1. Agenda

   Documents:

   AGENDA 02-20-20.PDF

2. Supporting Documents

   Documents:

   MEETING DOCS 02-20-20.PDF

3. Claims Analysis

   Documents:

   CLAIMS ANALYSIS 022020.PDF

REGULAR MEETING OF THE COMMON COUNCIL
OF THE CITY OF PLATTSBURGH, NEW YORK
February 20, 2020
5:30 P.M.

AGENDA

Pledge of Allegiance
(RC)
Present: Mayor Colin Read, Councilors Ira Barbell (W1), Mike Kelly (W2), Elizabeth Gibbs (W3), Paul DeDominicas (W4), Patrick McFarlin (W5), Jeff Moore (W6)
Absent:
****

MAYOR'S COMMENTS:
****

1. MINUTES OF THE PREVIOUS MEETING:

RESOLVED: That the Minutes of the Regular Meeting of the Common Council held on February 13, 2020 are approved and placed on file among the public records of the City Clerk's Office

By Councilor _____; Seconded by Councilor _____
(All in Favor/opposed)
Roll call: Councilors Barbell, Kelly, Gibbs, DeDominicas, McFarlin, Moore
****

2. PAYROLLS OF VARIOUS DEPARTMENTS:

RESOLVED: That the payrolls of the various Departments of the City of Plattsburgh for the week ending February 19, 2020 in the amount of **$ _____** are authorized and allowed and the Mayor and the City Clerk are hereby empowered and directed to sign warrants drawn on the City Chamberlain for the payment thereof.

By Councilor _____; Seconded by Councilor _____
(All in Favor/opposed)
Roll call: Councilors Barbell, Kelly, Gibbs, DeDominicas, McFarlin, Moore
****

3. REPORTS OF CITY OFFICES & COMMITTEE REPORTS:

- Report of Fire and Ambulance Responses for the week of February 11-17, 2019
- Report from the Building Inspector's office for the week of February 12-18, 2019
- Reports from the Police Department dated February 18, 2020
- Minutes from the City Infrastructure Committee meeting held on February 13, 2020
- Report from City Historians for 2019

COUNCILOR/DEPARTMENT CHAIR COMMITTEE REPORTS:

Governance, Strategy, and City Operations- Chair Councilor Barbell

City Infrastructure – Chair Councilor Moore

Finance and Budget – Chair Councilor Kelly

Public Safety – Chair Councilor Gibbs

Plattsburgh Public Library – Chair Councilor DeDominicas

MLD - MLD Board President Councilor McFarlin

RESOLVED: That the reports as listed are hereby ordered received and any written reports are placed on file among the public records of the City Clerk's Office.

By Councilor _____; Seconded by Councilor _____
(All in Favor/opposed)
Roll call: Councilors Barbell, Kelly, Gibbs, DeDominicas, McFarlin, Moore

****

4. CORRESPONDENCE OR RECOMMENDATIONS FROM BOARDS: None

****

5. AUDIT OF CLAIMS:

RESOLVED: That the bills Audited by the Common Council for the week ending February 21, 2020 in the amount of **$_____**are authorized and allowed and the Mayor and City Clerk are hereby authorized and directed to sign warrants drawn on the City Chamberlain for the payment thereof.

By Councilor _____; Seconded by Councilor _____
(All in Favor/opposed)
Roll call: Councilors Barbell, Kelly, Gibbs, DeDominicas, McFarlin, Moore

****

6. PERSONS ADDRESSING COUNCIL ON AGENDA ITEMS ONLY:

_____

_____

_____

****

7. OTHER ITEMS:

A. WHEREAS the City was awarded $125,366 from NYS DOS LWRP grant in 2018 to finalize the City's draft LWRP and update the Comprehensive Plan and Zoning Ordinance; and

WHEREAS the City has followed the applicable procurement policy outlined in the Department of State master contract; and

RESOLVED: In accordance with the request therefore the Common Council approves the Consulting Services contract for the finalization of the LWRP and update of the Comprehensive Plan and Zoning Ordinance be awarded to Saratoga Associates Landscape Architects, Architects, Engineers, and Planners, P.C. Payment for the contract will be made using funds from the DOS grant award.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Barbell, Kelly, Gibbs, DeDominicas, McFarlin, Moore

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____
Follow up Action:

****

B. ADOPTING FINDINGS STATEMENT FOR DOWNTOWN AREA IMPROVEMENT PROJECTS AND AUTHORIZING PUBLIC NOTICES IN ACCORDANCE WITH REQUIREMENTS OF STATE ENVIRONMENTAL QUALITY REVIEW ACT

WHEREAS, the City of Plattsburgh revitalization efforts will involve several downtown area improvement projects (collectively the "Projects"); and

WHEREAS, the Plattsburgh Common Council ("Common Council") determined that the Projects collectively are a Type I Action pursuant to the State Environmental Quality Review Act (SEQRA), identified the potential Involved Agencies under SEQRA and was duly designated as SEQRA Lead Agency with consent of the Involved Agencies; and

WHEREAS, the Common Council determined to conduct comprehensive review of the Projects through preparation of a Generic Environmental Impact Statement (GEIS) pursuant to SEQRA and Section 617.10 of the implementing Regulations set forth at Title 6 of the New York Compilation of Codes, Rules and Regulations (NYCRR); and

WHEREAS, The Chazen Companies (Chazen) prepared a Draft Scoping Document pursuant to 6 NYCRR Section 617.8 and the Common Council, as SEQRA Lead Agency, provided a copy of the Draft Scope to all Involved Agencies, made it available to any individual or SEQRA Interested Agency that expressed an interest in writing to the Lead Agency and provided both a period of time for the public to review and provide written comments on the Draft Scope and a public scoping session to provide for public input; and

WHEREAS, a Final Scoping Document was accepted by the Common Council and Chazen prepared a Draft GEIS ("DGEIS") in accordance with the Final Scoping Document to assess the potential impacts of the Projects, and the DGEIS was accepted as complete for public review by the Common Council on November 21, 2019; and

WHEREAS, the DGEIS and Notice of Completion were duly circulated to all SEQRA Involved and Interested Agencies; the DGEIS was posted on the City's website and a Notice of Acceptance of Draft

GEIS and Public Hearing was published in the Environmental Notice Bulletin (ENB) on December 4, 2019; and

WHEREAS, a public hearing on the DGEIS was held on December 9, 2019 and written comments on the DGEIS were accepted by the Common Council, as Lead Agency, until December 23, 2019; and

WHEREAS, a Final GEIS ("FGEIS") was prepared and was accepted by the Common Council on January 30, 2020; and

WHEREAS, the FGEIS and Notice of Completion were duly circulated to all SEQRA Involved and Interested Agencies; the FGEIS was posted on the City's website and a Notice of Final GEIS was published in the Environmental Notice Bulletin (ENB) on February 12, 2020; and

WHEREAS, a proposed SEQRA Findings Statement has been prepared and reviewed by the Common Council;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Common Council hereby adopts the SEQRA Findings Statement, including the specific findings and certifications required by the SEQRA Regulations at 6 NYCRR Section 617.11(d).

2. The City Clerk is authorized and directed to file the Findings Statement as required by SEQRA.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Barbell, Kelly, Gibbs, DeDominicas, McFarlin, Moore

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

****

8. TRAVEL REQUEST: None

****

9. RESOLUTIONS FOR INITIAL CONSIDERATION: None

****

10. NEW BUSINESS AND COUNCILOR REPORTS:

_____

_____

_____

****

11. CLOSING PUBLIC COMMENTS ON ANY TOPIC:

_____

_____

_____

****

Motion to Adjourn by Councilor _____; Seconded by Councilor _____
Councilors Barbell, Kelly, Gibbs, DeDominicas, McFarlin, Moore
MEETING ADJOURNED: _____

DISCOVER
Plattsburgh

Plattsburgh, New York

Scott Lawliss
Fire Chief

Plattsburgh Fire Department
65 Cornelia Street
Plattsburgh, NY 12901
Tel: 518-536-7542
Fax: 518-561-8236
lawlisss@cityofplattsburgh-ny.gov

MEMO

TO: Mayor Colin L. Read
Members of the Common Council

FROM: Fire Chief, Scott Lawliss

DATE: February 18, 2020

RE: Fire and Ambulance Responses

For this week's period: Tuesday, February 11, 2019 to Monday, February 17, 2020 our Department has responded to the following:

Fire Calls **14**

1 overpressure rupture of steam pipe
1 MVA with patient care and hazardous mitigation
9 alarm activations with investigation of cause
1 EMS initiated patient care prior to transport ambulance
1 smoke scare with investigation and hazardous mitigation
1 machine fire with hazardous mitigation

Ambulance Calls **61**

Mutual Aid by CVPH **15**

DEPARTMENT: Building Inspector **REPORTING PERIOD: 02/12/20 TO 02/18/20**

COMPLAINT/VIOLATION TYPE	TOTAL REPORTED
GARBAGE	1
SNOW	5
DEPARTMENT TOTALS	6
REPORT TOTALS	6

** END OF REPORT - Generated by Lisa Beebie **

DEPARTMENT: Building Inspector REPORTING PERIOD: 02/12/20 TO 02/18/20

REFERENCE LOCATION / CASE / COMPLAINT/VIOLATION — COMMENT — AREA / SOURCE — RESPONSIBLE PARTY / SEVERITY — CREATED / COMPLIED

1945 244 MARGARET ST — MARGARET ST PROPERTIES LLC — 0 — 02/12/2020

VIOLATION	SEVERITY	AREA	COMPLY BY	COMPLIED	
SNOW	0				6 DAYS OPEN
SNOW NOT CLEARED FROM SIDEWALK					

STEPS	ACTION TYPE	STATUS	NOTICE	SCHEDULED	STARTED	COMPLETED
INTIAL INSPECTI	INSPECTION	NEW		02/13/20		
NOTICE	NOTICE	NEW	LETTER	02/13/20		
RE INSPECT	INSPECTION	NEW		02/13/20		
TO DPW	OTHER	NEW		02/13/20		

INSPECTION	INSPECTOR	REQUESTED	SCHEDULED	RESULTS	FEE AMOUNT
COMPLAINT	NICK WALKER	02/13/20	02/13/20		.00
COMPLAINT	NICK WALKER	02/13/20	02/13/20		.00

COMPLAINT/VIOLATION TOTALS .00

1943 306 CORNELIA ST — SANDRI REALTY INC — PHONE CALL 0 — 02/12/2020

VIOLATION	SEVERITY	AREA	COMPLY BY	COMPLIED	
SNOW	0				6 DAYS OPEN
SNOW/ICE NOT CLEARED FROM WALK					

STEPS	ACTION TYPE	STATUS	NOTICE	SCHEDULED	STARTED	COMPLETED
INTIAL INSPECTI	INSPECTION	NEW		02/13/20		
NOTICE	NOTICE	NEW	LETTER	02/13/20		
RE INSPECT	INSPECTION	NEW		02/13/20		
TO DPW	OTHER	NEW		02/13/20		

INSPECTION	INSPECTOR	REQUESTED	SCHEDULED	RESULTS	FEE AMOUNT
COMPLAINT	NICK WALKER	02/13/20	02/13/20		.00
COMPLAINT	NICK WALKER	02/13/20	02/13/20		.00

COMPLAINT/VIOLATION TOTALS .00

1944 4845 U S AVE — SUBURBAN NY PROPERTY ACQ LLC — PHONE CALL 0 — 02/12/2020

VIOLATION	SEVERITY	AREA	COMPLY BY	COMPLIED	
SNOW	0				6 DAYS OPEN
SNOW NOT CLEARED FROM WALK					

STEPS	ACTION TYPE	STATUS	NOTICE	SCHEDULED	STARTED	COMPLETED
INTIAL INSPECTI	INSPECTION	NEW		02/13/20		
NOTICE	NOTICE	NEW	LETTER	02/13/20		
RE INSPECT	INSPECTION	NEW		02/13/20		
TO DPW	OTHER	NEW		02/13/20		

INSPECTION	INSPECTOR	REQUESTED	SCHEDULED	RESULTS	FEE AMOUNT
COMPLAINT	KYLE BURDO	02/13/20	02/13/20		.00
COMPLAINT	KYLE BURDO	02/13/20	02/13/20		.00

DEPARTMENT: Building Inspector REPORTING PERIOD: 02/12/20 TO 02/18/20

REFERENCE	LOCATION / CASE / COMPLAINT/VIOLATION	COMMENT	AREA / SOURCE	RESPONSIBLE PARTY / SEVERITY	CREATED / COMPLIED
	COMPLAINT/VIOLATION TOTALS			.00	
1942	6 ELM ST			MICHAEL E FRENCH 0	02/12/2020
	VIOLATION	SEVERITY	AREA	COMPLY BY COMPLIED	
	SNOW	0			6 DAYS OPEN
	SNOW/ICE NOT CLEARED FROM SIDEWALK.				

