

COMMON COUNCIL  
of the  
CITY OF SYRACUSE

(08/29)

REGULAR MEETING – SEPTEMBER 5, 2023

1:00 P.M.

1. *Pledge of Allegiance to the Flag*
2. *Invocation*
3. *Roll Call*
4. *Minutes*
5. *Petitions*
6. *Committee Reports*
7. *Communications*
8. -----  
*UNFINISHED BUSINESS*  
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BY COUNCILOR HOGAN:

- a. *Local Law - Of the City of Syracuse, to add a new Article 16 entitled "Tobacco Retail License" to Chapter 9 of the Revised General Ordinances, as amended entitled "Business: Mercantile, Transient, Itinerant, requiring a business to have a Tobacco Retail License to sell tobacco products, electronic smoking devices and all other products regulated by NYS Public Health Law Article 13-F in the City of Syracuse, details outlined in the legislation.*

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*NEW BUSINESS*  
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BY PRESIDENT HUDSON:

9. *Resolution - Approving the Appointment of Various Persons as Commissioners of Deeds for 2023/2024.*

BY COUNCILOR CALDWELL:

10. *Agreement – With the CNY Diaper Bank, to support access to free diapers for CNY families from neighborhood recreation centers, for the period of October 1, 2023 – June 30, 2024. CNY Diaper Bank will supply the Parks Department with free diapers for distribution from the Wilson Park Community Center and/or similar City recreation centers, following policies and procedures set forth by the CNY Diaper Bank. No cost to the City.*
11. *Amend – Ord. #684 (10/11/2022) “Agreement – with Bergmann Associates, Architects, Engineers, Planners, on behalf of the Department of Parks, Recreation, & Youth Programs, for General Landscape Architectural Services, for the period of October 1, 2022-September 30, 2023, with two (2) one-year renewal options with the approval of the Mayor and the Common Council. Total cost not to exceed \$31,250, charged to Account #01.74100.541500.” Amend to reflect a change in ownership, from Bergmann Associates to Collier Engineering & Design CT PC. All other terms and conditions remain the same.*
12. *Amend - Ord. #65 (02/27/2023), “Purchase w/c/b - Veterinary Emergency Services from Veterinary Medical Center of CNY, on behalf of the Department of Parks Recreation & Youth Programs, for the first of two (2) one-year renewal options, for the period of July 1, 2022-June 30, 2023, with one (1) one-year renewal options remaining with the approval of the Mayor and the Common Council. Total cost not to exceed \$30,000, from Accounts #35100.01.541500 (\$21,000) and #31230.01.541500 (\$9,000)”. Amend to increase the cost not to exceed to \$36,000 to reflect actual services being provided, as detailed in the legislation.*
13. *Bond Ordinance – Authorizing the issuance and sale of bonds of the City of Syracuse to defray the cost of the 2023/2024 Parks Backhoe Loader Replacement. Total amount not to exceed \$150,000.*
14. *Authorize – The 2023/2024 Parks Backhoe Loader Replacement, to replace the existing backhoe and loader, and purchase attachments and accessories for additional park mowing, snow removal, and maintenance, as detailed in Schedule “A”. Total cost not to exceed \$150,000 charged to an account to be determined by the Commissioner of Finance.*
15. *Bond Ordinance – Authorizing the issuance and sale of bonds of the City of Syracuse to defray the cost of the 2023/2024 Parks Magnarelli Community Center Sewage Pump System Replacement. Total amount not to exceed \$12,000.*
16. *Authorize – The 2023/2024 Parks Magnarelli Community Center Sewage Pump System Replacement, for the replacement of multiple sewage pumps and mechanical systems. Total cost not to exceed \$12,000 charged to an account to be determined by the Commissioner of Finance.*

17. *Bond Ordinance – Authorizing the issuance and sale of bonds of the City of Syracuse to defray the cost of the 2023/2024 Parks Upper Onondaga Playground Replacement. Total amount not to exceed \$150,000.*
18. *Authorize – The 2023/2024 Parks Upper Onondaga Playground Replacement Project, to replace the existing playground with play equipment for kids ages 2-5 and 5-12, to include inclusionary play elements, and any necessary additional playground equipment and accessories. Total cost not to exceed \$150,000 charged to an account to be determined by the Commissioner of Finance.*

BY COUNCILOR GREENE:

19. *Amend – Ord. #319 (06/05/2023) – “Contract – With Deer Island Bait Company, Inc., on behalf of the Bureau of Information Technology, for consulting services, as it relates to program management and AS400 retirement oversight, to expire December 31, 2023. Total cost not to exceed \$116,000, charged to Account #541500.01.16800. The Mayor waived the RFP process.” Amend to extend the contract through June 30, 2024, and to increase the total cost not to exceed by \$384,000, charged to Account #599802.02.16805.217000120 (\$200,000) and Account #599807.07.13105.700045423 (\$184,000).*
20. *Approve – Settlement – Donna Miller vs. City of Syracuse (C-10223425) involving the NYS Division of Human Rights (“Division”). On or around February 27, 2023, Ms. Miller filed a Charge of Discrimination against the City with the Division, which asserted allegations of discrimination and retaliation (“Charge”), in the amount of \$86,785.11, from Judgement and Claims Account #599301.01.93000.*
21. *Approve – Settlement – Youlanda Johnson vs. City of Syracuse (C-2022-226). On or around February 2, 2021, Ms. Johnson filed a Charge of Discrimination against the City involving the US Employment Opportunity Commission (“EEOC”) and on April 12, 2023, served a Notice of Claim (“Claim”) on the City, both which asserted allegations of discrimination and retaliation, in the amount of \$42,500, from Judgement and Claims Account #599301.01.93000.*
22. *Approve – Settlement – Utica National Assurance Co. a/s/o Ronald Luttrell vs. City of Syracuse (Index No. 006550/2023) relative to property damage to a vehicle on February 3, 2023, in the amount of \$6,375.76 from Account #599302.01.93000.*
23. *Correct Tax Rolls – (547-49 Burnet Avenue & North Crouse Avenue, to change assessment for tax year 2023/2024) as detailed in Appendix “A”.*

BY COUNCILOR PANIAGUA:

24. Agreement – With NCAComp, Inc., for Third Party Administrator (TPA) for Employee's Worker's Compensation Claims and Administrative Services, to provide assistant with workers' compensation programs that are backed by technical advanced strategies, flexible problem-solving, and team-based approach to claims, for a period of three (3) years, effective January 1, 2024 – December 31, 2026, with one (1) one year renewal option with the approval of the Mayor and the Common Council. Total cost not to exceed \$748,604, charged to Account #590401.01.90400.
25. Approve – An installation of an Honorary Street Sign in recognition of Joanne Stevens, for the outstanding roles she played in the Syracuse community. The sign will be installed on the corner of Cheney Street (100 block) and Rich Street (400 block). The temporary honorary sign will be up for (1) one-year from the date of installation, then removed to be given to the family in memory of her dedication.

BY COUNCILOR GETHERS:

26. Amend – General Ord. #6 (03/27/2023), "Chapter 14 of the Revised General Ordinances of the City of Syracuse, entitled "Health and Sanitation", amend to add a new Article 6 to be entitled "City of Syracuse Department of Public Works Program for Updating the City's Solid Waste and Recycling Collection System for Household Waste Generators" which will allow the Commissioner of the Department of Public Works to proceed with the rollout of the new City Issued Regulation Containers for properties with one to ten (10) residential units, as detailed in the legislation". Amend to Temporarily Suspend additional rollout of the New Solid Waste Collection Program and to Temporarily Suspend Enforcement of the Penalties contained in Section 14-70 of Article 6 of Chapter 14 of the Revised General Ordinance, as amended for properties included in the initial rollout of the new Program.
27. Amend – General Ord. #6 (03/27/2023), "Chapter 14 of the Revised General Ordinances of the City of Syracuse, entitled "Health and Sanitation", Article 6 entitled "City of Syracuse Department of Public Works Program for Updating the City's Solid Waste and Recycling Collection System for Household Waste Generators." Amend to reduce the Penalties contained in Section 14-70 of Article 6, as amended for the properties included in the rollout of the new Program, in Subsection (a) for violations from \$200 to a fine of \$75. The administrative fee contained in Section (b) shall remain \$100 or 50% of the cost of the corrective action. This penalty amendment applies only to Article 6.
28. Amend – Ord. #134 (03/13/2023) – "Bond Ordinance - Authorizing the issuance and sale of bonds of the City of Syracuse to defray the cost of the 2023/2024 DPW Capital Equipment & Vehicles Program. Total amount not to exceed \$1,925,000." Amend to add a new Schedule "A", as detailed in the legislation.



29. *Amend – Ord. #135 (03/13/2023) – “Authorize – The 2023/2024 DPW Capital Equipment & Vehicles Program, as part of the 2023/2024 Capital Improvement Plan, detailed in Schedule “A”. Total cost not to exceed \$1,925,000.” Amend to add a new Schedule “A”, as detailed in the legislation.*
30. *Bond Ordinance – Authorizing the issuance and sale of bonds of the City of Syracuse to defray the cost of the 2023/2024 Fencing Program. Total amount not to exceed \$100,000.*
31. *Authorize – The 2023/2024 Fencing Program, on behalf of the Department of Public Works, to add fencing along the property line behind Lowes, along with fence replacement along Onondaga Creek and any overgrowth removal as necessary. Total cost not to exceed \$100,000, charged to an account to be determined by the Commissioner of Finance.*
32. *Accept – The lining of four (4) sewer manholes and the replacement of their frames and covers along the 100 block of Shirley Drive and the 600 block of Atlantic Avenue, by Creekside Landing LLC, the owner of the Creekside Landing project, in accordance with Onondaga County’s 1:1 offset requirement (Local Law No. 1, 2011).*
33. *Permission – (revocable) To Anoplate Corporation, the owner of 459 Pulaski Street, to construct, own, operate and maintain a mid-block crossing into the Pulaski Street right-of-way (400 block), as a result of improvements to the premises, contingent upon the installation of the new ADA compliant sidewalk installation along the west side of Pulaski Street, as shown in the plans. No cost to the City.*

BY COUNCILOR SCHULTZ:

34. *Application & Agreement – To and with the New York State Community, Resiliency, Economic Sustainability, and Technology Program (CREST), in an amount not to exceed \$650,000, to be used to improve the connection to existing transportation and trail systems, such as the City’s previous project – The Park Street Neighborhood Greenway, and other area trails and amenities. No local match is required.*
35. *Inter-Agency Agreement – With Central New York (CNY) Centro Inc, for transportation services to all City employees at the equivalent of a full adult bus fare for each valid City employee rider (utilizing the fare-free transportation), for the term of three (3) years commencing on June 1, 2023 - May 30, 2026. Total cost not to exceed \$150,000 (\$50,000 per year), from Account #01.81800.541500, or an account determined by the Commission of Finance. Centro will provide ridership information and invoices monthly and other details outlined in the legislation.*

BY COUNCILOR HOGAN:

36. *Designate – The Property located at 218 – 220 Holland Street as a Protected Site. No one spoke in favor of or in opposition to the proposal. The Syracuse Landmark Preservation Board, petitioner. Susan I. Hamilton, owner*
37. *Special Permit – To approve a Car Wash on the property located at 1001 East Brighton Avenue. No one spoke in favor of or in opposition to the proposal. The Planning Commission granted four (4) waivers in regard to the allowed number of signs, the allowable square footage of the sign area, driveway and curb cut width, and lighted signs close to signalized intersections regulations. Joe Hucko–Brighton Mews, LLC, owner/applicant.*
38. *Special Permit – To approve modification for an office located at 2013 East Genesee Street. No one spoke in favor of or in opposition to the proposal. The Planning Commission granted two (2) waivers in regard to the allowed number of wall signs, and sign area regulations. Fred Miller–Syracuse Center for Peace & Social Justice, applicant. Syracuse Center for Peace & Social Justice, owner.*
39. *Special Permit – To approve modification for a restaurant located at 3919 South Salina Street. No one spoke in favor of the proposal. Two (2) people spoke in opposition to the proposal. The Planning Commission granted six (6) waivers in regard to driveway and curb cut width, number of signs, landscaped width, fence height, proximity of drive-through windows to residential zones, and minimum setback regulations. Steven Songer–APD Engineering & Architecture, PLLC, applicant. Manish Patel–BAPA S Salina RE LLC, owner.*
40. *Special Permit – To approve a restaurant on the property located at 120-124 Walton Street. No one spoke in favor of or in opposition to the proposal. No waivers were granted. Cheryl Chaif–Whiskey Coop, LLC, applicant. Beacon Armory, LLC, owner.*

BY COUNCILOR MAJOK:

41. *Application & Agreement – To and with the New York State Dormitory Authority (DASNY) through the State and Municipal Facilities Program (SAM) in the amount of \$150,000. Funds will be used to purchase a fire safety simulator trailer to simulate various fire and emergency scenarios, providing hands-on learning experiences for the community, and raises awareness about fire safety measures, escape plans, and emergency response techniques. No local match required.*

42. *Application & Agreement - To and with the NYS Division of Homeland Security and Emergency Services (DHSES), for the 2023 State Homeland Security Program (SHSP), in an amount not to exceed \$283,138, to be used by the Departments of Police (\$173,727) and Fire (\$109,411) (SPD for unmanned aerial system, hostage throw phone, data storage management, upgrades, electric bikes, personal screening equipment, and portable barrier. SFD for overtime and /or backfill, chemical detection meters, portable barriers, and training simulation equipment). No local match is required.*
43. *Application & Agreement – To and with New York State Division of Criminal Justice Services (NY DCJS), for the 2023 Gun Involved Violence Elimination (GIVE) grant in an amount not to exceed \$1,337,997 on behalf of the Police Department, to be used for the salary and fringe for an Anti-Violence Coordinator, Hot-Spot, Powerwalk, CPTED, Youth Trust Building, and Police and Me initiatives, NY DCJS events and training in addition to other crime reducing activities and expenses. There is no local match required.*
44. *Agreement – With the Salvation Army, for the salary, fringe benefits, (\$43,350.38) and other related costs for a full-time Functional Family Therapist FFT (\$103,958) and 15% of time for an FFT Supervisor (\$19,890), on behalf of the Mayor's Office to Reduce Gun Violence, for a period of two (2) years from date of execution through September 30, 2025. Total cost not to exceed \$228,459, from Account #599802.02.14805.204042223, a previously approved USDOJ Community Violence Intervention (CVI) grant. The Salvation Army will be a subcontractor. There is a 20% (\$38,075.66) administrative fee. The Mayor has waived the RFP process.*
45. *Agreement – With Flock Group, Inc., for the purchase, installation, and maintenance of twenty-six (26) Automatic License Plate Readers, on behalf of the Police Department, for the period of September 1, 2023 – August 31, 2024, with two (2) one-year renewal options with the approval of the Mayor and the Common Council. Total cost not to exceed \$94,900, for the first year, and will be partially by NYS DCJS in the amount of \$74,000. Total cost not to exceed \$78,000 (per year) for Year 2 and Year 3, from an account determined by the Commissioner of Finance.*
46. *Agreement – With IK Systems, Inc., on behalf of the Police Department, to provide a dedicated representative to remotely address and evaluate system deficiencies in the COPS Camera System on a daily basis. In addition, IK Systems, Inc., will provide a technician five (5) days per week to resolve issues that cannot be addressed remotely, for the period of 38 months from July 1, 2023-August 31, 2026. Total cost not to exceed \$435,117, for FY2024 charged to Account #599807.07.31225, for FY2025 and FY 2026 total annual cost not to exceed \$401,204, from an account determined by the Commissioner of Finance.*

47. *Appropriate Funds – From the 2023-2024 Unallocated Cash Capital Account #599007.01.99999 in an amount not to exceed \$731,951, on behalf of the Police Department, for the purpose of replacing and adding new COPS Cameras and related equipment throughout the City.*
48. *Purchase w/c/b – From Electronic Data Corporation (EDC) for AIMS Mobile Ticketer app with ZQ511 printer, annual support, and related supplies, for the Departments of Police and Public Works, for the period of July 1, 2023-June 30, 2024. Total cost not to exceed \$201,243 from Accounts #599807.07.31225, #593000.01.90000, as detailed in the legislation.*
49. *Resolution – In recognition of Governor Kathy Hochul for introducing the Asian Village at the 2023 New York State Fair, which highlights the contributions, history, and experiences of Asian Americans, Native Hawaiian, and Pacific Islander communities through music, dance, traditional foods, and various special events, further representing the great diversity of New York State.*

BY COUNCILOR ALLEN:

50. *Amend – Ord. #369 (06/05/2023) “Accept – Nine (9) qualified contractors, Ali Fix It Construction, Solid Rock Construction, Chiodo Heating & Air, GC Contracting, 24Seven HVAC, Cornell Bell, LLC, Krell Inc., Kelley Electrical Services LLC, and FYM The Contractor LLC, to perform emergency repairs, as it relates to the \$186,000 of ARPA Funds, previously approved by Ord. #295-2022, in which \$36,000 of that amount will be used by the Department of Neighborhood and Business Development for administrative costs. The contractors will be approved on a per project basis. All projects involve M/WBE compliance monitoring and reporting, in addition to local hiring requirements.” Amend to add Servpro of North Onondaga and Servpro of East Onondaga. All other terms and conditions remain the same. The Mayor waived the RFP process.*
51. *Approve – An installation of an Honorary Street Sign in recognition of Rev. Dr. Johnathan Stephens Jr., for his work and dedication in improving the lives of Syracuse youths. The sign will be installed on the 100 Block of Sterling and the 700 Block of South Avenue. The temporary honorary sign will be up for (1) one-year from the date of installation, then removed to be given to the family in memory of his dedication.*
52. *Approve – An installation of an Honorary Street Sign in recognition of Mr. Roger W. Torrence, for his thriving dedication as owner and operator of R.W. Torrence Trucking and Paving Company since 1950, it was one of the few black owned businesses in the City of Syracuse. The sign will be installed on the 800 Block of East Fayette Steet and the 300 Block of Forman Avenue. The temporary honorary sign will be up for (1) one-year from the date of installation, then removed to be given to the family in memory of his dedication.*

53. *Permission – To Tyler Swartz, owner of the property located at 301 Burns Avenue, to encroach approximately 11’ into the Glencove Road right-of-way with a 100’x4’ hog wire fence.*

BY PRESIDENT HUDSON AND ALL COUNCILORS:

54. *Resolution – Acknowledging the former Syracuse Common Council President Van B. Robinson, for his decades of public service and his longtime advocacy of the removal of the I-81 viaduct.*

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9A. 9B.

Local Law No.  
City of Syracuse

2023

**A LOCAL LAW OF THE CITY OF SYRACUSE  
TO ADD A NEW ARTICLE 16 TO BE ENTITLED  
“TOBACCO RETAIL LICENSE” TO CHAPTER 9  
OF THE REVISED GENERAL ORDINANCES OF  
THE CITY OF SYRACUSE, AS AMENDED,  
ENTITLED BUSINESS: MERCANTILE,  
TRANSIENT, ITINERANT**

BE IT ENACTED, by the Common Council of the City of Syracuse, as follows:

**SECTION 1.**

This Local Law shall add a new Article 16, to be entitled “Tobacco Retail License” to Chapter 9 of the Revised General Ordinances of the City of Syracuse, as amended, entitled Business: Mercantile, Transient, Itinerant, which shall read as follows:

**CHAPTER 9. BUSINESS: MERCANTILE, TRANSIENT, ITINERANT**

**ARTICLE 16. TOBACCO RETAIL LICENSE**

**§ 16-1. Legislative Findings, Intent and Purpose.**

Tobacco products and electronic smoking devices are addictive and inherently dangerous and have been shown to be harmful to the public health. Tobacco use is the leading preventable cause of death in the United States, causing over 480,000 deaths in the United States each year from health conditions including but not limited to cancer and heart disease. In New York State, approximately 28,000 adults die from smoking-related illnesses each year.

Research shows that the accessibility and availability of tobacco products and electronic smoking devices influences youth to begin using tobacco products and electronic smoking devices. Youth are uniquely vulnerable to the effects of nicotine and the formation of nicotine dependence. Nicotine exposure can harm the developing adolescent brain. An overwhelming majority of Americans who smoke cigarettes daily first tried smoking by the age of eighteen (18), and youth who use e-cigarettes may be more likely to smoke cigarettes in the future. The Surgeon General of the United States has concluded that almost no one starts smoking tobacco after age twenty-five (25).

Tobacco product and electronic smoking device retail outlet density is associated with increased rates of smoking. Although it is unlawful to sell tobacco products to minors, according to a report by the New York State Department of Health, Youth Access Tobacco Enforcement Program for the period of April 1, 2018 through March 21, 2020, 7.91% of the New York retailers surveyed do sell to minors. 22.5% of high school students in New York State use electronic nicotine delivery

systems (also called electronic cigarettes). 25.6% of high school students in New York State use some form of tobacco product.

The City of Syracuse has a substantial interest in reducing the number of individuals of all ages who use tobacco products and electronic smoking devices, and a particular interest in protecting youth from nicotine dependence and the illnesses and premature death associated with the use of tobacco products, electronic smoking devices and other products regulated by New York State Public Health Law Article 13-F, known as the Adolescent Tobacco Use Prevention Act. The purpose of this legislation is to ensure the public health, safety and welfare of the citizens of the City of Syracuse by providing a local law to require a Tobacco Retail License to sell tobacco products, electronic smoking devices, and all other products regulated by New York State Public Health Law Article 13-F in the City of Syracuse.

The Family Smoking Prevention and Control Act of 2009 provides local governments with the freedom to implement tobacco control policies. A local licensing system for tobacco product and electronic smoking device retailers will provide a local enforcement mechanism to allow the City of Syracuse to monitor and increase retailers' compliance with federal, state, and local laws, including laws that prohibit the sale of tobacco products and electronic smoking devices to minors, such as New York State Public Health Law Article 13-F, by requiring compliance with these laws as a condition for obtaining and maintaining a local Tobacco Retail License.

The Mayor and Common Council of the City of Syracuse find that the City of Syracuse has a substantial and important interest in reducing the illegal sale of tobacco products, electronic smoking devices, and all other products regulated by New York State Public Health Law Article 13-F, to minors. It is the intent of the City of Syracuse through the addition of this new Article to implement effective measures to license all retailers selling tobacco products, electronic smoking devices, and all other products regulated by New York State Public Health Law Article 13-F; to reduce the number of such retailers; to regulate the location of such retailers; to stop the sale of tobacco products, electronic smoking devices, and all other products regulated by New York State Public Health Law Article 13-F, to minors; and to reduce the number of individuals of all ages who use tobacco products and electronic smoking devices.

