

**REGULAR MEETING OF THE COMMON COUNCIL  
OF THE CITY OF PLATTSBURGH, NEW YORK  
SEPTEMBER 10, 2020  
5:00 P.M.**

**MINUTES**

**Pledge of Allegiance**  
(RC)

**Present:** Mayor Colin Read, Councilors Ira Barbell (W1), Mike Kelly (W2), Elizabeth Gibbs (W3) [*participated via Skype*], Steve Brodi (W4), Jeff Moore (W6)

**Absent:** **Councilor Patrick McFarlin (W5)**

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**MAYOR'S COMMENTS:** mentioned this weekend one more sign of hate in the community swastikas being drawn, really quite a shame. This Common Council absolutely abhors any lack of tolerance and demeaning any group in our city. I apologize to the entire community for the behavior of some it is really shameful.

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**1. MINUTES OF THE PREVIOUS MEETING:**

**RESOLVED:** That the Minutes of the Regular Meeting of the Common Council held on September 3, 2020 are approved and placed on file among the public records of the City Clerk's Office

By Councilor Barbell; Seconded by Councilor Brodi  
(All in Favor/opposed)  
Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, Moore  
(All voted in the affirmative)

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**2. PAYROLLS OF VARIOUS DEPARTMENTS:**

**RESOLVED:** That the payrolls of the various Departments of the City of Plattsburgh for the week ending September 9, 2020 in the amount of \$ 461,837.53 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 Moore; Seconded by Councilor Kelly  
(All in Favor/opposed)  
Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, Moore  
(All voted in the affirmative)

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**3. REPORTS OF CITY OFFICES & COMMITTEE REPORTS:**

- Report of Fire and Ambulance Responses for September 1- 7, 2020
- Reports from the Police Department dated September 8, 2020
- Minutes from the Governance, Strategy & City Operations Committee meeting held on September 3, 2020

**COUNCILOR/DEPARTMENT CHAIR COMMITTEE REPORTS:**

**Governance, Strategy, and City Operations-** Chair Councilor Barbell mentioned Item 7F regarding Utility payments will discuss more when item comes up.

**City Infrastructure** – Chair Councilor Moore indicated met tonight nothing new to report.

**Finance and Budget** – Chair Councilor Kelly indicated Committee meets next week.

**Public Safety** – Chair Councilor Gibbs indicated she and Councilor Barbell continue to meet to discuss Budget.

**Plattsburgh Public Library** – Chair Councilor McFarlin absent. No one else had anything to report.

**MLD** - MLD Board President Councilor McFarlin absent. No one else had anything to report.

**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 Kelly; Seconded by Councilor Barbell  
(All in Favor/opposed)  
Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, Moore  
(All voted in the affirmative)

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**4. CORRESPONDENCE OR RECOMMENDATIONS FROM BOARDS: None**

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**5. AUDIT OF CLAIMS:**

**RESOLVED:** That the bills Audited by the Common Council for the week ending September 11, 2020 in the amount of \$ 1,449,072.89 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 Moore; Seconded by Councilor Kelly  
(All in Favor/opposed)  
Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, Moore  
(All voted in the affirmative)

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**6. PERSONS ADDRESSING COUNCIL ON AGENDA ITEMS ONLY: None**

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**7. OTHER ITEMS:**

**Motion to remove item 7A from the Table:**

By Councilor Barbell; Seconded by Councilor Brodi

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, Moore  
(All voted in the affirmative to remove from Table)

**ACTION TAKEN:** Adopted

**A. RESOLVED:** In accordance with the request therefore the Common Council approves renewing the contract with Plattsburgh Housing Authority for the provision of Supplemental Police Services by

a Plattsburgh Police Officer (September 1, 2020 – August 31, 2021). The total revenue for the City is billed on a monthly basis per the contract. There is no change in the contract provisions or reimbursement cost from 2020.

Discussion: Yes

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, Moore

(All voted in the negative)

**ACTION TAKEN:** Defeated

Follow up Action: None

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**B. ADOPTING AMENDED FINDINGS STATEMENT FOR DOWNTOWN AREA IMPROVEMENT PROJECTS**

**WHEREAS**, the City of Plattsburgh is undertaking a series of revitalization efforts that are collectively described as the Downtown Area Improvement Projects (DAIP); and

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

**WHEREAS**, the Common Council duly conducted comprehensive review of the DAIP 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 Common Council adopted a SEQRA Statement of Findings, including the specific findings and certifications required by the SEQRA Regulations at 6 NYCRR Section 617.11(d), on February 20, 2020, and authorized and directed the City Clerk to file the Statement of Findings as required by SEQRA; and

**WHEREAS**, subsequent to the Common Council’s adoption of the Statement of Findings, detailed plans for one component of the DAIP, the Durkee Lot Mixed-Use Development (DLMUD), were presented to the City of Plattsburgh Planning Board and the Zoning Board of Appeals seeking required approvals; and

**WHEREAS**, in response to feedback from both of these Boards, the project sponsor refined and revised the DLMUD plans; and

**WHEREAS**, the proposed changes were deemed to be sufficiently substantial by the Common Council to require preparation of an Amendment to the Statement of Findings; and

**WHEREAS**, an Amendment to the Statement of Findings has been prepared to reflect analysis of these modifications; and

**WHEREAS**, the proposed Amendment has been reviewed by the Common Council;

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The Common Council hereby adopts the Amendment to the Statement of Findings and ratifies and affirms 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 Amendment to the Statement of Findings as required by the SEQRA Regulations.

