WHEREAS**, the Village Board adopted a Final Draft EIS Scoping Outline on August 18, 2014; and

**WHEREAS**, the Applicant submitted a preliminary DEIS (pDEIS) on December 31, 2014 to the Village Clerk; and



WHEREAS, the Village Board, after considering the completeness review of the pDEIS by its independent consultants, determined by Resolution adopted on February 17, 2015, that such pDEIS was not adequate with respect to its scope and content for the purpose of commencing public review; and

WHEREAS, the Applicant submitted a revised (pDEIS) on April 21, 2015 to the Village Clerk;

**WHEREAS**, the Village Board's independent consultants retained, inter alia, to review the revised pDEIS provided the Village Board with a Completeness Review Memorandum, dated June 10, 2015, and annexed hereto as Exhibit A; and

**WHEREAS**, the Village Board has carefully considered the Completeness Review Memorandum; and

**WHEREAS**, members of the Village Board have comments on the revised pDEIS in addition to those set forth in the Completeness Review Memorandum, which have been be articulated at the Village Board public meeting of June 15, 2015.

**NOW THEREFORE BE IT RESOLVED THAT,**

- 1.** The Village Board hereby adopts the June 10, 2015, Completeness Review Memorandum annexed hereto as Exhibit A.

Approved as to form:

---

Anthony M. Cerreto, Village Attorney



**AKRF, Inc.**  
**Environmental Planning Consultants**  
34 South Broadway  
Suite 401  
White Plains, NY 10601  
tel: 914 949-7336  
fax: 914 949-7559  
[www.akrf.com](http://www.akrf.com)

## Memorandum

---

**To:** Christopher Gomez, AICP; Jessica Youngblood; Tony Cerreto  
**From:** Peter Feroe, AICP; Nina Peek, AICP; Mark Chertok;  
**Date:** June 10, 2015  
**Re:** Starwood pDEIS (v. 4/21/2015) Review

---

AKRF, Inc. and Sive, Paget & Riesel (SPR) have reviewed the *Revised* Preliminary Draft Environmental Impact Statement (pDEIS) for the United Hospital Redevelopment, which was delivered to the Village on April 21, 2015. The pDEIS was submitted to the Village Board, acting as Lead Agency under the State Environmental Quality Review Act (SEQRA), for a ‘completeness review’.

In addition to AKRF’s and SPR’s review, two other technical consultants for the Village reviewed portions of the pDEIS and provided their comments to AKRF. Adler Consulting reviewed the Traffic and Transportation sections of the pDEIS. Dolph Rotfeld Engineering reviewed the engineering, stormwater, and utilities sections. AKRF has summarized the comments from the Village’s other consultants into this review memo. The complete text of the other review memos is appended.

The purpose of this completeness review is to determine whether the pDEIS generally addresses those items identified in the Scoping Outline adopted by the Village Board on August 19, 2014 and whether the pDEIS is adequate with respect to its content for the purpose of commencing public review. As you know, the Village reviewed the first draft of the pDEIS (submitted on December 31, 2015) and provided the Applicant with “completeness” comments on that draft. Therefore, our review of the most recent pDEIS also included a review of whether the revised pDEIS addressed those comments.

To determine that the DEIS is complete, the Village Board must find that the facts in the DEIS are accurate and clearly described, and that appropriate methodologies are used to conduct the relevant technical analyses. A determination of completeness does not mean that the Board necessarily concurs with the analyses presented in the DEIS. Areas of disagreement, or differences in interpretation of technical issues, will be addressed in the public comment period on the DEIS. The public comment period starts upon a determination by the Village Board that the DEIS is complete.

In our opinion, the revised pDEIS addresses most of the comments provided by the Village on the first draft. The limited number of comments that were not addressed are identified. The remaining comments are primarily requests for clarification or explanation of the Applicant’s contentions. These clarifications are needed to allow a clear understanding of the project by the public so that they are afforded the opportunity to provide meaningful public comment. It is therefore our recommendation that the Village Board require the Applicant to make the following changes to the pDEIS and resubmit it so that it can be

accepted as complete. The comments below are organized by pDEIS Chapter. Note that no comments are provided for Chapters III.B (Visual Resources), III.I (Air Resources), III.J (Noise), V (Significant Impacts that Cannot be Avoided), VII (Impacts on Energy Use and Conservation), or VIII (Commitment of Resources; Effects on Energy) as we have no further comments on their completeness. Finally, those comments from our 1/28/2015 memo that were identified as being more substantive in nature that were not addressed in the Applicant's most recent draft will be part of our technical review of the complete DEIS. They were not repeated in this memo.

## **GENERAL COMMENTS**

### *Critical Completeness Comments*

1. Many Chapters still conflate the terms "Proposed Project" and "Proposed Action".
2. All analyses of impacts related to the Overlay District should be deleted from the Chapters III.A through III.K and placed only in Chapter III.L. Many of the technical chapters still contain an analysis of the impacts associated with the Overlay District.
3. The outside cover must be changed per the comment from the 1/28/15 memo, number General-15.
4. Many of the graphics appear to be of lower resolution. Please ensure that higher quality versions are used for printing and that reducing file size for electronic transmission, which is critical, does not affect the graphic's legibility.
5. In a number of locations the Applicant asserts that the PILOT and/or the density of the Proposed Project is necessary for economic viability, but there is not always the necessary justification for these assertions.
6. The pDEIS appears to suggest United Hospital operations constitute an appropriate baseline against which to assess impacts (see, e.g. page III.A-25). While the Scoping Outline recognizes that comparisons to certain aspects of Hospital operations are useful to gauge Project impacts (e.g., water usage), overall the Hospital operations are not an appropriate baseline as operations ceased nearly a decade ago and the buildings are vacant.

### *Other Completeness Comments*

7. The Project Description still sounds more like a promotion than a description. The description of the Proposed Project is quite limited.
8. In general - subjective language remains throughout, though is now presented as the Applicant's opinion, which frequently is not a legitimate justification for the statements that are made (e.g., 'create a dynamic new neighborhood...' on page E-1, and an "innovative" traffic solution on page E-4).

## **I: EXECUTIVE SUMMARY**

### *Critical Completeness Comments*

9. Prior comment I-6 was not addressed. The text in the Executive Summary needs to be edited to avoid the potential misunderstanding regarding the genesis of the Overlay Zone with respect to this DEIS.
10. What is the basis for the range of costs for school children on page E-5; it appears to be soft costs and, if so, the basis for using those costs needs to be provided. Note that this appears to be inconsistent with the payment of \$18,370 per student in Table I-2.
11. The text on page E-7 should provide the tax revenues that would be provided without a PILOT, and the differential over time for the Village and School District; this comment applies to the other discussions relating to the PILOT until those details are provide in Chapter III.F.
12. For Table I-2, need to articulate if adequate capacity for water and sewerage.

13. Comments made for specific sections may also relate back to the Executive Summary.

*Other Completeness Comments*

14. In Section A correct the following: the DEIS represents the "continuation" of a public review process....; the Scope was approved by the Village Board, not the Mayor and the Board.
15. In Section B, the relevance of the Applicant's belief that the proposed Project is the highest and best use of the Project Site is unclear; on page E-2, the Applicant has "proposed", not "prepared," two potential courses of action.
16. On Table I-2, under Proposed Mitigation for Visual Resources, please explain how the facades can be both unique and consistent with the Port Chester community?

**II: PROJECT DESCRIPTION**

*Critical Completeness Comments*

17. Appendix N includes a copy of the Draft Comprehensive Plan (11.30.12). Please replace this with the final Adopted Plan (12.17.12).
18. Please define "limited service" hotel in the Executive Summary and Project Description. (It will also have to be defined in the final zoning text.)
19. New text provided on II-8 indicates: "Between 2006 and 2009, there were several public meetings with the Board of Trustees to discuss redevelopment opportunities at the United Hospital Site, including a meeting in 2007 between representatives of Starwood and the Village to discuss a hotel/condominium proposal." Please clarify if these meetings were "public"- that is, open to the public and held in a public forum.
20. The introductory text of Chapter II needs further clarification: ..."The second zoning approach it to create an overlay zoning district, the Southern Gateway Mixed Use Overlay Zone (the Overlay District), which would be applied to the Project Site and surrounding properties in the CD zoning district, for a total of approximately 75 acres that include the Kohls' Shopping Center site and the LA Fitness site and the Home Depot site...on sites that currently prohibit them, including the Project Site. REPLACE REST OF PARAGRAPH WITH, As development of the Project Site under the Overlay District zoning option would be identical to development under the PMU zoning option, the analysis of the potential environmental impacts of the Overlay District focuses exclusively on development within the Overlay District that is outside of the Project Site. This analysis assumes that the Proposed Project is already constructed on the Project Site and therefore only analyzes the incremental impacts associated with off-site development within the Overlay District during a 10-year timeframe. This analysis is included in Chapter III.L."
21. Please provide the date of adoption of the Village Comprehensive Plan on page II-2 - the first time the reference to the document appears in this chapter.
22. Table II-2 provides occupancy status of the on-site buildings, indicating "vacant" or "occupied". A brief description of the physical condition (per the adopted Scoping Outline) should be provided. The text on page II-10 should include a brief description of the physical condition of the buildings on the Site. See prior Comment II-22.
23. On page II-11, please clarify whether the Applicant must comply with any legal requirements to evict tenants from 999 High Street, as the approvals include decertification from the Mitchell-Lama program by the NYSDHRC. See also prior Comment II-21.
24. The new text on page II-9 indicates: "Given existing site topography, the Boston Post Road frontage remains as a landscape element interrupted by a driveway and stairway providing access to [the] Boston Post Road and sidewalk system." This statement should be clarified and should be used to describe the Site's existing character.

25. The text should substantiate the contention that the commercial/retail/restaurant components of the Proposed Project would complement and not compete with Downtown development.
26. The text in the access/connectivity section should describe the site access - at minimum describe in text - the graphic entitled "integrated street grid".
27. The discussion in Section II.J describing the Overlay District should clarify that the basic proposal should be 'as-of-right', with the bonus a 'worst-case'. The discussion in this section regarding the Overlay District says the explanations provided show how the Proposed Action responds to the design guidelines, but the discussion relates only to the Proposed Project; please clarify
28. The text indicates that the proposed SWPPP meets the "spirit and intent" of the Village stormwater regulations. The text should clarify whether the system would comply with the regulations, and if not, is the Applicant seeking a waiver from these regulations and what is the substance/justification of the waiver request?
29. Prior Comment II-35 was not addressed. The analysis of the Proposed Project's conformance with the design guidelines in the Overlay District should be placed in Chapter III.A.
30. It is still not clear whether the images in Exhibit II-10 are communal/community spaces located within the age-restricted buildings, or provided inside individual apartments.
31. The project site is not clearly marked on new Exhibit II-24, Zoning Map.

#### *Other Completeness Comments*

32. New text provided on II-8 indicates several meetings were held "on or about" and then provides the dates (December 17, 2009, July 16, 2010, May 18, 2012). If specific dates are provided, we would suggest deleting "on or about".
33. The Applicant has revised the text in some locations to reference "the" Boston Post Road. This change should be made throughout the document for consistency.
34. Section B. Project Location and Description does not describe either the project location or the project. We would recommend renaming this section "Project Details and Proposed Zoning Approach"
35. The entire Project Description (Chapter II) would benefit from a review of the numbering system and a more methodical approach to organizing the section.
36. The text has been revised throughout to reference: "public school age children". Please revise to read: "school age children who may attend Port Chester's public schools".
37. Per the adopted Scoping Outline, the description of the Proposed Project should include a discussion of compliance with affordable housing requirements, ownership and maintenance of the proposed 1 acre park, proposed site access and infrastructure. (Prior comment II-10)
38. Please provide consistent capitalization of "Conceptual Development Plan."
39. On Table II-6, add that the Planning Commission issues the special exemption for medical office use.

### **III.A: LAND USE AND ZONING**

#### *Critical Completeness Comments*

40. Please review this Chapter for consistency of use for the following terms: Proposed Project, Proposed Action.
41. On page III.A-1, we recommend that the text beginning with: "The Proposed Project's residential uses focuses on young professionals" be revised to state: "The Proposed Project's residential uses would be marketed to..."

42. Replace the third paragraph with: "Zoning code text amendments are required to construct the Proposed Project at the density proposed by the Applicant. The current site zoning district (Planned Mixed Use (PMU)), was adopted concurrent with the Village's 2012 Comprehensive Plan, to facilitate the development on the Project Site with the provision that a site specific EIS would be required, and the requirements of the PMU may be amended therein. The Proposed Action analyzed herein discusses two possible approaches for amending the Village's zoning code to allow for development of the Proposed Project. These approaches are: (1) revising the existing PMU zoning text to allow additional density and augment the list of uses permitted by right; and (2) create an overlay district (Southern Gateway Mixed use Overlay District) that would apply to an approximately 75 acre area extending beyond the Project Site. "
43. Please modify the fourth paragraph on page III.A-1 (into III.A-2) with: "It is the Applicant's opinion that the existing PMU zoning does not provide for the density necessary to sustain a successful mixed use development like the Proposed Project. The Applicant has, therefore, prepared the two proposed zoning text amendments as noted above and provided in Appendix M. The first, an amendment to the existing PMU, would eliminate the FAR requirements by use, allow for a maximum FAR of 1.6 and allow the Proposed Project uses as of right. The second is the creation of an overlay zoning district (also included in Appendix M), which is similar to a zoning concept that was previously considered, but not enacted, by the Village (as documented in Appendix B). This Southern Gateway Mixed Use Overlay Zoning District ("the Overlay District") (~~refer to proposed zoning text and map amendment in Appendix M of this DEIS~~) covers land area beyond the Project Site and includes properties classified in the CD – Design Shopping Center District. If enacted, the Overlay District would allow residential uses on properties in the CD District where they were not permitted before and increased FAR density bonuses in exchange for public benefits and/or certain design elements consistent with the Comprehensive Plan. "
44. The new text on page III.A-2 that begins "In the Applicant's opinion.." is repeated verbatim in the Project Description and for the third time later in this Chapter (page III.A-28). Suggest revision to remove repetitive language.
45. Table III.A.-1a is repeated in the Project Description. Suggest deleting it from Chapter II and just presenting it here.
46. Suggest reviewing the numbering, section and subsection headers throughout the Chapter to make sure they are logical.
47. On page III.A-6: "The Comprehensive Plan recommends changes to the Village's Zoning Code that would allow for the implementation of THIS land use pattern through the creation of a new zoning district." It is not clear to what THIS land use pattern refers. Perhaps this sentence should be combined with the previous paragraph.
48. On page III.A-11: The intent of the text, "The Applicant contends that the Village, given that the Applicant has been appearing..." is unclear.
49. On page III.A-23 (and others): for some of the policy documents, the relevance of policy/plans to the project site is included in this discussion, however, for other plans, this relevance is presented in Anticipated Impacts (and vice versa). Both of these sections should be cleaned up for consistency.
50. On page III.A-25, the section "development trends" begins with a discussion of a BRT study - which is not a development trend. Further the sentence that begins: "No other developments are pending..." should be sourced. The last three sentences in this paragraph should be deleted. These statements are unsubstantiated. Stating "in the Applicant's opinion" does not support nor provide any required analysis. Please also see the comment regarding the section, "Future Without the Proposed Action".
51. On page III.A-26, the sentence that begins: "The Applicant contends that implementation..." is troublesome in that, as in other locations, rather than providing objective, quantifiable substantiation for the impact review, the statements are presented as "in the Applicant's opinion" and no analyses