STEPS	ACTION TYPE	STATUS	NOTICE	SCHEDULED	STARTED	COMPLETED
INTIAL INSPECTI	INSPECTION	NEW		02/13/20		
NOTICE	NOTICE	NEW	LETTER	02/13/20		
RE INSPECT	INSPECTION	NEW		02/13/20		
TO DPW	OTHER	NEW		02/13/20		

INSPECTION	INSPECTOR	REQUESTED	SCHEDULED	RESULTS	FEE AMOUNT
COMPLAINT	NICK WALKER	02/13/20	02/13/20		.00
COMPLAINT	NICK WALKER	02/13/20	02/13/20		.00

COMPLAINT/VIOLATION TOTALS .00

1946	62 COUCH ST		EMAIL	MOUNTAIN HARBOR PROPERTIES LLC 0	02/18/2020
	VIOLATION	SEVERITY	AREA	COMPLY BY COMPLIED	
	GARBAGE	0			
	GARBAGE, BROKEN FURNITURE PILING UP ON PROPERTY.				
	SNOW	0			
	SIDEWALKS COVERED WITH ICE				

STEPS	ACTION TYPE	STATUS	NOTICE	SCHEDULED	STARTED	COMPLETED
INITIAL INSPECT	INSPECTION	NEW		02/19/20		
NOTICE	NOTICE	NEW				
REINSPECT	INSPECTION	NEW				
ORDER PICK UP	OTHER	NEW				

INSPECTION	INSPECTOR	REQUESTED	SCHEDULED	RESULTS	FEE AMOUNT
COMPLAINT	JIM WELCH	02/19/20	02/19/20		.00
COMPLAINT	JIM WELCH				.00

COMPLAINT/VIOLATION TOTALS .00

DEPARTMENT TOTALS 5 COMPLAINTS/VIOLATIONS .00
COMPLAINT/VIOLATION ACTIVITY 02/12/20-02/18/20: 5 CREATED 0 COMPLIED

REPORT TOTALS 5 COMPLAINTS/VIOLATIONS .00
COMPLAINT/VIOLATION ACTIVITY 02/12/20-02/18/20: 5 CREATED 0 COMPLIED

** END OF REPORT - Generated by Lisa Beebie **

BLOTTER ACTIVITY REPORT

By Time of Day

FOR DATE RANGE OF 02/09/2020 00:00 TO 02/16/2020 0:00

Call Type	Invalid Time	0000-0159	0200-0359	0400-0559	0600-0759	0800-0959	1000-1159	1200-1359	1400-1559	1600-1759	1800-1959	2000-2159	2200-2359	TOTALS
ABANDONED 911	0	1	0	0	0	0	0	0	0	1	0	0	0	2
ABC VIOLATIONS	0	1	0	0	0	0	0	0	0	0	0	0	0	1
ADMINISTRATIVE	0	0	2	0	0	0	0	0	0	0	0	0	0	2
AIDED MEDICAL	0	1	1	0	0	0	0	1	1	0	1	0	0	5
ALARM	0	0	1	1	0	1	1	0	0	0	0	0	0	4
ANIMAL DOMESTIC	0	0	2	0	0	1	0	0	0	0	0	0	0	3
ANIMAL WILD	0	0	0	0	0	0	0	1	0	0	0	0	0	1
BEAT MONITORING	0	3	2	0	0	0	0	0	0	0	0	0	0	5
BKGRND INVST CIVILIAN	0	0	0	0	0	14	0	0	0	0	0	0	0	14
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	1	0	1
CHILD SEAT INSTALL	0	0	0	0	0	0	0	0	0	0	0	1	0	1
CRIMINAL MISCHIEF	0	0	0	0	0	0	0	0	1	0	0	0	0	1
CROSSING GUARD	0	0	0	1	0	0	0	0	0	0	0	0	1	2
DISORDERLY PERSONS	0	2	1	0	0	0	0	1	2	1	0	0	1	8
DOMESTIC	0	0	1	1	0	1	1	0	0	3	1	0	0	8
DOOR UNLOCKING	0	0	0	0	1	0	1	1	1	2	0	0	0	6
DRUG INVESTIGATION	0	0	0	0	1	0	0	0	2	0	0	0	1	4
EMOTIONALLY DISTRBD PERSN	0	0	1	0	0	1	0	0	0	1	1	0	1	5
FINGERPRINTING	0	0	0	0	1	1	1	2	1	2	1	0	0	9
HARASSMENT	0	2	0	0	0	1	1	2	1	1	0	0	0	8
INSECURE PROPERTY	0	0	0	0	0	0	0	0	0	0	0	0	1	1
JUVENILE	0	0	0	0	0	0	1	1	0	0	0	0	1	3
LARCENY	0	0	0	0	0	0	3	1	1	1	0	1	0	7
LOST AND FOUND	0	0	0	0	0	3	1	0	0	0	0	0	0	4
M/V ACCIDENT	0	0	0	0	1	1	1	5	4	5	3	0	1	21
M/V OFFENSE	0	1	0	0	0	0	2	0	0	0	0	0	2	5
MISC CALLS	0	0	0	1	0	0	2	2	0	1	0	0	2	8
MISC OFFENSES	0	0	0	0	0	0	0	0	0	1	0	0	0	1

MISSING PERSON	0	0	0	0	1	0	0	0	0	0	0	0	0	1
NARCO INTEL	0	0	0	1	0	0	0	0	0	0	0	0	0	1
NEIGHBOR CRISIS	0	0	0	0	0	0	0	1	0	1	1	0	0	3
NOISE VIOLATION	0	2	2	0	0	0	0	0	1	0	1	1	2	9
OUTSIDE AGENCY ASSIST	0	0	0	0	0	0	0	1	0	1	0	0	0	2
PARKING VIOLATIONS	0	0	1	0	0	0	2	1	0	0	0	0	0	4
PAROLE NOTIFICATION	0	0	0	0	0	1	1	0	0	0	0	0	0	2
PRISONER TRANSPORT	0	0	0	0	0	5	0	2	0	0	1	0	0	8
PROPERTY RETRIEVAL	0	0	0	0	0	0	1	0	1	1	0	1	0	4
SAFE SCRIPTS PROGRAM	0	0	0	0	0	1	0	0	0	0	0	0	0	1
SERVICES	0	0	0	0	0	0	0	0	0	0	0	1	0	1
SEX CRIMES	0	0	0	0	0	1	1	1	0	0	0	0	0	3
SEX OFFNDR REGISTRATION	0	0	0	0	0	1	1	0	1	0	1	0	0	4
SICK LEAVE	0	0	0	1	0	0	0	2	2	2	0	0	0	7
SUSPICIOUS ACTIVITY RPT	0	1	0	0	0	0	1	1	0	1	0	0	2	6
TRAFFIC STOP	0	6	4	0	0	0	1	1	0	2	3	8	4	29
TRESPASSING	0	0	0	0	0	0	0	0	0	0	2	1	1	4
WARRANT	0	0	0	1	0	1	1	1	1	1	0	0	0	6
WELFARE CHECK	0	2	1	0	0	2	4	3	2	0	2	0	1	17
Totals:	0	22	19	7	5	36	28	31	22	28	18	15	21	252

BLOTTER ACTIVITY REPORT

By Time of Day

FOR DATE RANGE OF 01/01/2020 00:00 TO 02/16/2020 0:00

Call Type	Invalid Time	0000-0159	0200-0359	0400-0559	0600-0759	0800-0959	1000-1159	1200-1359	1400-1559	1600-1759	1800-1959	2000-2159	2200-2359	TOTALS
ABANDONED 911	0	2	3	0	1	2	0	0	2	1	1	4	1	17
ABC VIOLATIONS	0	8	0	0	0	0	0	0	0	0	0	0	0	8
ABSCONDED	0	0	0	0	0	0	0	0	1	0	0	0	1	2
ADMINISTRATIVE	0	1	2	1	0	1	1	2	0	1	1	0	0	10
AIDED MEDICAL	0	4	1	1	1	2	5	4	7	0	8	4	2	39
ALARM	0	1	3	2	4	4	4	2	2	1	4	0	1	28
ANIMAL DOMESTIC	0	0	2	0	0	2	0	2	1	2	2	3	3	17
ANIMAL WILD	0	0	0	0	0	0	0	1	0	0	0	0	0	1
ASSAULT	0	0	1	0	0	0	1	0	0	2	0	1	0	5
BEAT MONITORING	0	12	4	0	0	0	0	0	0	0	0	0	0	16
BKGRND INVST CIVILIAN	0	0	0	0	24	37	27	0	0	0	0	0	0	88
BKGRND INVST SWORN	0	0	0	0	0	0	3	0	1	0	0	0	0	4
BURGLARY	0	0	0	0	0	0	0	0	0	0	1	3	0	4
CHILD SEAT INSTALL	0	0	0	0	0	0	0	0	0	0	0	2	0	2
CITY CODE VIOLATION	0	0	0	0	0	0	0	0	0	1	2	0	0	3
CRIMINAL MISCHIEF	0	0	0	0	0	2	1	0	3	0	2	0	0	8
CROSSING GUARD	0	0	1	1	1	0	0	0	0	0	0	0	1	4
DEATH INVEST	0	0	0	0	0	0	1	1	0	0	0	1	0	3
DISORDERLY PERSONS	0	5	6	1	0	1	2	3	2	2	1	0	2	25
DOG SEIZURE	0	0	0	0	0	0	0	1	0	0	0	0	0	1
DOMESTIC	0	1	3	1	1	2	4	1	3	7	7	5	3	38
DOOR UNLOCKING	0	0	0	1	4	3	9	5	6	7	6	2	2	45
DRUG INVESTIGATION	0	1	1	0	1	0	2	3	4	2	1	0	1	16
DWI / IMPRD / DRUGS	0	0	1	0	1	0	0	0	0	0	0	0	0	2
EMOTIONALLY DISTRBD PERSN	0	0	3	2	0	2	3	2	2	2	3	1	4	24
FINGERPRINTING	0	0	0	0	1	5	15	14	6	4	2	2	0	49
FIRE	0	0	0	0	0	0	0	0	0	0	0	0	1	1
FOOT PATROL	0	3	5	4	0	0	2	1	2	3	0	3	4	27

FRAUD	0	0	0	0	0	0	1	3	1	0	0	0	0	5
HARASSMENT	0	2	0	0	0	2	1	3	6	1	1	5	2	23
INSECURE PROPERTY	0	3	3	1	0	0	0	0	0	0	0	0	1	8
JUVENILE	0	0	0	0	1	2	4	5	1	0	0	0	2	15
LARCENY	0	0	0	0	1	1	7	4	5	5	5	3	2	33
LOST AND FOUND	0	1	2	0	2	5	2	3	4	4	2	1	0	26
M/V ACCIDENT	0	0	1	0	2	10	9	19	26	14	7	2	4	94
M/V OFFENSE	0	1	0	0	0	1	2	1	0	1	1	2	4	13
MARIHUANA INVST	0	0	0	0	0	0	0	0	0	1	0	0	0	1
MEDIATION-NO OFFENSE	0	0	1	0	0	0	3	0	1	0	0	0	0	5
MISC CALLS	0	1	2	2	1	5	6	11	9	7	4	4	6	58
MISC OFFENSES	0	1	0	0	0	2	1	1	4	2	0	2	0	13
MISSING PERSON	0	0	0	0	3	1	1	0	0	0	0	0	0	5
NARCO INTEL	0	0	0	1	0	0	0	0	0	0	0	0	1	2
NEIGHBOR CRISIS	0	0	0	0	0	2	2	3	1	2	3	0	0	13
NOISE VIOLATION	0	11	6	1	1	2	1	0	2	5	3	8	10	50
OUTSIDE AGENCY ASSIST	0	0	0	0	0	1	0	1	3	2	0	0	0	7
PARKING VIOLATIONS	0	3	1	1	0	0	4	6	5	2	0	0	0	22
PAROLE NOTIFICATION	0	0	0	0	0	3	5	6	0	0	0	0	0	14
PRISONER TRANSPORT	0	0	0	0	1	17	0	3	0	0	4	0	0	25
PROPERTY RETRIEVAL	0	0	0	0	0	0	2	2	3	2	0	3	1	13
SAFE SCRIPTS PROGRAM	0	0	0	0	0	2	3	1	4	0	0	0	0	10
SERVICES	0	4	3	3	1	0	1	3	3	4	1	3	1	27
SEX CRIMES	0	0	0	0	0	1	2	4	2	2	1	0	0	12
SEX OFFNDR REGISTRATION	0	0	0	0	0	13	11	2	6	0	1	0	0	33
SICK LEAVE	0	0	3	9	5	0	5	6	18	9	2	1	5	63
SUSPICIOUS ACTIVITY RPT	0	1	3	0	1	0	2	3	0	2	0	6	3	21
TRAFFIC DETAIL	0	0	0	0	0	0	0	0	1	1	0	2	0	4
TRAFFIC STOP	0	24	20	2	0	4	16	6	3	13	13	49	53	203
TRESPASSING	0	1	4	1	2	1	2	2	2	1	3	1	4	24
WARRANT	0	3	0	1	0	2	1	1	1	3	1	2	0	15
WELFARE CHECK	0	7	3	1	2	8	11	14	8	6	10	9	3	82
Totals:	0	101	88	37	62	148	185	155	161	124	103	134	128	1426