By Councilor Barbell; Seconded by Councilor Kelly

Discussion: Yes

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, Moore

(All voted in the affirmative)

**ACTION TAKEN:** Adopted

Follow up Action: None

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**C. RESOLVED:** In accordance with the request therefore the Common Council agrees to and authorizes entering into an agreement with HydroSource Associates based on their August 17, 2020 proposal at an estimated amount of \$125,000.

By Councilor Moore; Seconded by Councilor Brodi

Discussion: Yes

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, Moore

(All voted in the affirmative)

**ACTION TAKEN:** Adopted

Follow up Action: None

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**D. AUTHORIZING THE FORMATION OF THE PLATTSBURGH PROGRESS LOCAL DEVELOPMENT CORPORATION (THE “CORPORATION”), APPROVING A FORM OF CERTIFICATE OF INCORPORATION FOR THE CORPORATION, APPOINTING THE INITIAL DIRECTORS OF THE CORPORATION, AND AUTHORIZING THE CORPORATION TO PERFORM ESSENTIAL GOVERNMENTAL FUNCTIONS INCLUDING ACTIVITIES ASSOCIATED WITH JOB CREATION AND THE PROMOTION OF COMMUNITY AND ECONOMIC DEVELOPMENT INITIATIVES.**

WHEREAS, it is the policy of the State of New York to promote the economic welfare and prosperity of its inhabitants and to actively promote, attract, encourage, and develop economically sound commerce and industry; and

WHEREAS, the City of Plattsburgh (the “City”) is tasked with the responsibility to promote the health, safety and general welfare of the residents of the City by among other things preventing unemployment and economic deterioration including by increasing and maintaining employment opportunities and attracting and sustaining economically sound commerce; and

WHEREAS, it is essential for the City to support the operations and activities of both for-profit and not-for-profit entities and corporations within the City in furtherance of both job creation and retention opportunities within the City; and

WHEREAS, Section 1411 of the Not-For-Profit Corporation Law of the State of New York (the “LDC Act”) authorizes the establishment of not-for-profit local development corporations operated exclusively

for the charitable or public purposes of relieving and reducing unemployment, promoting and providing for additional and maximum employment, bettering and maintaining job opportunities, instructing or training individuals to improve or develop their capabilities for such jobs, and lessening the burdens of government and acting in the public interest; and

WHEREAS, in furtherance of the foregoing, the City desires to establish the new local development corporation pursuant to the LDC Act to undertake certain projects and initiatives for the benefit of and to relieve the burdens of the City, including, but not limited to undertaking certain local development projects, financings through the issuance of tax exempt and taxable bonds, notes and other instruments for the benefit of both for-profit and not-for-profit entities and corporations located within the City; and

WHEREAS, a proposed certificate of incorporation (the "Certificate of Incorporation", a copy of which is attached hereto as Exhibit A for the establishment of PLATTSBURGH PROGRESS LDC (the "Corporation") pursuant to the LDC Act has been prepared for review by this Common Council; and

WHEREAS, in furtherance of the foregoing public purposes and the LDC Act, this Common Council desires to establish the Corporation to undertake the purposes and powers as set forth within the LDC Act, including (1) to construct, acquire, rehabilitate and improve for use by others industrial or manufacturing plants in the territory in which its operations are principally to be conducted, (2) to assist financially in such construction, acquisition, rehabilitation and improvement, to maintain such plants for others in such territory, (3) to disseminate information and furnish advice, technical assistance and liaison with federal, state and local authorities with respect thereto, (4) to acquire by purchase, lease, gift, bequest, devise or otherwise real or personal property or interests therein, (5) to borrow money and to issue negotiable bonds, notes and other obligations therefor, and (6) to sell, lease, mortgage or otherwise dispose of or encumber any such plants or any of its real or personal property or any interest therein upon such terms as it may determine to be suitable; and

WHEREAS, to accomplish the purposes and powers as set forth within the LDC Act and Certificate of Incorporation, including relieving the burdens of the City and the undertaking of projects for the benefit of both for-profit and not-for-profit entities and corporations in furtherance of their access to cost-effective capital for projects that enhance, create and preserve employment opportunities for residents of the City, this Common Council desires to task the Corporation with such burdens and responsibilities and authorizes the Corporation, once established, to issue bonds on behalf of the City for such purposes pursuant to and in accordance with applicable provisions of the Internal Revenue Code (the "Code");