#### **§16-2. Definitions.**

For the purposes of this Article, the following words and phrases shall be defined as follows:

- (a) *Accessory* shall mean a product that is intended or reasonably expected to be used with or for the human consumption of a Tobacco Product or Electronic Smoking Device, does not contain tobacco and is not made or derived from tobacco, including, but not limited to, carrying cases, lanyards, lighters, and holsters and meets either of the following:
  - (1) is not intended or reasonably expected to affect or alter the performance, composition, constituents or characteristics of a Tobacco Product or Electronic Smoking Device; or
  - (2) is intended or reasonably expected to affect or maintain the performance, composition, constituents or characteristics of a Tobacco Product or Electronic Smoking Device but:

- (A) solely controls moisture and/or temperature of a stored Tobacco Product or Electronic Smoking Device; or
  - (B) solely provides an external heat source to initiate but not maintain combustion of a Tobacco Product.
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- (b) *Applicant* shall mean an individual, corporation, partnership, limited liability company, or other business entity, as well as each entity's members, partners, and/or shareholders, as applicable, seeking a Tobacco Retail License. Applicant must be the actual State License holder and must be the entity offering the Covered Product for sale.
  - (c) *Application* shall mean the form completed in writing by an Applicant or an authorized agent thereof and executed and verified under penalty of perjury by the Applicant or the authorized agent thereof.
  - (d) *Application Fee* shall mean the annual non-refundable \$250.00 fee owed to the Division upon the submission of an Application.
  - (e) *Building* shall mean a permanent structure affixed to real property within the City bearing a tax parcel identification number rendering the land improved for purposes of taxation.
  - (f) *City* shall mean the City of Syracuse.
  - (g) *Component or Part* shall mean software or materials intended or reasonably expected: (1) to alter or affect the performance, composition, constituents or characteristics of a Tobacco Product or Electronic Smoking Device or (2) to be used with or for the human consumption of a Tobacco Product or Electronic Smoking Device. "Component or Part" excludes an Accessory and includes, but is not limited to, e-liquids, cartridges, refills, batteries, heating coils, programmable software, rolling papers, wraps, hookahs, mouthpieces, pipes and flavorings for Tobacco Products or Electronic Smoking Devices, whether they are sold together or separately.
  - (h) *Corporation Counsel* shall mean the Corporation Counsel of the City of Syracuse.
  - (i) *Covered Product(s)* shall mean any Tobacco Product, Electronic Smoking Device, or any other product regulated by Article 13-F of the New York State Public Health Law, known as the Adolescent Tobacco Use Prevention Act.
  - (j) *Division* shall mean the Division of Code Enforcement for the City.
  - (k) *Director* shall mean the Director or Deputy Commissioner of the Division of Code Enforcement, or their designee, for the City.
  - (l) *Electronic Smoking Device(s)* shall mean any device that may be used to deliver any aerosolized or vaporized substance that may be inhaled, whether or not the aerosolized or



vaporized substance contains nicotine, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, or e-hookah. "Electronic Smoking Device" includes any Component or Part but not Accessory and includes any substance to be aerosolized or vaporized, whether or not separately sold. "Electronic Smoking Device" does not include drugs, devices, or combination products approved and authorized for sale by the U.S. Food and Drug Administration for cessation purposes, as those terms are defined in the Federal Food, Drug, and Cosmetic Act and does not include products regulated under Article 7-A of the Consolidated Laws of the State of New York.

- (m) *Gas Station* shall mean a premises where petroleum for motor vehicles is stored and sold, for which all valid New York State licenses and/or certificates, including but not limited to a New York State Department of Environmental Conservation registration, if required, is maintained, and includes a convenience store located on the same premises.
- (n) *Public Park* shall mean a park owned by the City or any of its agencies.
- (o) *School* shall mean any public or private kindergarten, elementary, middle, junior high, or high school and their grounds and/or facilities.
- (p) *State License(s)* shall mean a valid New York State Department of Taxation and Finance certificate of registration for the sale of a Covered Product.
- (q) *Tobacco Product(s)* shall mean any product containing, made of, or derived from tobacco or nicotine, including synthetic nicotine, that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means, including but not limited to a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, snus, bidis, powdered tobacco, and nicotine water. "Tobacco Product" includes a Component or Part, whether or not separately sold, but not Accessory. "Tobacco Product" does not include drugs, devices, or combination products approved and authorized for sale by the U.S. Food and Drug Administration for cessation purposes, as those terms are defined in the Federal Food, Drug, and Cosmetic Act and does not include products regulated under Article 7-A of the Consolidated Laws of the State of New York.
- (r) *Tobacco Retail License* shall mean any license issued by the Division to an Applicant to engage in the retail sale of any Covered Product in the City.

### **§16-3. Tobacco Retail License Required.**

- (a) As of the effective date of this Article, a valid Tobacco Retail License issued by the Division in compliance with this Article shall be required to sell, to offer for sale, or to permit the sale of a Covered Product to consumers in the City in accordance with the terms hereof. The requirement for a Tobacco Retail License detailed in this Article is not applicable for a wholesale dealer who sells products to retail dealers for the purpose of resale only and does not sell any Covered Product directly to consumers.

- (b) Applicants must submit an Application for a Tobacco Retail License to the Division on an annual basis. Tobacco Retail Licenses issued pursuant to this Article shall be effective upon the date of issuance thereof and shall be valid for a period of one (1) year from the date of issuance, unless sooner suspended or revoked.
- (c) The annual Application Fee is non-refundable.
- (d) Each Application for a Tobacco Retail License shall be filed with the Division in accordance with Section 16-4 hereof.
- (e) Notwithstanding the requirements set forth in Subsection (a) above, this Article shall not apply to an organization that is deemed a registered organization pursuant to Section 3364 of the New York State Public Health Law.

#### **§16-4. Tobacco Retail License Application and Eligibility Requirements.**

##### **(1) Eligibility for a Tobacco Retail License**

- (a) Each Tobacco Retail License shall be issued only to actual sellers of Covered Products to be located in a Building.
- (b) In order to be eligible to receive a Tobacco Retail License from the Division, the Applicant must meet the following criteria:
  - i. The Applicant shall hold, possess and provide proof to the Division of a current and valid State License(s) issued by the New York State Department of Taxation and Finance;
  - ii. The Applicant shall hold, possess and provide proof to the Division of all required permits, licenses, and/or approvals necessary and/or required to operate in New York State and the City;
  - iii. The Applicant must not owe to the City any outstanding taxes, payments in lieu of taxes, fees, fines, penalties or other charges;
  - iv. The Applicant shall not be or have been the owner or commercial tenant of a premises declared to be a public nuisance under Chapter 45 of the Revised General Ordinances of the City, as amended;
  - v. Subject only to Section 16-4(2)(e) below, the Applicant, as the owner or tenant of any Building at which Covered Products are being sold, offered for sale, or permitted to be sold under a Tobacco Retail License, shall be in compliance with the Property Conservation Code of the City and with all other laws, ordinances and regulations of the City at the time of Application. Notwithstanding anything herein to the contrary, the Division may consider a Building's twelve (12) month history relative to compliance with the Property Conservation Code of the City and any other related codes and regulations;

- vi. No Tobacco Retail License shall be issued to any Applicant within seven hundred fifty (750) feet of a School or Public Park as measured by a straight line from the nearest point of the property line of the parcel on which the School or Public Park is located to the nearest point of the property line of the parcel on which the Applicant's business is located for which the Tobacco Retail License is being sought hereunder.
  - vii. No Tobacco Retail License shall be issued to any Applicant within seven hundred fifty (750) feet of another business holding and/or operating under a current and valid Tobacco Retail License as measured by a straight line from the nearest point of the property line of the parcel on which the business holding and/or operating under a current and valid Tobacco Retail License is located to the nearest point of the property line of the parcel on which the Applicant's business is located for which the Tobacco Retail License is being sought hereunder.
  - viii. In the event a School or Public Park locates within seven hundred fifty (750) feet of an existing business holding and/or operating under a current and valid Tobacco Retail License, such business shall not be precluded from holding or continued operation under the Tobacco Retail License or from applying for or obtaining a new Tobacco Retail License.
  - ix. Any Applicant applying for a Tobacco Retail License who disputes the Division's finding that the Applicant is disqualified under Sections 16-4(1)(b)(vi) or 16-4(1)(b)(vii) above may dispute such finding as set forth below. Any such dispute must be made in writing, via certified U.S. Mail, to the Division within thirty (30) days of receipt of the notice provided for in Section 16-6(b) below and include any and all evidence the Applicant relies on to support its claim that it is not located within seven hundred fifty (750) feet of a School, Public Park, or business holding and/or operating under a current and valid Tobacco Retail License. The Division shall consider such evidence as part of the Application. The Director shall have final authority to determine whether the business is located within seven hundred fifty (750) feet of a School, Public Park, or business holding and/or operating under a current and valid Tobacco Retail License.
- (c) As of the effective date of this Article, and notwithstanding Sections 16-4(1)(b)(vi) and 16-4(1)(b)(vii) hereof, if an Applicant: (i) possesses a valid State License; (ii) has a fee interest or a signed and valid lease for space in a Building where a Covered Product will be or is currently being sold, offered for sale, or permitted to be sold as set forth in the Application; (iii) satisfies all other requirements for licensure hereunder and meets and is otherwise compliant with the terms and conditions of this Article; and (iv) submits an Application within the timeframe set forth in Section 16-4(2)(a) hereof, then, notwithstanding anything in this Section to the contrary, such Applicant shall be eligible for a Tobacco Retail License for the same Applicant in the same Building and eligible for subsequent annual licensure in accordance herewith. Any such Applicant who fails to

submit an Application within this time frame shall be bound by Sections 16-4(1)(b)(vi) and 16-4(1)(b)(vii) above.

## **(2) Application Process**

- (a) All Applications for a Tobacco Retail License shall be submitted to the Division within One Hundred Twenty (120) days of the giving of notice as set forth in Section 16-18 hereof and then annually thereafter at least sixty (60) days prior to the expiration of the current Tobacco Retail License. The Director, in his/her sole discretion, shall have authority to permit submission of an Application where an Application is late or incomplete through no fault of the Applicant;
- (b) An Application shall be executed and verified under penalty of perjury by the Applicant or an authorized agent thereof. The Applicant shall maintain a duplicate original signed and verified Application, which shall be subject to inspection by the City;
- (c) Each Application for a Tobacco Retail License shall be accompanied by the Application Fee;
- (d) Applicants shall agree that the business address provided in the Application shall be the address to which any notice required under this Article and any service of process required under the New York Civil Practice Law and Rules or under any local law or ordinance shall be sent unless the Applicant notifies the Division by certified U.S. Mail of a different address to be used for such notice;
- (e) Upon the receipt of a completed Application and the Application Fee, the Division and/or its designee shall inspect the Building at which any Covered Product is to be sold, offered for sale, or permitted to be sold as sought in the Application to ensure compliance with all applicable codes and regulations. Such inspection shall be scheduled in accordance with Section 16-6(8) below. The Applicant shall have thirty (30) days to cure any code violations identified and cited during such inspection, unless, the violation cannot reasonably be cured within such thirty-day period, then, provided the Applicant commences to cure within such thirty-day period and to prosecute such cure with due diligence, then the Applicant shall have an additional thirty (30) days to cure such violation. In no event, without the express written permission of the Division in its sole discretion, shall the Applicant have more than such period to cure. The Division may also ask the Applicant to provide additional information that is reasonably related to the determination of whether a Tobacco Retail License may issue;
- (f) Upon the receipt of a completed Application and the Application Fee, the Chief of Police or his/her designee shall conduct a criminal background check on the Applicant.

## **§16-5. Issuance of Tobacco Retail Licenses.**

- (a) Within sixty (60) days of compliance with and completion of the requirements set forth in Section 16-4 above, the Division must make a determination on the Application and notify the

Applicant of the determination. If the Applicant currently holds a valid Tobacco Retail License issued pursuant to this Article, the Applicant may continue to operate under the Tobacco Retail License until such time as a determination on the new Application is made by the Division and such determination is provided by the Division to the Applicant.

- (b) In the event an Application for a Tobacco Retail License is approved, the Division shall notify the Applicant in writing, via certified U.S. Mail and First-Class Mail to the address provided by the Applicant pursuant to Section 16-4(2)(d) above.
- (c) The issuance of any Tobacco Retail License pursuant to this Article is done in the City's sole discretion and shall not confer upon the Applicant any property interest or other right in the possession of a Tobacco Retail License.

**§16-6. Denial of Tobacco Retail Licenses.**

- (a) The Division may, in its sole discretion, refuse to issue a Tobacco Retail License to an Applicant if it finds that one or more of the following reasons for denial exists:
  - (1) The Applicant has failed to meet any requirement of this Article;
  - (2) The information presented in the Application is incomplete, inaccurate, false, or misleading;
  - (3) The fee for the Application has not been paid as required;
  - (4) The Applicant has previously had a Tobacco Retail License issued under this Article revoked for any reason within the previous five (5) years;
  - (5) A Tobacco Retail License issued under this Article for the same address or location was previously revoked within the preceding three (3) years; unless the Applicant has demonstrated, to the satisfaction of the Division, that the Applicant has no connection to the prior licensee, its members, partners, or shareholders and was not the owner of the premises at the time of revocation;
  - (6) The Applicant has been found by a court of law or administrative body to have violated any federal, state or local law pertaining to: (a) trafficking in a contraband Covered Product(s); (b) the payment or collection of taxes on a Covered Product(s); the display of a Covered Product(s); (d) the display of health warnings pertaining to a Covered Product(s); or (e) the sale of a Covered Product(s);
  - (7) The Applicant has outstanding fines and/or violations with the Onondaga County Health Department in connection with violation(s) of New York State Public Health Law Article 13-F, known as the Adolescent Tobacco Use Prevention Act;

- (8) The Applicant fails to schedule and permit the inspection required under Section 16-4(2)(e) above to take place within thirty (30) days of submitting an Application, unless otherwise agreed to by the Division;
  - (9) The Applicant fails to pass the inspection required under Section 16-4(2)(e) above;
  - (10) The Applicant is in violation of any other provision of this Article or is in violation of any federal or state statutes or rules and regulations or any local laws, ordinances, rules and regulations of the City; or
  - (11) The Applicant has been convicted, and such conviction has not been expunged, of:
    - (A) Any felony, as defined in the New York Penal Law, in the five (5) years immediately preceding the date of the Application; or
    - (B) Any Class A misdemeanor, as defined in the New York Penal Law, in the two (2) years immediately preceding the date of the Application.
    - (C) In the event the Applicant's background check contains one of the above-enumerated offenses, the Division shall notify the Applicant, via certified U.S. Mail and First-Class Mail to the address provided pursuant to Section 16-4(2)(d) hereof, and include a copy of the information obtained relative to the relevant conviction(s) with this correspondence. The letter shall inform the Applicant of the opportunity to provide any information to the Division regarding rehabilitation, good conduct, mistaken identity, or any other information regarding the conviction(s) the Applicant wishes the Division to Consider. The Applicant shall furnish such information, if any, in writing, via certified U.S. Mail, to the Division within ten (10) days of the date of the letter sent by the Division. The Division shall consider all such information and notify the Applicant in writing, via certified U.S. Mail and First-Class Mail to the address provided pursuant to Section 16-4(2)(d) hereof, within thirty (30) days of its determination relative to the additional provided information.
- (b) In the event an Application for a Tobacco Retail License is denied for any reason, the Division shall notify the Applicant in writing, via certified U.S. Mail and First-Class Mail to the address provided by the Applicant pursuant to Section 16-4(2)(d) above, of the reason(s) the Application was denied.

#### **§16-7. Operation of Business.**

Tobacco Retail License holders shall comply with all provisions of federal and state statutes, rules and regulations and all local laws, ordinances, rules and regulations of the City relating to the conduct of business and the occupation, use and maintenance of the premises at which the business is located. Moreover, Tobacco Retail License holders shall comply with any and all notices, orders, decisions and determinations made by any City official that governs the occupation and use of the business holding and/or operating under the Tobacco Retail License.

**§16-8. Limitation on Number of Licenses Issued.**

- (a) As of the effective date of this Article, the total number of Tobacco Retail Licenses to be issued by the Division shall be no more than the sum of: (i) the number of valid and current State Licenses issued for establishments open and operating in the City as of the effective date of this Article; and (ii) the number of valid and current State Licenses that were issued by New York State for establishments on or before the effective date of this Article which open for the operation of business in accordance with the provisions of this Article on or before the Ninetieth (90th) day following the effective date of this Article. Issuance of any additional Tobacco Retail Licenses shall be authorized pursuant to Section 16-9 below.
- (b) A Tobacco Retail License shall only be issued to an Applicant for the same location at which the Applicant possessed a valid State License prior to the effective date of this Article.
- (c) Notwithstanding paragraph (b) above, beginning one (1) year from the effective date of this Article, the Division shall issue only one (1) Tobacco Retail License for every two (2) Tobacco Retail Licenses that were revoked or expired and not renewed during the previous year.
- (d) Whenever the number of valid Applications for Tobacco Retail Licenses exceeds the maximum number of such licenses available for issue in accordance with Section 16-8 above, the Division shall grant such licenses using the following priorities:
  - (1) Tobacco Retail Licenses shall be granted, first, by order of Application date and time to any Applicant compliant with this Article that held a valid Tobacco Retail License in the prior year;
  - (2) A Tobacco Retail License shall be granted, second, by order of Application date and time to any Applicant compliant with this Article that did not hold a valid Tobacco Retail License in the prior year; or
  - (3) A Tobacco Retail License shall be granted by lottery when the order of Application date and time is insufficient, in the discretion of the Division, to determine who shall be issued a license pursuant to Section 16-8(d)(2) above.

**§16-9. Procedure for Authorizing Additional Licenses.**

- (a) The Division, upon its own initiative, upon direction of the Syracuse Common Council, or upon written request by an Applicant, may conduct a public hearing(s) to determine whether necessity requires the issuance of additional Tobacco Retail Licenses to exceed the maximum license number specified in Section 16-8 above. Notice of such public hearing shall be advertised in print or digitally in the Post Standard or any other publication authorized by the Common Council at least one time. The hearing shall be held not less than ten (10) days after the date of last publication of such notice. The cost of such hearing, if requested by an Applicant, shall be borne by the Applicant.

- (b) A determination of the question of the need for additional Tobacco Retail Licenses shall be made only after consideration of the factors set forth in Section 16-1 hereof and the requirements or demands of the public, all public comments received at or in conjunction with the hearing and such other relevant facts as the Division shall deem advisable or necessary to take into consideration.
- (c) If the Division determines, after such a public hearing, that additional Tobacco Retail Licenses are necessary, the Division shall thereupon request that the Syracuse Common Council approve the number of Tobacco Retail Licenses to be issued.

**§16-10. Transferability.**

All Tobacco Retail Licenses issued pursuant to this Article are nontransferable and non-assignable and are valid only for the Applicant and the specific Building indicated on the Tobacco Retail License; unless, the establishment is an operating Gas Station. A valid and current Tobacco Retail License may be transferred or assigned from an existing Tobacco Retail License holder (hereinafter "transferor or assignor") operating a Gas Station to a new owner that acquires the Gas Station operating under the Tobacco Retail License, provided the transferor or assignor is not in violation of any state or local law and the new owner (hereinafter "transferee or assignee") otherwise satisfies all of the conditions for licensure under this Article. Notwithstanding anything herein to the contrary, if the transferee or assignee satisfies the forgoing conditions, and the transferor or assignor was issued a Tobacco Retail License pursuant to Section 16-4(1)(c) hereof, then failure of the transferee or assignee to satisfy Sections 16-4(1)(b)(vi) and/or 16-4(1)(b)(vii) hereof shall not prevent the transferee or assignee from seeking a new Tobacco Retail License for the same Gas Station as the transferor or assignor. In such event, the transferee or assignee shall be entitled to annually apply for a Tobacco Retail License in accordance with the terms of this Article. A separate Tobacco Retail License is required for each Building at which a Covered Product is sold or offered for sale. Except as specifically noted in this Section 16-10, any change in business ownership, membership interests, shareholders, partnership interests, business address, or interruption in possession of a Tobacco Retail License, will result in the automatic termination of the Tobacco Retail License. A Tobacco Retail License holder shall notify the Division in writing, via certified U.S. Mail, within five (5) days following the date when such Tobacco Retail License holder transfers, assigns, sells, closes or moves the business operating under the Tobacco Retail License. Upon being notified, the Division shall cancel the Tobacco Retail License.

**§16-11. Requirement to Display Tobacco Retail License.**

Any Tobacco Retail License issued pursuant to this Article shall be conspicuously displayed at the location where a Covered Product is sold or offered for sale so that it is readily visible to customers.

**§16-12. Violations and Penalties.**

(a) Any or all of the following shall constitute a violation under this Article:

- (1) The application and/or eligibility requirements for a Tobacco Retail License under Section 16-4 above are not met at any time after the license was issued; or



- (2) One or more of the bases for denial of a Tobacco Retail License under Section 16-6 above exists any time after the license was issued; or
  - (3) A violation by the Tobacco Retail License holder of any federal, state or local law or regulation pertaining to: (a) trafficking in a contraband Covered Product(s); (b) the payment or collection of taxes on a Covered Product(s); (c) the display of a Covered Product(s); (d) the display of health warnings pertaining to a Covered Product(s); or (e) the sale of a Covered Product(s); or
  - (4) Selling, offering for sale, or permitting the sale of any Covered Product without a valid Tobacco Retail License displayed in accordance with Section 16-11 above; or
  - (5) The Tobacco Retail License holder submitted an Application that contained a material misrepresentation; or
  - (6) The Tobacco Retail License holder is in violation of any other provision of this Article or is in violation of any federal, state statutes or rules and regulations as well as any local laws, ordinances, rules, and regulations of the City.
- (b) Following notice and a hearing in accordance with Section 16-14 below, any Tobacco Retail License holder found to be in violation of this Article shall be liable for civil penalty of not more than \$3,500.00 for the first violation, not more than \$7,000.00 for the second violation, and not more than \$10,000.00 for the third and each subsequent violation pursuant to Section 8-118 of the Charter of the City of Syracuse, as amended. Each day on which a violation occurs shall be considered a separate and distinct violation.

**§16-13. Suspension and Revocation of Licenses.**

- (a) Following notice and a hearing in accordance with Section 16-14 below, the Division may take any of the following actions based on a violation(s) of this Article:
  - (1) Suspension of the Tobacco Retail License for up to twelve (12) months; or
  - (2) Revocation of the Tobacco Retail License.

**§16-14. Hearing.**

- (a) In the event a Tobacco Retail License holder is alleged to be in violation of this Article, the Division may hold a hearing upon fifteen (15) days written notice to the license holder sent by certified U.S. Mail and First-Class Mail to the address provided pursuant to Section 16-4(2)(d) hereof. Any such notice shall inform the license holder of the date, time and location of the hearing and the alleged violation(s) and potential resulting penalty.