- are presented. In this instance, this statement is a fact: "The Proposed Project would create a mixed use development at a gateway to the Village. Further, based on the analysis in Chapter III.F, the Proposed Project would attract..."
52. On page III.A-26, the statement: "given the relatively limited amount of square footage devoted to the Proposed Project compared to the other identified locations in the Village..." needs to be substantiated by actually comparing the Proposed Project with other locations in the Village.
  53. On Page III.A-26, we recommend renaming this section: "Consistency with Existing Policy/Planning Documents". Additionally, discussion of relevance to several documents listed in the Existing Conditions section, have been omitted in this section.
  54. On page III.A-26, "The Proposed Project (~~not Action~~) includes a variety of housing types, including age-restricted units that are targeted to seniors, who IN THE APPLICANT'S OPINION, are active and are typically looking..." The statement, 'In the Applicant's Opinion', likely does not apply here.
  55. On page III.A-27, the statement: "the non-age restricted residential component is designed to cater to young professionals, a demographic, that IN THE APPLICANT'S OPINION, wants access to amenities..." should be revised either: (1) to read: "the non-age restricted residential component is designed to cater to young professionals that want access to amenities..."; or, (2), the Applicant should substantiate the assertion with qualitative or quantitative data regarding market trends that they likely already have.
  56. On page III.A-27, with regard to the statement that "The two bedroom units (20% of the unit mix), are designed as two master bedrooms, which is an arrangement, that, IN THE APPLICANT'S OPINION, is typically suited for roommate occupancy, again, a configuration the Applicant contends generates few, if any, school age children." The Applicant should provide substantiation for the contention that these two bedroom units would not generate school-age children, but in the event that they would (worst case scenario) - how many school-age children would be generated by the Proposed Project.
  57. III.A-27: "The IDA Report, which is based in part on consultation with the School District, is included as part of this DEIS". Please include the reference to the IDA report Appendix. Further the statement that it, "includes a cost of services study to better understand anticipated impacts of proposed development in the Village of Port Chester" should reference the Applicant's analysis in the DEIS of the potential impacts to the school district.
  58. III.A-27: "The Applicant contends, based on its experience and that of the design/development team..." This paragraph is repetitive of similar text presented elsewhere in this section, and seems misplaced. How does this text relate to the Village of Port Chester Comprehensive Plan Update (this subsection header)?
  59. On page III.A-28 the same text is provided verbatim previously. We suggest deleting the text and starting off with paragraph 2 on page III.A-29, which begins "The Applicant has prepared a Conceptual Development Plan..."
  60. On page III.A-29, the text that begins: "Given that the Applicant HAS APPEARED before the Village..." presents a valid point. However, we would suggest that this text is rephrased so as not be presented as such an adversarial position.
  61. On page III.A-30, we recommend moving the paragraph that begins: "As part of the SEQRA review" to under the subsection header: "Village of Port Chester Site Plan Review Criteria"
  62. On page III.A-30 under the Section "Village of Port Chester Site Plan Criteria", we recommend that references to the Code Section being addressed be provided (and possibly a brief reminder of the section's requirements). Each response should be tailored to address the Project's consistency with that specific criterion.

63. On page III.A-31, the text that begins: "The Applicant contends that the Applicant's Traffic Engineer has prepared a comprehensive traffic circulation program..." should be revised to provide only a summary of the quantifiable impacts/components of the mitigation program. Please also delete the following text: "well beyond what would typically be required under SEQRA." If the proposed improvements are "well beyond" what would be required, they cannot be considered "mitigation" but rather are at the option of the Applicant to propose.
64. In the third paragraph of page III.A-31, please clarify for whom the opportunity to review site plan details will be presented.
65. Considering that there are 230 age-restricted units, which are integral to the residential development component of the project, the Applicant should provide additional information on what facilities would be provided for seniors living in the development. Will the units (and how many/what percent) of the units would be equipped with not only accessible improvements as required by the ADA, but also amenities that would appeal to seniors. Will the all the senior residential buildings include elevators, ramps, wider doorways. If not provided outright, will the senior units be ADA adaptable, and to what extent would management be responsible for installation/maintenance? (Page III.A-31)
66. "The Applicant has had an on-going discussion with American Tower who manages the Facilities on the United Hospital property." What is the substance of these discussions and two what end? Please describe why this reference is provided/relevant? (Page III.A-31)
67. "The Applicant contends that the Proposed Project (not Action) specifically meets the issues raised in the Strategic Plan." Please describe these "issues" and say how the Project would "meet" these issues. (Page III.A-32)
68. On page III.A-32, "The Applicant contends that the place-making component..." (please define "place-making component") "is entirely unique and unlike anything in Westchester County." Similar projects, with similar uses/components and configurations currently exist in White Plains, New Rochelle, Tarrytown, Yonkers, and other County communities. If the project is unique please substantiate this statement by describing why. Further, simply revising this section to indicate: "IN THE APPLICANT'S OPINION" would not provide amply justification.
69. On page III.A-32, ".. The Proposed Project is anticipated to generate sewage flows slightly less than historical use patterns." is not an acceptable level of analysis. Please refer to the analysis conducted as part of this DEIS. Further the statement that the stormwater management plan "meets the spirit and intent" of the MS4 regulations should be supported by why the actual regulations will not be met - and what the Applicant is proposing.
70. On page III.A-32, "The Applicant's Engineer agrees that remediation should be part of the Village's plan to correct any Inflow/Infiltration and other existing issues." It is not clear with whom the Applicant's Engineer agrees. This text seems to suggest that the 1995 URS Study recommended that the Village establish a plan and fund to repair/replace infrastructure to correct existing I/I issues from the Project Site to South Main/Purdy Avenue and the Applicant agrees with that recommendation. Please clarify.
71. On page III.A-33, the description of the Patterns Map (and Comprehensive Plan and Westchester 2025) does not provide analysis of its relevance to the Project Site or the Project.
72. On page III.A-33, the text under Third Regional Plan is difficult to follow. Is adaptive reuse a goal in the Third Regional Plan? If so, please provide that reference. Is consistency with the Village's own planning document a goal of the Third Regional Plan? If so, please provide that reference.
73. On page III.A-33: "Downtown Port Chester has been known as the unofficial restaurant capital of Westchester County..." by whom?



74. On page III.A-33: "The Proposed Project presents a mix of uses consistent with those in the Comprehensive Plan and different than those dominating downtown..." It is not clear how the Proposed uses are different. The statement should be substantiated by providing information on uses downtown and how these are different than proposed uses.
75. Please provide a narrative on HOW they Proposed Project would impact Rye and how it relates to the Rye Downtown Plan. (III.A-34)
76. III.A-34: "Based on an initial evaluation of the implementation of the Proposed Project, the retail area proposed as part of the implementation of the Proposed Action is one of a much different character with significantly less square footage..." Only the downtown City of Rye commercial uses are quantified. As such, no comparison can be made. Further, the statement: "The Applicant contends that there would be no appreciable impact to downtown Port Chester...given the relatively limited amount of retail program being proposed" should be reevaluated. The Proposed Project includes 300,000 square feet of commercial/retail uses, which exceeds the only quantified estimate of 210K in the City of Rye. Further, the Applicant maintains that this higher density is necessary to support the project - so how could this not compete with established uses. Finally, the Applicant contends that the fiscal benefit of the Proposed Project would be of substantial benefit to the Village. All of these statements must be reconciled.
77. On page III.A-34, we recommend including a subsection header to clarify that this section provides a conclusion to this section.
78. On page III.A-35, please delete the text: "which, the Applicant contends, goes significantly beyond the typical mitigation..." through "evaluated".
79. III.A-35: "Accordingly, it is the Applicant's opinion that the necessity to use the "cut-through" to avoid congestion on the Boston Post Road is significantly reduced and would not have any appreciable impact." Please substantiate this statement. Simply stating "in the Applicant's opinion" does not provide sufficient support for the conclusion.
80. III.A-35: Regarding the paragraph, which begins: "The neighboring residential community...": as this is unrelated to the previous text, as section header should be provided. In addition, the text should clearly state the potential impact related to the loss of the parking spaces.
81. III.A-35: The text under "Future without the Proposed Action" does not present the necessary analysis. The "Future Without the Proposed Action" should include description of the changes in the environmental impact category being studied (in this case, Land Use and Zoning) that would take place whether the Project is constructed or not. It is to this future 'baseline' that impacts of the Project should be compared. In this instance, the description should focus on trends in land use and development, including any specific (relevant) developments that are in 'the pipeline' that could change the existing conditions. This is the description that should be included in the "Development Trends" section.
82. The statement that the Proposed Action is "entirely consistent, in the Applicant's opinion, with the land use patterns... PMU zoning" is incorrect, as reflected by the Applicant's application for a zoning amendment. (Pg. III.A-35)
83. On page III.A-34 and 35. Clarify that no mitigation is provided (needed) for impacts to Land Use as the Project will have no significant adverse impacts on land use. (See Prior Comment III.A-14)

### **III.C: STORMWATER (VILLAGE ENGINEER)**

The comments below repeat the 'completeness' comments from the Village Engineer's memo (attached).

84. The Applicant states that redevelopment within the Overlay District would likely not have an adverse impact on the downstream drainage area (pg. III.C-10). The justification for this conclusion should be refined to better describe the applicable stormwater regulations that may apply to the site

under different redevelopment scenarios (i.e., increase/decrease in impervious coverage, overall land disturbance).

85. The Village Engineer has also provided several comments that must be addressed during the substantive review of the DEIS.

### **III.D UTILITIES (VILLAGE ENGINEER)**

The comments below repeat the ‘completeness’ comments from the Village Engineer’s memo (attached).

86. The Village Engineer has also provided several comments that must be addressed during the substantive review of the DEIS.

#### *Water*

87. It should be noted that water usage values of the previous hospital site should only be stated for comparative purposes as the peaks of the previous and proposed development would not have occurred during the same time of day. What impact will there be on infrastructure during peak usage periods as peak rates from the proposed action are likely occur at the same time as the surrounding areas?
88. The Scoping Outline has required that flow tests be included in the DEIS. The Applicant should provide justification of their efforts to obtain the flow tests. Note that the flow tests must be completed to confirm the baseline pressure used in the Applicant’s analysis.
89. The capacity of the existing infrastructure immediately adjacent to the Project Site, which provides the water capacity to the Site, must be confirmed to support the Applicant’s analysis and determination of impacts, including with regard to water storage.

#### *Sewer*

90. Similar to the water supply section, wastewater generation values of the previous hospital site should only be stated for comparative purposes as the peaks of the previous and proposed development would not have occurred during the same time of day. What impact will there be on infrastructure during peak usage periods as peak rates from the proposed action are likely occur at the same time as the surrounding areas?
91. The Applicant has provided theoretical capacities of the existing sanitary sewer infrastructure in Boston Post Road, indicating existing areas of surcharge. Further, the Applicant has stated that a precise computation of capacity cannot be determined from the available information. In order to determine the capacity of the existing infrastructure, the Village Engineer recommends that the existing sanitary sewer line from the proposed site to the intersection of South Main Street and Purdy Avenue be inspected and flow be monitored. In the absence of field measurements of existing flow capacity, it cannot be confirmed if there will be any impacts on existing infrastructure.
92. It is the Applicant’s opinion that a reduction in inflow/infiltration (I/I) is not required based on their assertion that the flow from the Proposed Project will be less than that of the Project Site’s previous use. However, it is the Village Engineer’s opinion that flow from the project will require three times the I/I to be removed from the Village system.

### **III.E: TRAFFIC AND TRANSPORTATION**

The comments below *summarize* the comments sent to the Village by Adler Consulting.

93. Adler Consulting continues to recommend that the Applicant conduct spot traffic counts at the intersections previously identified (Prior Comment III.E-1) in order to confirm the traffic volumes used in the study. The limited ATR volumes presented in the revised DEIS were also collected during the Memorial Day week and showed considerable discrepancy from volume data used in the Traffic Impact Study.

94. Analyses of accident data using the Critical Rate method, as required in the Scoping Outline, should be included.
95. The accident rate and state average rate for 18 locations has been provided. It is noted that the accident rates for the three-year study period between January 2011 and December 2013 exceed the State Average Rate for 9 of the 18 locations.
96. Pedestrian count sheets should be included in Appendix E.
97. It is noted that ATRs were installed on Boston Post Road at locations other than those specified in the Scope. The Applicant indicated that the alternative sites were chosen due to the limited distance between the requested locations and the existing roadway queues.
98. The re-occupancy of unoccupied portions of the Kohl's Shopping Center site is not discussed. As previously discussed, the Applicant should state in the DEIS that at the time of the traffic counts, there were no known significant vacancies on the Kohl's site.
99. The DEIS has been revised to state that formal Site Plans will include sight triangles identifying sight distances for each site driveway.
100. The DEIS contains statements concerning anticipated truck activity and pedestrian conditions. The DEIS does not include an analysis of truck operations including "... satisfying geometric issues for truck ingress and egress." On Page III.E-34, the DEIS includes a statement that "All driveways are being designed to accommodate the anticipated design vehicles entering and exiting the site." The DEIS includes statements concerning possible impacts on the local Metro-North train stations, bus rapid transit operations and the proposed Overlay Zone. Some capacity analysis worksheets for the Overlay Zone Conditions are included, but not all the worksheets are included. The Level-of-Service information provided in Table III.E-12 Table III.E-12a do not agree with the statement concerning Overall Levels-of-Service contained on Page III.E-36.