NOW, THEREFORE, BE IT

RESOLVED, that the City hereby authorizes the establishment of the City of Plattsburgh LDC pursuant to the LDC Act. The Mayor is hereby authorized to execute and cause the filing of the Certificate of Incorporation in substantially the form attached hereto as Exhibit A, with such changes, modifications, variations, omissions and insertions as may be approved by the Mayor in consultation with the City Attorney; and be it further

RESOLVED, that the City, acting by and through this Common Council, shall serve as the sole member of the Corporation. In furtherance of same, this Common Council hereby approves the appointment of the following individuals to serve as the initial Directors of the Corporation:

1. Timothy McCormick
2. Robert C. Smith

3. Jerry Rosenbaum

And be it further

RESOLVED, that the Corporation is hereby designated as an on behalf of issuer of the City for the purposes of issuing bonds, notes and other instruments with authority to exercise on the City’s behalf all lawful powers as may be deemed necessary to accomplish its public purposes including to enhance, create and preserve employment opportunities for residents of the City, such purposes and powers to include, but not be limited to, those powers contained within the LDC Act and the Certificate of Incorporation, with the power to issue tax exempt and taxable bonds, notes, or other instruments on behalf of the City in furtherance of its purposes, provided however that any obligations issued by the Corporation shall never be a debt of the State of New York, the City or any political subdivision thereof (other than Corporation) and neither the State of New York, the City or any political subdivision thereof (other than Corporation) shall be liable thereon; and be it further

RESOLVED, that this Common Council hereby authorizes the City to covenant and agree with the Corporation in any transaction undertaken by the Corporation in furtherance of the LDC Act, the Certificate of Incorporation, and any initiatives described herein, and for the benefit of the Corporation and the holders from time to time of any bonds, notes or other instruments or other securities (hereinafter collectively, the “Securities”) issued by the Corporation that the City will not limit or alter the rights of the Corporation to fulfill the terms of its agreements with the holders of the Securities or in any way impair the rights and remedies of such holders of the security for the Securities until the Securities, together with the interest due thereon or payable in respect thereof and all costs and expenses in connection with any actions or proceeding by or on behalf of such holders, are fully met and discharged. Authorized representatives of the City are hereby granted the power to make such a covenant to and agreement with the Corporation and to take any and all actions necessary or desirable to cause such covenant and agreement to be made or enforced. The Corporation is hereby authorized to assign to or for the benefit of the holders of its Securities any covenant or agreement made by the City pursuant to the foregoing provisions; and be it further

RESOLVED, that this resolution shall take effect immediately.

**Motion to waive reading and move Resolution**

By Councilor Barbell; Seconded by Councilor Kelly  
Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, Moore  
(All voted in favor of waiving reading and move Resolution)

Discussion: Yes  
Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, Moore  
(Councilors Barbell, Kelly, Brodi and Moore voted in the affirmative. Councilor Gibbs voted in the negative)

**ACTION TAKEN:** Adopted

Follow up Action: None

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**E. ADOPTION OF LOCAL LAW P-3 OF 2020:** A local law renaming, amending and replacing in its entirety Section 144-18 “Rental Permits” to Chapter 144 “Building Code Administration and Enforcement” to the City Code of the City of Plattsburgh.

This Local Law shall take effect immediately upon approval by the Mayor and filing with the New York Secretary of State. The entire text of which has been distributed to and read by the members of the Common Council, is hereby enacted without the reading thereof and a copy of said local law is made part of the minutes of this meeting.

By Councilor Moore; Seconded by Councilor Kelly

Discussion: Yes

**Corporation Counsel Dean Schneller** reviews and completes Short Form EAF Part 1, 2 and 3 with all Council members which is made part of the minutes of this meeting.

**Motion to deem this unlisted action as not resulting in any significant adverse environmental impacts.**

By Councilor Barbell; Seconded by Councilor Kelly

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, Moore

(All voted in the affirmative on the motion “to deem this unlisted action as not resulting in any significant adverse environmental impacts”)

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, Moore

(All voted in the affirmative)

**ACTION TAKEN:** Adopted

Follow up Action: None

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**F.** Whereas, the Plattsburgh Finance Department handles collection of City Utility Service payments for both the Municipal Lighting and the Water and Sewer and Refuse Departments.

Whereas, the Finance Department has 13,798 current utility services (water, sewer, electricity, refuse) customer accounts that require collection of payments; and,

Whereas, the Finance Department has implemented a no-fee autopay and recurring payments system to remove the monthly bill directly from customer bank accounts on the bill due date, has implemented online payments by one-time direct debit for an \$.80 fee and credit card payments for a \$1.00 or 2.25% fee (whichever is more), and permits customers to send payment checks directly to the payments provider % City of Plattsburgh, Department of Finance, PO Box 5641, Hicksville, NY 11802-5641, and,

Whereas, all these methods of payments are industry standard and state-of-the-art and are all designed to reduce the number of in-person bill transactions required to be processed by department staff;

Therefore, It is Resolved: That, as of January 1, 2021,

- in person utility payments will no longer be paid at the finance department office;
- the Drop Box on Trinity Park will be closed; and,
- Customers who send checks for payment to the city finance department must mail check payments to % City of Plattsburgh, Department of Finance, PO Box 5641, Hicksville, NY, 11802-5641 and include the utility bill coupon to be successfully processed.