- (b) Any hearing held hereunder shall be held before a hearing officer chosen by the Division who shall not be an employee within the Division. All such hearings shall be recorded. All such recordings shall be maintained for at least two (2) years.
- (c) Upon written notice to the Tobacco Retail License holder, the Division and/or hearing officer may adjourn the hearing date as the Division deems necessary and reasonable.
- (d) The Tobacco Retail License holder shall be allowed to be represented by counsel and shall be allowed to call witnesses on their behalf and conduct cross-examination of all witnesses.
- (e) The hearing officer shall review the hearing recording and all exhibits submitted at the hearing and, within forty-five (45) days following the hearing, render a written recommendation to the Director as to whether a Tobacco Retail License should be suspended or revoked and as to the civil penalty, as applicable and as defined in Section 16-12 above, that should be assessed.
- (f) Forty-five (45) days after receipt of the hearing officer's written recommendation, the hearing recording, and all exhibits submitted at the hearing, the Director shall conduct a de novo review of the recording, all exhibits submitted at the hearing, and the hearing officer's written recommendation. The Director shall then make a determination whether a Tobacco Retail License should be suspended or revoked and as to any civil penalty that should be assessed pursuant to Section 16-12 above. The Director shall provide the Corporation Counsel with a written order containing his/her determination, which the Corporation Counsel shall use to prepare the final order. Within thirty (30) days after receipt of the Director's written order, the final order shall be drafted by the Corporation Counsel or his/her designee. The Final Order shall be signed by the Director and sent to the Tobacco Retail License holder by certified U.S. Mail and First-Class Mail to the address provided pursuant to Section 16-4(2)(d) hereof.

**§16-15. Failure to Obtain Tobacco Retail License.**

- (a) In the event any business required to obtain a Tobacco Retail License under Section 16-3 herein fails to obtain a Tobacco Retail License and continues to sell, to offer for sale, or to permit the sale of a Covered Product to consumers in the City, the Division shall notify the business in writing via Certified U.S. Mail and First-Class Mail to the address provided pursuant to Section 16-4(2)(d) hereof: 1) that it is operating in violation of this Article; 2) that it has fifteen (15) days from receipt of the written notification to stop operating in violation of this Article; and 3) that if it continues to operate in violation of this Article after fifteen (15) days from the date written notification was mailed, the business shall be subject to immediate closure by the Division under Section 107.1.4 of the 2020 New York State Property Maintenance Code and under any other relevant statute, law, ordinance, rule or regulation and a civil penalty of up to \$10,000.00 as provided in Section 8-118 of the Charter of the City of Syracuse, as amended, may be imposed.

- (b) In the event the business is provided with the written notification described in Section 16-15(a) above and continues to operate in violation of this Article after such notification, the Division shall immediately close the business under Section 107.1.4 of the 2020 New York State Property Maintenance Code and under any other relevant statute, law, ordinance, rule or regulation and may impose a civil penalty of up to \$10,000.00 as provided in Section 8-118 of the Charter of the City of Syracuse, as amended.

**§16-16. Inspections Access.**

In addition to the requirements set forth in Section 16-4 above, officers and employees of any City departments with responsibility to enforce or assist the Director in enforcing this Article shall have the right of access to any business subject to the terms of this Article for the purpose of making an inspection during normal business hours and the City shall also have the authority to seek inspection warrants where necessary to properly administer this Article.

**§16-17. Enforcement.**

- (a) The Director, in conjunction with other City Departments, including but not limited to the Syracuse Police Department, shall enforce the provisions of this Article. The Director and/or its authorized designee(s) may conduct periodic inspections of the business holding and/or operating under the Tobacco Retail License, or a business in violation of this Article, in order to ensure compliance with this Article.
- (b) The Corporation Counsel may maintain an action or special proceeding in a court of competent jurisdiction for the recovery of civil penalties, together with costs and disbursements. In addition to any action or special proceeding for recovery of civil penalties, the Corporation Counsel may take any and all action necessary to enforce this Article, including but not limited to, an action or special proceeding to enjoin the continued operation or maintenance of a business in violation of the terms of this Article.

**§16-18. Notice Regarding This Article.**

Within sixty (60) days of the effective date of this Article, the Division shall send to all known entities possessing a valid and current State License a copy of this Article and shall post this Article in print or digitally in the Post Standard or any other publication authorized by the Common Council once a week for two (2) weeks and on the Division's website. Failure to receive a notice shall not affect the applicability of this Article.

**§16-19. Rules and Regulations.**

The Division may issue and amend rules, regulations, standards, guidelines, or conditions to implement and enforce this Article.

**§16-20. Severability.**

If any clause, sentence, paragraph or part of this Article or application thereof to any person or circumstance shall be judged by any court to be invalid, such judgement shall not affect, impair or invalidate the remainder thereof or the application thereof to other person or circumstances but shall be confined in its operation to the clause, sentence, paragraph or part thereof and the persons or circumstances directly involved in the controversy in which the judgement shall be rendered.

**§16-21. Effective Date.**

This Article shall be effective as of October 1, 2023 subject to and in accordance with the provisions of New York State Municipal Home Rule Law.

**SECTION 2.  
SEVERABILITY CLAUSE**

Severability is intended throughout and within the provisions of this Local Law. If any section, subsection, sentence, clause, phrase or portion of this Local Law is held to be invalid or unconstitutional by a court of competent jurisdiction, then that decision shall not affect the validity of the remaining portions of this Local Law.

**SECTION 3.  
SAVINGS CLAUSE**

This Local Law is not intended to rescind or repeal any existing City of Syracuse Charter Provision unless such change is made by its express terms. Otherwise, all other provisions of the Syracuse City Charter and Local Laws not inconsistent with the provisions of this Local Law shall remain in full force and effect.

**SECTION 4.  
EFFECTIVE AND OPERATIVE DATE**

This Local Law shall be effective on October 1, 2023 subject to and in accordance with the provisions of New York State Municipal Home Rule Law.



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**DEPARTMENT OF LAW**  
**OFFICE OF THE CORPORATION COUNSEL**  
**CITY OF SYRACUSE, MAYOR BEN WALSH**

June 5, 2023

**Corporation Counsel**  
Susan R. Katzoff

**First Assistant Corporation Counsel**  
Joseph W. Barry III

**Senior Corporation Counsels**  
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Todd M. Long

**First Assistant Senior Corporation Counsels:**  
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Office 315 448-8400  
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[www.syr.gov](http://www.syr.gov)

Ms. Patricia K. McBride  
City Clerk  
Room 231 City Hall  
Syracuse, New York 13202

**Re: Request for a Local Law to require a Tobacco Retail License from the City of Syracuse in order to sell tobacco products, electronic smoking devices, and all other products regulated by New York State Public Health Law Article 13-F within the City of Syracuse**

Dear Ms. McBride:

Please place on the agenda for the next meeting of the Common Council a request for a Local Law to authorize the City of Syracuse to add a new Article 16 entitled "Tobacco Retail License" to Chapter 9 of the Revised General Ordinances of the City of Syracuse, as amended entitled "Business: Mercantile, Transient, Itinerant."

The purpose of this legislation is to ensure the public health, safety and welfare of the citizens of the City of Syracuse by providing a local law to require a Tobacco Retail License to sell tobacco products, electronic smoking devices, and all other products regulated by New York State Public Health Law Article 13-F in the City of Syracuse.

The Family Smoking Prevention and Control Act of 2009 provides local governments with the freedom to implement tobacco control policies. A local licensing system for tobacco product and electronic smoking device retailers will provide a local enforcement mechanism to allow the City of Syracuse to monitor and increase retailers' compliance with federal, state, and local laws, including laws that prohibit the sale of tobacco products and electronic smoking devices to minors, such as New York State Public Health Law Article 13-F, by requiring compliance with these laws as a condition for obtaining and maintaining a local Tobacco Retail License.

The City's new Tobacco Retail License Program will be overseen by the Division of Code Enforcement. The licensure program will require proof of a valid New York State license to sell tobacco and/or electronic smoking devices and, among other things, will regulate the geographic location of tobacco and/or electronic smoking device retailers relative to schools, public parks, and other such businesses. A Tobacco Retail License shall be required annually and are generally nontransferable. Licenses shall be valid for a one (1) year period from the date of issuance. The cost to apply for the license will be a non-refundable fee of \$250.00. The proposed effective

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date of this Program is August 1, 2023, subject to the necessary approvals of the Local Law by New York State. Any Tobacco Retail License issued pursuant to this Article shall be required to be conspicuously displayed at the location where the Covered Product is sold or offered for sale so that it is readily visible to customers. The penalties for noncompliance with this Local Law shall be in accordance with Section 8-118 of the Charter of the City of Syracuse, as amended.

Sincerely,

A handwritten signature in black ink, appearing to read "Susan R. Katzoff". The signature is written in a cursive style with a large initial "S".

Susan R. Katzoff  
Corporation Counsel

DRAFT

Ordinance No.

2023

**ORDINANCE AUTHORIZING AGREEMENT  
WITH THE CNY DIAPER BANK RELATIVE TO  
SUPPORTING ACCESS TO FREE DIAPERS  
FROM NEIGHBORHOOD RECREATION  
CENTERS**

WHEREAS, Section 5-205-A of the Charter of the City of Syracuse, as amended, provides the Mayor shall "award contracts for professional services subject to the approval of the Common Council"; and

WHEREAS, the Mayor has approved the retention of CNY Diaper Bank ("CNYDB") under the following terms:

- (1) CNYDB shall provide the Department of Parks, Recreation & Youth Programs with free diapers for distribution at the Wilson Park Community Center and/or other similar City recreation centers in accordance with policies and procedures set forth by CNYDB;
- (2) This agreement shall be considered effective from October 1, 2023 through June 30, 2024;
- (3) All goods subject to this agreement shall be provided by CNYDB at no cost to the City of Syracuse; NOW, THEREFORE,

BE IT ORDAINED, that the Mayor, on behalf of the City of Syracuse, be and he hereby is authorized to execute such agreement, as hereinabove stated, subject to the approval of the Corporation Counsel as to terms, form and execution.



# DEPARTMENT OF PARKS, RECREATION & YOUTH PROGRAMS

CITY OF SYRACUSE, MAYOR BEN WALSH

August 18, 2023

Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, NY 13202

RE: REQUEST FOR LEGISLATION

Dear Ms. McBride:

Please place on the agenda for the next meeting of the Common Council the necessary legislation to authorize the Mayor, on behalf of the City of Syracuse, to enter into an agreement with The CNY Diaper Bank to support access to free diapers from neighborhood recreation centers.

As part of this agreement, the CNY Diaper Bank (CNYDB) will accept Syracuse Parks, Recreation and Youth Programs (SPRYP) as a partner agency and provide SPRYP with free diapers for distribution to the community, according to policies and procedures set forth by CNYDB. Diapers would be distributed from the Wilson Park Community Center and/or other similar City recreation centers.

The Agreement shall be considered effective from October 1, 2023 through June 30, 2024. There is no cost for the services under this agreement.

Sincerely,

Corey Driscoll Dunham  
Commissioner

Syracuse Department  
of Parks, Recreation  
& Youth Programs  
412 Spencer Street  
Syracuse, N.Y. 13204

Office 315 473 4330  
Fax 315 428 8513

[www.syr.gov.net](http://www.syr.gov.net)





# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

**TO:** Mayor Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management & Budget  
**DATE:** August 21, 2023  
**SUBJECT:** Agreement – CNY Diaper Bank (CNYDB)

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On behalf of the Department of Parks, Recreation & Youth Programs, I am requesting the City of Syracuse enter into an agreement with The CNY Diaper Bank to support access to free diapers from neighborhood recreation centers.

As part of this agreement, the CNY Diaper Bank (CNYDB) will accept Syracuse Parks, Recreation and Youth Programs (SPRYP) as a partner agency and provide SPRYP with free diapers for distribution to the community, according to policies and procedures set forth by CNYDB. Diapers would be distributed from the Wilson Park Community Center and/or other similar City recreation centers.

The agreement shall be considered effective from October 1, 2023 through June 30, 2024. There is no cost for the services under this agreement.

If you agree to enter into this agreement, please indicate by signing below and returning this memo to me so that I may forward a copy to the Common Council along with the legislation request for the next Common Council Meeting.

Thank you for your attention regarding this matter.

  
\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

AUG 23 2023  
Date

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov](http://www.syr.gov)



## **Partner Agency Manual**

V3: Jan2023

### ***Mission Statement***

CNY Diaper Bank works to ensure all CNY families have access to an adequate supply of diapers for their babies and toddlers and to raise awareness that diapers are a basic need not being met for all babies.

### **Purpose of a Diaper Bank**

CNY Diaper Bank  
4645 Crossroads Park Drive  
Liverpool, NY 13088

[info@cnydiaperbank.org](mailto:info@cnydiaperbank.org)

315.400.0556

[www.cnydiaperbank.org](http://www.cnydiaperbank.org)

Diaper banks supply diapers to local communities through partner social service agencies. This approach limits unnecessary duplication of services, reduces administrative expenses, and works collaboratively to solve a basic human need at the community level for infants, young children and the disabled. If a client needs diapers, they often have many other needs as well. Local social service agencies that deal with a full continuum of care are best qualified to meet this need and to become CNY Diaper Bank (CNYDB) Partner Agencies. By providing diapers, CNYDB is giving an incentive to its partner agencies that could keep parents coming back to social programs that can help them break the cycle of poverty.

## **CNY Diaper Bank History**

CNY Diaper Bank is a diaper bank incorporated in the State of NY with a 501(c)(3) designation. Founded by former elementary school teacher, Michela Hugo, the idea of CNYDB began shortly after the birth of Michela's third child. Michela learned that diapers were not covered by any social services programs, and that parents might use one diaper for days at a time, scrape out and reuse disposable diapers, or use items such as a plastic bag, when unable to purchase enough diapers for their child. As a parent, Michela could not imagine what it would feel like to not be able to provide such a basic necessity for your child. Unable to find a local diaper bank where she could donate, Michela began to envision creating an organization to ensure that every baby in CNY had enough clean diapers. With support from her husband and a few friends, CNYDB became a reality in 2016 and it has been rapidly growing ever since. CNYDB has distributed over 4 million diapers since June 2016 when its first diapers went out the door.

## **Infant and Children Needs**

Diaper need is the lack of a sufficient supply of diapers to keep a baby clean, dry, and healthy. Government assistance programs like WIC, food stamps, and Medicaid do not pay for diapers, making diapering a distinct financial challenge. Diaper need causes physical, emotional, and educational development delays for children, and extended use of dirty diapers can lead to severe infections. Children emotionally disconnect from their parents as they learn Mom and Dad cannot meet their needs. Childcare centers require parents to supply diapers; without them, children lose access to education and parents can't go to work or school.

1 in 3 U.S. families report experiencing diaper need. In the city of Syracuse, close to 50% of children under age 5 live in poverty, which is twice the national average. An average monthly supply of diapers is around \$80. (1) With limited resources, families must choose between diapers and other essentials like food, toilet paper, medicine, or paying rent. 63% of U.S. single mothers have faced this choice. (2)

Diaper need affects the entire family. Prolonged use of soiled diapers makes children more susceptible to skin and urinary tract infections. Discomfort from wearing a soiled diaper causes children to cry more often and wake more frequently at night, disrupting sleep and increasing parental stress. Low-income mothers struggling with diaper need were more likely to suffer poor mental health than mothers who did not struggle with diaper need.(3) CNYDB's research shows that families who receive supplemental diapers see a positive impact on family well-being and self-sufficiency. Recipients report increased child health, decreased parental stress, better attendance at work/school and financial relief. Our data also shows that partner organizations that incorporate diapers into their programs see

increased client engagement and program effectiveness.(4)

(1-4): Specific citations available upon request.

## **Policies and Procedures**

### **Orientation**

Once CNY Diaper Bank has reviewed your application and has an opening for an additional agency, you will receive a request for a meeting at CNYDB or via Zoom. During the orientation session, you will meet staff from CNY Diaper Bank, learn the requirements and benefits of partnership, and discuss the ordering and distribution procedures for receiving diapers through CNY Diaper Bank.

At the orientation meeting, please ensure that the Program Manager and any other people who will assist with record-keeping, diaper storage, and diaper distribution are present. It is encouraged but not required that the Executive Director attend the meeting. If you experience a staffing change and the diaper bank contact changes, please notify us via email with updated contact information so we may provide a proper orientation.

### **Diaper Distribution**

Diapers from CNY Diaper Bank are to be used as a part of a broader effort by the recipient agency to assist those in need. The recipient agency will distribute diapers to individuals as a part of their case management program enabling those individuals or families to move toward long-term self-sufficiency.

The recipient agency may choose to distribute diapers provided by CNY Diaper Bank on an emergency basis. If the agency is a part of the Emergency Services Program and provides diapers in cases of emergency or crisis, ongoing case management is not required. If a recipient agency would like to add an emergency component onto their diaper distribution program, they need to contact the CNYDB Program Manager to make arrangements.

***CNYDB will make every effort to satisfy your diaper needs as requested but is not accountable to do so. CNY Diaper Bank reserves the right to refuse any application for donations.***

### **Partner Portal on CNY Diaper Bank Website**

Once your agency has been approved in our system, the recipient agency's representative will receive an email from the CNY Program Manager providing a password for the Partner Portal found at [www.cnydiaperbank.org/partnerportal](http://www.cnydiaperbank.org/partnerportal). **This site contains all of the procedures, links and printable resources you will need for ordering and distributing diapers.**

### **Client Surveys**

At the orientation meeting, you will receive a flyer with a link to our survey that needs to be completed by each person you enroll in the diaper distribution program. The printable surveys can also be downloaded at the Partner Portal. The survey should be completed each time someone receives diapers from you. CNY Diaper Bank uses the anonymous survey data and comments from clients to help quantify how the diapers are helping and affecting people's lives. At the end of the year, CNY Diaper Bank will finalize the data and provide your agency a summary report of how the diapers impacted your clients.

## Ordering

All orders are due the week before your scheduled pick-up date. Please schedule your pick-up when you place your order. Each child will receive 2 bundles of 25 diapers each (50 diapers) for the month and if pull-ups are requested, they receive 1 bundle of 30 or 2 bundles of 15 pull-ups.

## Diaper Pick-Up Instructions

The recipient agency shall send a representative of its diaper distribution program to pick up the monthly order from CNY Diaper Bank. A schedule will be provided at the orientation meeting of the date for each month (1st week of the month 2nd week of the month, etc) that your agency should pick up diapers from our warehouse. **You will still need to schedule a time to pick up your order. This can be done on at [www.cnydiaperbank.org/partnerportal](http://www.cnydiaperbank.org/partnerportal). Please schedule your pick-up when you place your order. Pick-up should be scheduled no later than one week before you plan to pick-up diapers. If no pick-up is scheduled, it will be assumed that your order is not being picked-up and it will not be packed.** Please make an effort to adhere to the scheduled date, but if you need to change it for some reason, please contact us. Diapers are picked up at:

**CNY Diaper Bank@Pioneer Warehousing & Distribution Building**

**4645 Crossroads Park Drive, Liverpool, NY 13088**

Our door is to the left of the loading docks. Feel free to back the car up to the door for easy loading.

**Agency reps use lockbox to access the key to enter the office for their diaper pick-up. Instructions for this will be provided.**

The diapers in your order will be packed in boxes or reusable IKEA bags. CNY Diaper Bank will provide the bags for each agency, and we ask that you keep track of them and take care of them as conscientiously as possible. Please ensure that you bring a vehicle (or multiple vehicles) large enough to transport your order, or two trips may be necessary. The Program Manager can help you estimate how much space you might need for your order. Each month when you pick up your order from CNY Diaper Bank, please return the bags that were used for your order the prior month. If you are able to drop off your bags prior to your next pick-up date it is greatly appreciated. Bags can be dropped in our purple donation bin outside the office.

If your agency representative, employee or agent sustains an injury during the pickup time, it is neither the fault nor the

responsibility of CNY Diaper Bank. The partner agency shall submit upon request a certificate of insurance to CNY Diaper Bank documenting that the agency has worker's compensation coverage, general liability coverage and automobile insurance coverage of at least the minimum automobile insurance limits required by applicable state law.

## **Staff Awareness**

It will be the responsibility of the recipient agency to ensure any staff that will have contact with the diaper distribution program are aware of the provisions of the CNYDB Partner Agency Manual and Collaborative Agreement (separate, signed document).

Additionally, the partner agency agrees that it will not in any way represent that partner agency as an employee or agent of CNY Diaper Bank. Nothing herein shall be construed as creating an employee/employer relationship between the parties.

## **Annual Requirements**

1. The recipient agency will provide at least two stories of parents and children that have received CNY Diaper Bank diapers during each agreement period and/or allow CNY Diaper Bank to interview families who receive diapers. The stories may be blinded to protect the identity of the client.
2. The Executive Director of the recipient agency (or their designee) must attend the annual Partner Agency meeting for CNY Diaper Bank held once a year in January at the CNYDB warehouse. Any individual(s) managing the CNY Diaper Bank program for the recipient agency must attend the meeting as well.
3. Attend an annual review meeting for your agency.

## **Suspension and Termination Policies**

The partnership with CNY Diaper Bank is extended to recipient agencies for an annual period. Agencies can review and re-commit to the partnership each year.

If violations or infractions of our above stated policies occur, CNY Diaper Bank reserves the right to suspend or terminate the partnership. Examples of violations include:

- Exchanging diapers or other products received from CNY Diaper Bank for money, property or services.
- Using donated goods for private gain.
- Using CNY Diaper Bank diapers and other products for something other than the distribution to a

needy family in your program. Diapers are donated to CNY Diaper Bank or purchased by us with the express purpose of use by a child in the recipient agency's program. CNYDB diapers may not be used for fundraising purposes, given to agency employees or given to another agency.

- Delinquency of reporting.
- Losing 501(c)(3) status.
- Violating the basic agreement between itself and CNY Diaper Bank.
- CNY Diaper Bank shall investigate any complaint or violation reported to us.

**Suspension:** A recipient agency may be suspended if found in violation of any of the above conditions. If suspended, the recipient agency shall be notified by email and it will lose all rights of a partner agency. Once the problem(s) has been corrected, the agency can request its status to be reactivated.

**Termination:** A recipient agency's partnership with CNY Diaper Bank can be terminated by the CEO of CNY Diaper Bank if the violations are serious. The recipient agency shall be notified immediately if this occurs.