### **III.F: SOCIO-ECONOMIC, COMMUNITY FACILITIES AND SERVICES**

#### *Critical Completeness Comments*

101. On page III.F-9, are there costs to the District from students who attend private or parochial school that are not part of the proposed contribution based on hard costs?
102. Page III.F-25 states "It is estimated that 36 percent of the direct construction costs, or approximately \$97.2 million, would be attributable to direct labor." This is inconsistent with Table III-F-19, which shows that the direct labor income is \$116.30 million.
103. The 2010 Westchester County racial identification column in Table III.F-7 appears inaccurate and does not total 100%.
104. "Total Assessed Value" in Table III.F-16 has been updated. Also, the bottom-line number for total tax revenue (\$653,446) is correct, however the tax generation values for each district have not been updated based on the revised total assessed value.
105. Table III. F-17 was updated to show the projected tax revenue generated by the Proposed Project. But, is the source for Table III. F-17 correct? In the paragraph above the table, the text states "In the absence of the Town of Rye Tax Assessors input..." But, the source on the table shows Town of Rye Tax Assessor's Office.
106. Text on the sectors that were used for the construction analysis was added on page III.F-31; however, it was added in the Operations period section. The text should be moved to the construction section. Was it assumed that the soft costs would be spent at firms outside of Westchester County and therefore were not run through the model?
107. Text was added on the IMPLAN sectors that were used for the operations analysis, but the text should be moved below the first paragraph on page III.F-31 (where the construction sectors are

currently). Also, Table III-F-20 shows 944 direct employees associated with retail, office, restaurant, and hotel. This table does not include the 28 jobs associated with the residential units. The following text was added: "IMPLAN does not estimate job generation based on operations of proposed residential units." However, as indicated in the text that was added on page III.F-31 and III.F.32, the direct employment associated with non-residential project operations (retail, office, hotel, etc.) were also estimated outside of the model. The employment associated with on-site residential property management and maintenance should be included as part of the direct employment in Table III.F-20 and should be modeled. It should also be included in the new table summarizing economic impacts from project operations.

108. Page III.F-26; see earlier comments about Project economic feasibility.

#### *Other Completeness Comments*

109. Page III.F-39; see prior comments regarding the status of 999 High Street in regard to Mitchell-Lama program.

### **III.G: NATURAL RESOURCES**

#### *Critical Completeness Comments*

110. The "Net Change" column in Table III.G-2 should be updated to reflect the new values in the "Existing acres" column.

111. The Anticipated Disturbance column in Table III.G-1 needs to be completed.

### **III.H: HISTORIC AND CULTURAL RESOURCES**

#### *Critical Completeness Comments*

112. The revised document still does not make a conclusion statement regarding whether the mile marker would be adversely affected by the project. The revised document now makes a conclusion regarding the potential for impacts to historic (architectural) resources in the surrounding area, but does not provide a conclusion regarding the potential for impacts to historic (architectural) resources on the project site itself. The pDEIS should make a conclusion statement regarding the potential for impacts to the mile marker and the potential for potential for impacts to historic (architectural) resources on the project site itself (i.e., the stone gates and cut foundation), as well as in the surrounding area. In addition, the statements about the Applicant deferring to the Village as to the plan for the monument and the expense of relocation should be moved from "existing conditions and historical background" to "anticipated impacts and mitigation."

113. There is still no reference to consultation with SHPO or SHPO's review and concurrence with the conclusions of the Stage 1A study. The revised document notes on page E-3 that SHPO review of the Stage 1A report is a required review, but makes no mention of whether this review has yet occurred. The Phase 1A should be submitted to SHPO for review and concurrence.

#### *Other Completeness Comments*

114. The revised document now notes that the project site does not include any National Register-listed or -eligible resources. The statement regarding National Register resources in the surrounding area, currently provided under "anticipated impacts and mitigation", should be moved to existing conditions, and specific detail should be provided regarding the names/locations of the National Register-listed and -eligible resources in the study area. Only the discussion of potential impacts should be provided in the impacts section.

115. The "existing conditions and historical background" section has been revised to note that a review of County and Village resources indicates that neither has historic listings in the Village; however, the "anticipated impacts and mitigation" section does not provide a conclusion statement regarding the project's potential to have impact to resources on County or Village listings.

**III.K: CONSTRUCTION***Other Completeness Comment*

116. The sequencing of construction with regards to worker parking is not fully presented. Will the parking deck be finished prior to removal of the existing 400-space lot? What other resources can be used on-site? Has any off-site parking been considered?

**III.L: OVERLAY DISTRICT***Critical Completeness Comments*

117. The sentence that begins "Much of the draft Overlay District text included..." in the first paragraph seems to reference the wrong appendix. Should both references be to Appendix B?

118. Correct the statement that other portions of the Overlay District would have to petition for inclusion in the District. If the Overlay is approved, they would already be in the District.

119. Please put the units in Table L-1 for water, sewer, and employment.

120. Explain the source of the estimated assessed value presented in Table III-L.1 and 2. They appear different and it is not clear how the assessed values were determined.

121. Tables III.L-5 and III.L-6 are very confusing. The column headings are confusing and it is not evident what is the baseline (Proposed Project with mitigation), and the anticipated unmitigated impact of the Kohl's development.

122. (Note that these comments are in addition to the comments provided by Adler Consulting on the analysis of transportation impacts of the Overlay District.)

123. The "Employment" figures do not sum to the total presented on page III.L-4.

124. Page III.L-3. The last sentence should read "...it is assumed that the Proposed Project and the mitigation described in the DEIS, has been constructed. Therefore, the impacts presented in this chapter are those that would arise from development within the Overlay District, but outside of the Project Site and are in addition to those analyzed in the previous chapters of this DEIS."

125. In the discussion of the visual impacts of the Overlay District development note that the proposed text of the Overlay District allows buildings of 8 stories. Therefore, no variance to construct taller than three stories would be required. Please correct the text. Also, a discussion of the change in lot coverage should be included as this will affect the visual character of the site.

*Other Completeness Comments*

126. Add the explanation on the top of page III.L-6 that any specific development proposal would need its own site-specific environmental review, rather than repeating that concept.

127. The discussion of water and sewer impacts in Chapter III.L appears conflated. It would be clearer if they were separate. In addition, issues related to the availability of the treatment systems to provide adequate capacity for peak and average flows, and the ability of the transmission and distribution systems to convey water and sewage during peak and average conditions appears conflated.

128. In Chapter III.L, note that any incentive zoning payments pursuant to the Overlay Zoning District would be in addition to the tax revenue that would be generated by the Site.

129. Please explain why the landscaped features that would be lost with the addition of a dedicated left-hand turn land on the Proposed Project driveway approach (page III.L-13) are "critical."

#### **IV: ALTERNATIVES**

##### *Critical Completeness Comments*

130. The terms "Proposed Project" and "Proposed Action" are conflated in this Chapter and do not follow the meanings defined in the beginning of the DEIS.
131. The new text, on pages IV-10 and IV-11 describe the various alternatives for achieving an FAR bonus. However, it does not lay out an alternative way for the Proposed Project to use those alternatives. The discussion of the infrastructure improvements (traffic, water, sewer, I&I) that may be counted towards FAR bonus is incomplete. It is unclear if the Applicant is stating that these improvements currently should be counted toward the FAR bonus, or that they could count under the proposed Overlay District text (but are not currently counted), or if the Overlay District text could be amended to allow these improvements to count.
132. The Applicant may want to include in Alternative J an alternative public benefit category or rehabilitating existing or creating new workforce housing in the Village; this would provide another option for a density bonus.

##### *Other Completeness Comments*

133. Please explain the basis for the reference to "existing entitlements" under Alternatives A and C on pages IV-1 and IV-3, respectively.
134. Please explain the meaning of "critical mass" as used in Alternative B on page IV-1.
135. Third paragraph under "D" on page IV-4: In the last sentence, there is an extra word, "use".
136. Under 'B', in the new text: "by the Village Comprehensive Plan and associated..."
137. The No Action for the Overlay District is not detailed. There is no consideration of development under the existing zoning.
138. No analysis of the capacity of the area's infrastructure to accommodate re-use of the Project Site as a Hospital was presented (traffic, water, and sewer) in the discussion of that alternative. The demand for these public utilities was presented, but the ability of the infrastructure networks to accommodate the demand was not.
139. The owner-occupied housing scenario does not include an analysis of fiscal impacts. All that is presented is assessed value per square foot. Given the ways in which condos and co-ops are valued, what is the fiscal impact to the Village of owner-occupied?
140. Please confirm the values and sources of information for the water and sewer usage presented in Table IV.E-1.

#### **VI: GROWTH INDUCING IMPACTS**

##### *Critical Completeness Comments*

141. The terms "Proposed Project" and "Proposed Action" are conflated in Chapter VI and do not follow the meanings defined in the beginning of the DEIS.

#### **APPENDICES**

##### *Critical Completeness Comments*

142. Please confirm that no written responses to community service providers have been received.
143. Cover sheets for each document in each appendix must be included. Otherwise, it is not clear what version of documents (scoping outline, zoning text, etc.) the reader is looking at.
144. All 2013 Village Staff Memos previously included in the Appendices are still included. No changes were made. Per discussions, only relevant memos and portions of memos should be included.



# dolph rotfeld engineering, p.c.

## MEMO

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**TO:** Peter Feroe, AICP

**FROM:** Dolph Rotfeld, P.E., BCEE

**DATE:** June 10, 2015

**SUBJECT:** Starwood pDEIS  
Completeness Review

---

This office has received and reviewed the Draft Environmental Impact Statement prepared by Planning & Development Advisors dated December 2014, revised April 2015. For the purpose of determining the “completeness” of the Stormwater Management and Utilities sections of the document (Sections III.C. and III.D., respectively) the “Final DEIS Scoping Outline” dated August 18, 2014 and this office’s previous memo dated January 26, 2015 were used as guidelines.

With regards to “completeness” the items that are *italicized* below require further attention. Items from our previous memo have been included below as issues that must be addressed as the project progresses and the applicant begins to develop a more in-depth analysis of these subjects:

### *C. Stormwater Management*

#### **1. Existing Conditions**

The parking lot at the end of Touraine Avenue and tributary areas should be included in Drainage Area C.

Any information obtained through GIS topo or provided by the Village of existing Village maps (as stated in the document) must be verified in the field by a licensed surveyor if used in and for the project.

Please provide additional information regarding the Abendroth Park “underdrain system.”

The condition, size and capacity of existing drainage infrastructure particularly the drain lines across Boston Post Road and through the Kohl's Shopping center to Midland Avenue must be examined for capacity and discussed as part of this report. This would likely require TV inspection of existing drain piping.



## **2. Anticipated Impacts**

*The Applicant states that redevelopment within the Overlay District would likely not have an adverse impact on the downstream drainage area (pg. III.C-10). The justification for this conclusion should be refined to better describe the applicable stormwater regulations that may apply to the site under different redevelopment scenarios (i.e., increase/decrease in impervious coverage, overall land disturbance).*

Condition, size and capacity of downstream piping shall be discussed as it may relate to both the proposed potential flow rate increases as well as capability of handling current flows.

## **3. Proposed Mitigation**

Water quality volume / runoff reduction volume calculations must be provided.

It is strongly recommended that green infrastructure practices (beyond subsurface infiltration and proprietary practices) be incorporated into the stormwater mitigation design. It is also recommended that green infrastructure practices be considered for purposes beyond satisfying the water quality / runoff reduction requirement.

## **D. Utilities**

### **1. Water Supply**

*It should be noted that water usage values of the previous hospital site should only be stated for comparative purposes as the peaks of the previous and proposed development would not have occurred during the same time of day. What impact will there be on infrastructure during peak usage periods as peak rates from the proposed action are likely occur at the same time as the surrounding areas?*

#### **a. Existing Conditions**

*The Scoping Outline has required that flow tests be included in the DEIS. The Applicant should provide justification of their efforts to obtain the flow tests. Note that the flow tests must be completed to confirm the baseline flow and pressure used in the Applicant's analysis.*

*The capacity of the existing infrastructure immediately adjacent to the Project Site, which provides the water capacity to the Site, must be confirmed to support the Applicant's analysis and determination of impacts, including with regard to water storage*

## 2. Sanitary Sewage

*Similar to the water supply section, wastewater generation values of the previous hospital site should only be stated for comparative purposes as the peaks of the previous and proposed development would not have occurred during the same time of day. What impact will there be on infrastructure during peak usage periods as peak rates from the proposed action are likely occur at the same time as the surrounding areas?*

### a. Existing Conditions

*The applicant has provided theoretical capacities of the existing sanitary sewer infrastructure in Boston Post Road, indicating existing areas of surcharge. Further, the Applicant has stated that a precise computation of capacity cannot be determined from the available information. In order to determine the capacity of the existing infrastructure, the existing sanitary sewer line from the proposed site to the intersection of South Main Street and Purdy Avenue should be inspected and flow be monitored. In the absence of field measurements of existing flow capacity it cannot be confirmed if there will be any impacts on existing infrastructure*

Any information provided by the Village Engineer (as stated in the document) must be verified in the field.

### c. Proposed Mitigation

*It is the Applicant's opinion that a reduction in inflow/infiltration (I/I) is not required based on their assertion that the flow from the Proposed Project will be less than that of the Project Site's previous use. However, it is our opinion that flow from the project will require three times the I/I to be removed from the Village system.*

The existing sanitary sewer line from the proposed site to the intersection of South Main Street and Purdy Avenue must be inspected, repaired and replaced with larger diameter pipe as necessary.

## F. 5. Solid Waste

The source used for calculating solid waste generation is insufficient as it is twenty years old. A more recently issued reference must be used to calculate tons/week of solid waste generation.

## *K. Construction*

### **1. Anticipated Impacts**

*Will the site be developed in phases?*

### **2. Proposed Mitigation**

*A blasting plan has not been provided. However, a discussion of the requirements of future blasting plan has been included in the revised document.*

An additional environmental impact that must be addressed as the applicant prepares more in-depth analyses is the maintenance and protection of traffic during construction. Specifically, detours, lane closures, etc. must be discussed with regards to the installation of utilities in Boston Post Road.

This office will continue its review as new information is received and the project progresses to the next stage.

**Adler Consulting,**  
235 Main Street  
White Plains, NY 10601-2401

Transportation Planning & Traffic Engineering, PLLC

Tel # (914) 997-8510  
Fax # (914) 997-7140

June 10, 2015

Christopher Gomez, AICP  
Director of Planning and Development  
Village of Port Chester  
222 Grace Church Street, Room 202  
Port Chester, NY 10573

Re: Second Completeness Review of DEIS for  
Proposed United Hospital Site  
High Street  
Port Chester, NY

Dear Mr. Gomez:

In accordance with your request, **Adler Consulting** has reviewed the Draft Environmental Impact Statement (DEIS) for the Proposed United Hospital Redevelopment, particularly Section E. - Traffic and Transportation, prepared by Planning and Development Advisors, *et al*, together with the Traffic Impact Study (TIS) prepared by TRC Solutions and, dated, March 13, 2015, for PC 999 High Street Corp. and PC 406 BPR, LLC, affiliates of Starwood Capital Group. In addition, **Adler Consulting** has reviewed a full-sized copy of the "Highway Improvement Plan, Drawing HP-1, prepared by TRC Solutions, dated, October 8, 2014 which depicts proposed changes to Boston Post Road, High Street and access to the project area. The review was for completeness only.