Be It Further Resolved that customers may continue to use the following options to make utility bill payments:

- No processing fee auto-pay or recurring automatic receipt of your payment that will be deducted directly from customer bank account on the bill due date each month, or direct mail to the address on a customer’s utility bill return envelope - City of Plattsburgh, Department of Finance, PO Box 5641, Hicksville, NY, 11802-5641
- Online processing Fee-based payments by e-Check debit to a customer’s bank account for a fee of \$0.80 or credit card payments online for a fee of \$1.00 or 2.25% of utility bill, whichever is more

And, Be It Further Resolved that, the finance Department will coordinate with the Municipal Lighting and Water and Sewer and Refuse Departments to mail with the next Utility Services Bill, a flyer that will notify all customers about the elimination of in person payments, removal of the drop box and direct customers to the city web site to learn about and access alternative payment methods. The Departments will also provide a telephone contact to answer questions and assist with accessing alternative payment methods.

By Councilor Gibbs; Seconded by Councilor Barbell  
Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, Moore  
(All voted in favor of waiving reading and move Resolution)

Discussion: Yes  
Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, Moore  
(Councilors Barbell, Kelly, Gibbs and Moore voted in the affirmative. Councilor Brodi voted in the negative)

**ACTION TAKEN:** Adopted  
Follow up Action: None

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**G. RESOLVED:** In accordance with the request therefore the Common Council approves establishing capital project H5110.76, 2020 Public Service Buildings, for \$385,000.00 to be funded by the City’s Water, Sewer and General Funds and from a grant from the Dormitory Authority of the State of New York for \$300,000.

By Councilor Moore; Seconded by Councilor Barbell  
Discussion: Yes  
Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, Moore  
(All voted in the affirmative)

**ACTION TAKEN:** Adopted  
Follow up Action: None

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**8. TRAVEL REQUEST: None**

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**9. RESOLUTIONS FOR INITIAL CONSIDERATION: None**

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**10. NEW BUSINESS AND COUNCILOR REPORTS:**

**Councilor Moore** thanked Landlord group for work they did on registry.

**Councilor Brodi** asked about the employee appreciation for cost savings idea.



**Chamberlain Marks** indicated his department is gathering information on employee incentive plans.

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**11. CLOSING PUBLIC COMMENTS ON ANY TOPIC:**

**Unidentified Speaker** spoke in support of Council’s decision not to renew the Plattsburgh City School District School Officer contract does not feel School Resource Officers should be in schools.

**Mayor Read** mentioned Council did not ban School Resource Officers, decided not to renew the contract.

**Matt Favro**, Dorchester Drive, children attend City Schools and wife works in City School District, spoke in support of School Resource Officers, feels they should be in schools, children and staff feel safe would like Council to reconsider.

**Unidentified Speaker** spoke in support of School Resource Officers.

**Jill Silver**, Medical Director at Plattsburgh City School District spoke in support of School Resource Officers, indicated parents/students were gathered outside in support.

**Charlie Scott**, one of the two School Resource Officers that were assigned to Plattsburgh City School District, spoke about School Resource Officers, what they do in the school and would like Council to reconsider.

**Seth Silver**, SUNY Police Officer, father of 2 girls and City resident, spoke in support of School Resource Officers feels the Council decision was short sighted

**Mayor Read** mentioned Council did not ban School Resource Officers, decided not to renew the contract.

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Motion to Adjourn by Councilor Barbell; Seconded by Councilor Kelly

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, Moore

(All voted in the affirmative)

**MEETING ADJOURNED: 6:34 pm**

Local Law No. P-3 of the year 2020.

Introduced by Councilor Moore on August 27, 2020 at a Regular Meeting of the Common Council.

Public Hearing will be held on Thursday, September 10, 2020 at 5:00pm in the Council Chambers, 41 City Hall Place, Plattsburgh, NY 12901.

A local law renaming, amending and replacing in its entirety Section 144-18 “Rental Permits” to Chapter 144 “Building Code Administration and Enforcement” to the City Code of the City of Plattsburgh.

This Local Law is enacted pursuant to the provisions of Sections 10 of the Municipal Home Rule Law of the State of New York.