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**ORDINANCE AMENDING ORDINANCE NO. 374-2020 AS LAST AMENDED BY ORDINANCE NO. 684-2022 AUTHORIZING A CONTRACT WITH COLLIER ENGINEERING & DESIGN CT PC, FORMERLY KNOWN AS BERGMANN ASSOCIATES, D.P.C., RELATIVE TO PROVIDING TRAFFIC AND TRANSPORTATION ENGINEERING SERVICES**

BE IT ORDAINED, that Ordinance No. 374-2020 as last amended by Ordinance No. 684-2022 is hereby amended to read as follows:

WHEREAS, Section 5-205-A of the Charter of the City of Syracuse, as amended, provides the Mayor shall "award contracts for professional services subject to the approval of the Common Council"; and

WHEREAS, the Mayor has approved the retention of Collier Engineering & Design CT PC\*, under the following terms:

- (1) Collier Engineering & Design CT PC\* shall provide required traffic and transportation engineering services on behalf of the Department of Public Works on an as needed basis.
- (2) This contract is for a one-year period effective as of the date of the execution of the contract with the option of two (2) one-year extensions subject to the approval of the Mayor and Common Council this Agreement was previously extended for the first one year renewal period effective July 15, 2021 through July 14, 2022 and is hereby renewed for the second and final one year renewal period effective July 15, 2022 through July 14, 2023.
- (3) The City shall pay to Collier Engineering & Design CT PC\* an amount not to exceed \$116,000.00 to be paid on a time-and-expense basis for all services under this amended agreement; NOW, THEREFORE,

BE IT FURTHER ORDAINED, that the Mayor, on behalf of the City of Syracuse, be and he hereby is authorized to execute such contract, as hereinabove stated, subject to the approval of the Corporation Counsel as to terms, form and execution; and



BE IT FURTHER ORDAINED, that all costs associated with this amended agreement shall be charged to Budget Account #01.81800.541500.

\_\_\_\_\_ new material

\*Formerly known as Bergmann Associates, D.P.C.

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# SYRACUSE DEPARTMENT OF PARKS, RECREATION & YOUTH PROGRAMS

CITY OF SYRACUSE, MAYOR BEN WALSH

August 18, 2023

**Corey Driscoll  
Dunham**  
Commissioner

Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, NY 13202

**RE: REQUEST to Amend Ordinance #684-22, Contract SYGOV 23-008B with Bergmann Associates, Architects, Engineers, Landscape Architects & Surveyors, D.P.C. for General Landscape Architectural Services**

Dear Ms. McBride:

Please prepare legislation for the next Common Council meeting authorizing the City of Syracuse, Department of Parks, Recreation, & Youth Programs to amend Ordinance #684-22, Contract with SYGOV 23-008B with Bergmann Associates, Architects, Engineers, Landscape Architects & Surveyors, D.P.C. for General Landscape Architectural Services, to reflect a change in ownership. Bergmann Associates was purchased by Collier Engineering & Design CT PC; all other terms and conditions of the contract remain the same.

If you have any questions or comments regarding this, please contact our office.

Sincerely,

A handwritten signature in black ink that reads "Corey Driscoll Dunham".

Corey Driscoll Dunham  
Commissioner

Syracuse Department  
of Parks, Recreation  
& Youth Programs  
412 Spencer Street  
Syracuse, N.Y. 13204

Office 315 473 4330  
Fax 315 428 8513

[www.syr.gov.net](http://www.syr.gov.net)

Ordinance No.

2023

**ORDINANCE AMENDING ORDINANCE NO. 750-2021 AS LAST AMENDED BY ORDINANCE NO. 65-2023 AUTHORIZING PURCHASE, WITHOUT ADVERTISING OR COMPETITIVE BIDDING, OF EMERGENCY VETERINARY SERVICES FOR THE DEPARTMENT OF PARKS, RECREATION & YOUTH PROGRAMS**

BE IT ORDAINED, that Ordinance No. 750-2021 as last amended by Ordinance No. 65-2023 is hereby amended to read as follows:

BE IT ORDAINED, subject to the approval of the Mayor, that the Common Council hereby authorizes the purchase of animal services, including but not limited to the cleansing and disinfecting of wounds and abrasions, relieving pain through medication and analgesics, providing fluids intravenously, euthanasia of severely injured and/or suffering animals with unknown owners, and necropsy, from Veterinary Medical Center of CNY for the Department of Parks, Recreation & Youth Programs at a cost not to exceed \$36,000.00\* for all services without competitive bidding or formal advertising by reason of the fact it is impracticable to bid said item as Veterinary Medical Center of CNY (previously Animal Emergency Clinic) has been the provider for several years and is the sole source for providing evening emergency care for animals in the Syracuse area; and

BE IT FURTHER ORDAINED, that the initial term of the contract shall be for the period January 1, 2022 through June 30, 2022 with an option of two (2) additional one year extensions for the periods of July 1, 2022 through June 30, 2023 and July 1, 2023 through June 30, 2024, subject to approval of the Mayor and Common Council; the contract was extended for the first additional one year period from July 1, 2022 through June 30, 2023 at a cost not to exceed \$30,000.00 for all services to be provided under the amended contract; the contract is hereby extended for the second and final

one year period from July 1, 2023 through June 30, 202 at a cost not to exceed \$36,000.00 for all services to be provided under the amended contract; and

BE IT FURTHER ORDAINED, that the Mayor, on behalf of the City of Syracuse, be and he hereby is authorized to execute such amended contract, as hereinabove stated, subject to the approval of the Corporation Counsel as to terms, form, execution; and

BE IT FURTHER ORDAINED, that all costs associated with the purchase of emergency veterinary services shall be charged to the following accounts: \$22,000.00\*\* shall be charged to Budget Account #35100.01.541500 or another appropriate account as designated by the Commissioner of Finance and \$14,000.00\*\*\* shall be charged to Budget Account #31230.01.541500 or another appropriate account as designated by the Commissioner of Finance.

\_\_\_\_\_ = new material

\* previously \$30,000.00

\*\* previously \$21,000.00

\*\*\* previously \$9,000.00



# DEPARTMENT OF PARKS, RECREATION & YOUTH PROGRAMS

CITY OF SYRACUSE, MAYOR BEN WALSH

August 18, 2023

Patricia McBride  
City Clerk  
City Hall  
Syracuse, New York 13202

Dear Ms. McBride:

Please prepare legislation for the next regularly scheduled Common Council meeting to amend Ordinance No. 750-2021 as last amended by Ordinance No. 65-2023, in order to increase annual contract amount, to reflect actual services being provided to Veterinary Medical Center of CNY (VMC). The original ordinance was for VMC to "provide animal services, which includes cleansing and disinfecting wounds and abrasions; relieving pain through medication and analgesics; intravenous fluids, if needed; and euthanasia of severely injured and/or suffering animals with unknown owners and necropsy in extreme cases."

Veterinary Medical Center of CNY has been providing dependable and satisfactory service over a number of years and due to the fact that they have been the sole source for providing evening emergency care for animals.

Terms of this current contract will be for the final one-year extension (July 1, 2023 – June 30, 2024).

The amended cost of this contract is not to exceed \$36,000. Expenditures will be charged to the following accounts:

- \$22,000 to # 35100.01.541500
- \$14,000 to # 31230.01.541500

If you have any questions or comments regarding this, please contact our office.

Sincerely,

Corey Driscoll Dunham  
Commissioner

Syracuse Department  
of Parks, Recreation  
& Youth Programs  
412 Spencer Street  
Syracuse, N.Y. 13204

Office 315 473 4330  
Fax 315 428 8513


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# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**TO:** Mayor Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management & Budget   
**DATE:** August 21, 2023  
**SUBJECT:** Amend Ordinance – Veterinary Medical Center of CNY (VMC)

---

**Julie Castellitto**  
Assistant Director

On behalf of the Department of Parks, Recreation & Youth Programs, I am requesting that the City of Syracuse amend ordinance #750-2021, as last amended by Ordinance #65-2023, in order to increase annual contract amount, to reflect actual services being provided to Veterinary Medical Center of CNY (VMC). The original ordinance was for VMC to “provide animal services, which includes cleansing and disinfecting wounds and abrasions; relieving pain through medication and analgesics; intravenous fluids, if needed; and euthanasia of severely injured and/or suffering animals with unknown owners and necropsy in extreme cases.”

Veterinary Medical Center of CNY has been providing dependable and satisfactory service over a number of years and due to the fact that they have been the sole source for providing evening emergency care for animals.

Terms of this current contract will be for the final one-year extension (July 1, 2023 – June 30, 2024).


The amended cost of this contract will not exceed \$36,000. Expenditures will be charged to the following accounts:

\$22,000 to # 35100.01.541500

\$14,000 to # 31230.01.541500

If you agree to enter into this agreement, please indicate by signing below and returning this memo to me so that I may forward a copy to the Common Council along with the legislation request for the next Common Council Meeting.

Thank you for your attention regarding this matter.

  
\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

AUG 23 2023  
Date

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov.net](http://www.syr.gov.net)

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Ordinance No.

2023

**ORDINANCE AUTHORIZING THE  
DEPARTMENT OF PARKS, RECREATION  
AND YOUTH PROGRAMS TO PROCEED  
WITH THE 2023/2024 BACKHOE LOADER  
HEAVY EQUIPMENT CAPITAL PROJECT**

BE IT ORDAINED, that this Common Council hereby authorizes the Department of Parks, Recreation and Youth Programs to proceed with the 2023/2024 Backhoe Loader Heavy Equipment Capital Project, which will include the purchase of a new Backhoe Loader for use by the Parks Department, to replace the current Backhoe Loader which is ten (10) years old and in need of significant repairs, and to purchase additional heavy equipment, along with attachments and accessories for additional Parks Department mowing and snow removal equipment and machinery at a total cost not to exceed \$150,000; and the Director of Management & Budget is hereby authorized to purchase said Backhoe Loader, equipment, attachments and accessories and enter into a contract or contracts for services relative to the Backhoe Loader Heavy Equipment Capital Project in the manner provided by law; charging the cost thereof to the proceeds from the sale of bonds authorized contemporaneously herewith by ordinance of this Common Council.

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# SYRACUSE DEPARTMENT OF PARKS, RECREATION & YOUTH PROGRAMS

CITY OF SYRACUSE, MAYOR BEN WALSH

August 18, 2023

**Corey Driscoll  
Dunham**  
Commissioner

Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, NY 13202

**RE: REQUEST FOR LEGISLATION – 2023/2024 CIP – Parks Backhoe Loader Replacement**

Dear Ms. McBride:

Please have the following legislation prepared and placed on the next Common Council meeting agenda:

- Ordinance authorizing the sale and issuance of bonds to defray the cost of the 2023/2024 Parks Backhoe Loader Replacement, capital improvement program at a cost not to exceed \$150,000.00.
- Ordinance authorizing the Department of Parks, Recreation, & Youth Programs to proceed with the 2023/2024 Parks Backhoe Loader Replacement capital improvement program at a cost not to exceed \$150,000.00.

These funds will be used to replace one City of Parks Department Backhoe Loader Heavy Equipment. This piece of machinery is crucial to the ongoing maintenance and operations of the parks system and additional city operations as required. The existing backhoe & loader is 10 years old and recently encountered severe mechanical issues requiring long-term repairs. The parks department only operates one heavy backhoe loader. Additional funds will be used to purchase attachments and accessories for additional park mowing, snow removal, and maintenance. A list of equipment is included in the attached 'Schedule A'.

Funds, not to exceed \$150,000.00, from the 2023/2024 Capital Improvement Program and will be established in an account to be determined by the Commissioner of Finance.

If you have any questions or comments regarding this, please contact our office.

Sincerely,

Corey Driscoll Dunham  
Commissioner

Syracuse Department  
of Parks, Recreation  
& Youth Programs  
412 Spencer Street  
Syracuse, N.Y. 13204

Office 315 473 4330  
Fax 315 428 8513

[www.syr.gov.net](http://www.syr.gov.net)



Department of Parks, Recreation, & Youth Programs

Proposed 2023/2024 – Capital Improvement Program

**Parks Backhoe Loader Replacement – Schedule A**

- 1. Replacement Backhoe Loader**
- 2. Potential Equipment Attachments**
  - a. Augers
  - b. Brooms
  - c. Brush Cutters
  - d. Buckets
  - e. Compactors
  - f. Couplers
  - g. Grapples
  - h. Hammers
  - i. Pallet Forks
  - j. Rakes
  - k. Rippers
  - l. Snow Plows
  - m. Thumb
- 3. Compact Utility Equipment**
  - a. Mini-Skid Steer





City of Syracuse

AUTHORIZATION TO PROCEED WITH CIP PROJECT

Date:	08/18/23	Department:	Parks
Project Name:	23/24 Parks Backhoe Loader Replacement		
Project Cost:	150,000.00		
Contact Name:	Corey Driscoll Dunham		
Project Description:	Funds will be used to for the replacement of the parks Backhoe Loader. Any additional leftover funds will be used to purchase additional parks equipment, attachments, and machinery.		

**Projected Time Line & Funding Source(s)**

Estimated Start Date:	Estimated Completion Date:
-----------------------	----------------------------

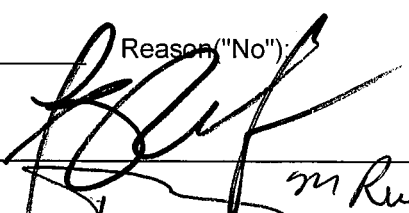
<b>Funding Source:</b>	<b>Dollar Amount:</b>
Local Share: Cash Capital	
Local Share: Bonds (complete schedule below)	\$150,000.00
State Aid/Grant (identify)	
Federal Aid/Grant (identify)	
Other (identify)	
Other (identify)	
Total Project Funding (must equal cost):\$	


**Estimated Project Borrowing Timeline**

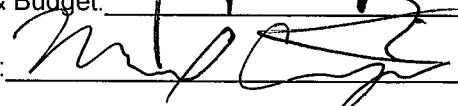
Year	Fiscal Year	Estimated Amount to Borrow
1	2023	\$150,000.00
2		
3		
4		
5		
Total Estimated Amount to Borrow (if different than "Local Share: Bonds" above, explain)		\$

Approval to proceed with request for legislation is hereby granted.

Project in CIP Plan: Yes  No  Reason ("No"):

Director of Administration:  Date: \_\_\_\_\_

Director of Management & Budget:  Date: 8-22-23

Commissioner of Finance:  Date: 8/23/23

**ORDINANCE AUTHORIZING THE  
DEPARTMENT OF PARKS, RECREATION  
AND YOUTH PROGRAMS TO PROCEED  
WITH THE 2023/2024 MAGNARELLI  
COMMUNITY CENTER SEWAGE PUMP  
SYSTEM REPLACEMENT CAPITAL  
IMPROVEMENT PROJECT**

BE IT ORDAINED, that this Common Council hereby authorizes the Department of Parks, Recreation and Youth Programs to proceed with the 2023/2024 Magnarelli Community Center Sewage Pump System Replacement Capital Improvement Project which will include the replacement of the multiple sewage pumps and mechanical systems at the Magnarelli Community Center at McChesney Park and the purchase of any material and equipment required for the Project, at a total cost not to exceed \$12,000.00; and the Director of Management & Budget is hereby authorized to purchase necessary equipment and enter into a contract or contracts for services for Sewage Pump System Replacement Project in the manner provided by law; charging the cost thereof to the proceeds from the sale of bonds authorized contemporaneously herewith by ordinance of this Common Council.

15-16



# SYRACUSE DEPARTMENT OF PARKS, RECREATION & YOUTH PROGRAMS

CITY OF SYRACUSE, MAYOR BEN WALSH

08/21/2023

**Corey Driscoll  
Dunham**  
Commissioner

Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, NY 13202

**RE: REQUEST FOR LEGISLATION – 2023/2024 CIP – Parks, Magnarelli Community Center  
Sewage Pump System Replacement**

Dear Ms. McBride:


Please have the following legislation prepared and placed on the next Common Council meeting agenda:

- Ordinance authorizing the sale and issuance of bonds to defray the cost of the 2023/2024 Parks, Magnarelli Community Center Sewage Pump System Replacement, capital improvement program at a cost not to exceed \$12,000.00.
- Ordinance authorizing the Department of Parks, Recreation, & Youth Programs to proceed with the 2023/2024 Parks, Magnarelli Community Center Sewage Pump System Replacement capital improvement program at a cost not to exceed \$12,000.00.

These funds will be used for the replacement of multiple sewage pumps and mechanical systems, including any materials and equipment required. Both pumps at the Magnarelli Community Center located in McChesney Park are over 20 years old and are currently operating at a diminished capacity. A the park and center are included as part of the attached 'Schedule A'.

Funds, not to exceed \$12,000.00, from the 2023/2024 Capital Improvement Program and will be established in an account to be determined by the Commissioner of Finance.

If you have any questions or comments regarding this, please contact our office.

Sincerely,  
  
Corey Driscoll Dunham  
Commissioner

Syracuse Department  
of Parks, Recreation  
& Youth Programs  
412 Spencer Street  
Syracuse, N.Y. 13204

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Department of Parks, Recreation, & Youth Programs

Proposed 2023/2024 – Capital Improvement Program

**Parks, Magnarelli Community Center Sewage Pump System Replacement – Schedule A**

**1. Magnarelli Community Center at McChesney Park**

DRAFT





City of Syracuse

AUTHORIZATION TO PROCEED WITH CIP PROJECT

Date: 08/21/23 Department: Parks

Project Name: 23/24 Magnarelli Community Center Sewage Pump System Replacement

Project Cost: 12,000.00

Contact Name: Corey Driscoll Dunham

Project Description: These funds will be used for the replacement of multiple sewage pumps and mechanical systems, including any materials and equipment required. Both pumps at the Magnarelli Community Center located in McChesney Park are over 20 years old and are currently operating at a diminished capacity.

Projected Time Line & Funding Source(s)

Estimated Start Date: Estimated Completion Date:

Funding Source:	Dollar Amount:
Local Share: Cash Capital	
Local Share: Bonds (complete schedule below)	\$12,000.00
State Aid/Grant (identify)	
Federal Aid/Grant (identify)	
Other (identify)	
Other (identify)	
Total Project Funding (must equal cost):\$	

Estimated Project Borrowing Timeline

Year	Fiscal Year	Estimated Amount to Borrow
1	2023	\$12,000.00
2		
3		
4		
5		
Total Estimated Amount to Borrow (if different than "Local Share: Bonds" above, explain)		\$

Approval to proceed with request for legislation is hereby granted.

Project in CIP Plan: Yes  No  Reason("No"):

Director of Administration: [Signature] Date: \_\_\_\_\_

Director of Management & Budget: [Signature] Date: 8-22-23

Commissioner of Finance: [Signature] Date: 8/23/23

Ordinance No.

2023

**ORDINANCE AUTHORIZING THE  
DEPARTMENT OF PARKS, RECREATION  
AND YOUTH PROGRAMS TO PROCEED  
WITH THE 2023/2024 UPPER ONONDAGA  
PARK PLAYGROUND REPLACEMENT  
CAPITAL IMPROVEMENT PROJECT**

BE IT ORDAINED, that this Common Council hereby authorizes the Department of Parks, Recreation and Youth Programs to proceed with the 2023/2024 Upper Onondaga Park Playground Replacement Capital Improvement Project to defray the cost of the replacement of the playground at Upper Onondaga Park, located at 655 Onondaga Avenue, Syracuse, New York 13207 which will include new play equipment for ages 2 through 5 and ages 5 through 12, inclusionary play elements, and additional playground equipment and accessories as needed; and the Director of Management & Budget is hereby authorized to purchase necessary equipment and enter into a contract or contracts for services relative to the Upper Onondaga Park Playground Project in the manner provided by law; charging the cost thereof to the proceeds from the sale of bonds authorized contemporaneously herewith by ordinance of this Common Council.



17-18

# SYRACUSE DEPARTMENT OF PARKS, RECREATION & YOUTH PROGRAMS

CITY OF SYRACUSE, MAYOR BEN WALSH

August 18, 2023

**Corey Driscoll  
Dunham**  
Commissioner

Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, NY 13202

**RE: REQUEST FOR LEGISLATION – 2023/2024 CIP – Parks Upper Onondaga Playground Replacement**

Dear Ms. McBride:

Please have the following legislation prepared and placed on the next Common Council meeting agenda:

- Ordinance authorizing the sale and issuance of bonds to defray the cost of the 2023/2024 Parks Upper Onondaga Playground Replacement, capital improvement program at a cost not to exceed \$150,000.00.
- Ordinance authorizing the Department of Parks, Recreation, & Youth Programs to proceed with the 2023/2024 Parks Upper Onondaga Playground Replacement capital improvement program at a cost not to exceed \$150,000.00.

These funds will be used in addition to awarded grant funds for the full replacement of the playground at Upper Onondaga Park. The existing playground is made of wood and is over 40 years old. The playground replacement will include play equipment for ages 2-5, and 5-12. The new playground will also include inclusionary play elements, and a design determined by an Upper Onondaga Playground survey that took place between the Summer and Fall 2022. The playground and location are attached as a 'Schedule A'.

Funds, not to exceed \$150,000.00, from the 2023/2024 Capital Improvement Program and will be established in an account to be determined by the Commissioner of Finance.

If you have any questions or comments regarding this, please contact our office.

Sincerely,

Corey Driscoll Dunham  
Commissioner

Syracuse Department  
of Parks, Recreation  
& Youth Programs  
412 Spencer Street  
Syracuse, N.Y. 13204

Office 315 473 4330  
Fax 315 428 8513

[www.syr.gov.net](http://www.syr.gov.net)



Department of Parks, Recreation, & Youth Programs

Proposed 2023/2024 – Capital Improvement Program

**Parks Upper Onondaga Playground Replacement – Schedule A**

**1. Upper Onondaga Park Playground**

- a. 655 Onondaga Ave, Syracuse, NY 13207
- b. Ages 205 Play Equipment
- c. Ages 5-12 Play Equipment
- d. Additional Playground Equipment and Accessories as Needed

DRAFT





City of Syracuse

AUTHORIZATION TO PROCEED WITH CIP PROJECT

Date: 08/18/23 Department: Parks

Project Name: 23/24 Parks Upper Onondaga Playground Replacement

Project Cost: 150,000.00

Contact Name: Corey Driscoll Dunham

Project Description: Funds will be used to for the replacement of the playground at Upper Onondaga Park.

Projected Time Line & Funding Source(s)

Estimated Start Date: Estimated Completion Date:

Funding Source:	Dollar Amount:
Local Share: Cash Capital	
Local Share: Bonds (complete schedule below)	\$150,000.00
State Aid/Grant (identify)	
Federal Aid/Grant (identify)	
Other (identify)	
Other (identify)	
Total Project Funding (must equal cost):\$	

Estimated Project Borrowing Timeline

Year	Fiscal Year	Estimated Amount to Borrow
1	2023	\$150,000.00
2		
3		
4		
5		
Total Estimated Amount to Borrow (if different than "Local Share: Bonds" above, explain)		\$

Approval to proceed with request for legislation is hereby granted.