2019 City of Plattsburgh Historians' Report

Ellen Adams and Joshua Beatty

Significant doings, events attended

Attended Adirondack Diversity workshop, June 2019

Worked with Champlain Monument committee to finalize interpretive panel, to be unveiled in 2020

Attended monthly meetings of the Clinton County Strategic Tourism Promotion Committee

Joined Association for Public Historians of New York State

Joshua taught American Revolution course at SUNY Plattsburgh, with a final project focused on the letters of Benjamin and Elizabeth Mooers of Plattsburgh

Future events

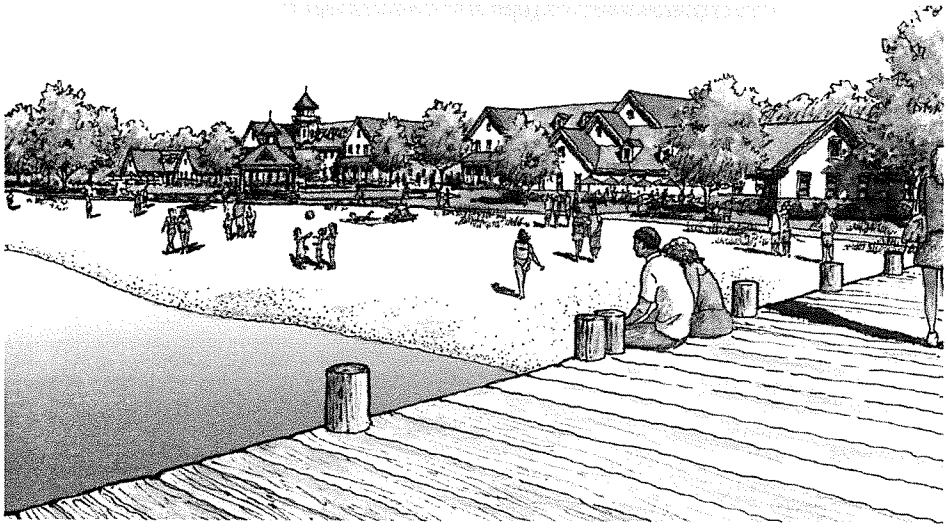
Supported CCHA grant application to develop exhibit telling Prohibition Era story

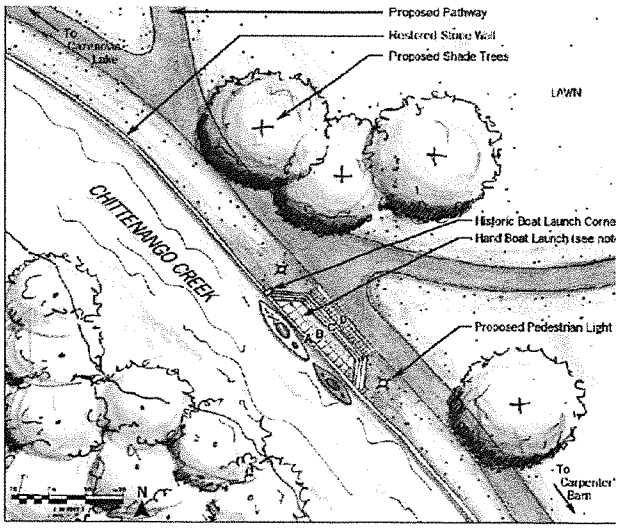
Serving on committee organizing Clinton County History Conference to be held June 2020

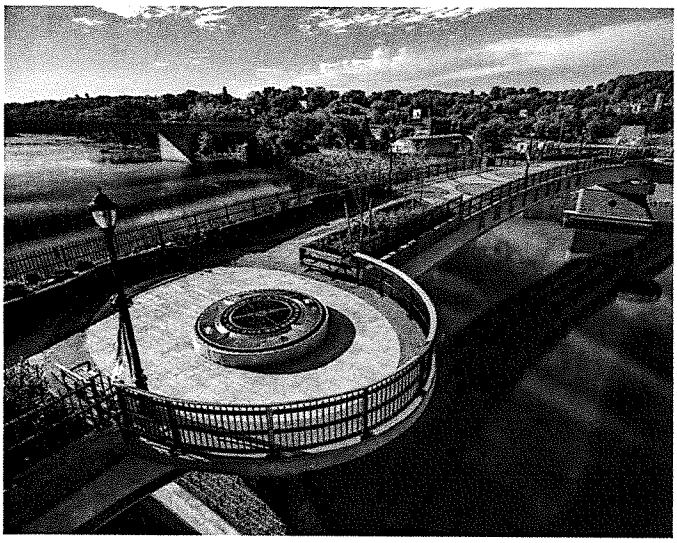
Ellen will portray Plattsburgh suffrage activist Marian "Dot" Parkhurst in a women's suffrage centennial commemoration being held in August 2020

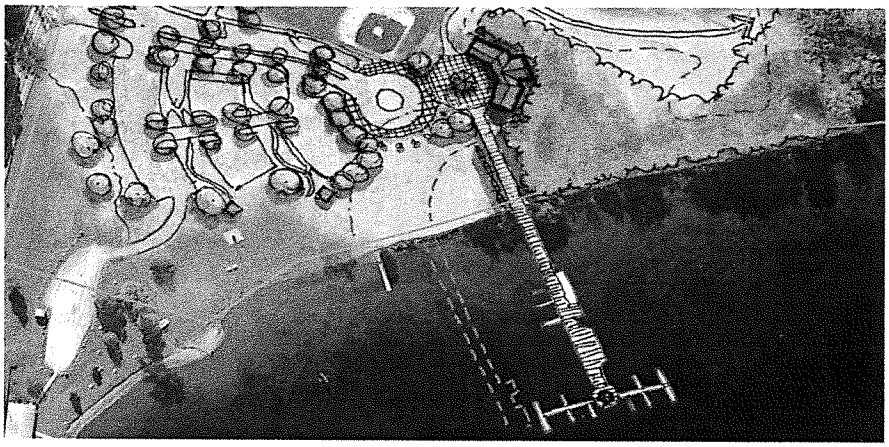
Researched and answered questions from public

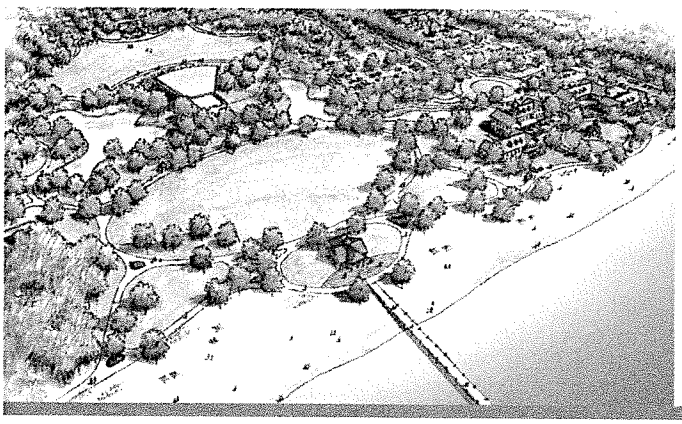
- How has Plattsburgh changed since early 1970s since closing of base?
- Witherill hotell and Howell family
- Family genealogy
- A possible lost grave at Riverside Cemetery
- Wikipedia entry for MacDonough Monument
- Location of S&H Green Stamp Store
- Historic pictures of buildings on US Oval

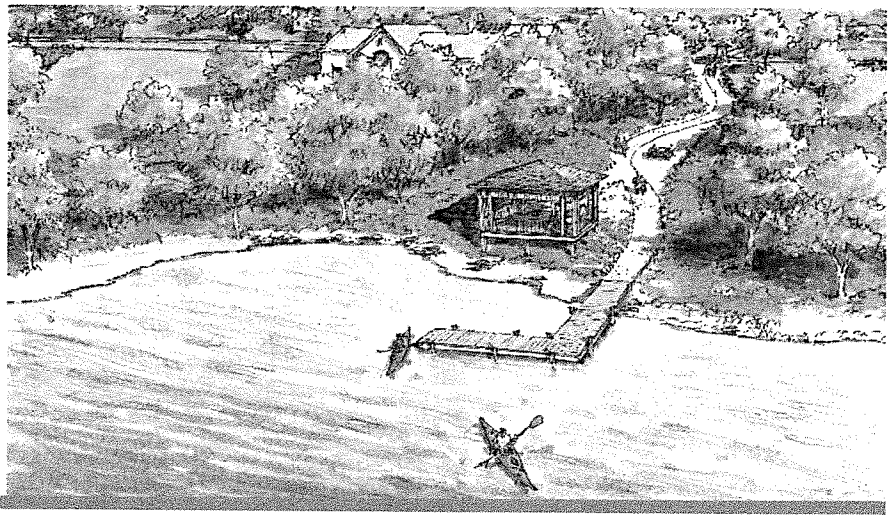












FINALIZING THE LOCAL WATERFRONT REVITALIZATION PLAN AND UPDATE THE COMPREHENSIVE LAND USE PLAN AND ZONING CODE

CITY OF PLATTSBURGH, NY

Proposal Submitted By:

SARATOGA ASSOCIATES
Landscape Architects, Architects, Engineers, and Planners, P.C.

Daniel M. Shearer
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Saratoga Springs • Syracuse

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February 6, 2020

Community Development Office
City of Plattsburgh
ATTN: LWRP, Comp Plan, Zoning Ordinance Update
41 City Hall Place
Plattsburgh, NY 12901

RE: Request for Proposal – Finalize the Local Waterfront Revitalization Plan and Update the Comprehensive Land Use Plan and Zoning Code

Dear Sir or Madam:

It is our pleasure to provide the City of Plattsburgh with our qualifications for the Local Waterfront Revitalization Plan and the Comprehensive Land Use Plan and Zoning Code Project. We have assembled a highly experienced team of landscape architects, community planners, and environmental professionals to help finalize the City's Local Waterfront Revitalization Plan and Update the Comprehensive Land Use Plan and Zoning Code.

Our team brings extensive experience in waterfront development, comprehensive plans, and zoning, as well as local knowledge of the City of Plattsburgh. For this project, Saratoga Associates Landscape Architects, Architects, Engineers, and Planners, P.C. has partnered with Behan Planning and Design (WBE), Finch Network (WBE) and Lu Engineering (MBE) to form the Saratoga Team. The team includes recognized regional leaders in the fields of community engagement, design, planning, and environmental engineering. As a result of our extensive experience, we understand the challenges and opportunities for the City as it continues with its city-wide planning and waterfront revitalization efforts and will utilize industry best practices as the foundation of our services.

The cornerstone of successful planning, zoning, and waterfront revitalization is attractive, safe, and inviting public access and use . Implementable zoning and code can enhance the City and make it a desirable place to live, to invest, and to do business for the long term. Recreational opportunities, complemented by existing and future neighborhood assets, make our communities more livable while strengthening the economy through tourism and civic improvement. As design professionals, we understand the importance of continually improving recreational opportunities and waterfronts to foster vibrant and economically sustainable communities. Saratoga's principles – **creating compelling destinations, enriching communities, and safeguarding special places** – have guided our work with many communities across the state. We consider every new project an opportunity to live up to that vision.

Thank you for reviewing our qualifications. We look forward to discussing the project with you.

Very truly yours,

Daniel M. Shearer, PE
Principal-in-Charge

SARATOGA ASSOCIATES
Landscape Architects, Architects, Engineers, and Planners, P.C.
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E: dshearer@saratogaassociates.com P: 518-587-2550 ext. 2211

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*Work sample provided separately due to size

Section 1 | Firm Introduction

SARATOGA ASSOCIATES
Landscape Architects, Architects, Engineers, and Planners, P.C.

Saratoga Associates Landscape Architects, Architects, Engineers, and Planners, P.C. is a multi-disciplinary, professional design firm with over 40 years of experience providing landscape architecture, architecture, engineering and planning services throughout the Northeast. Saratoga Associates currently employs a professional, technical and support staff of about 20 individuals.

As one of the top creative design firms in this region, Saratoga Associates has comprehensive expertise bringing together diverse groups of stakeholders and creating a shared vision based on complementary values and needs. Our firm has experience with a diverse range of projects covering all phases of architectural and landscape architecture designs. Our portfolio showcases examples of our work in park design, residential and mixed-use development, comprehensive plans, stormwater management, historic preservation and waterfront revitalization.

In **creating compelling destinations, enriching communities and safeguarding special places** treasured for their historic, cultural or natural importance, our commitment to our clients' success remains the same. We take pride in our long-term client relationships, which are built on years of confidence and collaboration. We strive to offer dedicated, timely and cost-effective services and customized recommendations that meet each project's specific needs. Many of our client relationships are ongoing, with clients often returning to us to provide additional design consulting services or to design the facilities we have previous planned for them.

BEHAN PLANNING AND DESIGN

Behan Planning and Design is recognized for its expertise in organizing, preparing and implementing successful public outreach programs specifically for community design, construction and revitalization projects. Their firm utilizes a wide range of tools and activities to encourage public input from a diverse cross-section of the population.