Be it enacted by the Common Council of the City of Plattsburgh as follows:

1. The City Code of the City of Plattsburgh is amended by renaming, amending and replacing in its entirety Section 144-18 “Rental Permits” to Chapter 144 “Building Code Administration and Enforcement” to the City Code of the City of Plattsburgh to read as follows:

Chapter 144 “Building Code Administration and Enforcement”...[]

### **§ 144-18 Rental Registry**

#### **A. Purpose**

The Common Council of the City of Plattsburgh recognizes that the rental of single-family residences or units within a duplex to more than four unrelated individuals who do not otherwise qualify as a “family” or “functional equivalent of a family”, or the rental of multi-family dwelling units, (hereinafter “High Occupancy Rental Units”) constitutes a business which impacts upon the public health, safety and general welfare of the people of the City of Plattsburgh. The state and local framework for regulation and inspection of High Occupancy Rental Units is in many and various respects not sufficient to protect the residents from potential violations of the Building and Fire Code, particularly where there is a high turn-over of residents therein. The intent of this chapter is to create a registry, inspection and permit protocol for the offering for rental of High Occupancy Rental Units so as to facilitate the enforcement of New York Building and Fire Codes as well as the City Code of Plattsburgh in relation thereto in order to protect the public health, safety and welfare of the people of the City of Plattsburgh and to achieve the following beneficial purposes:

- (1) The protection of the character and stability of residential areas;
- (2) The correction and prevention of housing conditions/violations that adversely affect or are likely to adversely affect the life, safety, general welfare and health,

including the physical, mental and social well-being of persons inhabiting High Occupancy Rental Units; and  
(3) The preservation of the value of land and buildings throughout the City of Plattsburgh.

## **B. Definitions**

The following Definitions will apply to this Section:

### **RECORD TITLEHOLDER**

Any person holding title of record by deed, contract of sale, or judicial determination.

### **REGISTERED COMPLAINT**

Any oral or written communication or personal observation upon which the Code Enforcement Officer has probable cause to believe that additional investigation is required to verify compliance with this chapter.

### **RENTAL AGREEMENT**

A written or oral agreement embodying and fixing the terms and conditions for the transfer of possession and the use and occupancy of premises for at least a 30-day continuous period.

### **RENTAL BUILDINGS AND STRUCTURES/RENTAL UNIT**

- A. Dwelling units, rooming houses, rooming units, two-family dwellings, or multiple dwellings which occupied by one or more persons, none of whom is a record titleholder; or
- B. Dwelling units, rooming houses, rooming units, two-family dwellings, or multiple dwellings which are used for residential purposes under the terms of a rental agreement.

### **ROOMING/BOARDING HOUSE**

Dwelling providing lodging and meals for monetary compensation for three or more non-transient guests in which no private kitchen facilities shall be provided to guests.

### **DWELLING UNIT**

Any room or group of rooms forming a single habitable unit occupied or intended to be occupied for sleeping or living.

### **TENANT**

A person, corporation, partnership or group, not the legal owner of record, occupying a dwelling unit or portion thereof as a unit.

### **TWO-FAMILY DWELLING or DUPLEX**

A building of two dwelling units, separated by common walls and/or floors. It may or may not have a direct entrance from the outside to each dwelling unit.

### **MULTI-FAMILY DWELLING**

A building of three or more dwelling units, separated by common walls and/or floors. It may or may not have a direct entrance from the outside to each dwelling unit.

#### SINGLE-FAMILY RESIDENCE

A freestanding detached structure which contains a residence designed for and occupied by one family as defined herein.

#### FAMILY

A. The term "family" means:

(1) Any number of persons related by blood, marriage, or adoption living together in a single housekeeping unit and using certain rooms and sanitary and cooking facilities in common; or

(2) Up to four unrelated persons living together in a single housekeeping unit and using certain rooms and sanitary and cooking facilities in common; or

(3) Five or more persons occupying a dwelling unit and living together as the functional equivalent of a family.

B. It shall be presumed that five or more persons occupying a dwelling unit do not comprise the functional equivalent of a family. A functional equivalent of a family is a group of persons living together in a dwelling unit who:

(1) Share the use of the entire dwelling unit.

(2) Share the cost of rent, food, utilities, property maintenance and other household expenses.

(3) Intend to reside together on a permanent basis and have a stable relationship.

C. The following facts shall be considered in deciding whether a group intends to reside together on a permanent basis and has a stable relationship:

(1) The presence of minor dependent children regularly residing in the household who are enrolled in local schools.

(2) Whether the group members regularly dine together.

(3) Whether the dwelling is the legal residence of all group members as evidenced by the address listed on their driver's license, motor vehicle registration, voter registration card, income tax return or any other document that lists the member's residence address.

(4) Employment in the local area.

(5) Joint or common ownership of household furnishings.

(6) Other facts relevant to prove that the group functions as a stable household unit and intends to reside together for the indefinite future.

#### HIGH OCCUPANCY RENTAL UNITS

The term "high occupancy rental units", as used in this section, includes (1) single-family residence rented to more than four unrelated individuals who do not otherwise qualify as a "family" or "functional equivalent of a family"; (2) dwelling units within a duplex or two-family dwelling rented to more than four unrelated individuals who do not otherwise qualify as a "family" or "functional equivalent of a family"; or (3) a Multi-Family Dwelling.