Project in CIP Plan: Yes  No  Reason("No"):

Director of Administration: [Signature] Date: \_\_\_\_\_

Director of Management & Budget: [Signature] Date: 8-22-23

Commissioner of Finance: [Signature] Date: 8/23/23

**ORDINANCE AMENDING ORDINANCE NO.  
319-2023 AUTHORIZING AN AGREEMENT  
WITH DEER ISLAND BAIT COMPANY, INC.  
FOR CONSULTATION SERVICES OF THE  
OFFICE OF INFORMATION TECHNOLOGY**

BE IT ORDAINED, that Ordinance No. 319-2023 is hereby amended to read as follows:

WHEREAS, Section 5-205-A of the Charter of the City of Syracuse, as amended, provides the Mayor shall "award contracts for professional services subject to the approval of the Common Council"; and

WHEREAS, the Mayor has waived the RFP process and approved the retention of Deer Island Bait Company, Inc. under the following terms:

- (1) Deer Island Bait Company, Inc. shall provide consultation services relative to AS400 program management and retirement oversight (the "Project") on behalf of the Office of Information Technology on an as-needed basis.
- (2) These services shall be authorized from the enactment date of this ordinance through June 30, 2024\*.
- (3) The City shall pay Deer Island Bait Company, Inc., as authorized by separate Work Orders, an amount not to exceed \$500,000.00\*\* for all services under this agreement.
- (4) The City does not guarantee any minimum level of work orders to be issued as all work done under the agreement.

; NOW, THEREFORE,

BE IT ORDAINED, that the Mayor, on behalf of the City of Syracuse, be and he hereby is authorized to execute such agreement, as hereinabove stated, subject to the approval of the Corporation Counsel as to terms, form and execution; and

BE IT FURTHER ORDAINED, that an amount not to exceed \$200,000.00 shall be charged to Budget Account # 599802.02.16805.217000120 and an amount not to exceed \$184,000.00 shall

be charged to Budget Account # 599807.07.13105.700045423\*\*\*, or another appropriate budget account as designated by the Commissioner of Finance.

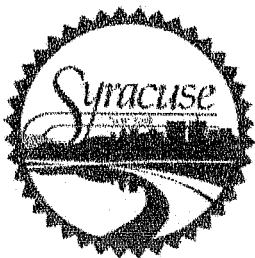
\_\_\_\_\_ = new material

\* previously read December 31, 2023

\*\* previously read \$116,000.00

\*\*\* previously all costs associated with the agreement were charged to Office of Information Technology's Budget Account # 541500.01.16800

DRAFT



# Office of Information Technology

CITY OF SYRACUSE, MAYOR BEN WALSH

19

August 18, 2023

David Prowak  
Director

Ms. Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, NY 13202

## Re: REQUEST FOR LEGISLATION

Dear Ms. McBride

On behalf of the Office of Information Technology, please prepare legislation to be introduced at the next scheduled Common Council meeting amending Ordinance # 319-2023, extending the contract with Deer Island Bait Company, Inc. through June 30, 2024 and to amend the total cost by \$384,000 for a not to exceed amount of \$500,000.

The work being performed will update/integrate Syracuse Workforce Central and project management for the City Software Systems project. Costs for services to be provided shall be charged to Budget Accounts:

- \$200,000 - #599802.02.16805.217000120 (FRB Timekeeping Grant), and
- \$184,000 - #599807.07.13105.700045423 (City Software Systems)."

Sincerely,

A handwritten signature in black ink that reads "David Prowak".

David Prowak  
Director of Information Technology

Office of Information  
Technology  
233 E Washington St  
Room 423  
Syracuse, N.Y. 13202  
Office 315 448-8431

[www.svrgov.net](http://www.svrgov.net)

23



# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**TO:** Mayor Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management and Budget  
**DATE:** August 21, 2023  
**SUBJECT:** Amend Agreement – Deer Island Bait company, Inc.

**Julie Castellitto**  
Assistant Director


On behalf of the Department of Information Technology, I am requesting the City of Syracuse amend Ordinance #319-2023, extending the contract with Deer Island Bait Company, Inc. through June 30, 2024 and to amend the total cost by \$384,000 for a not to exceed amount of \$500,000.

The work being performed will update/integrate Syracuse Workforce Central and project management for the City Software Systems project. Costs for services to be provided shall be charged to Budget Accounts:

- \$200,000 - #599802.02.16805.217000120 (FRB Timekeeping Grant), and
- \$184,000 - #599807.07.13105.700045423 (City Software Systems).

Please indicate your concurrence by signing below and returning this memo to me so that I may forward a copy to the Common Council along with the legislation request for the next Common Council Meeting.

Thank you for your attention regarding this matter.

  
\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

8/24/23  
Date

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov.net](http://www.syr.gov.net)

Ordinance No.

2023

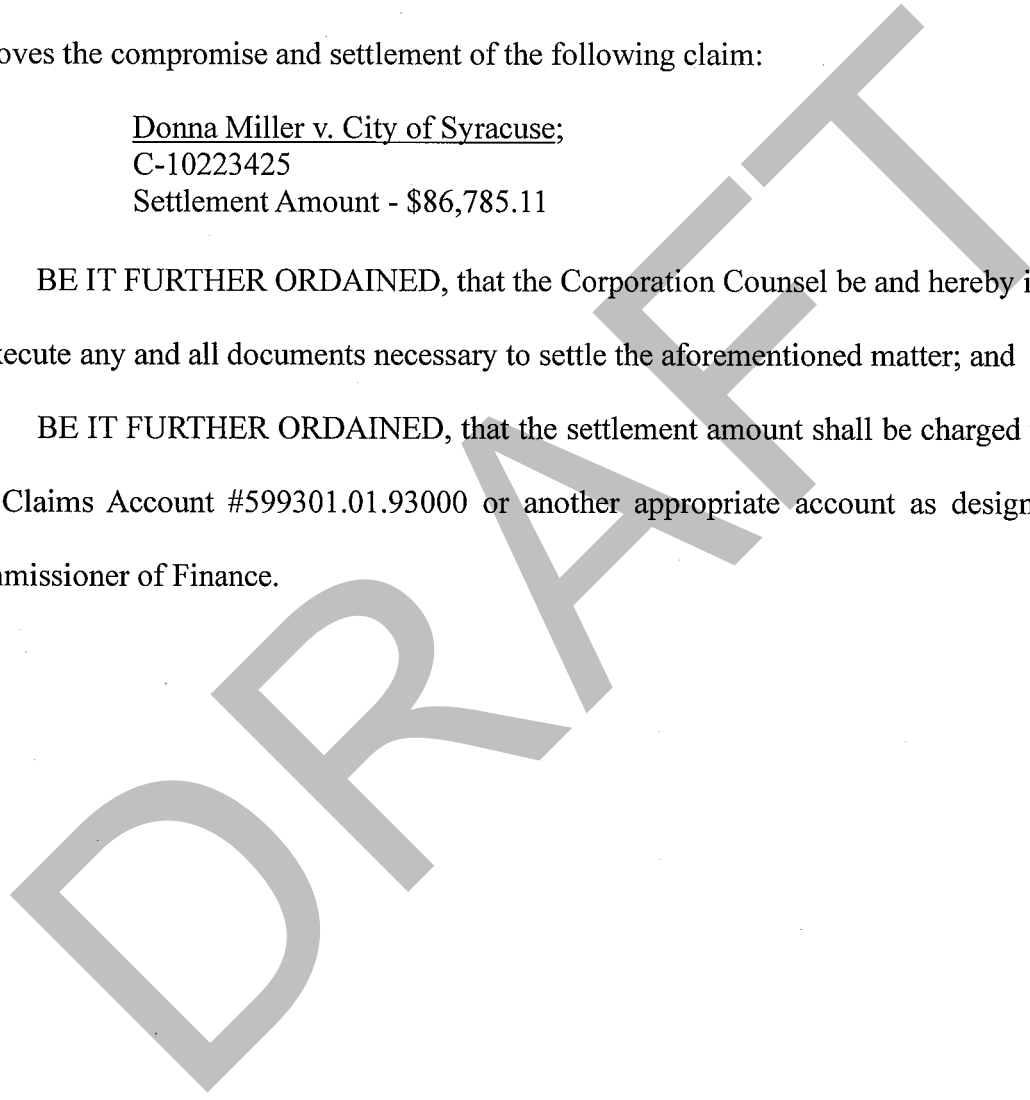
**ORDINANCE COMPROMISING CLAIM  
AGAINST THE CITY OF SYRACUSE**

BE IT ORDAINED, subject to the approval of the Mayor, and pursuant to Section 5-1103(1) of the Charter of the City of Syracuse, as amended, this Common Council hereby approves the compromise and settlement of the following claim:

Donna Miller v. City of Syracuse;  
C-10223425  
Settlement Amount - \$86,785.11

BE IT FURTHER ORDAINED, that the Corporation Counsel be and hereby is authorized to execute any and all documents necessary to settle the aforementioned matter; and

BE IT FURTHER ORDAINED, that the settlement amount shall be charged to Judgment and Claims Account #599301.01.93000 or another appropriate account as designated by the Commissioner of Finance.





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# DEPARTMENT OF LAW

## OFFICE OF THE CORPORATION COUNSEL

CITY OF SYRACUSE, MAYOR BEN WALSH

**Corporation Counsel**  
Susan R. Katzoff

August 24, 2023

**First Assistant Corporation Counsel**  
Joseph W. Barry III

**VIA HAND DELIVERY**  
Patricia McBride, City Clerk  
231 City Hall  
Syracuse, New York 13202

**Senior Corporation Counsel**  
Todd M. Long  
Meghan E. Ryan

**Re: Donna Miller vs. City of Syracuse (C-10223425)**

**First Assistant Senior Corporation Counsel**  
John C. Black Jr.  
Catherine E. Carnrike  
Amanda R. Harrington  
Danielle B. Pires  
Danielle R. Smith

Dear Ms. McBride:

The City of Syracuse ("**City**") has entered into a proposed settlement agreement ("**Agreement**"), which we would ask be placed on the Common Council agenda for its September 5, 2023 meeting.

**Assistant Corporation Counsel**  
Darienn P. Balin  
John J. Connor  
Valerie T. Didamo  
Gregory P. Fair  
Meira N. Hertzberg  
Trevor McDaniel  
Patrick J. Parkinson  
Meir Teitelbaum  
Zachary A. Waksman

Subject to approval, the Agreement resolves the above referenced complaint involving the New York State Division of Human Rights ("**Division**"). On or about February 27, 2023, Ms. Miller filed a Charge of Discrimination against the City with the Division, which asserted allegations of discrimination and retaliation ("**Charge**"). Ms. Miller further alleged she incurred compensatory damages. While the City of Syracuse denies the allegations in the Charge in their totality, we believe this Agreement is in the best financial interest of the City of Syracuse.

The proposed settlement value is for \$86,785.11 ("**Settlement Sum**"), which will be charged to the Judgement and Claims Account No. 599301.01.93000.

**Department of Law**  
**Office of Corp. Counsel**  
233 E. Washington St.  
City Hall, Room 300  
Syracuse, N.Y. 13202

Being that this matter involves matters subject to privilege, the Office of the Corporation Counsel requests any details regarding this matter be discussed with the Common Council in executive session. Thank you for your assistance.

Very truly yours,

Office 315 448-8400  
Housing 315 448-8409  
Fax 315 448-8381  
Email [law@syr.gov](mailto:law@syr.gov)

Susan R. Katzoff, Esq.  
Corporation Counsel

[www.syr.gov](http://www.syr.gov)

SRK/tml

35



Ordinance No.

2023

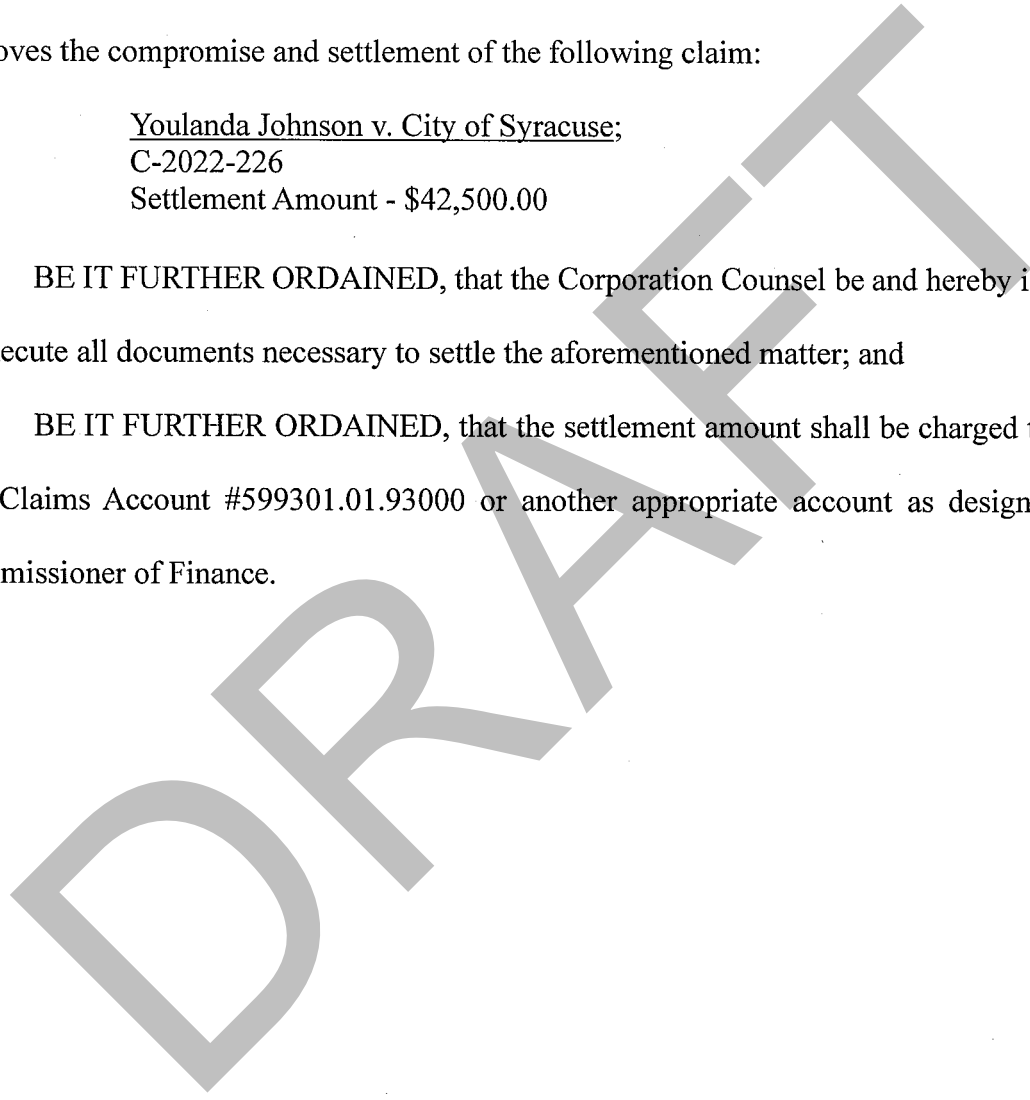
**ORDINANCE COMPROMISING CLAIM  
AGAINST THE CITY OF SYRACUSE**

BE IT ORDAINED, subject to the approval of the Mayor, and pursuant to Section 5-1103(1) of the Charter of the City of Syracuse, as amended, this Common Council hereby approves the compromise and settlement of the following claim:

Youlanda Johnson v. City of Syracuse;  
C-2022-226  
Settlement Amount - \$42,500.00

BE IT FURTHER ORDAINED, that the Corporation Counsel be and hereby is authorized to execute all documents necessary to settle the aforementioned matter; and

BE IT FURTHER ORDAINED, that the settlement amount shall be charged to Judgment and Claims Account #599301.01.93000 or another appropriate account as designated by the Commissioner of Finance.





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**DEPARTMENT OF LAW**  
**OFFICE OF THE CORPORATION COUNSEL**  
CITY OF SYRACUSE, MAYOR BEN WALSH

**Corporation Counsel**  
Susan R. Katzoff

August 24, 2023

**First Assistant Corporation Counsel**  
Joseph W. Barry III

**VIA HAND DELIVERY**  
Patricia McBride, City Clerk  
231 City Hall  
Syracuse, New York 13202

**Senior Corporation Counsel**  
Todd M. Long  
Meghan E. Ryan

**Re: Claim of Youlanda Johnson – against – City of Syracuse (C-2022-226)**

**First Assistant Senior Corporation Counsel**  
John C. Black Jr.  
Catherine E. Carnrike  
Amanda R. Harrington  
Danielle B. Pires  
Danielle R. Smith

Dear Ms. McBride:

The City of Syracuse ("**City**") has entered into a proposed settlement agreement ("**Agreement**"), which we would ask be placed on the Common Council agenda for its September 5, 2023 meeting.

**Assistant Corporation Counsel**  
Darienn P. Balin  
John J. Connor  
Valerie T. Didamo  
Gregory P. Fair  
Meira N. Hertzberg  
Trevor McDaniel  
Patrick J. Parkinson  
Meir Teitelbaum  
Zachary A. Waksman

On or about February 2, 2021, Ms. Johnson filed a Charge of Discrimination against the City the United States Equal Employment Opportunity Commission ("**EEOC**") and, on April 12, 2023, served a Notice of Claim ("**Claim**") on the City, both of which asserted allegations of discrimination and retaliation. Ms. Johnson claims she incurred compensatory damages. While the City of Syracuse denies the allegations in the Claim in their totality, we believe this Agreement is in the best financial interest of the City of Syracuse.

The proposed settlement value is \$42,500.00 ("**Settlement Sum**"), which will be charged to the Judgement and Claims Account No. 599301.01.93.000.

**Department of Law Office of Corp. Counsel**  
233 E. Washington St.  
City Hall, Room 300  
Syracuse, N.Y. 13202

Being that this matter involves matters subject to privilege, the Office of the Corporation Counsel requests that any details regarding this matter be discussed with the Common Council in executive session. Thank you for your assistance.

Very truly yours,

Office 315 448-8400  
Housing 315 448-8409  
Fax 315 448-8381  
Email [law@syr.gov](mailto:law@syr.gov)

Susan R. Katzoff, Esq.  
Corporation Counsel

[www.syr.gov](http://www.syr.gov)

SRK/tml

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Ordinance No.

2023

**ORDINANCE COMPROMISING CLAIM  
AGAINST THE CITY OF SYRACUSE**

BE IT ORDAINED, subject to the approval of the Mayor, and pursuant to Section 5-1103(1) of the Charter of the City of Syracuse, as amended, this Common Council hereby approves the compromise and settlement of the following claim:

Utica National Assurance Co. a/s/o Ronald J. Luttrell v. City of Syracuse;  
Index No. 006550/2023  
Settlement Amount - \$6,375.76

BE IT FURTHER ORDAINED, that the Corporation Counsel be and hereby is authorized to execute all documents necessary to settle the aforementioned matter; and

BE IT FURTHER ORDAINED, that the Commissioner of Finance shall make payment of the settlement amount to ROSS AND SUCHOFF A/A/F/ UTICA INSURANCE; and

BE IT FURTHER ORDAINED, that the settlement amount shall be charged to Judgment and Claims Account #599302.01.93000 or another appropriate account as designated by the Commissioner of Finance.

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**DEPARTMENT OF LAW**  
**OFFICE OF THE CORPORATION COUNSEL**  
CITY OF SYRACUSE, MAYOR BEN WALSH

**Corporation Counsel**  
Susan R. Katzoff

August 24, 2023

**First Assistant Corporation Counsel**  
Joseph W. Barry III

Ms. Patricia K. McBride, City Clerk  
231 City Hall  
Syracuse, New York 13202

**Senior Corporation Counsel**  
Todd M. Long  
Meghan E. Ryan

**Re: Utica National Assurance Co. a/s/o Ronald J. Luttrell v. City of Syracuse**  
**(Index No. 006550/2023)**

**First Assistant Senior Corporation Counsel**  
John C. Black Jr.  
Catherine E. Carnrike  
Amanda R. Harrington  
Danielle B. Pires  
Danielle R. Smith

Dear Ms. McBride:

Please prepare legislation for the next meeting of the Common Council authorizing the City to pay \$6,375.76 to the Plaintiff in connection with the above-referenced lawsuit. This is a subrogation action regarding property damage to a vehicle caused by a Syracuse Police Department parking lot gate that occurred on February 3, 2023. Payment should be made out to ROSS AND SUCHOFF A/A/F/ UTICA INSURANCE.

**Assistant Corporation Counsel**  
Darienn P. Balin  
John J. Connor  
Valerie T. Didamo  
Gregory P. Fair  
Meira N. Hertzberg  
Trevor McDaniel  
Patrick J. Parkinson  
Meir Teitelbaum  
Zachary A. Waksman

The payment will be charged to the Judgment and Claims Account No. 599302.01.93000.

Thank you for your assistance.

Very truly yours,

Susan R. Katzoff

**Department of Law**  
**Office of Corp. Counsel**  
233 E. Washington St.  
City Hall, Room 300  
Syracuse, N.Y. 13202

Office 315 448-8400  
Housing 315 448-8409  
Fax 315 448-8381  
Email [law@syr.gov](mailto:law@syr.gov)

[www.syr.gov](http://www.syr.gov)

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**Ordinance No.**

**2023**

**ORDINANCE AUTHORIZING CORRECTION OF  
RECORDS RELATIVE TO THE 2023/2024  
ASSESSMENT ROLL**

BE IT ORDAINED, that the Commissioner of Finance be, and he is hereby directed to correct his records as shown on the attached Appendix "A".

DRAFT

IS

SHOULD BE

Lampasona, Kisha  
547-49 Burnet Ave. and N. Crouse Ave.  
0613005500  
030.-02-28.0  
LAND - \$10,300  
FULL - \$50,000  
CUT AND CLEAN - \$0

Lampasona, Kisha  
547-49 Burnet Ave. and N. Crouse Ave.  
0613005500  
030.-02-28.0  
LAND - \$10,300  
FULL - \$50,000  
CUT AND CLEAN - \$3,536.53

DRAFT



# DEPARTMENT OF ASSESSMENT

CITY OF SYRACUSE, MAYOR BEN WALSH

23

August 18, 2023

**Matthew D. Oja**  
Commissioner

**Ann E. Gallagher**  
First Deputy  
Commissioner  
Director of Operations

**Michael A. Lehmann**  
Deputy Commissioner

Patricia K. McBride  
City Clerk  
231 City Hall  
Syracuse, New York 13202

**Re: Request for Legislation – Correction of Records**

Dear Ms. McBride:

Please prepare legislation for the next Common Council meeting authorizing the Commissioner of Finance to correct his records according to the changes to the 2023/2024 assessment roll outlined in Appendix "A" (attached).

These properties have been reviewed and we find that the corrections to be made are in order.

Sincerely,

Matthew D. Oja  
Commissioner of Assessment

**Department of  
Assessment**  
233 E. Washington St  
City Hall, Room 130  
Syracuse, N.Y. 13202

Office 315 448 8270

[assessment@syr.gov](mailto:assessment@syr.gov)

GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.