Behan is a leader in design and delivery of effective citizen outreach programs including presentations, public workshops and design charrettes which invite the public to sit down and help design solutions for their community. These are often used in conjunction with specific stakeholder meetings, interviews and focus groups.

They utilize both online and mailed community surveys to measure important local concerns and get feedback on preliminary ideas or solutions. Visual Preference Surveys are also used to understand the desired physical aesthetics for each neighborhood. These tools allow Behan to get a sense, visually, of how the community would like to see their neighborhoods look and provide us with information to update zoning laws to begin that process. Such surveys can even be conducted with a live audience surveys and display near-instant real-time results.

Finch Network
Where community solutions take flight

Finch Network LLC specializes in grant writing, program evaluation, and strategic planning for nonprofits and municipalities. In the past two CFA cycles, Finch has raised $2.4 million dollars for Watkins Glens' waterfront and facilitated a countywide funding development planning workshop for municipalities, nonprofits and business leaders in Schuyler County. Finch supported the City of Plattsburgh through their Downtown Revitalization Initiative (DRI) planning process and assisted with the community engagement portion of the City of Watertown's DRI project. Finch Network has also worked with the City of Plattsburgh on the Saranac Bridge grant, the Battlefield Planning grant, the Durkee Street Planning grant, the City Beach Planning Grant, their Local Waterfront Revitalization Plan (LWRP) process.

Lu Engineers
ENVIRONMENTAL • TRANSPORTATION • CIVIL
Partnering with clients and communities to provide enduring solutions

Joseph C. Lu Engineering, PC, (DBA Lu Engineers) is a solely owned professional corporation established in 1980. They serve federal, state and local governments and many private industries and developers. Their headquarters are located in the City of Rochester, and they have additional offices in Buffalo, Syracuse, Albany and Binghamton, New York. Lu Engineers is a NYS certified Minority-Owned Business Enterprise, (MBE), a Disadvantaged Business Enterprise, (DBE) and Veteran Owned Business, (VOB).
Their greatest asset is their people. Their staff is comprised of nearly 50 professionals, including professional engineers, environmental specialists, scientists, construction inspectors, bridge inspectors, geologists, technicians and administrative specialists. Lu will be assisting with SEQRA compliance.

Section 2 | Scope of Work

Component 1: Comprehensive Plan and Zoning Law Updates

Task 1: Kickoff Meeting

As outlined in the RFP, we anticipate that the Scope of Work will begin with a kickoff meeting. The Saratoga Team will meet with NYS DOS, the City of Plattsburgh, and the Project Advisory Committee to review the project. The goals of this meeting will include:

- review project requirements and goals;
- establish roles, responsibilities, and lines of communication;
- identify planning issues and overlaps between the Comprehensive Plan and LWRP;
- identify NYS DOS grant compliance and invoicing needs;
- discuss the anticipated schedule and project deliverables;
- identify any information needs and next steps.

Anticipated information needs include:

- the existing Zoning Ordinance information for the City;
- the existing 1999 Comprehensive Plan;
- the Draft LWRP with comments received from NYS DOS;
- 2018 Market Study – Proposed Hotel (Hospitality Valuation Services);
- 2017 Downtown Revitalization Initiative Strategic Investment Plan;
- 2010 Brownfield Opportunity Area Pre-Nomination Study;
- 2009 Streetscape and Design Guidelines – Downtown Area; and
- 2003 Feasibility Study – Proposed Waterfront Hotel (Hospitality Valuation Services).

Deliverables

- (1) meeting held with appropriate parties
- Meeting summary and Project Schedule, submitted to NYS DOS for approval.

NOTE: Due to anticipated updates to the Draft LWRP, the Saratoga Team proposes completing the LWRP scope through "Complete Draft" before moving on to Task 2 of the Comprehensive Plan and Zoning scope, to ensure that the most up-to-date version of the Draft LWRP is reflected in the Comprehensive Plan.

Task 2: Review Existing Plans and Meeting with Community Leaders

Upon approval of the project approach and schedule by NYS DOS, the next task will involve review of all of the existing information outlined in Task 1 by the Saratoga Team. The Team will also meet with waterfront and community leaders and committees, including the Director of Community Development, the City Council, the Zoning Board of Appeals, and the City Planning Board, to obtain any new or updated data, and to identify common problems (eg. variance requests), issues, and opportunities.

The Saratoga Team will summarize findings, noting and inconsistences or conflicts between the Draft LWRP, Comprehensive Plan, Zoning, and other recent planning efforts.

Deliverables

- Up to (4) meetings held with appropriate parties (the goal will be to schedule these on one day)
- Findings report describing existing documents and identifying preliminary issues and opportunities, submitted to NYS DOS.

Task 3: Meeting to Discuss Preliminary Findings

The Saratoga Team will meet with the City and Project Advisory Committee to discuss the findings report and identify areas of the Comprehensive Plan in need of updating.

Deliverables

- (1) meeting held with City and Committee
- Written meeting summary

Task 4: Community Workshop #1

After the potential areas for updates are identified, a public workshop will be scheduled. It will be vital to maintain transparency with the community throughout the planning process and provide opportunities for residents to share their thoughts, goals, and concerns. The goal of this first workshop will be to present the preliminary findings of the document review and meetings with staff and City boards, obtain public input on issues and opportunities, and gather thoughts from residents on possible updates to the Comprehensive Plan.

The workshop will be publicized through a press release, social media, announcements, flyers, mailings, and any other means identified by the Committee. The Saratoga Team will provide advertising materials approximately two weeks before the workshop date.

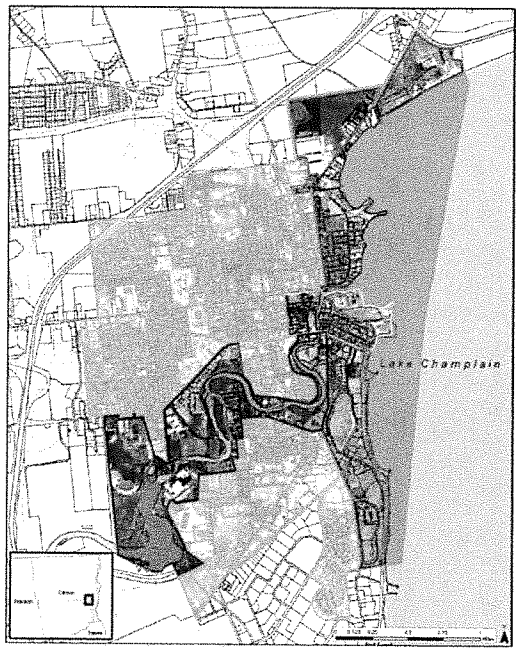
Deliverables

- Copy of any advertising and presentation materials
- Written summary of workshop activities and findings, submitted to NYS DOS for approval.

Task 5: Inventory and Analysis

Inventory and Analysis will incorporate and build upon data from recent documents, including the Draft LWRP and DRI Strategic Investment Plan, in order to explore existing conditions and proposed future conditions. The Inventory will add data as needed to address the areas of the City outside of the LWRP and DRI areas.

This portion of the comprehensive plan will include narrative, maps, and relevant data, along with standards and guidelines for orderly growth and economic development within the city. The inventory will be used to further analyze and identify issues and opportunities that may have been discovered in previous tasks.



Management Plan Boundary (2016)
DRI Area outlined in yellow

The inventory and analysis topics shall include:

- Regional needs and plans of other government units and agencies within the region;
- Land uses: existing and proposed location and intensity;
- Agricultural uses, historic and cultural resources, coastal and natural resources, and sensitive environmental areas;
- Population, demographic, and socio-economic trends and future projections;
- Transportation facilities: location and types;
- Public and private utilities and infrastructure: existing and proposed general locations;
- Housing: existing resources and future needs, including affordable housing;
- Educational and cultural facilities; historic sites; health facilities; and emergency services: existing and future general locations;
- Recreational facilities and parkland: existing and proposed;
- Commercial and industrial facilities: present and potential future locations;

The analysis will also include specific policies and strategies for improving the local economy in coordination with other comprehensive plan topics. The narrative will present proposed measures, programs, devices, instruments, projects, and funding sources to implement the goals and objectives of the various topics within the comprehensive plan, along with additional items consistent with the orderly growth and development of the city. The Saratoga Team would meet with the City and Committee to discuss the findings prior to the Community Workshop.

Deliverables

- Inventory and analysis, including narratives, maps, and relevant data and information.
- (1) meeting with City and Committee to review findings.

Task 6: Community Workshop #2

When the inventory and analysis are complete, a second community workshop will be scheduled. The goal of the workshop will be to present the findings, discuss issues and opportunities identified, and work to develop a shared vision statement for the City of Plattsburgh.

Workshop activities will be selected to guide participants in sharing the ways in which they use and value the city's resources and waterfront, identifying any additional issues and opportunities, and discuss things that they wish to preserve and/or change.

The visioning exercise will review the visions outlined in the Draft LWRP and the DRI Strategic Investment Plan and encourage participants to consider the entire City, either reaffirming or clarifying these existing visions to ensure that present a holistic vision for the City's future.

As with the first workshop, this event will be publicized through a press release, social media, announcements, flyers, mailings, and any other means identified by the Committee. The Saratoga Team will provide advertising materials approximately two weeks before the workshop date.

Deliverables

- Copy of any advertising and presentation materials
- Written summary of workshop activities and findings, submitted to NYS DOS for approval.

City of Plattsburgh Community Vision 2015:

The City of Plattsburgh is a community extraordinary in is orientation to Lake Champlain and the Saranac River that possesses rich environmental, recreational, historical, cultural, artistic and economic resources. Our trails, parks, marinas, and boat launches maximize access to our waterways, creating unforgettable recreational experiences and optimizing permanent public access.

Our inviting and vibrant city offers strong linkages to the rest of our region making it the hub of the Adirondack Coast.

We promote development that fosters the area's educational, cultural, artistic, recreational, dining and retail opportunities and attracts both residents and visitors throughout the year. We are stewards of our land and water and of the rich heritage that has shaped our community. We forge lifelong connections among all who live, work, and recreate here that will endure for generations.

Draft LWRP Vision Statement

Task 7: Develop Plan Vision and Goals

Following the workshop, the Saratoga Team will develop a Draft Vision Statement, to be reviewed by the City and Committee to ensure that it reflects the workshop discussions. This statement, along with the results of the inventory and analysis, will be used to create a set of goals for the Comprehensive Plan that will guide future land management, programs, and the selection and development of proposed projects.

Deliverables

- Draft vision statement and goals, submitted to NYS DOS for approval.

Task 8: First Draft of the Comprehensive Plan

Upon approval of the vision statement and goals, the Saratoga Team will prepare the Draft Comprehensive Plan. The document will incorporate the inventory and analysis, community workshop comments, vision, goals, and comments from the Project Advisory Committee and NYS DOS. The Saratoga Team would meet with the City and Committee to discuss the draft prior to the Community Workshop.

Deliverables

- Draft Comprehensive Plan, submitted to NYS DOS for approval.

Task 9: Community Workshop #3

Following completion of the Draft Comprehensive Plan, the Saratoga Team will work with the City and Committee to schedule a third community workshop. As with the previous two, this workshop will be publicized through a press

release, social media, announcements, flyers, mailings, and any other means identified by the Committee. The Saratoga Team will provide advertising materials approximately two weeks before the workshop date.

This third workshop will present the draft Plan and ask for community input regarding its completeness and accuracy. The Saratoga Team will verify that the community vision and goals have been met, and discuss next steps with participants.

Deliverables

- Copy of any advertising and presentation materials
- Written summary of workshop activities and findings, submitted to NYS DOS for approval.

Task 10: Final Draft Comprehensive Plan

Following the third workshop, the Saratoga Team will update the Draft Comprehensive plan to incorporate feedback received from the community, along with comments from project partners, the Committee, and NYS DOS. The final draft will be provided to the City for submission to NYS DOS for review and approval, to ensure satisfactory incorporation of the Department's comments. The Saratoga Team would meet with the City and Committee to review the final draft prior to the Community Workshop.

Deliverables

- Final Comprehensive Plan, submitted to NYS DOS for approval.

Task 11: Community Workshop #4

After the Final Draft has been updated to the satisfaction of NYS DOS, the Saratoga Team will work with the City and the Committee to schedule the fourth community workshop. This final workshop for the Comprehensive Plan will present the document and solicit input regarding its completeness and accuracy. This will allow the community to ensure that their comments on the draft have been properly addressed and the community vision and goals have been met. This will also be an opportunity to discuss next steps in the planning process.

As with the others, this workshop will be publicized through a press release, social media, announcements, flyers, mailings, and any other means identified by the Committee. The Saratoga Team will provide advertising materials approximately two weeks before the workshop date.

Deliverables

- Copy of any advertising and presentation materials
- Written summary of workshop activities and findings, submitted to NYS DOS for approval.