The Applicant proposes to replace the existing United Hospital buildings with a complex containing approximately 600,000 square feet (sf) of mixed-use development including residential, retail, hotel and office uses. For this second completeness review, the revised DEIS, dated, April 2015, was compared with the requirements enumerated in the Final DEIS Scoping Outline (Scope) for the United Hospital Redevelopment, dated, August 18, 2014 as well as the comments prepared by **Adler Consulting**, dated, January 26, 2015, concerning the previous submission of the DEIS.

The Applicant has provided some new information. However, in some instances, the Applicant has simply made statements indicating that information would not be included in the DEIS but would be forthcoming at some future time.

The following are our findings:

I. EXISTING CONDITIONS

A. Traffic Volume Discrepancies

It was previously noted that the majority of the weekday traffic volume data were collected during the week containing the Memorial Day holiday and may not be representative of traffic operating conditions. **Adler Consulting** previously recommended that the applicant conduct spot traffic counts during a non-holiday week to confirm the traffic volumes used in the study at the following intersections: Boston Post Road with South Regent Street; Boston Post Road with I-287 Eastbound off-ramp/I-95 southbound on-ramp; Ridge Street and High Street; and, Boston Post Road and Peck Street.

The applicant has included summaries of traffic volume data collected using Automatic Traffic Recorders (ATRs) at two (2) locations on Boston Post Road, approximately 500 feet north of South Regent Street and on the I-287 overpass between High Street and Hillside Avenue and compared the ATR volume data with the results of the manual traffic counts at these locations in Table III.E-3a. It is noted that, for three (3) of the four (4) data points cited, the traffic volume data collected manually is lower than the associated ATR Count Average. The Applicant notes that the manual traffic volume count data are higher than the ATR Count Average for one (1) location and cites this one instance of data where "...use of higher manual counts provides a conservative analysis." It is our concern, however, that the manual count volume is approximately 32.7 percent higher than the ATR Count Average at this one (1) location, which is a considerable discrepancy. Further, the Applicant did not adjust the manual count data using the ATR volume information. It is further noted that the ATR Data Collection program occurred between May 29 and June 11, 2014 and includes data from the week containing the Memorial Day weekend which was previously cited as not representative of regular traffic operating conditions. **Adler Consulting** continues to recommend that the applicant conduct

spot traffic counts at the intersections previously identified to confirm the traffic volumes used in the study.

B. Accident Data Analysis Not Provided

The Applicant includes three (3) years of accident data obtained from the New York State Department of Transportation (NYS DOT) in the form of summary reports from the NYS DOT Safety Information Management System and now also includes copies of accident reports from the Port Chester Police Department. Analyses of the accidents are not included. Accident analyses using the Critical Rate Method should be included.

Table III.E-5, “3-Year Summary of Accident Data along Boston Post Road and High Street” has been modified to provide accident rate information and state average rates for a total of 18 locations, including both roadway sections and intersections. It is noted that the accident rates for the three-year study period between January 2011 and December 2013 exceed the State Average Rate for nine (9) of the 18 locations.

C. Lack of Pedestrian Volume Data

Current school bus traffic, truck traffic exiting from I-95, pedestrian patterns and the pedestrian use of the crosswalks between the Kohl’s Shopping Center and the Site are discussed in the DEIS. Aside from Figure III-E-05 summarizing the pedestrian counts, no data are provided. On Page III.E-21, the Applicant states that “Pedestrian count sheets are included in the Traffic Impact Study in Appendix E.” However, a review of Appendix E indicates that the pedestrian count sheets were not included. The count data should be provided.

D. Automatic Traffic Recorder Installation Locations Changed

Automatic Traffic Recorders (ATRs) were installed for a two-week period on Boston Post Road at locations other than those specified in the Scope. The Applicant indicated that alternative sites on Boston Post Road were chosen for the ATR counts due to the limited distance between the requested locations and the existing roadway queues.

## 2. NO-BUILD CONDITIONS NOT FULLY ADDRESSED

The re-occupancy of unoccupied portions of the Kohl's Shopping Center site is not discussed.

## 3. ANTICIPATED IMPACTS

A Shared Parking Analysis is now included in the DEIS in Appendix L. Statements are included in the DEIS concerning cut-through traffic, additional curb cuts and sight distance. Copies of Sight Distance Field Reports for the proposed curb cuts are now included in the TIS in Appendix H. The DEIS now includes a statement on Page III.E-33 that "It should be noted that the formal Site Plans being prepared will include sight triangles identifying sight distances for each site driveway."

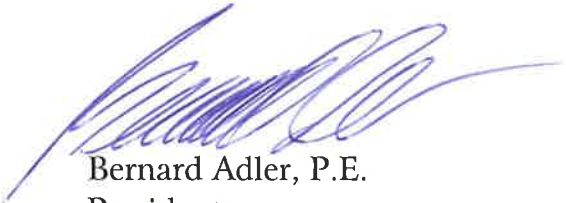
### A. Lack of Analysis of Truck and Pedestrian Activity

The DEIS contains statements concerning anticipated truck activity and pedestrian conditions. The DEIS does not include an analysis of truck operations including "...satisfying geometric issues for truck ingress and egress." On Page III.E-34, the DEIS includes a statement that "All driveways are being designed to accommodate the anticipated design vehicles entering and exiting the site." The DEIS includes statements concerning possible impacts on the local Metro-North train stations, bus rapid transit operations and the proposed Overlay Zone. Some capacity analysis worksheets for the Overlay Zone Conditions are included, but not all the worksheets are included. The Level-of-Service information provided in Table III.E-12 Table III.E-12a do not agree with the statement concerning Overall Levels-of-Service contained on Page III.E-36.

4. SUMMARY

We trust that this second completeness review of the DEIS and TIS will assist you with your continued review of this project. Please note that there has been no assessment of the accuracy of the data and analyses included in the DEIS and TIS, which will be performed subsequent to this completeness review. Should you have any questions, please do not hesitate to contact us.

Sincerely,  
Adler Consulting,  
Transportation Planning & Traffic Engineering, PLLC



Bernard Adler, P.E.  
President  
NY Professional Engineer No. 048373



Michael P. O'Rourke, P.E., PTOE  
Senior Associate  
NY Professional Engineer No. 061375

port chester second.wpd





VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Planning and Development Department**

**Village BOT Meeting Date:** 6/15/2015

**Item Type:** Resolution

Description	Yes	No	Description	Yes	No
Fiscal Impact		X	Public Hearing Required		X
Funding Source:			BID #		
Account #:			<b>Strategic Plan Priority Area</b>		
			Business & Economic Development		
Agreement		X	<b>Manager Priorities</b>		
Strategic Plan Related	X		Planning & Zoning		

**Sponsor's Name:** Christopher N. Gomez, Director of Planning & Development

**Agenda Heading Title**  
*(Will appear as indicated below on Agenda)*

Establishing an Economic Development Policy and Process for the Village of Port Chester

**Summary**

**Background:**

The Pace Land Use Law Center is spearheading a regional economic development strategy through the Mayor's Redevelopment Roundtable to align regional economic development goals in an effort leverage private investment and grant funding for local communities.

The attached resolution affirms the Village's desire to create an economic development policy as a supplement to the existing comprehensive plan with the input from key stakeholders.

**Proposed Action**

Adopt Resolution

<b>Attachments</b>
Resolution

## **Establishing an Economic Development Policy and Process for the Village of Port Chester**

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, economic development planning is a priority for the Village of Port Chester in order to promote jobs, further market realistic building projects, provide housing for workers and others in need of residences, increase tax ratables, achieve energy conservation and other sustainability objectives, and create a livable community; and

WHEREAS, economic markets and available public and private sources of finance have changed dramatically in recent years; and

WHEREAS, the extent to which market-ready development can occur in a community is dependent on the existence of policies in the local comprehensive plan that support zoning and land use regulation for such development; and

WHEREAS, an economic development policy may be adopted as a supplement to an existing comprehensive plan to guide the local legislature and its land use boards and staffs in adopting effective strategies for successful economic development; and

WHEREAS, for economic development to be feasible, an economic development plan must be adopted that accounts for market changes and existing financial resources in order to guide the legislative body and planning board concerning their decisions regarding land use regulation and project review and approval; and

WHEREAS, state policy has recently changed to emphasize the conformance of local plans and policies with adopted regional economic development and sustainability plans, as well as inter-municipal cooperation in planning, in awarding funds under a large number of state funding programs; and

WHEREAS, those policies emphasize policies, programs, and projects that create compact, mixed use developments in areas served by existing infrastructure, including transit and that enhance developed urban communities as the economic engines of the Mid-Hudson Region, create affordable places to live, work, and recreate, enhance tourism, and conserve energy, natural resources, building materials, while reducing harmful Greenhouse Gas emissions and water pollution; and

WHEREAS, the Village participates in the Mayors' Redevelopment Roundtable directed by the Land Use Law Center at Pace Law School, which is preparing a variety of best practices that accomplish these policy objectives based on current market and financial conditions; and

WHEREAS, there is an on-going need to reexamine whether the Village's comprehensive plan contains goals, objectives, strategies, and implementation techniques that are consistent with local needs and values, current market and finance conditions, and regional strategies; and

WHEREAS, there is a need to establish a process whereby our community can examine these new circumstances, policies and practices as well as local conditions and needs; and

WHEREAS, this process and its favorable results will create an opportunity for the cities and villages participating in the Mayors' Redevelopment Roundtable to lead the State in demonstrating how economic development components of local comprehensive plans can be drafted and adopted to create a collaborative vision for the urban communities in a region that builds on the unique assets and needs of each community. Now, therefore, be it

RESOLVED, that it shall be the legislative policy of the Village of Port Chester to create and adopt an economic development policy supplement to its comprehensive plan to accomplish the foregoing objectives, and be it further

RESOLVED, that the Board of Trustees directs the Village Manager to work with the Mayor on its behalf to create a step-by-step process of involving all key stakeholders, civic and neighborhood leaders, consultants, and economic development partners, and the members of the planning commission to participate in creating an economic development policy as a supplement to the comprehensive plan, and be it further

RESOLVED, that in view of the urgency of stimulating economic development, this effort is intended to be integrated into the recent and existing planning efforts of the Village, informed by current data and reports regarding private sector market needs and financing and available public funding resources, and be completed as soon as possible.

Approved as to Form:

---

Anthony M. Cerreto, Village Attorney

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:**



VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Department:** Recreation Department

**BOT Meeting Date:** 6/15/2015

**Item Type:** Resolution

**Sponsor's Name:** Heather Krakowski, Recreation Supervisor

Description	Yes	No	Description	Yes	No
Fiscal Impact	X	<input type="checkbox"/>	Public Hearing Required	<input type="checkbox"/>	X
Funding Source:Village Account #:7310.0502			BID #		
			<b>Strategic Plan Priority Area</b> Choose a Strategic Plan Area		
	<b>Yes</b>	<b>No</b>			
Agreement	X	<input type="checkbox"/>	<b>Manager Priorities</b>		
Strategic Plan Related	<input type="checkbox"/>	X	Other		

**Agenda Heading Title**  
*(Will appear on the Agenda as indicated below)*

Authorizing the Village Manager to enter into Agreement with the Port Chester Soccer Club

**Summary**

**Background:** The Port Chester Soccer Club provides Soccer programming for children ages 5 years old to adult. Approximately 400 participants are enrolled in Recreation and Travel Soccer (Fall, Winter, Spring & Summer) This year soccer revenues were approximately \$45,000 in registration fees and an additional \$8,000 in Park rental for use of Columbus Park.

The Club has provided quality programming to the Port Chester Community for over 15 years, teaching soccer skills, sportsmanship, and engaging this community's youth year round.

The only change to the Soccer Agreement - from a 1 year term to a 2 year term. A representative from the Port Chester Soccer Club will be present at the June 15<sup>th</sup> Board of Trustees meeting

**Proposed Action**

That the Board of Trustees adopt the Resolution

**Attachments**

**Soccer Agreement 2015 – 2017**

AUTHORIZING RENEWAL AGREEMENT WITH  
PORT CHESTER SOCCER CLUB INC.

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, the Village of Port Chester has a long-standing relationship with the Port Chester Soccer Club, Inc. to operate a soccer program on its behalf; and

WHEREAS, this relationship is a model of successful public-private partnership serving the recreational needs of the Village of Port Chester; and

WHEREAS, the parties desire to continue their relationship. Now, therefore, be it

RESOLVED, that the Village Manager be and is hereby authorized to enter into a renewal agreement with the Port Chester Soccer Club, Inc., 118 Touraine Avenue, Port Chester, New York 10573, to operate the Village's soccer program for 2015-2017, compensation to be in the amount of \$31,000/annually.

Approved as to Form:

\_\_\_\_\_  
Anthony M. Cerreto, Village Attorney

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:**

## **AGREEMENT**

This Agreement made the        day of June 2015 by and between the VILLAGE OF PORT CHESTER (hereinafter referred to as the "VILLAGE "), a New York municipal corporation located at 222 Grace Church Street, Port Chester, NY 10573, and the PORT CHESTER SOCCER CLUB, INC. (hereinafter referred to as the "CLUB"), a New York not- for-profit corporation, located at 118 Touraine Avenue, Port Chester, NY 10573.

## **WITNESSETH**

WHEREAS, acknowledging the scarcity of Village resources and the need to secure alternative means of delivery of recreational services, the Village of Port Chester has engaged in public-private partnerships ; and

WHEREAS, the Village's relationship with the Port Chester Soccer Club, Inc., which serves some 300 Port Chester youth each year and is a successful model of a public-private partnership for other communities ; and

WHEREAS, the parties desire to continue their long-standing relationship.

NOW, THEREFORE, in consideration of the covenants hereinafter set forth, the parties mutually agree as follow:

1. Term: That this agreement shall be for a two-year term commencing on July 1, 2015 and end on July1, 2017.
2. Scope of Services: The Club will operate all aspects of the Village's Recreation Department 's Soccer Program (hereinafter the "Program") at Abendroth Park and and Columbus Park, to consist of the following:
  - four season play for youth and adults
  - each season to be eight weeks in duration
  - at least two practices on the weekdays
  - games on Saturdays
3. Compensation: In consideration for the services provided by the Club in operating the Program, the Village shall make an annual payment to the Club in the amount of \$31,000 to be paid no later than July 31st of each year. The payment provided by the Village is for the Program and may only be used by the League for that purpose.
4. Insurance: The Club shall at its own expense procure and maintain at all times a general liability insurance policy with coverage in a minimum amount of \$1 million dollars for each occurrence and excess coverage in an additional \$1 million dollars. The Village of Port Chester shall be included as an additional named insured. The Club shall also name the County of Westchester as an additional named insured with respect to operations at Columbus Park. The Club shall also provide a participant accident medical policy in the minimum amount of \$300,000. Prior to the execution of this Agreement, the League shall provide a certificate of insurance evidencing such insurance for review and approval by the Village Attorney.