**ORDINANCE AUTHORIZING A CONTRACT WITH NCACOMP, INC. TO PROVIDE THIRD PARTY ADMINISTRATOR (TPA) AND ADMINISTRATIVE SERVICES FOR EMPLOYEE'S WORKERS COMPENSATION CLAIMS ON BEHALF OF THE OFFICE OF HUMAN RESOURCES**

WHEREAS, Section 5-205-A of the Charter of the City of Syracuse, as amended, provides the Mayor shall "award contracts for professional services subject to the approval of the Common Council"; and

WHEREAS, an RFP Committee has recommended and the Mayor has approved the retention of NCAComp, Inc. under the following terms:

- (1) NCAComp, Inc. shall provide Third Party Administrator (TPA) and administrative services for Employee's Workers Compensation Claims on behalf of the Office of Human Resources;
- (2) The term of the agreement shall be for a period of January 1, 2024 through December 31, 2026 with the option to renew for subsequent one (1) year renewals subject to the approval of the Mayor and Common Council; and
- (3) The City shall pay to NCAComp, Inc. an amount not to exceed \$748,604.00 for all services to be provided under the agreement;

NOW, THEREFORE,

BE IT ORDAINED, that the Mayor, on behalf of the City of Syracuse, be and he hereby is authorized to execute such contract, as hereinabove stated, subject to the approval of the Corporation Counsel as to terms, form and execution; and

BE IT FURTHER ORDAINED, that all costs associated with this agreement shall be charged to Account # 590401.01.90400 or another appropriate account as designated by the Commissioner of Finance.





JA

# OFFICE OF HUMAN RESOURCES

CITY OF SYRACUSE, MAYOR BEN WALSH

**Richard Alsever**  
Director

**Margaret Chajka**  
Assistant Director

August 15th, 2023

Ms. Patricia McBride  
City Clerk  
City Hall  
Syracuse, New York

RE: Request for Legislation to enter into an agreement with NCAComp, Inc. for TPA Services for the Office of Personnel

Dear Ms. McBride:

Please prepare the necessary legislation to be introduced at the next Common Council meeting authorizing the City to enter into an agreement with NCAComp, Inc for Third Party Administrator (TPA) for Employee's Workers Compensation Claims and Administrative Services. The choice of NCAComp, Inc. was the result of an RFP issued in March 2023 seeking vendors to provide TPA services.

NCAComp, Inc.'s work will help the City of Syracuse achieve superior outcomes by providing assistance with workers' compensation programs that are backed by technically advanced strategies, flexible problem-solving, and a team-based approach to claims. The contract shall be for the time period January 1, 2024 through December 31, 2026, with the option to renew for additional period increments of one year thereafter, subject to Mayoral and Common Council approval. The total cost for administrative services under this three-year-agreement shall not exceed \$748,604.00, which is included in the General Fund Expenditure Budget for Worker's Compensation for FY 2024, as well as future years.

All costs associated with the agreement shall be charged to account 590401.01.90400

Mayoral approval is attached.

Thank you.

Sincerely,

Richard Alsever  
Director  
Office of Human Resources

**Human Resources**  
233 E. Washington St  
City Hall, Room 312  
Syracuse, N.Y. 13202

Office 315 448-8780  
Fax 315 448-8761  
[www.syr.gov.net](http://www.syr.gov.net)



# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

**TO:** Mayor, Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management and Budget  
**DATE:** August 24, 2023  
**SUBJECT:** Agreement – NCAComp, Inc.


On behalf of the Office of Human Resources, I am requesting the City to enter into an agreement with NCAComp, Inc for Third Part Administrator (TPA) for Employee's Workers Compensation Claims and Administrative Services. The choice of NCAComp, Inc. was the result of an RFP issued in March 2023 seeking vendors to provide TPA services.

NCAComp, Inc's work will help the City of Syracuse achieve superior outcomes by providing assistance with workers' compensation programs that are backed by technically advanced strategies, flexible problem-solving, and a team-based approach to claims. The contract shall be for the time period January 1, 2024 through December 31, 2026, with the option to renew for additional period increments of one year thereafter, subject to Mayoral and Common Council approval. The total cost for administrative services under this three-year agreement shall not exceed \$748,604.00, which is included in the General Fund Expenditure Budget for Worker's Compensation for FY 2024, as well as future years.

All costs associated with the agreement shall be charged to account #590401.01.90400.

Please indicate your concurrence by signing below and returning this memo to me so that I may forward a copy to the Common Council along with the legislation request for the next Common Council Meeting.

Thank you for your attention regarding this matter.

  
\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

8/24/23  
Date

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov.net](http://www.syr.gov.net)

Ordinance No.

2023

**ORDINANCE APPROVING THE REQUEST FOR  
A TEMPORARY HONORARY STREET SIGN  
LOCATED ON THE 100 BLOCK OF CHENEY  
STREET AND 400 BLOCK OF RICH STREET IN  
HONOR OF JOANNE STEVENS**

WHEREAS, Ms. Stevens has been a lifelong advocate in the local community, attending meetings at Jubilee Homes and Syracuse United Neighbors since she was a young lady; and

WHEREAS, Ms. Stevens attended Danforth Middle School in Syracuse and was known for advocating for her fellow students and keeping them out of trouble; and

WHEREAS, Ms. Stevens benefited the community by educating everyone on the right and importance of voting, including taking neighbors to vote; and

WHEREAS, Ms. Stevens served as part of the team working to resolve the issue of unavailability of healthy fresh food in the area of the Southside resulting in the opening of the Price Rite Supermarket on South Ave; and

WHEREAS, Ms. Stevens was involved in speaking up for the community regarding the Midland Ave Sewer Project; and

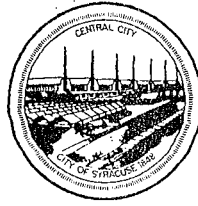
WHEREAS, Ms. Stevens was a staple in the Syracuse Community, remembered for her advocacy, kind heart and desire to make a positive change in her community;

NOW THEREFORE,

BE IT ORDAINED, subject to the approval of the Mayor, the Common Council authorizes that a temporary, one (1) year from the date of installation, Honorary Street Sign be installed on the 100 block of Cheney Street and 400 block of Rich Street in honor of Joanne Stevens; and

BE IT FURTHER ORDAINED, that the Commissioner of DPW is authorized to install the appropriate honorary signage for a one (1) year period along the 100 block of Cheney Street and the 400 block of Rich Street in the City of Syracuse.

DRAFT



25

## CITY OF SYRACUSE COMMON COUNCIL

**RITA M. PANIAGUA**  
**Councilor-at-Large**

August 23, 2023

Ms. Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, New York

Dear Ms. McBride:

Please prepare legislation for the Common Council meeting of Tuesday, September 5, 2023, requesting the temporary installation of an honorary street sign for one-year from the date of installation on the 100 block of Cheney Street and 400 block of Rich Street, in honor of Joanne Stevens.


Ms. Stevens has been a lifelong advocate in our community, attending meetings at Jubilee Homes and Syracuse United Neighbors since she was a young lady. While attending Danforth Middle School in Syracuse she was known for advocating for her fellow students and keeping them out of trouble.

Another way Ms. Stevens benefited the community was by educating everyone she knew our right to vote. Joanne worked hard registering community and family members to vote and even drove some community members personally to voting sites. She truly understood the importance of the right to vote and how hard previous generations worked to hand us this right.

In 2015, Joanne served as part of the team working to resolve the issue of unavailability of healthy fresh food in a sector of the Southside culminating in the opening of the Price Rite Supermarket on South Ave. Another major Southside project Joanne was involved in was the sewer clean-up project at Midland Ave. Ms. Stevens was a staple in the Syracuse community, remembered for her advocacy, kind heart, and desire to make a change in the community.

Thank you for your assistance in this regard.

Sincerely,



Rita Paniagua

Councilor-At-Large

26

## Joanne Stevens

April 13, 1950 – August 16, 2022

Joanne's family says she was "brilliant and hardworking,  
with the heart in the community"

Joanne was a strong voice in our community. She learned how to be an advocate from her mother Maybelle Stevens who formed 'The Crusade for Opportunity' in the 60s and 70s. Even as a child she would attend community meetings at Jubilee Homes and Syracuse United Neighbors and encouraged family and classmates to attend as well. While attending Danforth Middle School, she advocated for students by keeping them out of trouble and if students were in trouble she would advocate for passive resolutions.

As she started to grow into the young woman and adult, we all knew and loved, she built on her passion to serve and advocate for her community. Her first steps led her to empower people to navigate wellness systems. She helped the sick with their appointments and visited community members that needed assistance with their treatment. she knew sharing this time with members in the community would help them get well.

In the 1960's the Stevens family owned a food truck. They used to go to Wegmans 7 days a week to pick up donated food. As a teenager Joanne coordinated all efforts to bring the food back into the community that needed it most.

As young adult Joanne worked hard registering the community and her family members to vote. She understood the importance of the right to vote and how hard previous generations worked to hand us this right. She educated the people about the importance of the vote. Also, made sure people came out to vote by continually reaching out and even drove community members herself to voting sites.

To accomplish her goals, to advocate for social issues for the betterment of the entire community, Joanne partnered with community agencies, stakeholders, and the general public. An example of this was in 2015 the Sewer clean up at Midland Ave. She advocated and worked with Cuse Connections an organization started by her sister Leslie Steven in 2009 and other organizations like Jubilee Homes and Syracuse United Neighbors. Advocacy went from grassroots to all levels of government. She was also an active member of the Urban Taskforce, The Alliance Network, and the National Action Network.

In 2015 she also assisted Walter Dixie and Rich Puchalski to resolve the food desert issue in a sector of the Southside. She and Louis Poindexter took this project at heart culminating in the opening of PriceRite Supermarket.

Joanne was a people's person and much more than an activist to her family and community. She was known for her sense of responsibility, kindness and loving disposition. At her funeral so many people spoke about Joanne's dreams and life accomplishments, her desire to make a change in the community.

Mostly, Joanne understood the needs in our community and openly shared her message of love and encouragement.

**Twiggy Belleau** - "Joanne took command of the room if we weren't being heard."

**Sharon Owens** - "When faced with any issue affecting her neighborhood, she was FEARLESS. At the same time her smile lit up your heart. The last time I saw her she greeted me with that smile."

**Walter Dixie** - "I have always called her my 2nd mother, because she kept me stayed focus on standing up for the community."

**Rich Puchalski** - "Joanne was dedicated to bringing resources and wellness into our communities, she was a proud SUN member and never missed a community meeting. She had a strong voice and would always share her concerns about the neighborhood, without a doubt, with possible solutions we worked on together as a team."

DRAFT

26 31 JK

General Ordinance No.

2023

**GENERAL ORDINANCE AUTHORIZING THE  
TEMPORARY SUSPENSION OF ANY  
ADDITIONAL ROLLOUT OF THE CITY'S NEW  
SOLID WASTE COLLECTION SYSTEM AND  
THE ENFORCEMENT OF THE MONETARY  
PENALTIES IN SECTION 14-70 OF ARTICLE 6  
OF CHAPTER 14 OF THE REVISED GENERAL  
ORDINANCES OF THE CITY OF SYRACUSE, AS  
AMENDED, ENTITLED " CITY OF SYRACUSE  
DEPARTMENT OF PUBLIC WORKS  
PROGRAM FOR UPDATING THE CITY'S  
SOLID WASTE AND RECYCLING  
COLLECTION SYSTEM FOR HOUSEHOLD  
WASTE GENERATORS" FOR THOSE  
INCLUDED IN THE INITIAL ROLLOUT OF  
THE PROGRAM**

WHEREAS, in response to concerns raised following the initial rollout of the City's new Solid Waste Collection System for Household Waste Generators, which was established by General Ordinance No. 6-2023 passed by this Common Council on March 27, 2023 and approved by the Mayor on April 10, 2023, the Common Council has requested legislation to temporarily suspend any additional rollout of the City's new Solid Waste Collection Program and the enforcement of the monetary penalties contained in Section 14-70 of Article 6 of Chapter 14 of the Revised General Ordinances of the City of Syracuse, as amended, entitled "City of Syracuse Department of Public Works Program for Updating the City's Solid Waste and Recycling Collection Systems for Household Waste Generators";

NOW, THEREFORE,

BE IT ORDAINED, that the Commissioner of the Department of Public Works authority granted in Article 6, of Chapter 14 of the Revised General Ordinances of the City of Syracuse, as



amended, entitled “City of Syracuse Department of Public Works Program for Updating the City’s Solid Waste and Recycling Collection Systems for Household Waste Generators” to add additional routes to those included in the initial Rollout of the City’s new Solid Waste Collection Program is hereby temporarily suspended; and

BE IT FURTHER ORDAINED, that the enforcement of the monetary penalties contained in Section 14-70 of Article 6 of Chapter 14 of the Revised General Ordinances of the City of Syracuse, as amended, entitled “Penalties” is hereby temporarily suspended for household waste generators whose properties are included in the initial rollout of the new Solid Waste Collection Program; and

BE IT FURTHER ORDAINED, that nothing in this temporary suspension relieves the responsibility of household waste generators whose properties are included in the initial rollout of the new Solid Waste Collection Program to comply with the provisions of Article 6 of Chapter 14 of the Revised General Ordinances of the City of Syracuse, as amended; and

BE IT FURTHER ORDAINED, that the Commissioner of the Department of Public Works shall inform the Common Council when he feels the concerns raised following the initial rollout of the new Solid Waste Collection Program have been sufficiently addressed and request consideration of legislation to remove the temporary suspensions granted herein; and

BE IT FURTHER ORDAINED, that all remaining sections of Chapter 14 of the Revised General Ordinances of the City of Syracuse, as amended, not temporarily suspended by this Ordinance shall remain in full force and effect as previously adopted; and

BE IT FURTHER ORDAINED, that this Ordinance shall be effective immediately.



26 31 74

**CITY OF SYRACUSE COMMON COUNCIL**

**AMIR GETHERS**  
**Councilor-at-Large**

July 20, 2023

Ms. Patricia K. McBride  
City Clerk  
Room 231 City Hall  
Syracuse, New York 13202

**Re: Request for Legislation to Temporarily Suspend Additional Rollout of the New Solid Waste Collection Program and to Temporarily Suspend Enforcement of the Penalties contained in Section 14-70 of Article 6 of Chapter 14 of the Revised General Ordinances of the City of Syracuse, as amended for properties included in the initial rollout of the new Program**

Dear Ms. McBride:

Please place on the Waiver Agenda for the July 24, 2023, Common Council Meeting legislation regarding Article 6 of Chapter 14 of the Revised General Ordinances of the City of Syracuse relative to the City's new Solid Waste Collection Program.

Based on concerns raised following the initial rollout of the Program, the members of the Common Council believe it is in the best interest of the City to (1) temporarily suspend additional rollout of the new Solid Waste Collection Program beyond the routes already designated by the Commissioner of the Department of Public Works to participate in the initial rollout of the Program; and to (2) temporarily suspend enforcement of the monetary penalties in Section 14-70 of Article 6 of Chapter 14 of the Revised General Ordinances of the City of Syracuse for the properties included in the initial rollout of the City issued Regulation Containers.

The suspension will remain in place until such time as the Commissioner of the Department of Public Works, the Mayor and the Common Council have determined that any issues with the new Collection Program have been adequately addressed and that the Program is ready to be expanded to additional routes.

Thank you for your assistance in this matter.

Sincerely,

Amir Gethers  
Councilor at Large

**GENERAL ORDINANCE AMENDING  
SUBSECTION (A) OF SECTION 14-70  
“PENALTIES AND REMEDIES FOR  
VIOLATION” OF ARTICLE 6, OF  
CHAPTER 14 OF THE REVISED GENERAL  
ORDINANCES OF THE CITY OF SYRACUSE,  
AS AMENDED, ENTITLED “ CITY OF  
SYRACUSE DEPARTMENT OF PUBLIC  
WORKS PROGRAM FOR UPDATING THE  
CITY’S SOLID WASTE AND RECYCLING  
COLLECTION SYSTEM FOR HOUSEHOLD  
WASTE GENERATORS” TO REDUCE THE  
FINE AMOUNT**

BE IT ORDAINED, that Section 14-70 “Penalties and Remedies for Violation” of Article 6 of Chapter 14 of the Revised General Ordinances of the City of Syracuse, as amended, entitled “City of Syracuse Department of Public Works Program for Updating the City’s Solid Waste and Recycling Collection System for Household Waste Generators” is hereby amended to reduce the fine amount in subsection (a) and shall read as follows:

**Chapter 14. Health and Sanitation**

**Article 6. City of Syracuse Department of Public Works Program for Updating the City’s Solid Waste and Recycling Collection System for Household Waste Generators**

**Section 14-70. Penalties and remedies for violation**

(a) Except as otherwise provided herein, any person or Waste Generator who shall knowingly and willfully violate or assist in the violation of this article shall be guilty of an offense and upon conviction shall be subject to a fine of seventy-five dollars (\$75.00). Each day such violation shall continue shall be deemed a separate violation subject to a separate fine.

(b) Except as otherwise provided herein, a violation of any provision of this article which shall result in the discharge or accumulation of solid waste shall be deemed a nuisance for purposes of civil remedies and shall be deemed to constitute a threat to public health and safety. Upon discovery of a discharge or accumulation of solid waste at a residential property it shall be the duty and responsibility of the Commissioner to: (i) provide notice of the condition to the Waste Generator and/or property owner where the violation has occurred by having a prominent marker

placed at the site of the discharge or accumulation; (ii) mail notice of such condition to the Waste Generator and/or property owner where the violation has occurred to the address on file in the office of the department of finance, and if an address is not so filed, then notice shall be sent by certified mail to their last known address or place of residence; (iii) if the condition remains uncorrected for twenty-four (24) hours after the placement of a marker, the Commissioner shall take such actions as necessary to correct the condition, the cost of which shall be charged to the waste generator and/or property owner; (iv) a bill for the reasonable cost of the corrective action plus an administrative surcharge of the greater of one hundred dollars (\$100.00) or fifty (50) percent of the cost of the corrective action shall be delivered to the Waste Generator and/or the property owner where the violation has occurred; and the commissioner of assessment shall be authorized to add any unpaid amount of said bill to the next succeeding property tax bill as a "special solid waste charge" which shall be a lien against the property.

(c) In addition to the above-provided penalties and revocations, or in lieu thereof, the Corporation Counsel may also institute and maintain an action or proceeding in the name of the City of Syracuse in a court of competent jurisdiction to compel compliance with or to restrain by temporary restraining order, preliminary and/or permanent injunction, any violation of this ordinance.

; and

BE IT FURTHER ORDAINED, that this amendment to Section 14-70 of Article 6, of Chapter 14 of the Revised General Ordinances of the City of Syracuse, as amended, shall be effective immediately; and

BE IT FURTHER ORDAINED provided that all other provisions of Chapter 14 of the Revised General Ordinances of the City of Syracuse, as amended, which are unchanged by this amendment shall remain in full force and effect and shall be regarded for all purposes as having been in effect continuously and any new provisions shall be applied prospectively.



# DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

27

August 18, 2023

**Jeremy Robinson**  
Commissioner

**Ann Fordock**  
Deputy Commissioner

**Martin E. Davis, L.S.**  
Deputy Commissioner

Patricia McBride  
City Clerk  
City Hall, Room 230  
Syracuse, New York 13202

**Re: Amend Section 14-70 of Article 6 of Chapter 14 of the Revised General Ordinances of the City of Syracuse, as amended entitled "Penalties and remedies for violation"**

Dear Ms. McBride:

Please place on the agenda for the next meeting of the Common Council legislation to amend Section 14-70 of Article 6 of Chapter 14 of the Revised General Ordinances of the City of Syracuse, as amended entitled "Penalties and remedies for violation". to reduce the penalty in subsection (a) for violations of this article from two hundred fifty dollars to a fine of seventy-five dollars (\$75.00). The administrative fee contained in section (b) shall remain one hundred dollars (\$100.00) or fifty (50) percent of the cost of the corrective action shall be delivered to the Waste Generator and/or the property owner where the violation has occurred.

This penalty applies to violations of Article 6 only and are separate from violations of Article 2, which are subject to their own fines and penalties.

Should you have any questions, please do not hesitate to contact me.

**Dept. of Public Works**  
1200 Canal St. Extension  
Syracuse, N.Y. 13210

Office 315 448-2489  
Fax 315 448-8531

[www.syr.gov.net](http://www.syr.gov.net)

Very truly yours,

Jeremy Robinson  
Commissioner of Public Works

GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.

5



28-29

# DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

August 17, 2023

**Jeremy Robinson**  
Commissioner

**Ann Fordock**  
Deputy Commissioner

**Martin E. Davis, L.S.**  
Deputy Commissioner

Ms. Patricia McBride  
City Clerk  
City Hall, Room 230  
Syracuse, NY 13202

**Re: Request for Legislation: Amend Ordinance 134 & 135 – 2023, 2023/2024 DPW Capital Equipment & Vehicles Program**

Dear Ms. McBride:

Please prepare legislation for the next meeting of the Common Council to amend "Schedule A" on Ordinances 134-2023 and 135-2023, 2023/2024 DPW Capital Equipment & Vehicles Program. Removing (1) Bucket Truck and adding (1) Scissor Lift, (2) Trucks and (5) Tippers to the original (20) Tippers. The total amount not to exceed is \$1,925,000.00.

Account number 07.599807.14905.701017024 was set up to account for the costs of this program.

Please let me know if you have any questions relative to this request.

Very truly yours,

Jeremy Robinson  
Commissioner of Public Works

Dept. of Public Works  
1200 Canal St. Extension  
Syracuse, N.Y. 13210

Office 315 448-2489  
Fax 315 448-8531

[www.syr.gov.net](http://www.syr.gov.net)

## **“Old Schedule A”**

- (2) Auto Lifts
- (72) Radios
- (3) Floor Jacks
- (2) Roll Off Trucks
- (1) 4-Door Crew Cab Packer
- (20) Tippers
- (1) Mini Dump
- (1) Bucket Truck
- (10) Pickup Trucks
- (6) Small SUV's (City Hall)

## **“New Schedule A”**

- (2) Auto Lifts
- (72) Radios
- (3) Floor Jacks
- (2) Roll Off Trucks
- (1) 4-Door Crew Cab Packer
- (25) Tippers
- (1) Mini Dump
- (10) Pickup Trucks
- (6) Small SUV's (City Hall)
- (1) Scissor Lift
- (2) Trucks



City of Syracuse

AUTHORIZATION TO PROCEED WITH CIP PROJECT

Date:	02/09/23	Department:	Public Works
Project Name:	DPW Equipment & Vehicles - Bonded		
Project Cost:	\$1,925,000.00		
Contact Name:	Jeremy Robinson, Commissioner		
Project Description:	(2) Auto Lifts, (72) Radios, (3) Floor Jacks, (2) Roll Off Trucks, (1) 4-Door Crew Cab Packer, (25) Tippers, (1) Mini Dump, (1) Bucket Truck, (10) Pickup Trucks (6) Small SUV's (City Hall), (1) Scissor Lift, (2) Trucks		

**Projected Time Line & Funding Source(s)**

Estimated Start Date: 3/1/2023      Estimated Completion Date: 6/30/2024

<u>Funding Source:</u>	<u>Dollar Amount:</u>
Local Share: Cash Capital	
Local Share: Bonds (complete schedule below)	1,925,000.00
State Aid/Grant (identify)	
Federal Aid/Grant (identify)	
Other (identify)	
Other (identify)	
Total Project Funding (must equal cost):	
	\$1,925,000.00

**Estimated Project Borrowing Timeline**

<u>Year</u>	<u>Fiscal Year</u>	<u>Estimated Amount to Borrow</u>
1	2024	1,925,000
2		
3		
4		
5		
Total Estimated Amount to Borrow (if different than "Local Share: Bonds" above, explain)		\$1,925,000.00

Approval to proceed with request for legislation is hereby granted.