Task 12: Summary of Necessary Zoning Code Revisions

The Saratoga Team will review the City's existing Zoning Ordinance, taking into consideration the Draft LWRP, Comprehensive Plan Update, and any other on-going efforts and initiatives, and identify components which require revisions to more effectively manage and encourage development that is consistent with the plans. The goals for any identified revisions will be to further protect and enhance the City's character and its natural, cultural, and scenic resources.

The Saratoga Team will review the summary of necessary revisions with the City and Committee prior to submission to NYS DOS for review and approval.

Deliverables

- Summary of proposed zoning code revisions, submitted to NYS DOS.

Task 13: Draft Zoning Code Revisions

The Saratoga Team will prepare draft zoning code revisions, which may address:

- Permitted uses;
- Bulk, density, and area/dimensional regulations;

- Zoning district purposes and boundaries;
- Zoning map;
- Conservation subdivision;
- Site plan review standards and procedures;
- Open space preservations;
- Protection of environmentally sensitive lands;
- Shoreline protection;
- On-site wastewater treatment;
- Water quality and watershed protection;
- Nonpoint source pollution management;
- Scenic resource protection;
- Community design guidelines;
- Signage;
- Design and building form standards;
- Special permit review process; and
- Administrative procedures.

The draft revisions will be based on policies and standards consistent with the City's Draft LWRP and Comprehensive Plan Update that will further protect and enhance the City's character and its natural, cultural, and scenic resources. The Saratoga Team will review the draft revisions with the City and Committee prior to submission to NYS DOS for review and approval.

Deliverables

- Draft zoning revisions, submitted to NYS DOS for review and approval.

Task 14: Public Information Meeting

Upon completion of the draft zoning revisions, the Saratoga Team will work with the City and the Committee to schedule a public information meeting. The goal for the meeting will be to present the draft revisions for public comment. The meeting will be publicized through a press release, social media, announcements, flyers, mailings, and any other means identified by the Committee. The Saratoga Team will provide advertising materials approximately two weeks before the meeting date.

Deliverables

- Copy of any advertising and presentation materials
- Written summary of the public meeting comments and findings, submitted to NYS DOS for approval.

Task 15: SEQR Compliance

The Saratoga Team will prepare materials necessary for compliance with SEQRA for the Comprehensive Plan Update and zoning law revisions.

NYS DOS recommends the preparation of a long-form EAF, followed by issuance of a negative declaration for a comprehensive plan if there are no potentially significant adverse environmental impacts as a result of the plan's adoption. NYS DOS also recommends the use of a generic Environmental Impact Statement for comprehensive plans, as the generic EIS is specifically designed to analyze actions that call for a series of subsequent actions.

According to NYS DOS, if a GEIS has been prepared, no further SEQRA compliance is required if a subsequent proposed action is carried out in conformance with the conditions and thresholds established for such actions in the generic EIS or its findings statement. In other words, the generic EIS can be used as a tool for preplanning actions that involve more than one step such as the adoption of a comprehensive plan which involves the re-drafting of zoning laws or ordinances.

Deliverables

- SEQR documents (generic EIS) prepared and submitted to NYS DOS for review.

Task 16: County Planning Board Review

The Saratoga Team will ensure that the City has the complete Draft Comprehensive Plan Update and zoning law revisions for referral to the Clinton County Planning Board for review and recommendations. Any comments from the County will be submitted to NYS DOS.

Deliverables

- Referral of Draft Comprehensive Plan Update and zoning law revisions to County Planning Board.
- Submission of any County comments to NYS DOS.

Task 17: Final Comprehensive Plan Update and Zoning Law Revisions

Upon receipt of comments from the review process, the Saratoga Team will prepare the Final Comprehensive Plan Update and zoning law revisions. The final versions will incorporate comments and recommendations received from City staff, the Committee, the public, the City Council, NYS DOS, and the Clinton County Planning Board. The Saratoga Team will review the final documents with the City and Committee prior to submission to NYS DOS for review and approval.

Deliverables

- Final Comprehensive Plan Update and zoning law revisions, submitted to NYS DOS for review.

Task 18: Public Hearing(s) and City Council Adoption

Prior to the adoption of the Comprehensive Plan, the City will conduct one or more public hearings. The City will also obtain public comment prior to adopting the Zoning Law amendments. The Saratoga Team will provide any necessary documents to the City for the public hearing(s) or comment period(s). The City will send minutes from the public hearings and record of decision for the adoption of the Comprehensive Plan Update and Zoning Law revisions to NYS DOS.

Deliverables

- Documents provided to the City for public hearing(s) or comment period(s).

Task	Description	Timeframe
1	Kick-off Meeting (DOS to approve project approach before team proceed	Week 1
2A	Review Existing Plans (including Draft LWRP) and Zoning Code Meeting with City staff and Boards regarding common issues	Week 1-4 (4 weeks) Week 5
2B	Summary of Findings, Noting Inconsistencies or Conflicts in Comprehensive Plan and Zoning	Weeks 6-7 (2 weeks)
3	Meeting with City staff to review findings and identify areas of Comprehe Plan in need of updates	Week 8
4	Community Workshop #1: Issues and Opportunities -Present preliminary findings and obtain ideas for updates	Week 10
5	Citywide Inventory and Analysis for Comprehensive Plan City meeting to review findings	Weeks 11-15 (5 weeks) Week 16
6	Community Workshop #2: Inventory and Analysis; Issues and Opportuniti Vision Statement for Comprehensive Plan	Week 17
7	Develop Comprehensive Plan Vision and Goals	Week 18-19 (2 weeks)
8	First draft Comprehensive Plan City meeting regarding revised draft Comprehensive Plan	Weeks 20-27 (8 weeks) Week 28
9	Community Workshop #3: Vision and draft Comprehensive Plan	Week 29
10	Final draft Comprehensive Plan City meeting regarding final draft Comprehensive Plan	Weeks 30-33 (4 weeks) Week 34
11	Community Workshop #4: Present final draft Comprehensive Plan	Week 35
12	Review plans and identify Necessary Zoning Code Revisions City meeting regarding areas for Zoning Code Revisions	Weeks 36-39 (4 weeks) Week 40
13	Draft Zoning Code Revisions City meeting to review draft revisions	Weeks 41-44 (4 weeks) Week 45
14	Public information meeting regarding draft Zoning Code revisions	Week 47
15	SEQR Compliance [sent to DOS]	Week 48
16	County Planning Board Review of Comp. Plan and Zoning Code	Weeks 48-50 (3 weeks)
17	Final Comprehensive Plan Update and Revised Zoning Code City meeting regarding final draft Zoning Code [sent to DOS]	Weeks 51-56 (6 weeks) Week 57
18	Public hearing/City Council Adoption of Comprehensive Plan and Zoning [Minutes and record sent to DOS]	Week 58

NOTE:
It is proposed that the LWRP completion process begin prior to the Comprehensive Plan and Zoning Update process. The Complete Draft LWRP (in Work Plan Task 22) should be completed to ensure that the Comprehensive Plan and Zoning will reflect any updates to be made to the LWRP.

It is anticipated that Task 1 listed here could begin following Task 22A (Week 10) of the LWRP process.

This should ensure that Component 1 and Component 2 are both completed within the 18 month (72 week) window.

Component 2: Completion of the Local Waterfront Revitalization Program (LWRP)

Task 19: Project Meeting to Review Requirements and the Draft LWRP

As outlined in the RFP, we anticipate that the LWRP process will begin with a meeting between the Saratoga Team, NYS DOS, and the City of Plattsburgh to review the project requirements. The goals of this meeting will include:

- review project requirements and goals;
- identify any needed updates;
- identify new waterfront and harbor management planning issues;
- identify any projects to be added;
- review the LWRP preparation process, including SEQRA compliance;
- identify lead agency and involved agencies;
- identify any information needs and next steps.

Deliverables

- (1) meeting held with appropriate parties
- Meeting summary, submitted to NYS DOS for approval.

Task 20: Draft LWRP

Upon approval of the project approach and schedule by NYS DOS, the Saratoga Team will revise the Draft LWRP, addressing the comments provided by NYS DOS on the document, maps, appendices, and local laws. The revised Draft LWRP will also include updates and information identified during Task 19.

Deliverables

- Revised Draft LWRP, maps, appendices, and local laws, submitted to NYS DOS for review.

Task 21: Public Meeting

Upon completion of Task 20, the Saratoga Team will work with the City and Committee, in coordination with NYS DOS, to schedule a public information meeting. The goal of this meeting will be to present the Draft LWRP and receive public comments on the document.

The meeting will be publicized through a press release, social media, announcements, flyers, mailings, and any other means identified by the Committee. The Saratoga Team will provide advertising materials approximately two weeks before the meeting date.

Deliverables

- Copy of any advertising and presentation materials
- Written summary of meeting comments and findings, submitted to NYS DOS for approval.

Task 22: Complete Draft LWRP

The Saratoga Team will make any needed revisions to the Draft LWRP based on NYS DOS review and public meeting comments. Upon completion, one paper copy and one electronic copy of the complete Draft LWRP document, with integrated harbor management, Draft GEIS (if prepared), and new or amended (existing) laws and regulations, will be submitted to NYS DOS for approval.

If revisions to this complete Draft LWRP are needed, the Saratoga Team will make such changes and resubmit the materials, to the satisfaction of NYS DOS. The City can then formally accept the Draft LWRP as complete and ready for public review and pass a resolution to authorize its submission to NYS DOS for review by other agencies. The Saratoga Team will provide one paper copy and one electronic copy of the accepted version of the complete Draft LWRP document, with maps, appendices, and local laws and regulations, to NYS DOS.

NYS DOS will then initiate 60-Day Review, concurrent with SEQRA review (if applicable).

Deliverables

- One paper copy and one electronic copy (including GIS shapefile) of the complete Draft LWRP document, with integrated harbor management, Draft GEIS (if prepared), and new or amended (existing) laws and regulations, submitted to NYS DOS for approval.
- One paper copy and one electronic copy (including GIS shapefile) of the accepted version of the complete Draft LWRP document, with maps, appendices, and local laws and regulations, submitted to NYS DOS (in conjunction with City resolution of acceptance and submission for review).

Task 23: Determination of Significance and Compliance with SEQRA

The preparation and adoption of the LWRP requires compliance with SEQRA, for which the City will be Lead Agency. The Saratoga Team will prepare Part I of the Full EAF for the City. The City, as Lead Agency, will then complete Part 2 and Part 3 as necessary to evaluate the significance of the LWRP preparation and adoption, and make a Determination of Significance.

If this results in a Positive Declaration, a Draft Generic Environmental Impact Statement will be prepared. If a Draft GEIS is prepared, a public hearing will be held on the Draft LWRP. However; it is anticipated that the preparation and adoption of the LWRP will be determined not to have a significant adverse environmental impact, resulting in a Negative Declaration, and no further action necessary under SEQRA.

Completed documents will be submitted to NYS DOS for review and approval.

Deliverables

- Full EAF Part I submitted to the City for use in the SEQR process
- Associated SEQR determination, filed.
- Draft GEIS and public hearing notes, if Positive Declaration is reached (not anticipated)
- Completed SEQR documents submitted to NYS DOS.

Task 24: Final LWRP

Following the 60-Day Review of the complete Draft LWRP, NYS DOS will meet with the City and the Saratoga Team to discuss comments received and determine appropriate responses. The Saratoga Team will the revise the LWRP document, supporting local laws for adoption, and the Final EIS (if applicable) as necessary.

Deliverables

- Two paper copies and electronic files (Microsoft Word, PDF, and GIS data) of the complete Final LWRP document, supporting local laws for adoption, and Final GEIS (if prepared), submitted to NYS DOS for approval.

Task 25: Project Status Reports

The Saratoga Team will assist the City in preparing the semi-annual status reports, including a description of the work accomplished, status of all tasks in the work plan, schedule of completion for remaining tasks, and explanations of any problems encountered, for submission every June 30 and December 31.

Deliverables

- Completed semi-annual status reports

Task 26: Final Project Summary and Measurable Results Forms

The Saratoga Team will work with the City of Plattsburgh to complete the Final Project Summary Report and Measurable Results forms for submission to NYS DOS.