5. Defense/Indemnification: The Club agrees to the fullest extent permitted by law to protect, defend, indemnify and hold the Village of Port Chester and the County of Westchester and any agents, officers, employees and consultants, or any of them, free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, fees or other expenses or liabilities of any kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or cause of action of every kind and character in connection with or arising directly or indirectly out of this Agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all claims relating to personal injury, wrongful death, damage to property shall be included in the indemnity hereunder. The Club further agrees to investigate, handle and provide a defense for and defend any such claims, etc. at its sole expense and agrees to bear all costs and expenses related thereto, even if such claims are groundless, false or fraudulent. In any case in which such indemnification would violate Section 5-322 of the New York General Obligations Law, or any other applicable legal prohibition, the foregoing provisions concerning indemnification shall not be construed to indemnify the Village for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Village or its officers or employees.
6. Independent Contractor: It is understood and agreed that the Club is an independent contractor and that the Village assumes no liability for the means and methods for the Club's delivery of the services for the Program. Any persons employed or contracted with by the Club shall not be deemed to be employed or contracted with by the Village in any capacity whatsoever.
7. Financial Statement: The Club agrees to file a copy of an annual financial statement showing revenues and expenditures together with a summary of its services to the Village no later than May 1st of each year.
8. Meetings: The Club shall provide advance notice to the Village and a written agenda of all meetings. If the Village wishes to attend a meeting to discuss a matter of concern it shall advise the Club of its intention to attend said meeting.
9. Operational Issues: The Club shall be responsible for regular maintenance in preparing the fields for play, scheduling and determining rosters, and procuring referees who shall determine the fitness of the fields for play. The Club shall establish a formal grievance procedure and in the administration of same shall act in good faith and in a non-discriminatory manner. The Village Recreation Department shall be notified within thirty (30) days of such complaint and disposition.
10. Coaches: The Village shall procure and employ the coaches for the Program.



11. Concessions: The Club shall be permitted to operate a concession stand that is set up on the weekends at Columbus Park while the Program is in operation on such terms and conditions as may be prescribed by the Park Commission.
12. Non-Discrimination: The Club shall abide by all applicable state and federal discrimination and human rights laws as well as the Village's Anti-Discrimination and Harassment Policy. Any complaint with respect thereto shall be immediately reported to the Village.
13. Complaints: Any written complaint on the impact of League operations shall be addressed by the Club and responded to by the Club with a plan to resolve the issue. A copy of the complaint and the response to resolve same shall be forwarded to the Village Recreation Department within thirty (30) days of the complaint.
14. Performance Review: This Agreement shall be subject to an annual review no less than ninety (90) days prior to the expiration of the term.
15. Additional Grant: The Village permits additional use of the Columbus Park soccer facility on the weekdays until 8:30 p.m. and on weekends from 9:00 a.m. to 8:30 p.m during the fall season (September 1 through November 30) and spring season (March 15 through May 30) to accommodate the Club's Travel Program. The Club shall provide a schedule to the Recreation Department two weeks prior to each season to confirm availability. The Club shall pay a user fee of \$60 for a two-hour game. The Club shall engage a company at its own expense to provide temporary, portable lighting at the soccer facility after dusk. Such lighting shall be certified by this company as suitable for safe soccer play. The Club shall be responsible for operating and maintaining the lighting during use. The Village reserves the right to suspend or revoke the grant hereunder as it may determine. Although the Travel Program is not part of the Club's scope of services, it is understood that the defense and indemnification provisions herein shall apply to the Club's use of the facility.
16. Notices: All correspondence under this agreement shall be sent as follows:

For the Village:

Christopher D. Steers  
Village Manager  
Village of Port Chester  
222 Grace Church Street  
Port Chester, N.Y. 10573

For the Club:

Jose Perdomo  
Port Chester Soccer Club, Inc.  
118 Touraine Avenue

Port Chester, N.Y. 10573

17. Amendment: This agreement is entire and shall not be altered or amended except by a writing signed by the parties hereto.
18. Severability: If any clause, paragraph, section or part of this Agreement shall be determined by a court of competent jurisdiction to be invalid, the judgment thereon shall not affect the validity of this Agreement as a whole or any part thereof other than the part decided to be invalid.
19. Conditional Approval: This agreement is subject to the approval of The Port Chester Park Commission and Recreation Commission.

Approved as to Form:

\_\_\_\_\_  
Village Attorney

IN WITNESS WHERE OF the parties hereto have set their hands and seals the day and year first above written.

Village of Port Chester

\_\_\_\_\_  
Christopher D. Steers, Village Manager

Port Chester Soccer Club, Inc.

\_\_\_\_\_  
By: Its President



VILLAGE OF  
**PORT CHESTER**

222 Grace Church Street, Port Chester, New York 10573

**AGENDA MEMO**

**Department:** Recreation Department

**BOT Meeting Date:** 6/15/2015

**Item Type:** Resolution

**Sponsor's Name:** Heather Krakowski, Recreation Supervisor

Description	Yes	No	Description	Yes	No
Fiscal Impact	<input type="checkbox"/>	X	Public Hearing Required	<input type="checkbox"/>	X
Funding Source:			BID #		
Account #:			<b>Strategic Plan Priority Area</b>		
	<b>Yes</b>	<b>No</b>	Quality of Life & Village Image		
Agreement	<input type="checkbox"/>	X	<b>Manager Priorities</b>		
Strategic Plan Related	<input type="checkbox"/>	X	N/A		

**Agenda Heading Title**

*(Will appear on the Agenda as indicated below)*

PARTIAL CLOSURE OF PARK AVENUE TO FACILITATE PORT CHESTER CARNIVAL DAY

**Summary**

**Background:** Port Chester Day Camp will run out of Park Avenue School this summer, every year the Camp hosts a Carnival Day, with inflatable bounce attractions. Carnival Day is scheduled for August 3<sup>rd</sup> 2015 from 10 a.m. – 2:30 p.m. For the safety of the campers and for additional space to run the event, request is made for the street closure right in front of the Park Avenue School between 9 a.m. and 3 p.m.

**Proposed Action**

That the Board of Trustees adopt the Resolution

**Attachments**

**Resolution**

RESOLUTION

PARTIAL CLOSURE OF PARK AVENUE TO FACILITATE  
PORT CHESTER CARNIVAL DAY

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, the Board of Trustees hereby authorizes the closure of Park Avenue, between College Avenue and Columbus Avenue, for Port Chester Day Camp Carnival Day on Monday, August 3, 2015 from 9:00 a.m. to 3:00 p.m.

Approved as to Form:

\_\_\_\_\_  
Anthony M. Cerreto, Village Attorney

REPORT  
OF  
THE VILLAGE MANAGER



# Village of Port Chester

## Office of the Village Manager

### MEMORANDUM

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TO: Mayor and the Board of Trustees

FROM: Christopher D. Steers, Village Manager

DATE: June 15<sup>th</sup>, 2015

RE: Updates

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#### **INITIATIVES/PRIORITIES:**

❖ **Strategic Planning: Strategic Actions** (Opportunity Areas #1 Downtown TOD, #2 Downtown: Municipal Center, #3 Waterfront Redevelopment/Revitalization, #4 Fox Island, #5 United Hospital Site Redevelopment). We continue to move forward with various strategic planning initiatives (see Planning and development activities report). The Strategic plan is in need of an update. My suggestion is to hold a one day plan update strategy session in the not too distant future.

- 1) **Opportunity Areas #1:** C1 Neighborhood Retail Zoning Analysis: medical, dental office use Preliminary analysis regarding a potential zoning text change to permit medical in the C1 Neighborhood Retail District either as-of-right or by special exception permit subject to existing special exception criteria as defined in §345-61U.

This action is considered a Type I Action under SEQRA regulations and requires a determination of significance from the Board of Trustees prior to final approval. Presentation to Board of Trustees completed December 2014, January 2015, and March 2015. Presentation to BOT completed March 2015. Planning Commission supports concept. Local Law adoption is proposed at this meeting.

- 2) **Opportunity Area #2:** As you are aware NDC has been engaged by the BOT to study the feasibility of developing a municipal center.

## **Current status from NDC:**

- **Summary of ESA Phase I Report**

The ESA Phase I Report reflects a number of findings about the site common to older, dense, urban sites. The subject property has had multiple uses that can be traced through historical records. Among previous uses, the property at one time held an experimental laboratory. Although the operations of the laboratory are not known, we have to assume that some chemicals were used on site.

Close to the subject property there are many existing and historical sites such as gas stations and dry cleaning operations that may have used potential contaminants. There are no identified spills, leaks or accidents which place environmental contaminants on site, but the possibility of migrating fluids or vapors cannot be reasonably eliminated.

For these reasons, STV recommends continuing with an ESA Phase II report which will further clarify whether the site contains environmental contaminants and the extent to which they must be addressed as part of a future building project.

- **Summary of Preliminary Geotechnical Report**

STV performed the work, with field work assistance from Aquifer Drilling and Testing, Inc. (ADT). Site access was limited by existing buildings as well as a property owner who declined to provide access and permission to drill. Seven borings were undertaken and the results incorporated into the report. In general, the borings found soil suitable for building at a depth of ten feet, where spread footing foundations and ground floor slabs could be used. Alternately, building columns could be supported by drilled piers bearing within the bedrock, found between 16 and 24 feet below the surface. As the water table lies roughly 7 feet below the surface, construction methods will have to take this into account as the foundation is created at a greater depth.

The report is titled "Preliminary" chiefly because of limited access to the site. Further work during subsequent design phases may include review of existing building plans and records for available subsurface information and existing foundation types and details. In addition, the existing structures should be inspected to check for or confirm the presence of basements, visible indications of foundation types, etc. The design team should also evaluate the potential need for supplemental soil borings, rock coring, and/or laboratory testing.

- **Comments and Next Steps**

There is nothing in the ESA Phase I nor the Preliminary Geotechnical Report that would substantially alter the approach to construction or the project budget for

the new municipal center. Further work must be conducted and NDC strongly suggests that the ESA Phase II commence immediately.

With regard to the ESA Phase II work plan, the boring sites undertaken by ADT for the geotechnical report can be utilized for the environmental testing. We also recommend that the Village allow subsequent subsoil investigation to include borings under sidewalks adjacent to existing buildings on the project site. This may be a reasonable proxy for conducting investigations under the buildings themselves. As a follow up step, STV will submit a boring plan for the Village's approval.

### **Municipal Center Subcommittee**

As you are aware the BOT established a municipal center subcommittee to reevaluate current direction. The subcommittee has met on two occasions and discussions surrounded looking at the feasibility of 350 N. Main Street as an alternate site. NDC was asked to develop a proposal to do same and submit it to the BOT for consideration.

- 3) **Opportunity Area #3:** Bulkhead; Interviews with all applicants and the selected finalists were held. A final interview with an additional scope and additional questions posed to the applicants is scheduled for July 6th.
  
- 4) **Opportunity Area #5:** Redevelopment of the former United Hospital Site (Starwood). The Mixed-use redevelopment proposal for the former United Hospital site located within the Village's PMU Planned Mixed Use District to permit: 500 "Millennial" housing units, 240 age-restricted housing units, an approx. 138-key limited service hotel, 100,000-200,000 square feet of medical office, approx. 90,000 square feet of retail, ample public and green space, and improved access to Abendroth Park.

The Preliminary DEIS as previously submitted with updated comments is on this agenda to determine completeness.

### **ACTIONS:**

- **MS4 Permit Management:** On June 2<sup>nd</sup> The Village successfully completed an MS4 Audit with the NYDEC. MS4 relates to: Municipal separate storm sewer system (MS4) permit required by Federal Government under the Environmental Protection Agency (EPA) National Pollutant Discharge Elimination System (NPDES) program to prevent harmful pollutants from being washed or discharged into a waterbody.



- **IAmResponding:** All 5 fire houses have set up the IAmResponding fire fighter response management software. The set up includes the purchase of several monitoring systems for each fire house as well as the installation of new internet service lines in each house. The program will allow the fire chiefs to know in real time who is responding to a fire call. It also keeps records of these activities to better track volunteer activities. The program is currently available in a limited capacity to the Chiefs through existing hard-line internet while we complete installation of new wireless internet services.
- **Village Court:** The Village Court is being wired to accept credit card payments at the traffic ticket window. This provides a greater range of payment options for residents and makes it easier to accept revenue for our staff. The state is providing the equipment free of charge. We have scoped out locations and wiring for the machine. The equipment has been ordered by the court. This should be live early this summer.
- **MTA:** Staff continues to discuss a possible settlement to the property maintenance violations issued to the MTA. The context is in the realm of better routine maintenance and possible beautification utilizing existing and potential funds in a collaborative manner between the Village and the MTA.
- **Grant Writing RFP:** The RFP will be reissued by the end of this month with the removal of the requirement for the firm to work on a contingency basis.

## **DEPARTMENT UPDATES:**

### ➤ **Justice Court**

- Assist the Judge on the Bench during court sessions on Mondays, Thursdays and Fridays
- Processed Criminal Disposition Reports (CDRs) after court
- Completed court paperwork after court sessions
- Update excel spreadsheets with Bail disbursements from court
- Electronically transmitted 196 Criminal Dispositions Reports (CDRs) to New York State Division of Criminal Justices Services since April 14, 2015
- Reconciled Judge Troy Justice Account. Ending Bank Balance as of 04/30/15 - \$101,850.78
- Prepared April 2015 Monthly Report to the N.Y. State Comptroller's Office- Justice Court Fund for Judge Troy - \$101,269.75 viewed and electronically submitted by Judge Troy
- Reconciled Judge Sisca Justice Account. Ending Bank Balance as of 04/30/15-\$138,833.44
- Prepared February and April 2015 Monthly Report to the N.Y. State Comptroller's Office- Justice Court Fund for Judge Sisca - \$137,963.88 to be reviewed and electronically submitted by Judge Sisca
- Reconciled Tow Account. Ending Bank Balance as of 04/30/15 - \$1,555.00
- Prepared vouchers and Payroll to be sent to the Finance Department
- Unclaimed Bail (6 years and older) of \$17,065 turned over to the Port Chester General Fund on April 20

- Transferred thousands of files into the new cabinets in the Prosecutor's office and in the new Traffic Area. The Garage will be done on Saturday, May 16

➤ **Police Department:**

- **Training:**

During the first two weeks of April, 55 members of the Department successfully completed the semiannual firearms qualification course. This 7 hour training block is held at the Harrison Police Department Outdoor Range. Members are trained and evaluated on firearms safety, proficiency, and tactical movement and cover. Each officer is required to qualify on three 43 round courses of fire.