Project in CIP Plan: Yes:      No:      Reason("No"):

Director of Administration:

Date: \_\_\_\_\_

Director of Management & Budget:

Date: 8-23-23

Commissioner of Finance:

Date: 8/23/23

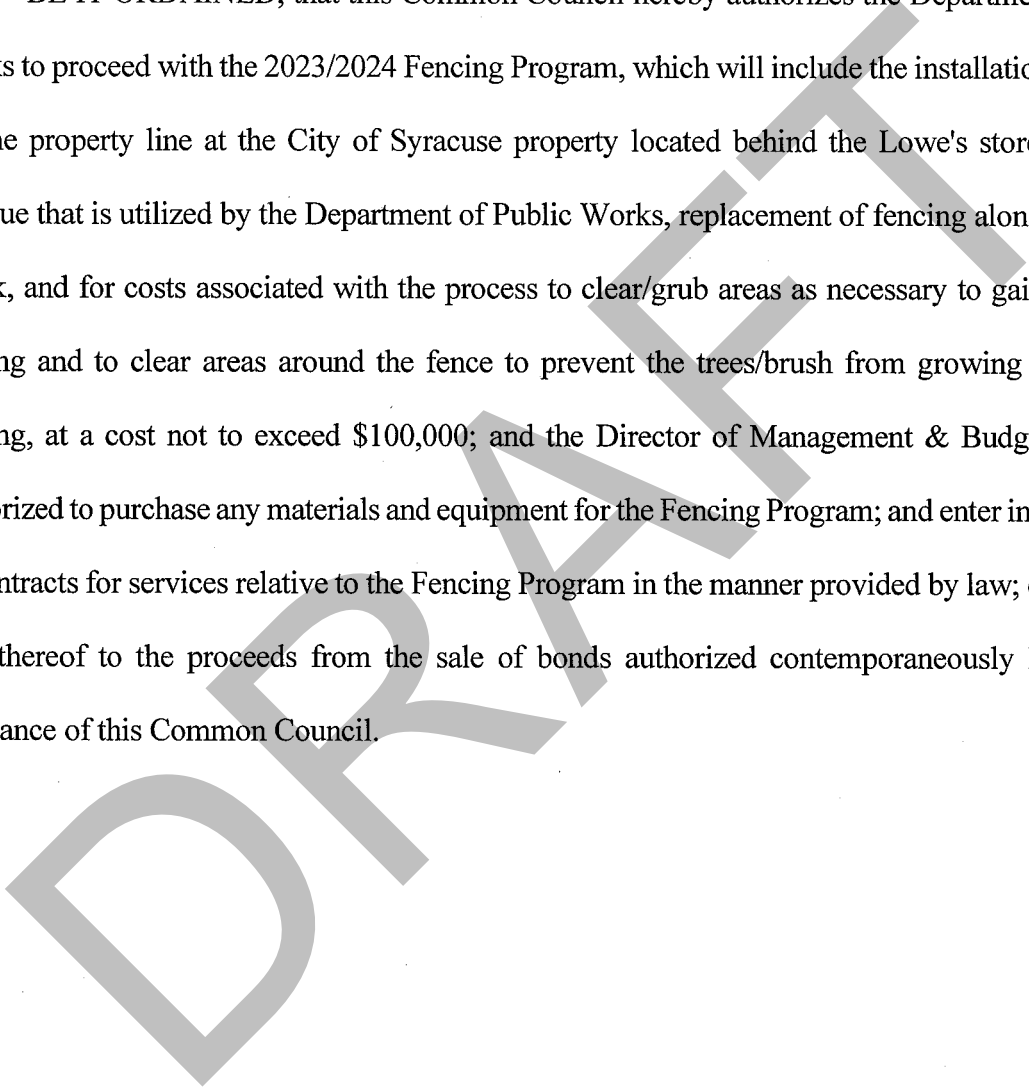


Ordinance No.

2023

**ORDINANCE AUTHORIZING THE  
DEPARTMENT OF PUBLIC WORKS  
TO PROCEED WITH THE 2023/2024  
FENCING PROGRAM**

BE IT ORDAINED, that this Common Council hereby authorizes the Department of Public Works to proceed with the 2023/2024 Fencing Program, which will include the installation of a fence for the property line at the City of Syracuse property located behind the Lowe's store on Midler Avenue that is utilized by the Department of Public Works, replacement of fencing along Onondaga Creek, and for costs associated with the process to clear/grub areas as necessary to gain access for fencing and to clear areas around the fence to prevent the trees/brush from growing through the fencing, at a cost not to exceed \$100,000; and the Director of Management & Budget is hereby authorized to purchase any materials and equipment for the Fencing Program; and enter into a contract or contracts for services relative to the Fencing Program in the manner provided by law; charging the cost thereof to the proceeds from the sale of bonds authorized contemporaneously herewith by ordinance of this Common Council.





# DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

30-31

August 17, 2023

**Jeremy Robinson**  
Commissioner

**Ann Fordock**  
Deputy Commissioner

**Martin E. Davis, L.S.**  
Deputy Commissioner

Patricia McBride  
City Clerk  
City Hall, Room 230  
Syracuse, New York 13202

**Re: 2023/2024 Fencing Program**

Dear Ms. McBride:

Please prepare the following legislation for the next meeting of the Common Council:

- Ordinance authorizing the sale and issuance of bonds to defray the costs of the 2023/2024 Fencing Program at a cost not to exceed \$100,000.
- Ordinance authorizing the Department of Public Works to proceed with the 2023/2024 Fencing Program at a cost not to exceed \$100,000.

Fence for the property line at the DPW property behind Lowes and fencing replacement along Onondaga Creek. This money would also be used to clear/grub areas as necessary to gain access for fencing and to clear areas around the fence to prevent the trees/brush from growing through the fencing.

Department of Public Works capital account determined by the Commissioner of Finance will be established to account for the costs of this program.

Should you have any questions, please do not hesitate to contact me.

Very truly yours,

Jeremy Robinson  
Commissioner of Public Works

**Dept. of Public Works**  
1200 Canal St. Extension  
Syracuse, N.Y. 13210

Office 315 448-2489  
Fax 315 448-8531

[www.syr.gov.net](http://www.syr.gov.net)



# DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

August 17, 2023

**Jeremy Robinson**  
Commissioner

**Ann Fordock**  
Deputy Commissioner

**Martin E. Davis, L.S.**  
Deputy Commissioner

Mr. Tim Rudd  
City Clerk  
213 City Hall  
Syracuse, NY 13202

**Re: 2023/2024 Fencing Program**

Dear Mr. Rudd:

Please prepare the following legislation for the next meeting of the Common Council:

- Ordinance authorizing the sale and issuance of bonds to defray the costs of the 2023/2024 Fencing Program at a cost not to exceed \$100,000.
- Ordinance authorizing the Department of Public Works to proceed with the 2023/2024 Fencing Program at a cost not to exceed \$100,000.

Fence for the property line at the DPW property behind Lowes and fencing replacement along Onondaga Creek. This money would also be used to clear/grub areas as necessary to gain access for fencing and to clear areas around the fence to prevent the trees/brush from growing through the fencing.

Department of Public Works capital account determined by the Commissioner of Finance will be established to account for the costs of this program.

Should you have any questions, please do not hesitate to contact me.

Very truly yours,

Jeremy Robinson  
Commissioner of Public Works

**Dept. of Public Works**  
1200 Canal St. Extension  
Syracuse, N.Y. 13210

Office 315 448-2489  
Fax 315 448-8531

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City of Syracuse

AUTHORIZATION TO PROCEED WITH CIP PROJECT

Date:	08/17/23	Department:	Public Works
Project Name:	2023/2024 Fencing Program		
Project Cost:	\$100,000.00		
Contact Name:	Jeremy Robinson		
Project Description:	Fence for the property line at the DPW property behind Lowes and fencing replacement along Onondaga Creek. This money would also be used to clear/grub areas as necessary to gain access for fencing and to clear area around the fence to prevent the trees/brush from growing through the fencing.		

**Projected Time Line & Funding Source(s)**

Estimated Start Date: Fall 2023      Estimated Completion Date: Fall 2024

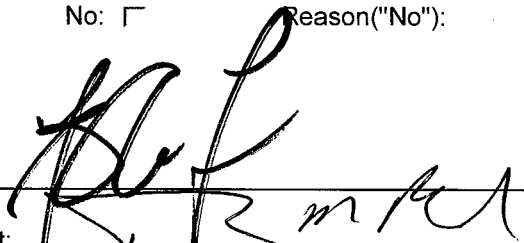
<u>Funding Source:</u>	<u>Dollar Amount:</u>
Local Share: Bonds (complete schedule below)	100,000.00
State Aid/Grant (identify)	
Federal Aid/Grant (identify)	
Other (identify)      Reimbursed by Onondaga County	
Other (identify)	
Other (identify)	
Other (identify)	
<b>Total Project Funding (must equal cost):</b>	<b>\$100,000.00</b>

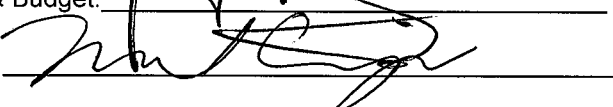
**Estimated Project Borrowing Timeline**

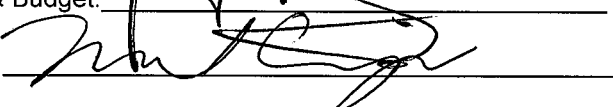
<u>Year</u>	<u>Fiscal Year</u>	<u>Estimated Amount to Borrow</u>
1	2024	100,000
2		
3		
4		
5		
Total Estimated Amount to Borrow (if different than "Local Share: Bonds" above, explain)		\$100,000.00

Approval to proceed with request for legislation is hereby granted.


Project in CIP Plan:    Yes:       No:       Reason("No"):

Director of Administration: 

Director of Management & Budget: 

Commissioner of Finance: 

Date: \_\_\_\_\_

Date: 8-22-23 

Date: 8/23/23

**ORDINANCE AUTHORIZING THE CITY OF SYRACUSE TO ACCEPT THE LINING OF FOUR SEWER MANHOLES AND THE REPLACEMENT OF THEIR FRAMES AND COVERS ALONG SHIRLEY DRIVE (100 BLOCK) AND ATLANTIC AVENUE (600 BLOCK) BY CREEKSIDE LANDING LLC, THE OWNER OF THE CREEKSIDE LANDING PROJECT AT NO COST TO THE CITY; THE FOUR SEWER MANHOLES ALONG SHIRLEY DRIVE AND ATLANTIC AVENUE IS A RESULT OF ONONDAGA COUNTY'S 1:1 OFFSET REQUIREMENT (LOCAL LAW NO. 1 2011)**

WHEREAS, Creekside Landing LLC, the owner of the Creekside Landing project has requested that the City of Syracuse accept, own, and maintain the lining of four sewer manholes and the replacement of their frames and covers which shall be located along the four sewer manholes to be lined and frames & covers replaced shall be located along Shirley Drive (100 Block) and Atlantic Avenue (600 Block) as designated by the City Engineer in order to comply with the Onondaga County's 1:1 offset requirement (Local Law No. 1-2011); and

WHEREAS, the Department of Engineering has reviewed, coordinated with other City departments and is of the opinion that the installed facilities described in the plans and specifications on file at the Office of the City Engineer are to the benefit of the public and will not interfere with the public use of the streets; NOW, THEREFORE,

BE IT ORDAINED, upon the recommendation of the City Engineer that this Common Council authorizes permitting the Department of Public Works to accept own and maintain the above described infrastructure improvements constructed in the City Right of Way's by Creekside Landing LLC, the owner of the Creekside Landing project, as part of the Onondaga County's 1:1

offset requirement as shown on the plans as forwarded to the Department of Engineering subject to the following conditions:

1. Creekside Landing LLC shall construct, without cost to the City, and in accordance with plans, specifications and final locations to be approved by the City Engineer, and the Commissioner of Public Works, the lining and replacement of frames & covers of four sewer manholes along the 100 block of Shirley Drive and the 600 block of Atlantic Avenue which are the subjects of this action.
2. The plans and specifications required to construct all facilities subject to this ordinance shall be prepared by a Professional Engineer registered by the State of New York. **The plans for the work shall be approved by the City Engineer, and record drawings, including AutoCAD and GIS formats on magnetic media referenced to New York State plane coordinate, Central Zone shall be provided to the City Engineer subsequent to the completion of the work.** Creekside Landing LLC shall endeavor to provide a certification by a Professional Engineer as to the accuracy of the as-built drawings and attest to the fact that the improvements were constructed in conformity with the plans and specifications approved by the City. As-built drawings and a certification of completion shall be submitted within 30 days after the Department of Public Works has determined that the project is complete. If this information is not received, you will be subject to a \$500.00 penalty fee and additional collection fees if necessary.
3. That traffic shall be maintained at all times during construction. The entire excavation of said work is to be protected by suitable guards and signal both by day and night and precautions are to be taken by all reasonable means to prevent any accident or injury while the work is in progress.
4. That said applicant, its successors or assigns, shall within thirty (30) days from the adoption of this Ordinance execute and file in the Office of the City Clerk written acceptance of this permission and consent.
5. That all ordinances, rules and regulations of the City and its departments shall at all times be complied with including the Building Code of the City of Syracuse.
6. The Work shall be subject to street cut and repair permitting process administered by the Commissioner of Public Works and any other standard permitting processes that exist. Restoration of pavement shall be completed in accordance with all City of Syracuse standards and as ordered by the City Engineer.
7. That the City Engineer and the Commissioner of Public Works shall be advised in advance of time when the work is to be done and the work of installation, including shoring, protection of pipes and facilities and other safety measures, shall be subject to the supervision of the City Engineer and the Commissioner of Public Works.

8. All work shall be done in a skillful manner with reasonable dispatch and in accordance with plans and specifications and all conditions imposed by any laws, rules or regulations which may apply to the work. A dust and sediment and erosion control program shall be in effect for the duration of the project to prevent a nuisance and to prevent interference with or damage to adjacent property, streets, sewers and drainage courses.
9. That Creekside Landing LLC shall adequately and properly protect any existing underground utilities located within or near said installation. If any such property or facilities are interfered with or damaged, Creekside Landing LLC, or its successors and assigns, shall be responsible for replacement to the satisfaction of the City Engineer. Should the City Engineer determine that City facilities or utilities require relocation, temporary support or other modification as a result of this Work, said modifications shall be made as directed by the City Engineer.
10. That Creekside Landing LLC, its successors, assigns, and agents shall obtain and keep in force for the duration of this permission, a general liability insurance policy, in the amount of \$2,000,000, naming the City of Syracuse as an additional insured. A Certificate of said insurance, along with the declaration page or blanket endorsement confirming the City of Syracuse as an additional insured shall be submitted to the City Engineer, Department of Engineering, Room 401 City Hall, 233 E. Washington Street, Syracuse, NY 13202.
11. That Creekside Landing LLC, their successors, assigns, and agents shall at all times defend and indemnify and save harmless the City of Syracuse, its officers and servants from any and all liability and from any and all claims, damages, costs and expenses of every name and nature to person or property which may accrue or grow out of the CIPP lining and spot repairs and associated improvements in said streets and shall defend and indemnify and save harmless said City from all costs, damages and expenses by reason of any damages or injuries to any gas pipe, water pipe, sewers, other utilities, pipes or construction work now located in, under and along the surface of said street at the point and place or places where said work is to be performed and maintained.
12. The foregoing conditions may be modified or expanded from time to time as agreed upon by the Corporation Counsel, City Engineer and Creekside Landing LLC.
13. The construction and restoration permitted by the terms of this ordinance must be carried out and completed within two (2) years from the date of its adoption.
14. All monuments shall be referenced prior to construction. If any monuments are disturbed or moved, the monuments shall be replaced in the same location and recertified by a licensed surveyor to the City of Syracuse. All expenses for the above shall be paid for by Creekside Landing LLC.
15. Follow all weather and seasonal limitations per City/NYS DOT specifications for all construction in the City R.O.W.. By consequence of the ordinance or subsequent approvals authorized by the ordinance, the City of Syracuse makes no representation, express or implied, as to the feasibility of the proposed plans or Work or to the extent of Work

involved in accommodating any existing utility or facility located within the City rights-of-way. Any coordination with the various utility operators, private and/or public, is the responsibility of Creekside Landing LLC. Upon completion of the facilities and acceptance and approval of the improvements by the City Engineer and the Commissioner of Public Works, the use, operation and maintenance of the lining of the four manholes shall revert to the City.

16. The City reserves the right to reject any and all materials of the planned work at any time during construction.
17. The City shall be notified, consulted and prior approval obtained on all field changes/field change sheets, RFI's etc. related to the work of this approval.
18. Creekside Landing LLC shall provide full-time consultant engineering inspection during the lining of the four sewer manholes to be accepted by the City of Syracuse. The Consultant Inspector shall have experience in sewer manhole lining in the public R.O.W. The Consultant shall keep daily inspection records and provide them to the City of Syracuse. All construction in the City's R.O.W. shall meet current ADA regulations. All construction and inspection documentation including but not limited to shop drawings, pre and post TV inspection logs and digital copies of the videos, and as-built drawings shall be handed over to the City for their review and approval prior to the City's acceptance of the work.
19. Prior to acceptance of any construction to be handed over to the City, the independent Inspector and the City shall inspect the work. The contractor shall then complete all items on the punch list.
20. The completed work shall be subject to approval by the Commissioner of Public Works and the City Engineer, and Creekside Landing LLC shall warranty the same for two (2) years from the date of acceptance.
21. Failure or refusal of the Creekside Landing LLC to complete the work as required by this ordinance shall result in City of Syracuse holding the temporary certificate of occupancy and the certificate of occupancy for the Creekside Landing Project until the work is complete.





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# DEPARTMENT OF ENGINEERING

CITY OF SYRACUSE, MAYOR BEN WALSH

17 August 2023

**Mary E. Robison, PE**  
City Engineer

**John Kivlehan**  
Design and Construction

**Kelly Haggerty**  
Public Buildings

**Marc Romano**  
Mapping and  
Surveying

Ms. Patricia K. McBride  
Office of the City Clerk  
233 E. Washington Street, Room 231  
Syracuse, N.Y. 13202

**Re: Legislation Request – Accept the lining of four sewer manholes and the replacement of their frames & covers by Creekside Landing LLC, the owner of the Creekside Landing project at No Cost to the City. The four sewer manholes to be lined and the frames & covers replaced shall be located along the 100 block of Shirley Drive and the 600 block of Atlantic Avenue. This is a result of the Onondaga County’s 1:1 offset requirement (Local Law No.1, 2011).**

Dear Ms. McBride:

I request the following legislation for the next meeting of the Common Council be prepared:

An Ordinance authorizing the City of Syracuse to Accept the lining of four sewer manholes and the replacement of their frames & covers by Creekside Landing LLC, the owner of the Creekside Landing project at No Cost to the City. The four sewer manholes to be lined and the frames & covers replaced shall be located along the 100 block of Shirley Drive and the 600 block of Atlantic Avenue. This is a result of the Onondaga County’s 1:1 offset requirement (Local Law No.1, 2011).

This department has reviewed, coordinated with other City departments and is of the opinion that the installed facilities described in the plans and specifications on file at the City Engineer’s office are to the benefit of the public use of the streets. It is therefore, recommended that an ordinance be submitted for consideration by the Common Council permitting the Department of Public Works to accept, own and maintain the above described infrastructure improvements constructed in the City Right of Way’s by Creekside Landing LLC as part of the Onondaga County’s 1:1 offset requirement as shown on the plans as forwarded to the Department of Engineering prepared for Creekside Landing LLC by Passero Associates and titled “I&I Offset Plan”, dated June, 2023.

**Department of  
Engineering**  
233 E. Washington St.  
City Hall, Room 401  
Syracuse, N.Y. 13202  
Office 315 448-8200  
Fax 315 448-8488

1. Creekside Landing LLC shall construct, without cost to the City, and in accordance with plans, specifications and final locations to be approved by the City Engineer, and the Commissioner of Public Works, the lining and replacement of frames & covers of four sewer manholes along the 100 block of Shirley Drive and the 600 block of Atlantic Avenue which are the subjects of this action.

[www.syr.gov.net](http://www.syr.gov.net)

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2. The plans and specifications required to construct all facilities subject to this ordinance shall be prepared by a Professional Engineer registered by the State of New York. **The plans for the work shall be approved by the City Engineer, and record drawings, including AutoCad and GIS formats on magnetic media referenced to New York State plane coordinate, Central Zone shall be provided to the City Engineer subsequent to the completion of the work.** Creekside Landing LLC shall endeavor to provide a certification by a Professional Engineer as to the accuracy of the as-built drawings and attest to the fact that the improvements were constructed in conformity with the plans and specifications approved by the City. As-built drawings and a certification of completion shall be submitted within 30 days after the Department of Public Works has determined that the project is complete. If this information is not received, you will be subject to a \$500.00 penalty fee and additional collection fees if necessary.
3. That traffic shall be maintained at all times during construction. The entire excavation of said work is to be protected by suitable guards and signal both by day and night and precautions are to be taken by all reasonable means to prevent any accident or injury while the work is in progress.
4. That said applicant, its successors or assigns, shall within thirty (30) days from the adoption of this Ordinance execute and file in the Office of the City Clerk written acceptance of this permission and consent.
5. That all ordinances, rules and regulations of the City and its departments shall at all times be complied with including the Building Code of the City of Syracuse.
6. The Work shall be subject to street cut and repair permitting process administered by the Commissioner of Public Works and any other standard permitting processes that exist. Restoration of pavement shall be completed in accordance with all City of Syracuse standards and as ordered by the City Engineer.
7. That the City Engineer and the Commissioner of Public Works shall be advised in advance of time when the work is to be done and the work of installation, including shoring, protection of pipes and facilities and other safety measures, shall be subject to the supervision of the City Engineer and the Commissioner of Public Works.
8. All work shall be done in a skillful manner with reasonable dispatch and in accordance with plans and specifications and all conditions imposed by any laws, rules or regulations which may apply to the work. A dust and sediment and erosion control program shall be in effect for the duration of the project to prevent a nuisance and to prevent interference with or damage to adjacent property, streets, sewers and drainage courses.
9. That Creekside Landing LLC shall adequately and properly protect any existing underground utilities located within or near said installation. If any such property or facilities are interfered with or damaged, Creekside Landing LLC, or its successors and assigns, shall be responsible for

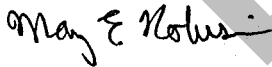
replacement to the satisfaction of the City Engineer. Should the City Engineer determine that City facilities or utilities require relocation, temporary support or other modification as a result of this Work, said modifications shall be made as directed by the City Engineer.