Task	Description	Timeframe
19	Project Review Meeting (DOS to approve project approach before team proceeds)	Week 1
20	Revisions to the Draft LWRP Revised Draft LWRP submitted to DOS LWRP Liaison for Review	Weeks 1-6 Week 7
21	Public Meeting – present Draft LWRP	Week 7
22A **22B** **22C**	Complete Draft LWRP DOS Liaison to review and revise as needed for 60-Day Review and send back to City Following review, City Council passes resolution to accept complete Draft LWRP and se submission package to DOS for 60-Day Review	Weeks 7-10 (Allow 30 days) Week 15
	DOS- 60 Day Review Process • DOS Liaison reviews submission package and contacts assigned DOS attorney to l 60-day review process • Other agencies can submit comment to DOS Coordinator during 60-day window • DOS Coordinator summarizes comments and responses • DOS prepares a package for City outlining necessary changes to finalize the LWRP	Weeks 16-23 (8 weeks)
23	Determination of Significance and Compliance with SEQRA Draft EIS if required Findings and Draft EIS (if required) submitted to DOS	Weeks 16-19 Weeks 20-23 Week 24
24	Final LWRP • Meeting with DOS to Review 60-Day comments and responses • Revise LWRP to address comments • Revised proposed Local Laws and Final EIS as necessary • Submit all final documents to DOS	 Week 24 Weeks 25-28 Weeks 25-28 Week 29
25	Project Status Reports • Prepared for June 30, Dec 31 of each year	June 30 Dec 31
26	Final Project Summary Report and Measurable Results Forms	Final weeks
Note: Steps Following Final Submission to NYS DOS		
	Package Compilation for Secretary of State approval • City adopts LWRP's supporting laws before submitting LWRP for Secretary of S approval • "Clean" Final LWRP document • Prepare any SEQR Documentation needed • City adopts the final LWRP document prior to submitting to Secretary of State f approval • Formal submission for Secretary of State approval resolution and formal submi letter	
	DOS – Secretary of State approval • DOS Coordinator prepares Article 42 Findings • DOS attorney reviews Findings and final LWRP • DOS staff formats the final LWRP and Maps • DOS staff edits "Readers' guide" for final posting • DOS staff prepares a press release • DOS prepares and sends notification of Secretary of State approval of the LWRP	

ESTIMATED BUDGET

Project Name: Plattsburgh Comprehensive Plan and Zoning Updates & LWRP Finalization **SA Project #: P200-002**

Task		Saratoga Associates			WBE Behan Planning	WBE Finch Network	MBE Lu Engineers	
		PIC/DMS	PM/ELG	Jr LA/JGD				
	Rate	$142	$94	$65	$140	$100	$104	
1	**Comprehensive Plan and Zoning Updates**							
1.1	Kick-off Meeting	6	8		8	4		
1.2	Review Plans and Meeting with Community Leaders		16		28			
1.3	Meeting to Discuss Preliminary Findings	6	8		8			
1.4	Community Workshop #1	7	7	4	12	8		
1.5	Inventory and Analysis (+ Review Meeting)		24	24	40			
1.6	Community Workshop #2	7	7		12	8		
1.7	Develop Plan Vision and Goals		10		16			
1.8	First Draft of the Comprehensive Plan (+ Review Meeting)	4	16		40			
1.9	Community Workshop #3	7	7	4	12	8		
1.10	Final Draft Comprehensive Plan (+ Review Meeting)	4	12		30			
1.11	Community Workshop #4	7	7	4	12	8		
1.12	Summary of Necessary Zoning Code Revisions (+ Review Meeting)		12	8	24			
1.13	Draft Zoning Code Revisions (+ Review Meeting)	4	8	20	40			
1.14	Public Information Meeting	7	7	4	12	8		
1.15	SEQRA Compliance (Full EAF, Generic EIS)		8	8			100	
1.16	County Planning Board Review		8		8			
1.17	Final Comp. Plan Update and Zoning Law Revisions (+ Review Meeting)	4	12	16	30			**Component 1 Subtotal**
1.18	Public Hearings and City Council Adoption		8		8			
	Hours	63	185	92	340	44	100	724
	Cost	$8,946	$17,390	$5,980	$47,600	$4,400	$10,400	$94,716
2	**Finalize LWRP**							
2.19	Meeting to Review Requirements and Draft LWRP	6	8		8	4		
2.20	Draft LWRP	4	24	16	16			
2.21	Public Meeting	7	7	4	12	8		
2.22	Complete Draft LWRP	4	20	8	8			
2.23	SEQRA Compliance (Full EAF)		12					
2.24	Final LWRP	4	16	8	8			
2.25	Project Status Reports (June/Dec)		10					**Component 2 Subtotal**
2.26	Final Project Summary Report		10			16		
	Hours	25	107	36	52	28	0	248
	Cost	$3,550	$10,058	$2,340	$7,280	$2,800	$0	$26,028
	Expenses							$5,000
	Total Compensation		$48,264		$54,880	$7,200	$10,400	$120,744
			40%		45%	6%	9%	

Section 3 | Project Management

Project Management

Saratoga Associates has brought together an exceptional team of professionals, together referred to as the "Saratoga Team," to meet the needs and goals of this project.

Behan Planning and Design will work together with Finch Network to ensure strong public engagement results in a community-driven design process. Behan Planning and Design will lead the comprehensive plan and zoning updates, while Saratoga Associates will lead the project team in Local Waterfront Revitalization Plan development, and Lu Engineers will assist with SEQRA compliance.

Project Communication

Clear lines of communication must be established between the City, stakeholders, NYS DOS, and Saratoga Associates for this project to be successful. Saratoga Associates will serve as the primary point of contact for the project team. The Principal-in-Charge for Saratoga Associates will be Daniel Shearer, and the Project Manager will be Emily Gardner.

Our primary assumption is that internal communication between Saratoga Associates, the City, and NYS DOS will be strong. At the local level, we suggest the establishment of a Steering Committee to assist with communication between the project team, residents, and community stakeholders. The timeframe outlined in this proposal cannot be efficiently or economically achieved without strong open lines of communication and responsiveness between all parties.

For this project, we propose coordination prior to any public engagement efforts, and regular meetings or conference calls at each stage of the process, to ensure that the project is proceeding in a manner that is on schedule, on scope, and on budget. At the conclusion of each task, a brief progress report will be submitted to the City and NYS DOS to confirm that the project remains on track.

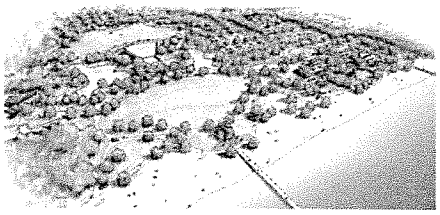
Section 4 | Qualifications & References

Project Experience

Saratoga Associates has a long history of connecting communities to their waterfront. In fact, over the last five years, we have been involved with dozens of waterfront projects. A sampling of these projects includes Local Waterfront Revitaliztion Program (Town of Willsboro, New York, Brewerton Revitalization Project (Hamlet of Brewerton, New York), City of Utica Waterfront Access Plan (City of Utica, New York), Community Vision and Implementation Strategy (City of Plattsburgh, New York), Shoreline Pedestrian Promenade (Village of Lake George).

Generally, our work on these projects involves various public outreach and visioning methods, establishment of future goals, near and long-term planning, master planning and concept design of recommended improvement projects, and construction phasing.

Community Vision and Implementation Strategy – City of Plattsburgh, NY

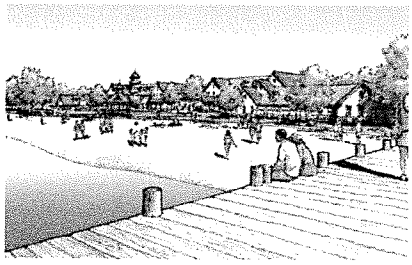


After years of previous planning studies and other visioning efforts that looked to optimize the potential of Plattsburgh's unrivaled location along Lake Champlain and the Saranac River, the City enlisted the services of Saratoga Associates to assist in creating a holistic vision for the future of their waterfront.

Saratoga Associates worked with the City, Project Advisory Committee, and community members to develop a vision that would guide the creation of vibrant destinations for the economic benefit and enjoyment of residents and visitors alike. By melding the ideas of previous plans with input from the community, the firm was able to efficiently finalize the Draft Local Waterfront Revitalization Program document. The City now has a coherent vision for the waterfront to attract future public and private development that supports recreational, open space, and economic development opportunities, prioritizes public access to the waterfront, and considers the natural, cultural, and historical resources of the City.

Project Reference: City of Plattsburgh, Office of Community Development, 518-536-7509

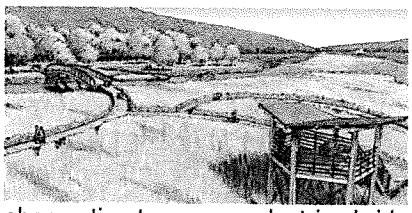
City Beach & Crete Center - Waterfront Design & Feasibility – City of Plattsburgh, NY



In conjunction with the LWRP, Saratoga Associates assisted the City with a feasibility study which included an assessment of the entire property, provided redevelopment ideas, and developed visions for the future of the property that both included and removed the Crete Center. The preferred concept provides enhanced open space with a focus on community recreation. A multipurpose performance pavilion is provided in place of the Crete Center, new waterfront buildings enhance the beach, piers are provided, and a wetland trail network and nature center to enhance educational opportunities. Cost estimates were developed for the mitigation, remediation, renovation and restoration of the property, including redevelopment options for the Crete Center.

Project Reference: City of Plattsburgh, Office of Community Development, 518-536-7509

Keuka Lake Waterfront Access Improvements – Town of Urbana, NY



The Town of Urbana, located on Keuka Lake, retained Saratoga Associates to lead the implementation of elements from the 2015 Hammondsport-Urbana Waterfront Master Plan. The Keuka Lake Access Improvements will focus on adding circulation along the waterfront in order to maximize the use of the park space and make physical connections to the community and adjacent assets. The scope of the project includes a new boardwalk and trail system lined with kiosks, a wildlife observation tower, a pedestrian bridge over Keuka Inlet, a kayak launch, and improvements for adjacent Curtiss Park.

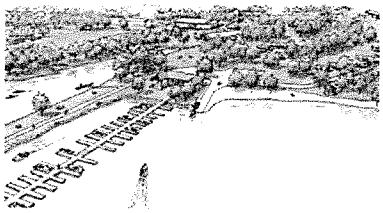
The meandering elevated boardwalk will be entirely ADA compliant and will connect the Champlin Beach project to the pedestrian bridge over Keuka Inlet and ultimately to Curtiss Park. Improvements at Curtiss Park include a connection to the existing Liberty Street as well as new parking, a drop-off area, and access to a kayak launch and fishing points.
Project Reference: Deanna Tompkins, Town Clerk, 607-569-3743 ext. 1, clerk@townofurbanac.com

Zoning, Code, and Comprehensive Plan Updates –Town of Liberty, NY

In hopes of attracting future development and investment to their community, the Town of Liberty enlisted the planning services of Saratoga Associates to assess their current land use and zoning regulations and prepare draft amendments to modify their zoning codes and land use plans.

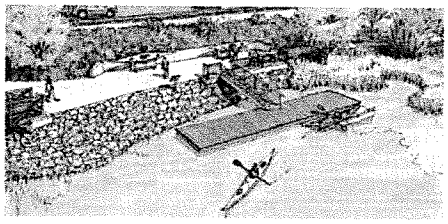
During the review of the plans, it was determined that the Town's Comprehensive Plan, adopted more than a decade earlier, would require updating if the Town's desire to modify their zoning codes and land use plans were to be realized. A holistic overhaul of the Town's documents was needed to maintain consistency within their plans and regulations.
Project Reference: Laurie Dutcher, Town Clerk, (845) 292-5110, l.dutcher@townofliberty.org

Waterfront and Community Revitalization Strategy – Town of Crown Point, NY



Saratoga Associates worked with the Town and community members to develop a vision that strengthens connections between the Main Street corridor and the waterfront, while improving public access to Lake Champlain and recreational opportunities for the economic benefit and enjoyment of residents and visitors alike. The Local Waterfront Revitalization Strategy identifies and prioritizes needs, providing a detailed plan and strategy for the implementation of priority projects. Concepts included improvements to the Essex County Fish Hatchery, redevelopment of the Monitor Bay Park campground and waterfront, and strategies for enhancing wayfinding and multimodal connections between Main Street and Lake Champlain.
Project Reference: Charles Harrington, Town Supervisor, 518-597-3035, supervisor@townofcorwnpoint.gov