- **Equipment:**

- On Monday April 6, the Department received formal notification from the New York State Office of Parks Recreation and Historic Preservation that we had been selected to receive a new patrol boat under the agencies marine enforcement loaner program. The vessel, a fully equipped 24 foot Boston Whaler Justice is powered by twin 200 horsepower outboard engines and is capable of speeds over 45 knots and operation in seas up to 5 feet. It is equipped with radar, GPS chart plotter, and marine VHF radio. The Justice, valued at over \$120,000 is a state of the art search and rescue and enforcement platform. We expect delivery in mid-June
- In April, the Department received 2 used unmarked patrol vehicles from the MTA Police through their loaner program. The cars, 2007 and 2008 Ford Crown Victorias had been used by the MTAPD as administrative vehicles. They came fully equipped with emergency lights and sirens. These new additions to the motor pool will be utilized in the Patrol Division for plainclothes operations.

- **Interesting Cases:**

- On Monday April 6, 2015 at approximately 3:50 pm, members of the Port Chester Police Department Narcotics Squad, working in conjunction with the Westchester County Police Narcotics Unit, arrested a Bronx man and a New Rochelle man for drug possession. Detectives were investigating reports of drug activity in the area of Traverse Ave. Shortly after arriving, the officers observed a man enter a mini-van and engage in what appeared to be a drug transaction with the driver of the vehicle. Further investigation uncovered 40 small bags of heroin and approximately \$5000.00 in US currency.
- Victor Carrion, age 44, of the Bronx, (the van's driver) was arrested and charged with both Criminal Sale of a Controlled Substance in the third degree and Criminal Possession of a controlled substance in the 3rd degree. Both are class B felonies

- Eugene Rodrigues, age 56, of New Rochelle, (the vans passenger) was arrested and charged with Criminal Possession of a Controlled Substance in the 7th degree, a class A misdemeanor

▪ **Public Affairs:**

The objective of the public affairs initiative is to promote positive communication between the Department and the public. In April, the Department participated in the below noted public service projects:

1. Housing Summit- Human Development Services
2. Anti-Bullying Seminar-Corpus Christi School
3. Youth Debate Workshop-Carver Center
4. Life Skills-Port Chester Middle School

▪ **Detective Bureau:**

During the month of April 2015, the Detective Bureau closed our 15 cases with 13 closed by arrest. Detectives were assigned 21 new cases. The Bureau conducted a total of 26 arrests broken down as follows:

- 3-felony drug charges
- 4-misdemeanor drug charges
- 12-violation level drug charges
- 2-non-drug related misdemeanor charges
- 19-warrant arrests

**Seizures:**

- \$7,595.00-US currency
- 40-decks of heroin
- 9-zip lock bags or marijuana
- 1-medium bag of marijuana

**Evidence:**

25 cases were reviewed resulting in property being returned to the owner or authorized disposition.

▪ **Statistics:**

<b>FBI Part 1 Crimes</b>	<b>January 1/14</b>	<b>February 2/14</b>	<b>March 3/14</b>	<b>April 4/14</b>
Assault	4 2	4 3	4 6	5 7
Burglary	4 1	1 4	4 2	2 1
Larceny	28 34	31 26	31 37	40 43
Murder	0 0	0 0	0 0	0 0
Motor Veh. Theft	0 1	0 1	0 0	1 1
Rape	0 1	0 0	0 0	1 0
Robbery	1 4	2 0	1 2	1 1
<b>Arrests/Tickets</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>
Parking Tickets	5312	3661	4240	4393
Traffic Tickets	559	433	555	643
Arrests	161	130	157	140

<b>Common Calls for Service</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>
Aided, Medical	192	150	154	144
Accidents	108	108	116	102
Alarms	106	96	80	86
Directed Patrols	166	116	101	109
Domestic	12	30	22	24
School Crossings	45	32	17	19
Total Calls for Service	1637	1401	1556	

- **Senior Center / Nutrition:** 26,462 Meals served to date: (JUNE, 2014-May, 2015 )  
38 Home Bound Seniors received their meals at home, per day Monday-Friday  
60 seniors attend the Saturday Program.

- **Senior Center Calendar:**

May 5<sup>th</sup>—Cinco de Mayo celebration—music 1p.m.

May 9<sup>th</sup>—Mother’s Day Brunch—music with James Kulich 11 a.m.

May 13<sup>th</sup>—City Island Lunch on your own Cost \$10

May 20<sup>th</sup>—Lobster Festival at Platzl Brauhaus with Rye Brook—Lobster festival, live music and dancing. Bus leaves Possillipo center at 10 a.m. Cost: \$42.

June 1<sup>st</sup>—Music with Lou Del Bianco—1 p.m.

June 2<sup>nd</sup>—Hot Dog BBQ at Abendroth Park 10 a.m.

June 6<sup>th</sup>—Day trip to Sands Casino, Bethlehem, Pa.

June 13<sup>th</sup>—Father’s Day Brunch 10 a.m. George Lattimer & Steve Otis, coffee hour

June 17<sup>th</sup>—Westchester Broadway Dinner Theater—Westside Story

June 30<sup>th</sup>—Trip to Cross County Shopping center in Yonkers—Lunch at Olive Garden or Longhorn Steak House

Every Monday—Zumba 1 p.m. Every other Tuesday Tai Chi—10:30 a.m. Art Class every Friday morning at 10-12, Bingo Wed and Thurs afternoons Mah Jong played every Friday afternoon at 1 p.m.

- **Community Center Calendar:**

May 13<sup>th</sup>—Beautification Committee, Park Commission, Recreation Commission,

May 14<sup>th</sup>—Angel—Football meeting

May 17<sup>th</sup>—Annual Memorial mass and Breakfast for Police and Firefighters. 7 a.m.

June 2<sup>nd</sup>—Police Training 9-4 7-9p.m. Dave Thomas PCHS Projects.

June 3—Nick Mecca—Voter training 9-3

June 4<sup>th</sup>—Police Training 9-12 p.m. 5-9 p.m. Village Safe Driving Class

June 5<sup>th</sup>—5-9 p.m. Village Safe Driving Class

June 6<sup>th</sup>—Seniors day trip to Bethlehem, Pa. Sands Casino 7:30 am

June 10<sup>th</sup>—Beautification, Park & Recreation Commission meeting

June 12<sup>th</sup>—5:00 – 10:30 Pentecostal El Olivar Church (Luis Marino)

June 20<sup>th</sup>—Village Safe Driving Class

- All 2015 contracts have been submitted to County, waiting approval.
- PORT CHESTER RECREATION SPECIAL CITIZEN’S DAY CAMP STARTS AT THE SENIOR CENTER JUNE 29-July 29th

- **Treasurer’s Office:**

- During the month of May, Bond resolutions totaling \$3,326,500 were approved by our Village Board to Finance our FY 2015-16 Capital Plan.

- The New Payroll/Time Clock System was presented to Department Heads and Employees' Unions. The Finance and Human Resource Departments are currently working with the various departments within the Village to creating a procedure manual for our new payroll and time clock system.
- The Village's preliminary audit and Port Chester IDA audit are scheduled for the week of July 20, 2015. The Village The Village audit is scheduled of August 24, 2015 to September 4, 2015.
- **Building / Code Enforcement Department:** See Building Inspector/ Code Enforcement Director's report attached.
- **Legal:** See Village Attorney's report attached.
- **Public Works:** see DPW report attached.
- **Planning and Development:** See Planning and Development Director's reports attached.
- **Recreation:** See Recreation Supervisor's report attached.

#### Attachments

CC: Senior / Executive Staff  
Maryanne Veltri, Office Assistant  
File



# Monthly Report

June 1

# 2015

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Building Department & Code Enforcement

Monthly Report  
Performance  
Update June  
2015



# MONTHLY REPORT

## BUILDING DEPARTMENT

### Board Request: Percentage of Permits & CO's Issued for Residential and Commercial Properties.

#### Based on a sample of from January 2014 through December 2014

<b>Residential:</b>	<b>409</b>	<b>(70%)</b>
<b>Commercial:</b>	<b>147</b>	<b>(24%)</b>
<b>Mixed Occupancy:</b>	<b>39</b>	<b>(6%)</b>

#### Current Projects In Process

- Analyzing all building permits issued since 2011 and comparing the prior use to its current permitted use. Corresponding with tax assessor to identify discrepancies in tax code(s) and # of permitted units in multiple dwellings.
- Going back to 2011 and identifying all permits that were issued and haven't been closed out or renewed; letters will start to go out in June.
- Post Scanning/ indexing-review files for accuracy, update information as needed to ensure accuracy in municipality.
- Analyzing amnesty applications for time compliance, drafting reminders, consultations are 76% complete.

#### Fiscal 6/2013-5/2014

Total Permits Issued:	1,599
Certificate of Occupancies:	335
Consultations:	1,833
Inspections:	1,297

#### Fiscal 6/2014-5/2015                      Increase(s) from year prior

Total Permits Issued:	1,828	<b>(14.5% increase)</b>
Certificate of Occupancies:	405	<b>(21% increase)</b>
Consultations:	1,699	<b>(-7% decrease)</b>
Inspections:	1,793	<b>(38.5% increase)</b>

#### Unlawful Occupancy-Overcrowded Properties Breakdown 2015

Total located:	<b>152</b>
Affecting:	<b>73 properties</b>

- Unlawful Basement Occupancy: 29
- Unlawful Attic Occupancy: 21
- Single Room Occupancy (SRO's): 54
- Additional Dwelling Units: 48

**Contributors**

- 1 & 2 Family: (38) Represents: **52%**
- Multiple Dwelling (3 or more): (29) Represents: **40%**
- Mixed Use: (6) Represents: **8%**

Note\* First analysis in three years that showed 1 & 2 family homes as the dominant contributor

**Amnesty Update**

Total Amnesty Applications Submitted: 756  
 Amnesty Reports Completed: 740  
 Percentage of Amnesty Reports Complete: 98%  
 Amnesty Consultations Completed: 498 (76%)

**Code Enforcement**

<b>Fire Safety Program</b>	<b>FY 13-14</b>	<b>FY 14-15</b>
Scheduled Fire Inspections Conducted	1044	941
Fire Inspections Failed - NOV issued	636	497
Re-inspections Conducted	506	661
Certificates of Compliance Issued	725	660
Fees Collected	<b>\$126,970</b>	<b>\$233,803</b>
Request to Conduct Fire Inspection Notices Sent Out	617	1092
NOV's Failure Responding to Fire Safety Renewal Notice	276	351
Appearance Tickets Issued	88	35
<b>Additional Inspections</b>		
Sprinkler/Flow Inspections	6	7
Sprinklers - Hydrostatic Inspections	14	43
Fire Alarm Inspections	35	25
Kitchen Fire Suppression System Inspections	10	18
Court Inspections	10	16
Stop Work Order Issued	18	4
Fire/Police Referral Inspections	80	183
Unsafe/Unfit Structure Inspections	7	1
Knox Box Inspections	15	32

### **Most Notable**

Revenues have increased by **\$106,833** in one fiscal this is an **(83%)** over the last year. This increase is directly related to the consistent reminder letters and issuance of NOV's for failing to respond to a request to conduct a fire inspection representing an increase of **(43%)** increase.

<b>Code Enforcement Program</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>
Complaints Received	1222	2092
Inspections Conducted (as a result of complaints)	3038	4898
Right of Entry Requests	37	68
Notice of Violations Issued	683	781
Illegal Dwelling, Overcrowding Complaints (IDW & OC)	77	117
Notice of Violations Issued re: (IDW & OC)	47	46
Appearance Tickets Issued	44	85
Stop Work Orders	30	46
Compliance Case Closed	600	849
Unfounded	71	135
Referred to PC Building Department	35	34
Referred PC Police Department	34	35
Fire Safety Referral	9	5
Referred to DPW	35	69
Referred to Westchester County Department of Health	2	2
Referred to HUD	4	0
Referred to PCHA	3	10
<b>Court Cases</b>		
Number of Current Court Cases	<b>165</b>	<b>204</b>

### **Most Notable**

An increase in complaints and inspections by 38%.





# Village of Port Chester

## Office of the Village Attorney

### MEMORANDUM

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TO: Christopher D. Steers, Village Manager

FROM: Anthony M. Cerreto

DATE: June 11, 2015

RE: Monthly Report 4/15/2015 to Date

#### Board of Trustees

Attended meetings and budget workshops of the Board of Trustees. Prepared resolutions and drafted local laws amending the Village Code involving parking on Westchester Avenue in the vicinity of Fire Headquarters, sidewalk cafes, parking space obstruction permits, subdivision regulations involving lot line adjustments, the Zoning Regulation involving medical and dental offices and new C1M Neighborhood Retail – Medical Zoning District, the Code of Ethics involving gifts, and the Code clarifying the obligations of property owners and other parties with regard to the maintenance and upkeep of the adjoining or contiguous public sidewalks. Reviewed Article 78 proceeding brought by a former member of the Police Department against the Board and secured favorable determination of insurance coverage and recommendation of Labor Counsel to defend same. Prepared home rule message to advance hotel occupancy tax bills pending before the State Legislature. Legal research on group homes and meetings with planning staff and consultation with former trustee Didden in anticipation of hearing before State agency on Village's opposition to proposed group home on Betsey Brown Road.

#### Sewer Rent Project

Drafted form application for applicants seeking adjustment following Board's adoption of recommended local law with new criteria for adjustment in sewer rents. Attended meetings and conference calls between Village staff and United Water Company and the Town of Rye with regard to collection and enforcement of delinquent sewer rents. Drafted letter to Town of Rye confirming protocols on use of tax levy to collect and enforce delinquent sewer rents. Consulted with New York Conference of Mayors to confirm the intended approach of bringing suit to collect sewer rents for tax-exempt properties.

#### Litigation

Meetings, conference calls, provide responses to pre-trial discovery demands and coordinating with insurance company defense counsels in suits brought against the Village. Notable cases involve a volunteer firefighter on a claim of wrongful expulsion (Camoia) and village marshals on a claim of wrongful eviction and other allegations of wrongdoing (Luria). Successful in securing G & S's

insurance company's defense of claim and reimbursement of defense costs for a significant trip and fall suit.

Negotiated disposition of Village v. Empire Bonding Company, et al. with regard to a bail bond forfeiture.

### Code Enforcement

Follow-up consultations with bank counsel with regard to foreclosure proceeding for 23 Washington Street and provided 24/7 contact information for code enforcement. Monitor proposed legislation pending in the State Legislature ("Abandoned Property Neighborhood Relief Act") and Governor's agreement with banks to implement "best practices" and prepared Board resolution with regard to same. Meetings with outgoing and consultations with new Village Prosecutor to accomplish transition and orientation to procedures, caseload and significant cases. Consultations with Building Inspector with regard to strategy and potential court proceedings involving 200 William Street, 206 Irving Avenue and 1 Betsey Brown Road.