#### **C. Rental Certification and Registration Information**

1. Commencing April 1, 2021 owners of High Occupancy Rental Units which are located in the City of Plattsburgh shall complete and sign a registration form provided by the Code Enforcement Office for each mailing address associated with rental buildings and/or structures owned. If the owner owns more than one rental building or structure located at one mailing address, then one form shall be completed for that address. If the owner owns properties with more than one mailing address, then separate forms must be completed for each separate mailing address. The form shall indicate the name, mailing address, and telephone number of each and every owner, and if the owner is a corporation, limited liability company, partnership, or other business entity, the name, address, phone number and e-mail address of a responsible agent for that owner (the "owner's agent"), and the mailing address of the rental building or structure for which a Rental Registry Certification is sought, the number of dwelling units contained within each rental building or structure, the number of occupied bedrooms within each single-family residence, daytime and evening telephone numbers of the owner and, if applicable, the owner's agent, the approximate square footage of habitable space in each rental dwelling unit, the maximum number of tenants in each and every rental dwelling unit, any pre-existing nonconforming status, and any other pertinent data sought by the Code Enforcement Officer. The owner shall indicate whether a lease agreement is in effect. The form shall indicate an address for receipt of notices by mailing under this chapter. The owner shall be responsible for updating such information within five business days of an event or a change in circumstances that would render the information in the registration form inaccurate.
2. The registration form shall also include a Self-Verification section, described in Section E below, whereby the owner of High Occupancy Rental Units shall affirm, subject to perjury, that all information on the registration form is accurate and complete and that said rental building or structure, and all dwelling units contained therein, are in compliance with all applicable City and State Codes, Statutes, Laws Ordinances and regulations.
3. Only those owners who can demonstrate to the Code Enforcement Officer that such single-family residences or units within a duplex who rent to more than four unrelated individuals who do not otherwise qualify as a "family" or "functional equivalent of a family" are an established pre-existing non-conforming use will be eligible to receive a Rental Registry Certification. If the Code Enforcement Officer declines to issue a Rental Registry Certificate, then the owner shall have the right to appeal that decision to the Zoning Board of Appeals pursuant to the Code of the City of Plattsburgh, Section 360-54(D)(1).
4. A Rental Registry Certification shall be issued by the Code Enforcement Officer and shall be valid for three years from the date of issuance. However, if there is an event or change in circumstance that would render the information in the registration form inaccurate, within five business days of that event or change in circumstance the Owner shall apply for a new Rental Registry Certification. Owners and lessors, or their respective agents, shall, upon request, make available a copy of said Rental Registry Certification to the person(s) in possession or occupancy. Rental Registry Certifications may not be assigned or transferred.

5. A Rental Registry Certification for a specific property shall not be granted to an applicant if that specific property is in violation of any Uniform Building Code or City of Plattsburgh Code, ordinance or local law (hereinafter "Violations") or if that applicant owes property taxes, water or sewer fees, special assessments, fines for violations of City ordinances or any other fees or past due monies of any name or nature owed to the City of Plattsburgh (hereinafter "unpaid monies") for that specific property.
  - i. The applicant shall have the burden of providing proof in a form acceptable to the department that there are no such violations or unpaid monies.
  - ii. In the event that the applicant has accrued violations or unpaid monies, such Rental Registry Certification shall be denied if such violations or unpaid monies relate to a parcel of real property for which the application is made.
  - iii. In the event that the applicant has accrued violations or unpaid monies, such Rental Registry Certification shall be denied regardless of whether such violations or unpaid monies occurred or accrued before the effective date of this local law.
  - iv. All requirements set forth herein shall also apply to nonperson entities including but not limited to an LLC, Corporation, or Trust. If an application for a Rental Registry Certificate is denied, then the owner shall have the right to appeal that decision to the Zoning Board of Appeals pursuant to the Code of the City of Plattsburgh, Section 360-54(D)(1).

**D. Inspections; Issuance of Notices; Occupancy Limitations**

1. Upon the receipt of a registration form, the Code Enforcement Officer, in their sole discretion, may request an inspection of the subject property. If a request for an inspection is denied, then the Code Enforcement Officer may deny the application for the Rental Registry Certificate. The applicant shall have the right to appeal that denial to the Zoning Board of appeals pursuant to the Code of the City of Plattsburgh, Section 360-54(D)(1).

Further, the Code Enforcement Officer may inspect the subject property:

- (i) If requested in writing by the owner, owner's agent or occupant of a rental building(s) or structure(s) pursuant this Section;
- (ii) Upon receipt of a registered complaint, however, if a registered complaint is made by a tenant the complaint must also state that said tenant first complained to the Landlord therein and the concern was not adequately remedied within seven days of the complaint. The tenant's complaint must be affirmed as true under the penalties of perjury.
- (iii) Upon the sale, transfer or conveyance of a Multi-Family Dwelling that will be utilized as a rental building/structure;