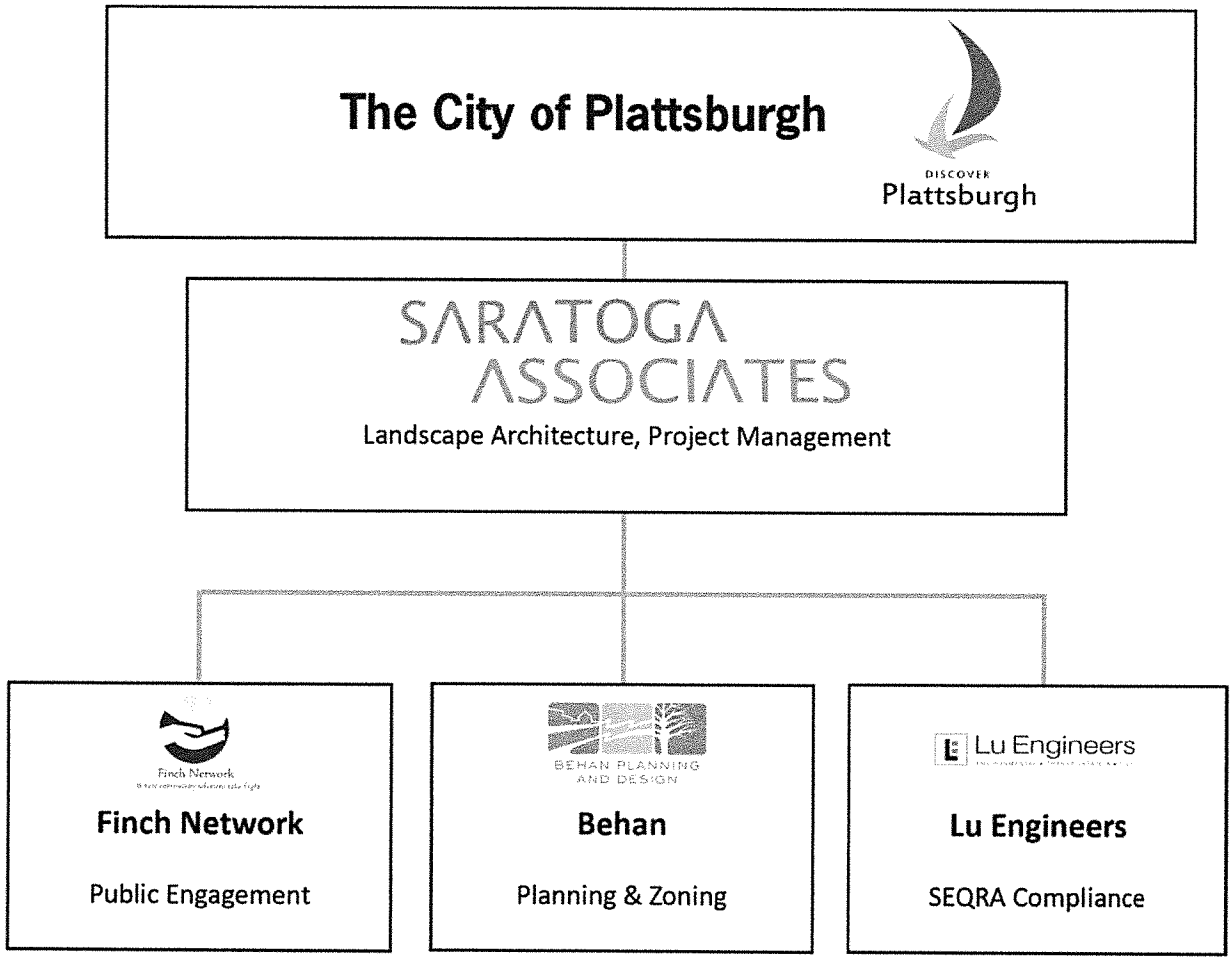
Hamlet of Brewerton Local Waterfront Revitalization Program – Cicero, NY



Saratoga Associates has worked with the Town and community for a decade in completing numerous plans and implementation projects adjacent to the Oneida River/Oneida Lake waterfront. At the request of the New York State Department of State, Saratoga Associates was asked to complete a Local Waterfront Revitalization Program that built off of previous projects, yet included the entire hamlet of Brewerton.

In order to develop an appropriate revitalization strategy, Saratoga Associates is working with the Town and community members to create a vision that will guide the hamlets future waterfront projects, connections to the waterfront, and other improvements in order to achieve economic growth and further enjoyment of residents and visitors alike. Once the LWRP is finalized, the Town will have a clear vision to the future of the hamlet.
Project Reference: Jody Rogers, Director of Parks & Rec, Town of Cicero, 315-699-5233

Team Organization



Staff Experience

Daniel M. Shearer, PE, LEED AP

Project Role: Principal-in-Charge
Environmental Engineer

SARATOGA ASSOCIATES

Education
Bachelor of Science in Mechanical Engineering, 1995

Registration/Certification
New York – License # 081118
LEED AP – Leadership in Energy & Environment Accredited Professional

Principal Daniel Shearer brings more than twenty five years of design engineering and site reuse planning and construction management to Saratoga Associates. An authority on sustainable site restoration and reuse planning design, Shearer utilizes his expertise in brownfields assessment and redevelopment, regulatory compliance, and public outreach to enable municipal clients to procure funding for revitalization projects, minimizing their overall project costs. Shearer also assists private sector clients to meet their site development objectives, helping them navigate the entire process from permitting and zoning through final approvals and certificates of occupancy.

Representative Experience

City Beach & Crete Center - Waterfront Design & Feasibility - City of Plattsburgh, NY
Project Engineer for environmental evaluation of active city recreational indoor facility and the City of Plattsburgh's primary public beach along Lake Champlain.

Community Vision and Implementation Strategy - City of Plattsburgh, NY
Principal in Charge for this project that consolidated decades of previous planning into one coherent vision for the City.

Mohawk Valley Gateway Overlook, City of Amsterdam, NY
Principal-in-Charge responsible for concept design through construction documents for a $16.5 million pedestrian bridge over the Mohawk River.

Riverlink Park Phase II, City of Amsterdam, NY
Principal-in-Charge responsible for design development and contract documents for the expansion of an existing riverfront park.

Waterfront and Community Revitalization Strategy, Town of Crown Point, NY
Principal-in-Charge for the development of a community vision for the future of the Crown Point waterfront.

Multi-Modal Train Station Feasibility Study, City of Amsterdam, NY
Principal-in-Charge for the development of design concepts for the siting of a multi-modal transportation center in the City of Amsterdam.

Northern & Eastern Neighborhood Brownfield Opportunity Area, Step 1 – Pre-Nomination Study - City of Amsterdam NY
Principal in Charge and Project Manager for an economic revitalization strategy for the City's distressed northern and eastern neighborhoods.

Emily L. Gardner

Project Role: Project Manager, Landscape Designer

SARATOGA ASSOCIATES

Education
Masters in Urban & Regional Planning
Graduate Certificate in Urban Policy
University at Albany, SUNY, 2013

Bachelor of Science, Landscape Architecture
Cornell University, 2008

Emily Gardner has over 7 years of experience in all phases of site analysis, community planning, and design. She serves as a landscape designer and planner on a wide variety of site development projects including commercial, institutional, residential, and mixed-use projects. Ms. Gardner utilizes GIS analysis for regional and community master planning projects and has worked successfully on all project phases from site analysis and site design through construction documents. Her experience also includes designs for stormwater management.

Representative Experience

Community Vision and Implementation Strategy - City of Plattsburgh, NY
Landscape designer and planner for an update to the City's Local Waterfront Revitalization Plan.

Waterfront and Community Revitalization Strategy, Town of Crown Point, NY
Project manager and planner responsible for the development of a community vision for the future of the Crown Point waterfront.

Local Waterfront Revitalization Strategy – Town of Cicero, NY
Project manager leading the development of a community vision and revitalization strategy for the Hamlet of Brewerton in the Town of Cicero.

Seneca Turnpike Creek Access Project – City of Syracuse, NY
Project manager leading community planning, public outreach, design development, and construction administration services for a plan to provide public access to Onondaga Creek from Seneca Turnpike– a project which was identified in the City's previously completed Local Waterfront Revitalization Program.

Downtown-Riverfront Parks Connection Feasibility Study - City of Watertown, NY
Project manager, landscape designer, and planner for a feasibility study focused on improving for pedestrian and bicyclist connections from the City's downtown to two of its riverfront parks, the Veterans' Memorial Riverwalk and Whitewater Park.

Waterfront Feasibility Study - Village of Sackets Harbor, NY
Landscape designer and planner for a feasibility study identifying new and expanded recreational use along the waterfront to increase water-based recreation, coastal tourism, and economic development.

Lower Entrance Design - Watkins Glen State Park, NYS OPRHP, Watkins Glen, NY
Landscape designer and planner for design development and contract documents for the renovation of the main entrance.

Kingston Connectivity Project - City of Kingston, NY
Landscape designer and planner assisting with schematic design of pedestrian and bicycle routes from Midtown Kingston to the Hudson River waterfront.

Eric D. Whiting, ASAI

Education
Bachelor of Architecture, 1998
Bachelor of Environmental Design in Architecture, 1997

Project Role: Architectural Designer & Illustrator

SARATOGA ASSOCIATES

With over 30 years of experience in the profession of Architecture, Eric has experience as Project Designer and Manager for a broad range of projects that include recreational, tourism, residential, and educational development. "My goal with every project is to roll up my sleeves, and apply the hands-on approach. Design is a passion, and every project has a voice. It's my job to discover that voice, and let it speak."

Representative Experience

Hamlet of Brewerton Revitalization - Town of Cicero, Brewerton, NY
Architect/Illustrator for a community master plan creating a vision for the Oneida River waterfront and downtown corridor to transform the area into a more vibrant and economically sustainable community.

Lower Entrance Design - Watkins Glen State Park, NYSOPRHP, Watkins Glen, NY
Lead designer/project Architect/illustrator assisting with design development and contract documents for the renovation of the main entrance to the scenic and heavily visited Lower Falls area of the park.

Mohawk Valley Gateway Overlook - City of Amsterdam, Amsterdam, NY
Lead designer/project architect/illustrator assisting with design development and contract documents for a $16.5 million pedestrian bridge over the Mohawk River.

Recreational Master Plan - Hempstead Lake State Park, NYSOPRHP, West Hempstead, NY
Designer/illustrator for a conceptual design expanding recreational use of Hempstead Lake.

Saranac Lake Vision Concept - Village of Saranac Lake, NY
Architect/Illustrator assisting with the preparation of a community master plan creating a holistic vision for the redevelopment and revitalization of five districts within the Village of Saranac Lake.

Brownfield Opportunity Area Step 2 – Nomination – East Syracuse, NY
Illustrator for a report for the downtown district which identified opportunities to increase home ownership and the resident diversity; redevelopment of for vacant, abandoned and underutilized properties; streetscape and pedestrian connection enhancements; green infrastructure improvements; and regulatory recommendations to facilitate improved compatibility between industrial uses and residential neighborhoods.

Welcome Center - Grafton Lakes State Park, NYSOPRHP, Grafton, NY
Lead designer/project Architect/illustrator assisting with design development of a new $2.5 million, 5,000 square foot Nature/Visitors Center.

Park Cottage Colony - Sampson State Park, NYSOPRHP, Romulus, NY
Lead designer/project Architect/illustrator assisting with design development through contract documents for a new cottage colony on the shores of Seneca Lake at Sampson State Park.

Jacob Dilson

Project Role: Landscape Designer

SARATOGA ASSOCIATES

Education
Bachelor of Arts – English Literature and Creative Writing, 2012
Master of Landscape Architecture, 2019

Jacob Dilson received his MLA in Spring 2019, and currently serves as Junior Landscape Designer. His work at SA ranges from design drawings, to feasibility studies, to field research across New York State. His experience and interests include wetland restoration; urban stormwater management; and the site-scale details that make designs reflect and enhance local communities. He comes with seven years of experience in the environmental realm.

Representative Experience

Local Waterfront Revitaliztion Program - Town of Willsboro, NY
Landscape Designer assisting in the development of a community waterfront vision.

Champlin Beach Infrastructure – Town of Urbana, NY
Landscape designer supporting the design and implementation of infrastructure improvements at Champlin Beach along Keuka Lake.

Keuka Lake Access Improvements – Town of Urbana, NY
Landscape designer supporting the implementation of elements from the 2015 Hammondsport-Urbana Waterfront Master Plan.

Beach Feasibility Study and Design – City of Geneva, NY
Landscape designer supporting the development of a feasibility study and design for the development of a public beach along the shore of Seneca Lake in the City of Geneva.

Central Park Wayfinding and Circulation Plan – City of Schenectady, NY
Landscape designer supporting the development of wayfinding and circulation improvements for Central Park in the City of Schenectady.

Cynthia A. Behan, RLA

Project Role: Landscape Architect

BEHAN PLANNING AND DESIGN

Education
Bachelor of Civil Engineering, 1976
Masters in Structural Engineering, 1982

Registration/Certification
New York – License # 001152

Ms. Behan is a landscape architect licensed to practice by the New York State Education Department as well as a certified WBE/DBE providing landscape architectural planning and design services. Over the years, Ms. Behan's experience has included the full spectrum of practice, from master planning to designing commercial projects, parks, trails, waterfront and other recreational planning, and design commissions. More recently, she has completed streetscape and park design work through the construction document phase. She brings her background in biology and ecology and understanding of plant materials into her practice at the site, neighborhood, and community scale.

Representative Experience

City Of Rensselaer, NY – Waterfront Park Schematic Design
Town Of North Elba, NY – Athletic Field Design and Engineering
Town Of Clarkstown, NY – West Nyack Hamlet Park and Flood Control Improvements
Town Of Westfield, NY – Waterfront Pier Improvements for Barcelona Pier

John J. Behan, AICP

Project Role: Principal Planner

BEHAN PLANNING AND DESIGN

Education
Master of Regional Planning, 1983
Bachelors of Environmental Science, 1979

John J. Behan has been a planner for over 25 years and has earned a reputation for the ability to guide a community in its vision to a workable solution. Mr. Behan's work, which he considers creative collaborations with his clients and their constituencies, has been recognized with several national planning and conservation awards. His professional practice emphasizes turning knowledge into action and includes public involvement as integral to successful land and community planning initiatives. His experience includes environmental reviews under NEPA, SEQR, and MEPA, comprehensive planning at a municipal, multi-community, and regional scale, waterfront revitalization, greenway and open space, and resource conservation planning, grant writing, and economic development planning projects.