### Contracts

Reviewed and/or drafted agreements involving sanitary sewer/storm drain TV inspection, bus transportation for Recreation Department and Senior Citizens programs, senior nutrition program, court reporter, court interpreter, workers compensation (self-insured and first-dollar programs), Recreation Department's outsourced soccer program.

### Planning and Zoning

Attended meetings of the Planning Commission and Zoning Boards of Appeal. Prepared findings of facts for Zoning Board. Attended staff planning meetings and telephone conference calls with Village's consultants, planning staff and special counsel regarding the Starwood development project. Prepared letter to Starwood and advised staff with regard to status of escrow account. Attended meeting with staff and applicant with regard to Castle Project and issue of undergrounding of utility lines. Attended meetings, reviewed subdivision approval and proposed easement agreement with regard to Rockland Avenue subdivision. Appeared for court conference in Westchester Supreme Court involving suit brought by Starwood and report to Board.

### Meetings:

Meetings and conference calls with regard to the following matters: Municipal Center. Metro-North settlement agreement, Port Chester Youth Baseball League, Port Chester Soccer Club, Con Edison street openings, payroll tracking, time clocks, parking regulations in the vicinity of the firehouses, air conditioning maintenance, elevator maintenance, emergency bulkhead work, Showboat/LWRP approval process, Dr. Carlucci lease renewal, cell site lease agreements at DPW Yard and Village Hall, dog run in Abendroth Park, insurance renewals.

Participant in NYS Department of Environmental Conservation Audit for MS4.

Meetings and conference calls with Manager, Labor Counsel and Ed Brancati on several personnel pending matters in the Fire Department, Police Department and Court Clerk's office. Contract negotiations with CSEA with the management team.

### Counsel to Other Boards and Commissions

Attended meetings and provided memos to Board of Ethics with regard to gifts and nepotism.  
Attended meetings of the Beautification Commission, Park Commission and Port Chester Industrial Development Agency.

### Other

Attended Pace University Land Use Law Center Corporation Counsel Roundtable and Mayor's Roundtable meetings and report on same.





# Department of Public Works Report May thru June 11, 2015

Note: Approximated Statistics

- Landscaping

- Planted 1,000 flowers throughout all the Village Parks and the Village.
- Mulched all beds in the parks, the police booth and the mini parks.
- Cut the grass and trimmed the bushes in all the parks, mini parks, and islands.

- Village Trees

- Raised all the trees on Glen Avenue.
- Removed 7 trees.

- Street Cleaning

- Swept all main roads and posted streets (7) days a week.

- Street Lights

- Repaired 25 street lights in the parks and the streets.

- Rye Town

- Collected the garbage at Crawford Park & Oak Land Beach.

- Potholes

- Pothole Killer commencing on 6-10-15 scheduled to work (10) hour days thru 6-19-15.

- Storm Drains

- Cleaned 25.
- Repaired 10.

- Sewers

- Cleaned 8.
- 15 Sewer jobs.

- Sanitation

- Collected household garbage.
- Collected Bulk Trash.
- Collected Green waste.
- Collected recycling.
- Poked main drags 7 days a week and dumped all garbage cans.

- Baseball fields

- Prepped all fields 5 days a week.

- Columbus Park

- Prepped Water Park for camps and for the schools end of the year Fun day.

- Mechanics

- Repaired & serviced Fire trucks, Police Cars, DPW trucks and cars.





**VILLAGE OF PORT CHESTER**  
**DEPARTMENT OF PLANNING & DEVELOPMENT**

**222 Grace Church Street, Rm. 202**  
**Port Chester, NY 10573**  
**(P) 914.937.6780**  
**(F) 914.939-2733**

Christopher Gomez, AICP, Director  
 Jessica Youngblood, MCP, Planner  
 Elizabeth Esposito, Assistant Planner  
 Constance Phillips, Planning Commission Secretary

**ACTIVE PLANNING AND DEVELOPMENT INITIATIVES**

**PLANNING**

INITIATIVE	SUMMARY	STATUS
School Children Generation Mitigation Formula (Funded, initiated by the Village IDA)	Development of mitigation formula applicable to multi-family residential development seeking to provide monetary contribution to any additional impact to the school district as a result of the project.	Presentation to BOT, December 2014. Consultant revised final document to include additional multi-family development examples.
Redevelopment of the former United Hospital Site (Starwood)	Mixed-use redevelopment proposal for the former United Hospital site located within the Village’s PMU Planned Mixed Use District to permit: 500 “Millennial” housing units, 240 age-restricted housing units, an approx. 138-key limited service hotel, 100,000-200,000 square feet of medical office, approx. 90,000 square feet of retail, ample public and green space, and improved access to Abendroth Park.	Preliminary DEIS provided by Applicant December 30, 2014. Applicant submitted DEIS revisions early May 2015 for consultant and staff review completeness. Anticipated BOT action to accept Applicant’s DEIS as complete July 2015.
Planning Workshop	Quarterly workshop meetings with the Planning Commission to discuss various topics regarding the implementation of Comprehensive Plan recommendations and zoning amendments for BOT review.	Ongoing.
Project Proposal Forms	Intake and processing of proposals which may require review by the Planning Commission, Zoning Board, and Waterfront Commission.	Ongoing. Plans to create spatial database tracking market trends relative to existing zoning provisions.

**ZONING AMENDMENTS**

<b>INITIATIVE</b>	<b>SUMMARY</b>	<b>STATUS</b>
C1 Neighborhood Retail Zoning Analysis: medical, dental office use	Analysis of a potential zoning text change to permit medical in the C1 Neighborhood Retail District by special exception permit subject to existing special exception criteria as defined in §345-61U.	Presentation to BOT completed March 2015. Planning Commission supports concept. Anticipated local law adoption June 15, 2015.
Lot Line Adjustment	Land subdivision law amendment to allow for administrative approval of minor lot line adjustments or apportionments that will not create additional buildable lots or alter zoning districts.	Petitioner to present concept to BOT in May/June 2015. Anticipated local law adoption June 15, 2015.
Minor Change of Use	Amendment to streamline approval process for minor change of use in C2, C5, and C5T Districts. Would enable administrative approval of change of occupancy to another approved use of equal or lesser impact rather than full site plan approval by Planning Commission. Targeted to facilitate the re-occupancy of vacant second and third story office spaces downtown.	Presentation to BOT anticipated May 2015. Planning Commission supports concept. Staff has prepared draft local law for BOT review and adoption.

**ADMINISTRATION**

<b>INITIATIVE</b>	<b>SUMMARY</b>	<b>STATUS</b>
Records Management	Maintains and records all planning, zoning files including escrow accounting for active applications	Ongoing
Board/Commission Management	Staff, professional development; professional certification	Ongoing
IDA Management	Records and maintains all IDA files; liaise between Village and IDA.	Ongoing
Web Management	Maintains Planning, Zoning IDA, LDC webpages.	Ongoing

**GRANTS**

<b>INITIATIVE</b>	<b>SUMMARY</b>	<b>STATUS</b>
New York State Regional Economic Development Council Grant Funding	Application, management and oversight of all applied and received local, state and federal funding grants for the repair of the collapsed bulkhead with new public activity platform.	<p>DOS-LWRP FY2013-2014: awarded \$225,420 for design and construction plans + permits. Contract executed October 2014. Final RFP for design and construction plans + permits under review by DOS, January 2015. RFP solicited February 2015, closed March 16, 2015. Interviews currently underway.</p> <p>2015 CFA Process opened May 1, 2015 and closes July 31, 2015.</p> <p>Staff attended June 9, 2015 CFA workshop.</p>
Community Development Block Grant (CDBG)/ Community Housing Infrastructure Investment Program (CHIIP)	Pursuing approximately \$900,000 from the County's new Community Housing Infrastructure Investment Program (CHIIP) to fund prior CDBG awards for sewer and sidewalk infrastructure.	BOT resolution identifying CHIIP project funding request and 50% match source for March 16, 2015 adoption.

**ENVIRONMENTAL PLANNING**

<b>INITIATIVE</b>	<b>SUMMARY</b>	<b>STATUS</b>
Hazard Mitigation Planning (County-wide Plan)	Westchester County preparation county-wide hazard mitigation planning, i.e. hurricanes, blizzards, flooding, etc. Completion ensures eligibility for emergency management funding.	Final draft report distributed to municipalities April 2015. Staff presented report at the May 18, 2015 meeting. Draft report under review by FEMA and Westchester County, with anticipated adoption Fall 2015.
MS4 Permit Management	Municipal separate storm sewer system (MS4) permit required by Federal Government under the Environmental Protection Agency (EPA) National Pollutant Discharge Elimination System (NPDES) program to prevent harmful pollutants from being washed or discharged into a waterbody.	Annually. NYSDEC Audit scheduled June 2 for compliance review. Staff providing assistance across departments.

Local Waterfront Revitalization Program (LWRP)	Update to adopted 1992 village waterfront policy and vision plan. Guidelines for Waterfront Commission project consistency review.	Finalizing Draft LWRP document for NY Department of State (DOS) official 60 Day Document Review. Formal BOT adoption 2015.
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**Visioning, Branding, and Economic DEVELOPMENT Strategies**

Economic Development Promotional Material	Economic development promotional materials citing Comprehensive Plan, Strategic Plan, LWRP vision. Coordination with IDA Strategic Planning efforts.	Ongoing
150 <sup>th</sup> Anniversary	Proposed formation of a steering committee to complete specific beautification projects in anticipation of the Village's 150 <sup>th</sup> anniversary in 2018. Possible projects include: <ul style="list-style-type: none"> <li>• Streetscape improvements</li> <li>• Area branding</li> <li>• Placemaking Charette</li> <li>• Historic preservation designation</li> <li>• New/improved greenspace and/or bike and pedestrian amenities</li> <li>• Area-wide programs/events/initiatives</li> </ul>	2015-2018

# Planning Commission, Zoning Board of Appeals, and IDA Applications

The Office of Planning & Development oversees activities for the Planning Commission, Zoning Board of Appeals, Waterfront Commission, Industrial Development Agency and Board of Trustees. Below are two tables of both active and recently approved applications managed by the Office of Planning & Development. Additional information is available through the Office's website ([http://www.portchesterny.com/Pages/PortChesterNY\\_Planning/index](http://www.portchesterny.com/Pages/PortChesterNY_Planning/index)).

## ACTIVE PLANNING APPLICATIONS

Address	Project Description	Status of Project
501 Willett Ave	New limited car rental facility with accessory office.	Public meeting scheduled June 2015.
70 Grove Street	Legalization for expansion of existing auto-body repair with accessory office.	ZBA Public hearing June 2015.
141 Abendroth Ave	Site plan conditions amendments.	Public Hearing continued to June 2015.
220 Westchester Ave	Legalization of medical/dental offices	Adjourned until further notice.

## APPROVED APPLICATIONS

Address	Project Description
110 Westchester Ave	New dental office.
74, 98 Fox Island Road	Relocation of existing laundry facility at 98 Fox Island Road to 74 Fox Island Road with expansion of existing warehouse at 98 Fox Island Road.
110 Westchester Ave	New dental office.
10 Pearl Street	Demolition of existing building for new restaurant and four floors of office.
29, 37-39 N Main Street	Expansion of existing restaurant into outdoor patio space.
10 Bulkley Ave	Site plan approval for woodworking shop.
141 Willett Ave	New health club.
21 Abendroth Ave	Shared parking approval.
141 Willett Ave	New health club.
120 N Pearl	New multi-family building (50 units) with high-end amenities + parking.
163 N. Main	Tarry Market Alley way.
8 Slater	Warehouse expansion for vehicle storage.
25 Willett Ave	Creation of American Bar & Restaurant.
242 King St	Expansion of existing office building.
264 Boston Post Road	Legalization of freezer at existing drive-thru restaurant.
411 Westchester Ave	Modification of existing base station and renew existing special exception use permit for wireless telecomm facility (Verizon).
411 Westchester Ave	Modification of existing base station and renew existing special exception use permit for wireless telecomm facility (Sprint).
135 S Main Street	Site plan approval for construction of two new two-family residences.

117 N Main Street 999 High Street	Open a family oriented Papa John's pizza restaurant. Renewal for special exception use permit for wireless telecomm facility (AT&T).
167-169 Terrace Ave	Modification of existing base station and renew existing special exception use permit for wireless telecomm facility (Sprint).
999 High Street	Modification of existing base station and renew existing special exception use permit for wireless telecomm facility (Sprint).
222 Grace Church St	Modification of existing base station and renew existing special exception use permit for wireless telecomm facility (Sprint).
45 Townsend	Remove an existing two family dwelling and use the parcel for open storage of materials.
126 North Main St	Gastropub styled restaurant featuring weekend acoustic performances.
33 New Broad St	Open micro distillery as part of larger sustainable/farming operation.
152 King Street	Proposed interior renovations to a 1-story building to convert existing repair bays to a convenience store.
96 Perry Ave	Two-lot subdivision
145 Westchester Ave	Expansion of use and operation of the space by annexing it into the adjacent existing overall operations of The Capitol Theatre.
149-151 Westchester Ave	Capitol Theatre expansion of capacity use/increase occupancy from 1,835 to 2,205; add exterior walk in cooler, use of sidewalk hydraulic material lift and addition of mobile stand up bars.
36 Midland Avenue	Installation of sectional overhead doors & relocation of 3 parking spaces.
104 North Main Street	Reconfigure existing takeout restaurant & expand kitchen & dining room into existing adjacent tenant spaces, renovate existing basement for auxiliary use to restaurant on 1st floor, install new NFPA Sprinkler System throughout entire building.
110 Midland Avenue	Installation of a self-contained cosmetic spray booth within open warehouse space in accordance with Westchester County emission permit.
110 North Main Street	Raise existing roof structure to provide habitable space. Existing 2nd floor to be used as an office, storage, private dining and a service kitchen for private dining.
400 Westchester Ave	Construct a rear handicap-accessible rear facility entrance with canopy and fence; Replace playground equipment
275 Boston Post Road	Renovate existing vacant food service establishment into a Popeye's franchise restaurant with drive-thru.
110 Westchester Ave	Provide pedestrian access from Village owned muni parking lot to rear of common property line, install new exit door, walkway with lighting new fencing and new lawn.
26 Putnam Ave	Site Plan approval for continued use of an existing Sign/Graphic Design Shop (2nd fl.) and approval for a change of use (1st fl.) for current non-conforming use as a laundromat.
21 Abendroth	Shared parking approval
411 Westchester Ave	Modification of existing wireless facilities.
500 N. Main Street	Health club approval
110 Midland	Amendment to approved site plan; special exception use.