- (iv) Upon the sale, transfer or conveyance of a single family residence, or a unit of a duplex, which is occupied by more than four unrelated individuals who do not otherwise qualify as a “family” or “functional equivalent of a family”;
  - (v) Upon the application for a building permit for a Multi-Family Dwelling that will be utilized as a rental building/structure.
  - (vi) Otherwise in accordance with law.
2. The inspection by the Code Enforcement Office shall determine the condition of rental buildings and structures, rooming houses, rooming units, similar dwellings and accessory structures located within the City of Plattsburgh, and the Code Enforcement Office may issue notices as provided for in this chapter.
  3. The Code Enforcement Officer or his/her designees are authorized to enter common areas accessible to the general public at reasonable times for the purposes of conducting a visual inspection. If entry is refused or not obtained, the Code Official is authorized to pursue entry to the fullest extent authorized by law.
  4. Occupancy limitations shall be governed by the rules and regulations contained in the Uniform Building Code, New York State Uniform Fire Prevention and Building Code City Code of the City of Plattsburgh, and any amendments made thereto. Nothing in this section shall authorize any owner to allow for an occupancy of property in excess of what is permitted in these aforementioned Codes.

**E. Procedures for Inspections and Self Verification Form**

1. If the owner desires an inspection to verify compliance with this Section, the following shall apply:
  - (i) At least thirty days prior to initial occupancy, or thirty days prior to the expiration date of a current Rental Registration Certification, whichever is applicable, the owner or agent of a rental property shall apply to the Code Enforcement Office for inspection of the structure and all units therein. The owner of the property shall be required to sign and return the application along with the applicable fee, which will also include the registration form required by this Section.
  - (ii) The Code Enforcement Officer shall use diligent efforts to inspect the property forthwith subject to the requirements set forth in this Section.
2. As part of the registration form, the Owner may elect to self-verify compliance with the relevant Codes, in lieu of an inspection, as set forth above, and the following shall apply:
  - (i) The form for self-verification shall be made available by the Code Enforcement Officer and shall be completed, signed and affirmed by the record titleholder(s) under penalties of perjury at least thirty days prior to initial occupancy, or thirty days prior to the expiration date of a current Rental Registry Certification, whichever is applicable. The owner of the property shall be required to sign and return the application along with the

applicable fee, which will also include the registration form required by this Section.

- (ii) Any owner that provides materially false or misleading information on the self-verification form shall be in violation of this Section and shall also be subject to the penalties of perjury in addition to the penalties found in this Section.
- (iii) The Code Enforcement Officer has the right, but not the obligation, to inspect the subject property regardless of the submission of the self-verification form provided reasonable suspicion exists to believe that the self-verification form contains materially false statements. In the event that the Code Enforcement Officer finds that the self-verification form contains materially false information, then he shall revoke the owner's right to self-verification for a term not to exceed 5-years. The applicant shall have the right to appeal that determination to the Zoning Board of appeals pursuant to the Code of the City of Plattsburgh, Section 360-54(D)(1)
- (iv) The Code Enforcement Officer shall review the self-verification form, and other required documentation and if, warranted, issue the Rental Registry Certification.

**F. Fees**

- 1. Rental Registry Certification fees, rental inspection fees, re-inspection fees and penalties will be charged in the amount set forth in the schedule of fees adopted by the City of Plattsburgh Common Council by resolution.
- 2. Rental Registry Certifications shall be issued upon completion of all of the following:
  - (i) Provision of all the information required in the registration form pursuant to Section C, D and/or E; and
  - (ii) Verification of compliance with this chapter through one of the following methods:
    - (a) Completion and submission of a self-verification form by the owner, certifying under oath and subject to perjury that said rental building or structure, and all dwelling units contained therein, are in compliance with all applicable City and State Codes, Statutes, Laws Ordinances and regulations; or
    - (b) Performance of an inspection by the Code Enforcement Office to determine compliance with this Section; and
    - (c) All requirements of this Section have been met.

**G. Notice of Violation; Method of Service.**

- 1. If the Code Enforcement Officer determines that there are reasonable grounds to believe that premises are being maintained in violation of this Section, that officer shall give notice of the alleged violation to the owner or owner's agent of the premises.



2. Such notice shall be mailed via first-class, registered or certified mail to the permittee or served upon any other person in accordance with the applicable provisions of the Criminal Procedure Law.
3. Such notice shall state that all health, safety and maintenance violations must be corrected immediately per an Order to Remedy, however, in the event the Code Enforcement Officer observes violations that create an imminent risk to health, safety or welfare, the Code Enforcement may pursue condemnation of the premises. For non-emergency violations, the Code Enforcement Officer shall return at the date specified in the notice to verify conformance with the Order to Remedy. Any maintenance items which cannot be completed at this time because of weather constraints may be granted a time extension. Reasonable time extensions may be granted by the Code Enforcement Office based on consideration of all relevant factors. Such notice shall also state that, if upon re-inspection a violation still exists, the Code Enforcement Officer may seek compliance pursuant to this Chapter.
4. Upon such re-inspection, any remaining health, safety and maintenance violations, or other violations of the Uniform Building Code, New York State Uniform Fire Prevention and Building Code and Plattsburgh City Code shall result in the issuance of an appearance ticket returnable in the City of Plattsburgh City Court, or other court of competent jurisdiction, pursuant to the provisions of Article 150 of the Criminal Procedure Law seeking fines and injunctive relief pursuant to Section 144-15(C) and (D) of this Chapter, and if applicable, revocation of the Rental Registration Certification and an order to vacate the structure. In the event that the City pursues an action against an Owner in a Court of competent jurisdiction for any violation described herein, then as part of the relief sought, the City may also request that the Court revoke all of the Owner's Rental Registry Certificates for any Rental Building or Structure located within the City.
5. Any party aggrieved by this action may appeal to the Zoning Board of appeals pursuant to the Code of the City of Plattsburgh, Section 360-54(D)(1), and/or pursue judicial relief in a Court of competent jurisdiction.