Representative Experience
Town Of Amherst, NY - Traditional Neighborhood Zoning Project
Town Of Bennington, VT - Commercial Corridor Design Guidelines
Town Of Clarkstown, NY - Form-Based Zoning Code
Town Of Clarkstown, NY - New City Hamlet Design Guidelines
Town Of Clarkstown, NY - West Nyack Hamlet Zoning
Town Of Clifton Park, NY - Form-Based Zoning Code
Town Of East Greenbush, NY - East Greenbush Amenities Plan

Michael B. Allen

Project Role: Urban Planner

BEHAN PLANNING AND DESIGN

Education
Bachelor of Architecture, 1993

As a degreed architect, Mr. Allen has worked for noted international firms including Skidmore Owings Merrill,P.C. in London; Einhorn Yaffee Prescott, A/E, P.C. in Albany, N.Y.; as well as preservation architects Badger & Associates in Manchester, VT. With a strong personal interest in community revitalization and land use planning projects, Mr. Allen began his independent planning consulting practice in 2002 with the formation of Bailliere Consulting where he was Principal until joining Behan Planning and Design. His areas of expertise include land use planning, zoning code updates, development reviews and the creation of illustrated design standards and form-based zoning codes. Mr. Allen currently serves on the Village of Round Lake Zoning Board, and previously served on the Planning Board of his hometown in Dorset, VT before moving to New York State.

Representative Experience

Town Of Amherst, NY - Traditional Neighborhood Zoning Project
Town Of Bennington, VT - Commercial Corridor Design Guidelines
Town Of Clarkstown, NY - Form-Based Zoning Code
Town Of Clarkstown, NY - New City Hamlet Design Guidelines
Town Of Clarkstown, NY - West Nyack Hamlet Zoning
Town Of Clifton Park, NY - Form-Based Zoning Code
Town Of East Greenbush, NY - East Greenbush Amenities Plan
Town Of East Greenbush, NY - Comprehensive Zoning Update
Town Of East Greenbush, NY - Comprehensive Land Use Plan

Amy Bonn

Finch Network
Where community initiatives take flight

Education,
M.S., Community and Rural Development, 2000
M.S., American Studies, 1991
B.A., American Studies, 1989

Amy has worked with and for nonprofits for over 20 years as a practitioner, researcher and consultant. She has worked with local, regional, and national organizations including the National Alliance to End Homelessness, Rural Local Initiatives Support Corporation (LISC), the Corporation for National and Community Service and City Harvest and the City of Plattsburgh. She specializes in grant writing, community engagement, program planning, fund development and qualitative research. Notable projects include: securing a $1.3 million dollar and a $1.1 million dollar grant for waterfront development in Schuyler County, NY, assisting the City of Plattsburgh on a variety of capacity development initiatives including their 2016 Downtown Revitalization Initiative process and their Local Waterfront Revitalization Plan and establishing a strategic planning process for the American Military Retirees Association.

Representative Experience

Finch Network LLC, Plattsburgh, New York
Principal-Founder of a consulting group that helps local, regional and national non-profits and government agencies to address their training, grant writing, program development, evaluation and strategic planning needs.

Clinton Community College, Plattsburgh, NY
Instructor-Taught Sociology 101 to 24 students.

United Way of Tompkins County, Ithaca, NY
Director of Community Programs- Identified, pursued and administered grants and grant cycles.

Director, Allocations and Community Programs- Coordinated a volunteer council that allocated almost 2 million dollars yearly in Tompkins County.

Corporation for National Service, Washington, District of Columbia
National Service Fellow-Conducted research on community development sustainability issues in AmeriCorps*VISTA programs.

Greg Andrus, P.G., CHMM

Lu Engineers

Education,
B.S., Geology
M.S., Hydrogeology

Mr. Andrus started his career as a Geologist in 1987 and joined Lu Engineers in 1993 as a Geologist and Environmental Engineer. His areas of expertise include hazardous materials management, remedial investigations, site remediation, petrochemical/bulk storage, geology and hydrogeology. Projects have ranged from large industrial clients, educational institutions and federal facilities to small commercial and retail facilities. Mr. Andrus provides investigation and remedial phase services for multiple Brownfield projects for municipal and private clients and oversight of petro-chemical bulk storage facilities.

Representative Experience

Rome Research Site Environmental Term Contract USAF | Program Manager
Mr. Andrus is currently managing the fifth consecutive multi-year, multi-million dollar IDIQ contract which provides civil and environmental engineering services to the AFRL/RRS at the former Griffiss Air Force Base.

Sewall's Island, ERP Brownfield Investigation, City Of Watertown, NY
Mr. Andrus was the Project Manager in charge of completing a Remedial Investigation/ Alternatives Analysis Report (RI/AAR) on Sewall's Island for the City of Watertown, New York.

City of Rochester Environmental Services Term Contract, Rochester NY | Project Manager
Mr. Andrus is the Project Manager for Phase I & II projects for City-owned properties under BOA and other Brownfield Programs.

Village of Poland Brownfield ERP, Poland, NY | Project Manager
Mr. Andrus managed environmental services for the Village of Poland Brownfield site under the NYSDEC Environmental Restoration Program.

Former Frink America Property, NYSDEC Voluntary Cleanup Work Plan, Clayton, NY
The former Frink America property underwent a Site Investigation under the NYSDEC Environmental Restoration Program.

Petrochemical and Environmental Engineering Projects, NY
Mr. Andrus provides ongoing environmental and petrochemical consulting engineering services to multiple waterfront facilities in Western and Eastern New York State.

NYS Canal Corporation, Lock C12 (Whitehall) and Bond Creek Culvert (Fort Edward)
Conducted ground penetrating radar surveys on roadway and associated structures to verify subsurface conditions including voids and dislocated drainage features.

City of Rome BOA Step 2 | Project Manager
Mr. Andrus served as project manager for the environmental review portion of this BOA project under the EPA grant awarded to the City of Rome, NY.

Orchard Whitney Brownfield ERP, Rochester NY | Project Manager
Mr. Andrus manages environmental services from the initial Phase I Assessment through Phase II sampling and testing continually through remedial implementation for the Orchard Whitney Brownfield site for the City of Rochester's LYLAKS BOA under the NYSDEC Environmental Restoration Program.

City of Plattsburgh
Weekly Expenditure Analysis - Large Dollar Items
Week of 02/21/2020

	Payee	Description	Amount
City:			
	ProAct, Inc.	Prescription health care cost for actives & retirees - Jan 16 - Jan 31, 2020 - all depts.	47,298.85
	PrimeLink	Feb 2020 phone & internet service fees & managed srvc-all City depts	12,982.41
	City Chamberlain - T&A Acct.	Transfer wire payment - weekly Blue Shield & monthly CanaRx cost	12,893.86
	New England Organics	134.16 tons of sludge hauling to Grasslands landfill - WPCP - Jan 2020	7,512.96
	Boire Design Inc.	DRI branding, signage design consultation, marketing - CD - Feb 2020	7,181.25
	TM Auto Repair Center Inc.	Repairs: units 310, 301, 312, & 2009 Jeep - Police - Jan/Feb 2020	6,569.28
	Viking Cives Inc.	Snow plow parts - DPW - Feb 2020	5,959.84
	City Chamberlain - Soc Sec Acct.	Transfer to deposit FICA/Medicare Payroll withholding	4,288.28
	Verizon Wireless	Mobile phone billing monthly charges - Jan 2020 - all departments	3,506.90
	VP Supply Corporation	Reissued ck 3020.97; misc part for water leak NY Rd 225.00 - DPW - Feb 2020	3,245.97
	NYS Industries for the Disabled	City Court reimbursable cleaning costs - Municipal Court - Jan 2020	3,241.50
	Underhill Garage, Inc.	Various vehicle parts - DPW - Feb 2020	2,550.31
	NEWS of New York Inc.	Solid waste landfill disposal fees - DPW - Jan 2020	2,518.28
	Fleet Business Products Inc.	Perforated paper for utility billing - Data Process'g - Jan 2020	2,032.80
	Upstone (f/k/a Graymont) Materials Inc.	Cold patch, stone #2 & #4 crusher runs - DPW - Jan 2020	1,786.68
	MX Fuels & Propane/Vaincourt Fuels Div.	820.60 gallons of gasoline - Police - Jan/Feb 2020	1,509.99
	Wells Communications	Lights, sirens and radio in Charger - Police - Feb 2020	1,208.64
	General Code	Ecode360 annual maintenance - City Clerk - Feb 2020	1,195.00
	Symquest Group Inc.	Printer MFP MPS - all depts - Jan 2020; Leases - Lib/Rec - Feb/Mar 2020	1,192.96
	MES New York	Firefighter helmets - Fire - Jan 2020	1,190.76
	Passport Labs Inc	Parking Ticket collection fee per contract - Police - Jan 2020	1,134.48
	Purchase Power	Postage and supplies - Jan 2020	1,063.45
	Others - 141 total others	Various (average $119.09 each)	16,791.33
		Total City	148,855.78
MLD:			
	Tokio Marine HCC	MLD share insurance deductible for 20 Waterhouse St claim - Feb 2020	2,536.33
	Accurate Calibration Service	Annual calibration for a model 5800 testers & annual support - Feb 2020	1,650.00
	Others - 21 total	Various (average $270.04 each)	5,670.78
		Total MLD	9,857.11
Specials:			
	Journal Transfers (not expenditures)	2019 Trans to MLD: Water/Sewer Op-Meter Reading 49214.94; Genl-City Work Orders 17975.49	67,190.43
	Capital Expenditures	Pavone & Broad Park'g and Farmers Mkt Design 29879.75; Protection Ave 1816.56	31,696.31
		Total Specials	98,886.74
	Gross Total		$ 257,599.63
	Less: Inter-Fund Transactions		67,190.43
	Total Net Expenditures		$ 190,409.20

Payroll:			Pay Period		Year to Date	
	Total Payroll Headcount		46		250	
	Base Hourly & Salary		$ 45,297.61		$ 1,506,348.15	
	Overtime, Standby & Shift Differentials	Fire holiday and O/T adjustments	5,048.35	11.14%	193,657.03	12.86%
	Vacation, Holiday, Pers. & Accum. Leave & severance	(Brown 1.7k, Maurice 5.1k, Sciole 18.0k)	5,280.62	11.66%	372,882.74	24.75%
	Sick, Bereavement Leave, Jury		1,692.27	3.74%	89,582.29	5.95%
	Longevity - AFSCME bi-weekly $4.3k	Mgmt. bi-weekly $3k		0.00%	30,696.06	2.04%
	Higher Class Pay		40.00	0.09%	12,220.54	0.81%
	Sick Leave Buyout			0.00%	-	0.00%
	Health Insurance Buyout		-	0.00%	30,102.67	2.00%
	Clothing/Uniform Allow - PD, MLD			0.00%	-	0.00%
	College Degree Allowances	Police		0.00%	-	0.00%
	Severance - sick leave time	(Brown 2.1k, Maurice 9.4k, Sciole 24.8k)		0.00%	36,290.22	2.41%
	Retroactive Pay			0.00%	-	0.00%
	Grand Total		$ 57,358.85		$ 2,271,779.70	
	Overtime, Standby & Shift Diff	Fire		0.00%	$ 67,592.88	34.90%
		Police	5,048.35	100.00%	41,922.02	21.65%
		DPW		0.00%	37,715.79	19.48%
		MLD		0.00%	29,192.70	15.07%
		WPCP		0.00%	11,609.48	5.99%
		Other City Depts.		0.00%	4,982.51	2.57%
		Library		0.00%	641.65	0.33%
		Overtime, Standby & Shift Diff - by depart.	$ 5,048.35		$ 193,657.03	

City of Plattsburgh
Overtime, Standby & Shift Differential Analysis - 2020 Budget vs. Actual
Payroll Period Ended 2/21/2020
(in dollars)

Department	Budget	YTD Budget	YTD Actual	YTD Variance
Fire	266,000.00	37,540.00	67,592.88	(30,052.88)
Police	266,000.00	37,540.00	41,922.02	(4,382.02)
DPW	209,627.00	29,584.20	37,715.79	(8,131.59)
MLD	163,440.00	23,065.93	29,192.70	(6,126.77)
WPCP	71,310.00	10,063.82	11,609.48	(1,545.66)
Other City	45,154.00	6,372.48	4,982.51	1,389.97
Library	4,842.00	683.34	641.65	41.69
Total	1,026,373.00	144,849.76	193,657.03	(48,807.27)

Net O/T Cost	YTD Actual	O/T Recoveries	Net O/T Cost	Net YTD Variance
Fire	67,592.88		67,592.88	(30,052.88)
Police	41,922.02		41,922.02	(4,382.02)
DPW	37,715.79		37,715.79	(8,131.59)
MLD	29,192.70		29,192.70	(6,126.77)
WPCP	11,609.48		11,609.48	(1,545.66)
Other City	4,982.51		4,982.51	1,389.97
Library	641.65		641.65	41.69
Total	193,657.03	-	193,657.03	(48,807.27)