## MEMORANDUM

To: Christopher D. Steers  
Village Manager

From: Heather Krakowski  
Recreation Supervisor

Subject: Monthly Report (May 2015 –June 2015)

Date: June 9, 2015

---

Please see a list of meetings I have attended and a list of programs that are running or upcoming. This list is usually included in my monthly reports to the Recreation Commission.

### Meetings

5/1 Rocky Morabito- Parks-Water Spray Playground  
5/5 Staff meeting  
5/7 Carver Center-Collaboration  
5/12 Park use – Village manager  
5/13 Recreation Commission  
5/13 Park Commission  
5/14 Port Chester Fest  
5/15 Grant Writing  
5/18 E. Tigani –Park Attendants  
5/19 J. Cunningham, lifeguards  
5/20 Staff meeting  
5/21 T. Cerreto, Soccer Contract  
5/26 R. Morabito, DPW Foreman – supplies parks  
5/27 Agenda meeting  
5/29 Carver Center, P.C. School District Collaboration  
6/6/ Carver Center, Lifeguard Training  
6/4 Staff meeting  
6/8 Dog Park Meeting

**Programs/Events****Registered/ Attended****Karate**

20

October 2<sup>nd</sup> – May 28<sup>th</sup> 2015**After School Reading & Art**

100

November -May**1<sup>st</sup> & 2<sup>nd</sup> Grade Floor Hockey**

20

Starts March 25<sup>th</sup>**Super Soccer Stars –Soccer**

25

3, 4 and 5 year olds – March

**Spring Youth Tennis**

30

Starts April 25

**Spring Soccer**

140

Starts April

**UPCOMING Programs/Events****Registered/ Attended****Day Camp/Cub Camp Registration Opened**

207

Jan 5<sup>th</sup>**Cub Camp**

35

Starts July 6<sup>th</sup>**Playground Program**

165 (estimated)

Registration Day June 27<sup>th</sup>Starts June 29<sup>th</sup>**Special Citizens Program**

11

**Concerts in the Park**Fridays starting July 8<sup>th</sup>**Concerts Downtown**

Weds August

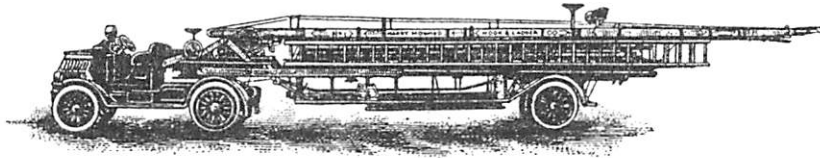
**Applications for Spring and Summer Employment available**Deadline March 31<sup>st</sup> for Camps

**From May 1<sup>st</sup> – June 9<sup>th</sup>**

- **Organized and Overseeing currently running programs listed above**
- **Overseeing the After School Staff & park permits applications**
- **Upcoming contracts**
- **Park Inspections**
- **Organizing the upcoming programs (Examples – Concerts in the Park, Port Chester Day)**
- **Most Spring activities are currently running and working on Summer Activities**
- **Interviewed Seasonal Staff (Park Attendants and Camp Summer Programs)**
- **Working on Summer Concert Series and Port Chester Day with Entertainment Committee**
- **Bus Bid Complete**
- **Documentation submitted to obtain County Health Department permit to operate Day Camp and Cub Camp**
- **Parks Attendants Staff Scheduled – Supplies Ordered – Staff is scheduled for Lyon and Columbus Park on regular schedules based on School hours and Baseball and Soccer Activity (Schedules change as need and extended hours Apply after June)**
- **Playground Program – Staff, Supplies, Entertainers, registration day**
- **Special Citizens Summer Program – Staff, Supplies, Buses, Trips**
- **Organizing Certification Classes for Summer Staff**
- **Hired approximately 45 Seasonal employees**

# DISCUSSION

# CORRESPONDENCE



HARRY HOWARD HOOK & LADDER CO. NO. 1  
PORT CHESTER, N.Y. 10573



June 3, 2015

Honorable Mayor Dennis Pilla and  
Members of the Village Board of Trustees  
Village of Port Chester  
222 Grace Church Street  
Port Chester, NY 10573  
Attn: Janusz Richards – Village Clerk

**Re: Resignation of Matthew Pugni**

Dear Mayor Pilla & Members of the Board

The purpose of this letter is to inform you that on June 2, 2015, at the regularly scheduled monthly meeting of the Company, the members of Harry Howard Hook & Ladder Company #1 accepted the resignation of Matthew Pugni, 29 Grove Street, Cos Cob, CT.

Sincerely,

NEIL J. PAGANO

Secretary

cc: Matthew Pugni  
29 Grove Street  
Cos Cob, CT 06807



# **Mellor Engine & Hose Co. No 3, Inc.**

**P.O. BOX 575  
PORT CHESTER, NEW YORK 10573**

**Gregg Gregory, *President***  
**Daniel Romanello, *Vice President***  
**John Colucci, *Treasurer***  
**Donna Gordiski, *Secretary***

**Luis Marino, *Captain***  
**Leslie Murphy, *1<sup>st</sup> Lieutenant***  
**Scott Sprague, *2<sup>nd</sup> Lieutenant***  
**Frank Gordiski, *Sergeant***  
**Peter Mutz, *Chief Driver***

June 2, 2015

**Village of Port Chester  
Village Clerk  
222 Grace Church St.  
Port Chester, New York 10573**

**To whom it may concern:**

**The members of Mellor Engine & Hose Company #3, Inc. have elected Mr. Nakeem Marks to active membership in our Company. This action took place during our regular monthly meeting on June 1, 2015.**

**Mr. Marks resides at 130 Grace Church St, Port Chester, New York. We believe that Mr. Marks will be an asset to the Port Chester Fire Department. Upon completion of the necessary physical exam requirements, Mr. Doyle will present a copy of this letter to your office.**

**We hope the Village Trustees approve Mr. Marks for membership in the Port Chester Fire Department.**

**Sincerely,**

**Donna C. Gordiski  
Secretary of Mellor E&H Co. #3**

**M. Ravikoff Associates, Inc.**

33 New Broad Street  
Port Chester, NY 10573

Phone 914-934-2424  
Fax 914-937-5186

June 5, 2015



Mr. Anthony Cerreto, Village Attorney  
Board of Trustees  
Planning & Zoning Department  
Village Hall  
222 Grace Church Street  
Port Chester, NY 10573

Reference: Attached Notice

These notices keep getting mailed to the property, not the address of the owner's office, not the address at which we receive all of our tax bills. How is this possible?

We were not properly notified. I can only imagine how many others will go without ever receiving this information. I suggest a thorough revamping of your process before you continue on to a public meeting.

Additionally, your drawing literally eliminates some properties which you describe as parcels being potentially impacted. I suggest you resend the notice; you can then clarify this drawing.

All of our tax bills are received at 235 Holding Co.,LLC, c/o Mr. Ravikoff Associates, 33 New Broad Street, Port Chester, NY 10573. By the way, H & H Property Corp., owner of 211 Irving Avenue, has not received any notices.

Sincerely,

A handwritten signature in blue ink, appearing to read "Howard Ravikoff". The signature is stylized and fluid.

Howard Ravikoff

Attachment



# PUBLIC NOTICE:

## A PUBLIC HEARING

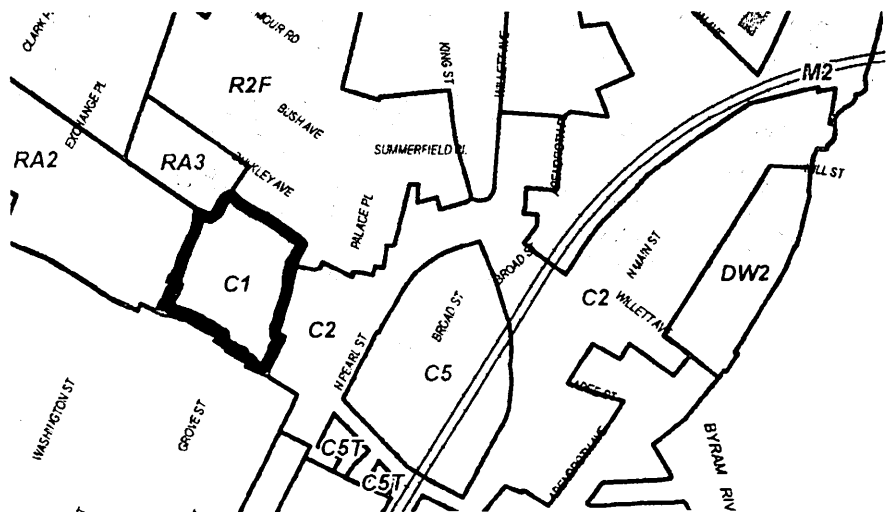
WILL BE HELD BY THE VILLAGE OF PORT CHESTER BOARD OF TRUSTEES  
ON MONDAY, JUNE 15, 2015 AT 7PM

AT THE VILLAGE JUSTICE COURT COURTROOM AT 350 N. MAIN ST. PORT CHESTER, NY  
TO CONSIDER THE ADVISABILITY OF ADOPTING A LOCAL LAW TO AMEND THE CODE OF  
THE VILLAGE OF PORT CHESTER, CHAPTER 345 "ZONING" THAT WOULD: UPDATE THE  
USE CLASSIFICATION AND AMEND EXISTING STANDARDS FOR THE GRANTING OF  
SPECIAL USE EXCEPTIONS FOR MEDICAL AND DENTAL OFFICES AND ESTABLISH OFF-  
STREET PARKING REQUIREMENTS FOR SUCH USES, CREATE A NEW C1M  
NEIGHBORHOOD RETAIL – MEDICAL ZONING DISTRICT WITH CHANGES TO THE  
SCHEDULE OF USE REGULATIONS, AND AMEND THE OFFICIAL ZONING MAP TO  
PROVIDE FOR THE ZONING DESIGNATION OF CERTAIN PROPERTIES CURRENTLY IN THE  
C1 NEIGHBORHOOD RETAIL DISTRICT TO BE CHANGED TO THE NEW C1M DISTRICT.  
PORT CHESTER BUILDING DEPT. 939-5203

An electronic copy of the Local Law and Zoning Map is available on the Village's website [[www.portchesterny.com](http://www.portchesterny.com)]. Paper copies of the Local Law and Zoning Map are available for viewing at Village Hall, 222 Grace Church Street, Port Chester, NY 10573 and the Port Chester-Rye Brook Library, 1 Haseco Avenue, Port Chester, NY 10573. At the public hearing, interested persons will be afforded the opportunity to be heard. For more information, call the Port Chester Planning and Development Department at (914) 939-6780.

Parcels potentially impacted by this change:

<u>Address</u>	<u>Section/ Block/Lot</u>
200 Westchester Avenue	142.22-1-1
204-210 Westchester Avenue	142.2201-2
216 Westchester Avenue	142.22-1-5
220 Westchester Avenue	142.22-1-6
232 Westchester Avenue	142.22-1-7
238 Westchester Avenue	142.22-1-8
235 Westchester Avenue	142.22-1-22
Irving Avenue	142.22-1-23
227 Westchester Avenue	142.22-1-24
223-225 Westchester Avenue	142.22-1-25
219 Westchester Avenue	142.22-1-26
211-217 Westchester Avenue	142.22-1-27
Westchester Avenue	142.22-1-28
200 Irving Avenue	142.22-1-29
204 Irving Avenue	142.22-1-30
206 Irving Avenue	142.22-1-31
214 Irving Avenue	142.22-1-32
220 Irving Avenue	142.22-1-33
227 Irving Avenue	142.22-1-35
233 Irving Avenue	142.22-1-36
211 Irving Avenue	142.22-1-37
199 Irving Avenue	142.22-1-38
26 Pongo Street	142.22-1-39



## **PARK COMMISSION**

**Port Chester, New York**

**June 10, 2015**

**Mayor Dennis Pilla and the Board of Trustees:**

**At their meeting held May 27, 2015, the Park Commission discussed grilling in Village Parks.**

**The Commission approved a motion to allow grilling in our parks but with reservation. At this time grills are available in Lyon and Columbus Parks. The Commission recommends that two grills be placed in Abendroth Park off the patio with signage.. There is no fee for the use of the stationery grills in the parks. The Commission recommends that approved containers be placed in the areas of the grills for ashes. The Commission feels that by making grills available we eliminate the need to bring grills into the parks but we will review individually any requests which include bringing grills into the parks.**

**A motion was made and unanimously approved to accept these recommendations regarding grilling in Village parks. The Commission recommends that you accept these recommendations.**

**Sincerely,**

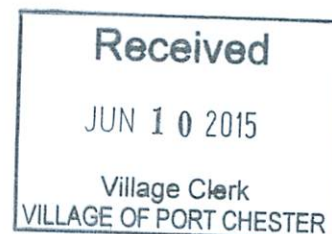
***Jerry Terranova***

**Jerry Terranova  
Chairman**

**Cc: C. Steers  
T. Cerreto  
C. Ameigh**

Mr. Christopher D. Steers  
Village Manager  
Village of Port Chester  
222 Grace Church Street  
Port Chester, NY 10573

June 8, 2015



Mr. Steers:

Please accept this letter as official notice that I am resigning from my title of Director of Planning and Development with the Village of Port Chester effective June 27, 2015. As you are aware, I have recently accepted the position of Commissioner of Planning for the City of White Plains, New York.

I want to thank you for the opportunity to serve the Village under your leadership, and I am particularly proud of the strides the reconstituted in-house Planning Department has made in that time. Further, with the benefit of an improved development application process led by highly qualified staff in Ms. Jessica Youngblood and Ms. Constance Phillips, I am confident that the Planning Department will continue to be a model for Westchester communities long after my departure.

During this last month with the Village, I will ensure to complete all current tasks and train staff on long range projects with a particular focus on the former United Hospital site redevelopment, clearly the Village's greatest-ever economic development opportunity. In addition, I will make myself available to assist in any departmental transition as needed.

In closing, it was not without pause that I have chosen to leave employment with the Village of Port Chester. The managerial team I have had the opportunity to work closely with during my tenure, specifically you, Tony Cerreto, Peter Miley, Leonie Douglas, and Janusz Richards is second to none in local government. I know firsthand that the role of municipal official can often seem like a thankless task and thus want to take this opportunity to thank you and all other employees of the Village for all that you do - the countless hours, constant pressure, and late nights away your families, all in the effort to make Port Chester a better place. It is clear that the Village is well positioned to succeed under your leadership and the incredibly dedicated staff I have had the pleasure of working with in my time. I wish the Village continued success and look forward to working with you in the future.

Sincerely,

A handwritten signature in blue ink, appearing to read "Christopher Gomez".

Christopher Gomez, AICP  
136 Union Avenue  
Peekskill, NY 10566

**PUBLIC COMMENTS  
AND  
BOARD COMMENTS**