#### **H. Retaliatory Actions**

1. No person shall institute or maintain an action for eviction because the occupant has reported a violation of this Section or a related provision of the City Code to the Code Enforcement Officer or other City employee.
2. No person shall cause any service, facility, equipment or utility required under this Section to be removed, shut off or discontinued in retaliation for a complaint.

#### **I. Content of Rental Registry Certification**

1. The Rental Registry Certification issued under this chapter shall contain the following information, as well as any additional information required by the Code Enforcement Officer:

The address, type of structure, and structure classification;  
The date of inspection or date of self-verification statement, whichever is applicable;  
The date of issuance;  
The expiration date;  
Number of dwelling units and/or bedrooms suitable for occupancy;  
A statement indicating whether the structure is equipped with a fire alarm system, single station smoke detectors, and carbon monoxide detectors as required by the Code,  
A statement indicating whether the structure is equipped with a sprinkler system;  
Local contact information including name, address and phone number for the owner or owner's designated representative; and  
The maximum number of occupants permitted for each and every rental dwelling unit.

**J. Transferability, Posting and Notice of Rental Permit**

1. A current Rental Registration Certification issued under this Section shall be invalidated by sale, conveyance, or transfer of the subject property. Upon such sale, conveyance or transfer, the new owner shall be required to obtain a Rental Registration Certificate in conformance with this Section. The owner or owner's agent of a rental building or structure shall deliver a copy to each tenant therein and retain a signed receipt proving delivery which shall be provided to the Code Enforcement Officer on request.
2. Commencing February 1, 2021, all written rental agreements for High Occupancy Rental Units within the City of Plattsburgh must contain the following language in 10-point or larger type: "Please take notice that you and the landlord each have certain rights and responsibilities under The City of Plattsburgh Rental Registry Law, a copy of which is available in the City Hall, 41 City Hall Place, Plattsburgh, New York, 12901, or via the City's website.

**K. Exemptions**

1. Any dwelling unit or rental unit located on property owned by the State University of New York or the Plattsburgh Housing Authority is subject to an existing inspection protocol and is therefore exempt from this Section.
2. Any property used as a "Nursing Home", as defined in this Chapter is exempt from this Section.

2. This Local Law shall take effect upon approval by the Mayor and filing with the New York Secretary of State

## Short Environmental Assessment Form

### Part 1 - Project Information

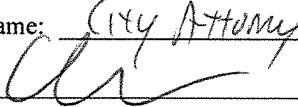
**Instructions for Completing**

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

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

Part 1 – Project and Sponsor Information			
Name of Action or Project: <i>Council review of Local Law P-3 of 2020</i>			
Project Location (describe, and attach a location map): <i>City of Plattsburgh</i>			
Brief Description of Proposed Action: <i>Common Council review and potential adoption of Local Law P-3 of 2020 which would amend &amp; replace in its entirety Section 144-18 of the City Code.</i>			
Name of Applicant or Sponsor: <i>City of Plattsburgh Common Council</i>		Telephone: <i>518 563 7701</i>	
Address: <i>41 City Hall Place</i>		E-Mail: <i>Deen@schwartzlaw.com</i>	
City/PO: <i>Plattsburgh</i>		State: <i>NY</i>	Zip Code: <i>12901</i>
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2. <i>See local law P-3</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<input type="checkbox"/>	<input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

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

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, briefly describe: _____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor/name: <u>City Attorney</u> Date: <u>9-10-2020</u>		
Signature: <u></u> Title: <u>City Attorney</u>		

**PRINT FORM**

Project:

Date:

**Short Environmental Assessment Form  
Part 2 - Impact Assessment**

**Part 2 is to be completed by the Lead Agency.**

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

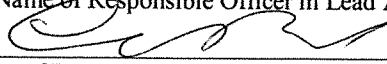
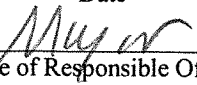
	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity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

Project:

Date:

### Short Environmental Assessment Form Part 3 Determination of Significance

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

<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.	
<input checked="" type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.	
<u>City of Plattsburgh Common Council</u> Name of Lead Agency	<u>9-10-2020</u> Date
<u>Colin Deind</u> Print or Type Name of Responsible Officer in Lead Agency	<u>Mayor</u> Title of Responsible Officer
 Signature of Responsible Officer in Lead Agency	 Signature of Preparer (if different from Responsible Officer)

**PRINT FORM**