10. That Creekside Landing LLC, its successors, assigns, and agents shall obtain and keep in force for the duration of this permission, a general liability insurance policy, in the amount of \$2,000,000, naming the City of Syracuse as an additional insured. A Certificate of said insurance, along with the declaration page or blanket endorsement confirming the City of Syracuse as an additional insured shall be submitted to the City Engineer, Department of Engineering, Room 401 City Hall, 233 E. Washington Street, Syracuse, NY 13202.
11. That Creekside Landing LLC, their successors, assigns, and agents shall at all times defend and indemnify and save harmless the City of Syracuse, its officers and servants from any and all liability and from any and all claims, damages, costs and expenses of every name and nature to person or property which may accrue or grow out of the CIPP lining and spot repairs and associated improvements in said streets and shall defend and indemnify and save harmless said City from all costs, damages and expenses by reason of any damages or injuries to any gas pipe, water pipe, sewers, other utilities, pipes or construction work now located in, under and along the surface of said street at the point and place or places where said work is to be performed and maintained.
12. The foregoing conditions may be modified or expanded from time to time as agreed upon by the Corporation Counsel, City Engineer and Creekside Landing LLC.
13. The construction and restoration permitted by the terms of this ordinance must be carried out and completed within two (2) years from the date of its adoption.
14. All monuments shall be referenced prior to construction. If any monuments are disturbed or moved, the monuments shall be replaced in the same location and recertified by a licensed surveyor to the City of Syracuse. All expenses for the above shall be paid for by Creekside Landing LLC.
15. Follow all weather and seasonal limitations per City/NYS DOT specifications for all construction in the City R.O.W.. By consequence of the ordinance or subsequent approvals authorized by the ordinance, the City of Syracuse makes no representation, express or implied, as to the feasibility of the proposed plans or Work or to the extent of Work involved in accommodating any existing utility or facility located within the City rights-of-way. Any coordination with the various utility operators, private and/or public, is the responsibility of Creekside Landing LLC. Upon completion of the facilities and acceptance and approval of the improvements by the City Engineer and the Commissioner of Public Works, the use, operation and maintenance of the lining of the four manholes shall revert to the City.

16. The City reserves the right to reject any and all materials, workmanship of the planned work at any time during construction.
17. The City shall be notified, consulted and prior approval obtained on all field changes/field change sheets, RFI's etc. related to the work of this approval.
18. Creekside Landing LLC shall provide full-time consultant engineering inspection during the lining of the four sewer manholes to be accepted by the City of Syracuse. The Consultant Inspector shall have experience in sewer manhole lining in the public R.O.W. The Consultant shall keep daily inspection records and provide them to the City of Syracuse. All construction in the City's R.O.W. shall meet current ADA regulations. All construction and inspection documentation including but not limited to shop drawings, pre and post TV inspection logs and digital copies of the videos, and as-built drawings shall be handed over to the City for their review and approval prior to the City's acceptance of the work.
19. Prior to acceptance of any construction to be handed over to the City, the independent Inspector and the City shall inspect the work. The contractor shall then complete all items on the punch list.
20. The completed work shall be subject to approval by the Commissioner of Public Works and the City Engineer, and Creekside Landing LLC shall warranty the same for two (2) years from the date of acceptance.
21. Failure or refusal of the Creekside Landing LLC to complete the work as required by this ordinance shall result in City of Syracuse holding the temporary certificate of occupancy and the certificate of occupancy for the Creekside Landing Project until the work is complete.

Additional terms and conditions, as recommended by the City Engineer and the Corporation Counsel, shall be set forth in the Ordinance.

Sincerely,



Mary E. Robison, P.E.  
City Engineer

**ORDINANCE GRANTING A REVOCABLE PERMISSION TO ANOPLATE CORPORATION TO CONSTRUCT, OWN, OPERATE AND MAINTAIN A MID-BLOCK CROSSING IN THE PULASKI STREET (400 BLOCK) RIGHT OF WAY**

WHEREAS, Anoplate Corporation, the owner of 459 Pulaski Street, has requested a revocable permission to construct, own, operate and maintain a mid-block crossing in the Pulaski Street (400 block) Right of Way as a result of the improvements to the premises; and

WHEREAS, the Department of Engineering has reviewed, coordinated with other City departments and is of the opinion that the installation of the facilities described in the plans and specifications on file at our office will not interfere with the public use of the streets; NOW, THEREFORE,

BE IT ORDAINED, upon the recommendation of the Department of Engineering that this Common Council grants permission to Anoplate Corporation to construct, to own, to operate and to maintain the above-described conduit in and across the aforementioned Right-of-Ways as shown on the drawings and specifications as forwarded to the Department of Engineering prepared by Plumley Engineering; titled "*Mid-Block Crosswalk*", subject to the following conditions as permitted by law:

1. The Owner shall construct, without cost to the City, and in accordance with plans, specifications, and final locations to be approved by the City Engineer, and the Commissioner of Public Works, the mid-block crossing & right of way improvements which is the subject of this action.
2. The plans and specifications required to construct all facilities subject to this ordinance shall be prepared by a Professional Engineer registered with the State of New York. **The plans for the work shall be approved by the City Engineer, and record drawings, including AutoCad and GIS formats on magnetic media referenced to New York State plane coordinate, Central Zone shall be provided to the City Engineer after the completion of the work.** Anoplate Corporation shall endeavor to provide a certification by a Professional Engineer as to the accuracy of

the as-built drawings and attest to the fact that the improvements were constructed in conformity with the plans and specifications approved by the City and that they meet all current ADA regulations. As-built drawings and a certification of completion shall be submitted within 30 days after the Department of Public Works has determined that the project is complete. If this information is not received, you will be subject to a \$500.00 penalty fee and additional collection fees if necessary.

3. That traffic shall always be maintained during construction. The entire excavation of said work is to be protected by suitable guards and signals both by day and night and precautions are to be taken by all reasonable means to prevent any accident or injury while the work is in progress.
4. That Anoplate Corporation, their successors, assigns, and agents shall at all times defend and indemnify and save harmless the City of Syracuse, its officers and servants from any and all liability and from any and all claims, damages, costs and expenses of every name and nature to person or property which may accrue or grow out of the installation, operation, and maintenance of such work in said streets or arising in any way out of the operations for this consent, and shall defend and indemnify and save harmless said City from all costs, damages and expenses by reason of any damages or injuries to any gas pipe, water pipe, sewers, other utilities, pipes or construction work now located in, under and along the surface of said street at the point and place or places where said work is to be performed and maintained, including damages incurred as a result of damage to the Facilities caused by the City.
5. That said applicant, its successors or assigns, shall within thirty (30) days from the adoption of this Ordinance execute and file in the Office of the City Clerk written acceptance of this permission and consent.
6. That all ordinances, rules and regulations of the City and its departments shall at all-time be complied with, including the Building Code of the City of Syracuse.
7. The Work shall be subject to the street cut and repair permitting process administered by the Commissioner of Public Works and any other standard permitting processes that exist. Restoration of pavement and sidewalks must be completed in accordance with all City of Syracuse standards and all ADA regulations.
8. That the City Engineer and the Commissioner of Public Works shall be advised in advance of time when the work is to be done and the work of installation, including shoring, protection of pipes and facilities and other safety measures, shall be subject to the supervision of the City Engineer and the Commissioner of Public Works.
9. Subject to the City Engineer, review and approval, permission may be granted by the City for other utilities to cross the area to be occupied by the proposed facilities.
10. All work shall be done in a skillful manner with reasonable dispatch and in accordance with plans and specifications and all conditions imposed by any laws, rules or

regulations which may apply to the work. A dust and sediment and erosion control program shall be in effect for the duration of the project to prevent nuisances and to prevent interference with or damage to adjacent property, streets, sewers, and drainage courses.

11. That Anoplate Corporation shall adequately and properly protect any existing underground utilities located within or near said installation. If any such property or facilities are interfered with or damaged, Anoplate Corporation, or its successors and assigns, shall be responsible for replacement to the satisfaction of the City Engineer. Should the City Engineer determine that City facilities or utilities require relocation, temporary support, or other modification as a result of this Work, said modifications shall be made as directed by the City Engineer.
12. That Anoplate Corporation, its successors, assigns, and agents shall, upon request by the City, permit the construction, installation, repair, replacement and removal of any and all utilities necessary at any time in the future to be located or placed within said work; and Anoplate Corporation, shall agree to assume any excess of the normal cost of installation of such work occasioned by the existence of said lines and appurtenances in said streets.
13. That Anoplate Corporation, its successors, assigns, and agents shall obtain and keep in force for the duration of this permission, a general liability insurance policy, in the amount of \$2,000,000, naming the City of Syracuse as an additional insured. A Certificate of said insurance, along with the declaration page or blanket endorsement confirming the City of Syracuse as an additional insured shall be submitted to the City Engineer, Department of Engineering, Room 401 City Hall, 233 E. Washington Street, Syracuse, NY 13202.
14. That Anoplate Corporation, its successors, assigns, and agents shall agree that the City, acting through its City Engineer shall have the authority to request any on site investigations, excavations, or actions, to be taken at the sole expense of Anoplate Corporation, which are necessary to ensure that the excavation of these City Streets does not damage or impair City utilities.
15. That this permission and consent is temporary and revocable and all rights under this ordinance shall cease and be terminated at the expiration of ninety (90) days from the adoption by the Common Council of an ordinance terminating the same and thereupon, said applicant, its successors or assigns, shall remove said work in connection therewith and restore the street, sidewalk and all other facilities wholly at the cost and expense of said applicant, its successors or assigns.
16. By consequence of the ordinance or subsequent approvals authorized by the ordinance, the City of Syracuse makes no representation, express or implied, as to the feasibility of the proposed plans or Work or to the extent of Work involved in accommodating any existing utility or facility located within the City rights-of-way. Any coordination with the various utility operators, private and/or public, is the responsibility of Anoplate

Corporation. Upon completion of the facilities and acceptance and approval of the roadway restoration by the City Engineer and the Commissioner of Public Works, the use, operation and maintenance of the roadway and utilities located therein will be subject to all laws, rules, ordinances, and procedures which apply to streets and utilities throughout the City.

17. All utility installations must maintain a minimum of five (5) foot separation from the water main joints, trees, and valves. All utilities shall be installed in accordance with Ten State Standards which require 10-foot horizontal clearance from water main and service lateral and 18-inch vertical clearance at crossing of water main.
18. The foregoing conditions may be modified or expanded from time to time as agreed upon by the Corporation Counsel, City Engineer, and Anoplate Corporation.
19. The construction and restoration permitted by the terms of this ordinance must be carried out and completed within two (2) years from the date of its adoption.
20. All monuments shall be referenced prior to construction. If any monuments are disturbed or moved, the monuments shall be replaced in the same location and recertified by a licensed surveyor to the City of Syracuse. All expenses for the above shall be paid for by Anoplate Corporation.
21. Vertical clearances of 18" or less and horizontal clearances of 5' or less between any proposed structure / utility and Syracuse sewer mains requires approval of the City Engineer.
22. Follow all weather/seasonal limitations per City/NYS DOT specifications for all construction in the City R.O.W. By consequence of the ordinance or subsequent approvals authorized by the ordinance, the City of Syracuse makes no representation, express or implied, as to the feasibility of the proposed plans or Work or to the extent of Work involved in accommodating any existing utility or facility located within the City rights-of-way. Any coordination with the various utility operators, private and/or public, is the responsibility of Anoplate Corporation.
23. The City shall be notified, consulted and prior approval obtained on all field changes/field change sheets, RFI's etc. related to the work of this approval.
24. Anoplate Corporation shall be responsible for all maintenance of the mid-block crossing in the City R.O.W. and shall inspect the mid-block crossing to ensure it is compliant.
25. Upon completion of the mid-block crossing and acceptance and approval of the Right of Way restoration by the City Engineer and the Commissioner of Public Works, the use, operation, and maintenance of the mid-block crossing located therein will be subject to all laws, rules, ordinances and procedures which apply to streets and utilities throughout the City.



26. This revocable permission is contingent upon the installation of the new ADA compliant sidewalk installation along the west side of Pulaski Street as shown on the plans. The installation of the mid-block crossing shall not be installed until the completion of the new ADA compliant sidewalk is completed along the west side of Pulaski Street as shown on the plans.

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# DEPARTMENT OF ENGINEERING

CITY OF SYRACUSE, MAYOR BEN WALSH

17 August 2023

**Mary E. Robison, PE**  
City Engineer

**John Kivlehan**  
Design and Construction

**Kelly Haggerty**  
Public Buildings

**Marc Romano**  
Mapping and  
Surveying

Ms. Patricia K. McBride  
Office of the City Clerk  
233 E. Washington Street, Room 231  
Syracuse, N.Y. 13202

**Request for Legislation: A revocable permission to Anoplate Corporation, the owner of the 459 Pulaski Street (Anoplate Property) to construct, own, operate and maintain a mid-block crossing in the Pulaski Street Right of Way (400 Block) as a result of improvements to the premises.**

Dear Ms. McBride:

I request the following legislation for the next meeting of the Common Council be prepared:

**A revocable permission to Anoplate Corporation, the owner of the 459 Pulaski Street (Anoplate Property) to construct, own, operate and maintain a mid-block crossing in the Pulaski Street Right of Way (400 Block) as a result of improvements to the premises.**

This department has reviewed, coordinated with other City departments and is of the opinion that the installation of the facilities described in the plans and specifications on file at our office will not interfere with the public use of the streets. It is therefore, recommended for consideration by the Common Council permitting **Anoplate Corporation**, to construct, own, operate and maintain a **mid-block crossing** at no cost to the City in and along the aforementioned R.O.W.'s and as shown on the drawings and specification as forwarded to the Department of Engineering prepared by Plumley Engineering entitled "Mid-Block Crosswalk".

The revocable permission for the **mid-block crossing** will be subject to the following:

1. The Owner shall construct, without cost to the City, and in accordance with plans, specifications and final locations to be approved by the City Engineer, and the Commissioner of Public Works, the **mid-block crossing & right of way improvements** which is the subject of this action.
2. The plans and specifications required to construct all facilities subject to this ordinance shall be prepared by a Professional Engineer registered by the State of New York. **The plans for the work shall be approved by the City Engineer, and record drawings, including AutoCad and GIS formats on magnetic media referenced to New York State plane coordinate, Central Zone shall be provided to the City**

**Department of Engineering**  
233 E. Washington St.  
City Hall, Room 401  
Syracuse, N.Y. 13202  
Office 315 448-8200  
Fax 315 448-8488

[www.syr.gov.net](http://www.syr.gov.net)

**Engineer subsequent to the completion of the work.** Anoplate Corporation shall endeavor to provide a certification by a Professional Engineer as to the accuracy of the as-built drawings and attest to the fact that the improvements were constructed in conformity with the plans and specifications approved by the City and that they meet all current ADA regulations. As-built drawings and a certification of completion shall be submitted within 30 days after the Department of Public Works has determined that the project is complete. If this information is not received, you will be subject to a \$500.00 penalty fee and additional collection fees if necessary.

3. That traffic shall be maintained at all times during construction. The entire excavation of said work is to be protected by suitable guards and signal both by day and night and precautions are to be taken by all reasonable means to prevent any accident or injury while the work is in progress.
4. That Anoplate Corporation, their successors, assigns, and agents shall at all times defend and indemnify and save harmless the City of Syracuse, its officers and servants from any and all liability and from any and all claims, damages, costs and expenses of every name and nature to person or property which may accrue or grow out of the installation, operation, and maintenance of such work in said streets or arising in any way out of the operations for this consent, and shall defend and indemnify and save harmless said City from all costs, damages and expenses by reason of any damages or injuries to any gas pipe, water pipe, sewers, other utilities, pipes or construction work now located in, under and along the surface of said street at the point and place or places where said work is to be performed and maintained, including damages incurred as a result of damage to the Facilities caused by the City.
5. That said applicant, its successors or assigns, shall within thirty (30) days from the adoption of this Ordinance execute and file in the Office of the City Clerk written acceptance of this permission and consent.
6. That all ordinances, rules and regulations of the City and its departments shall at all time be complied with including the Building Code of the City of Syracuse.
7. The Work shall be subject to street cut and repair permitting process administered by the Commissioner of Public Works and any other standard permitting processes that exist. Restoration of pavement and sidewalks must be completed in accordance with all City of Syracuse standards and all ADA regulations.
8. That the City Engineer and the Commissioner of Public Works shall be advised in advance of time when the work is to be done and the work of installation, including shoring, protection of pipes and facilities and other safety measures, shall be subject to the supervision of the City Engineer and the Commissioner of Public Works.
9. Subject to the City Engineer, review and approval, permission may be granted by the City for other utilities to cross the area to be occupied by the proposed facilities.

10. All work shall be done in a skillful manner with reasonable dispatch and in accordance with plans and specifications and all conditions imposed by any laws, rules or regulations which may apply to the work. A dust and sediment and erosion control program shall be in effect for the duration of the project to prevent a nuisance and to prevent interference with or damage to adjacent property, streets, sewers and drainage courses.
11. That Anoplate Corporation, shall adequately and properly protect any existing underground utilities located within or near said installation. If any such property or facilities are interfered with or damaged, Anoplate Corporation, or its successors and assigns, shall be responsible for replacement to the satisfaction of the City Engineer. Should the City Engineer determine that City facilities or utilities require relocation, temporary support or other modification as a result of this Work, said modifications shall be made as directed by the City Engineer.
12. That Anoplate Corporation, its successors, assigns, and agents shall, upon request by the City, permit the construction, installation, repair, replacement and removal of any and all utilities necessary at any time in the future to be located or placed within said work; and Anoplate Corporation, shall agree to assume any excess of the normal cost of installation of such work occasioned by the existence of said lines and appurtenances in said streets.
13. That Anoplate Corporation, its successors, assigns, and agents shall obtain and keep in force for the duration of this permission, a general liability insurance policy, in the amount of \$2,000,000, naming the City of Syracuse as an additional insured. A Certificate of said insurance, along with the declaration page or blanket endorsement confirming the City of Syracuse as an additional insured shall be submitted to the City Engineer, Department of Engineering, Room 401 City Hall, 233 E. Washington Street, Syracuse, NY 13202.
14. That Anoplate Corporation, its successors, assigns, and agents shall agree that the City, acting through its City Engineer shall have the authority to request any on site investigations, excavations or actions, to be taken at the sole expense of Anoplate Corporation, which are necessary to ensure that the excavation of these City Streets does not damage or impair City utilities.
15. That this permission and consent is temporary and revocable and all rights under this ordinance shall cease and be terminated at the expiration of ninety (90) days from the adoption by the Common Council of an ordinance terminating the same and thereupon, said applicant, its successors or assigns, shall remove said work in connection therewith and restore the street, sidewalk and all other facilities wholly at the cost and expense of said applicant, its successors or assigns.
16. By consequence of the ordinance or subsequent approvals authorized by the ordinance, the City of Syracuse makes no representation, express or implied, as to the feasibility of the proposed plans or Work or to the extent of Work involved in accommodating any existing utility or facility located

within the City rights-of-way. Any coordination with the various utility operators, private and/or public, is the responsibility of Anoplate Corporation. Upon completion of the facilities and acceptance and approval of the roadway restoration by the City Engineer and the Commissioner of Public Works, the use, operation and maintenance of the roadway and utilities located therein will be subject to all laws, rules, ordinances and procedures which apply to streets and utilities throughout the City.

17. All utility installations must maintain a minimum of five (5) foot separation from the water main joints, tees and valves. All utilities shall be installed in accordance with Ten State Standards which require 10 foot horizontal clearance from water main and service lateral and 18 inch vertical clearance at crossing of water main.
18. The foregoing conditions may be modified or expanded from time to time as agreed upon by the Corporation Counsel, City Engineer and Anoplate Corporation.
19. The construction and restoration permitted by the terms of this ordinance must be carried out and completed within two (2) years from the date of its adoption.
20. All monuments shall be referenced prior to construction. If any monuments are disturbed or moved, the monuments shall be replaced in the same location and recertified by a licensed surveyor to the City of Syracuse. All expenses for the above shall be paid for by Anoplate Corporation.
21. Vertical clearances of 18" or less and horizontal clearances of 5' or less between any proposed structure / utility and Syracuse sewer mains requires approval of the City Engineer.
22. Follow all weather/seasonal limitations per City/NYS DOT specifications for all construction in the City R.O.W. By consequence of the ordinance or subsequent approvals authorized by the ordinance, the City of Syracuse makes no representation, express or implied, as to the feasibility of the proposed plans or Work or to the extent of Work involved in accommodating any existing utility or facility located within the City rights-of-way. Any coordination with the various utility operators, private and/or public, is the responsibility of Anoplate Corporation.
23. The City shall be notified, consulted and prior approval obtained on all field changes/field change sheets, RFI's etc. related to the work of this approval.
24. Anoplate Corporation shall be responsible for all maintenance of the mid-block crossing in the City R.O.W. and shall inspect the mid-block crossing to ensure it is compliant.
25. Upon completion of the mid-block crossing and acceptance and approval of the Right of Way restoration by the City Engineer and the Commissioner of Public Works, the use, operation and

maintenance of the mid-block crossing located therein will be subject to all laws, rules, ordinances and procedures which apply to streets and utilities throughout the City.

26. This revocable permission is contingent upon the installation of the new ADA compliant sidewalk installation along the west side of Pulaski Street as shown on the plans. The installation of the mid-block crossing shall not be installed until the completion of the new ADA compliant sidewalk is completed along the west side of Pulaski Street as shown on the plans.

Additional terms and conditions, as recommended by the City Engineer and the Corporation Counsel, shall be set forth in the Ordinance.

Sincerely,



Mary E. Robison, P.E.  
City Engineer

DRAFT

**ORDINANCE AUTHORIZING THE MAYOR TO  
SUBMIT AN APPLICATION TO THE NEW YORK  
STATE COMMUNITY, RESILIENCY,  
ECONOMIC SUSTAINABILITY, AND  
TECHNOLOGY PROGRAM (CREST) FOR  
\$650,000 FOR A GRANT TO IMPROVE  
TRANSPORTATION AND TRAIL SYSTEM  
CONNECTIVITY AND EXECUTE A CONTRACT  
OR WRITTEN INSTRUMENTS ASSOCIATED  
WITH THE GRANT AS NECESSARY**

BE IT ORDAINED, that the Mayor be and he hereby is authorized to submit an application to the New York State Community, Resiliency, Economic Sustainability, and Technology Program (CREST) for a grant in an amount not to exceed \$650,000; said funds will be used to improve transportation and trail system connectivity; no City matching funds are required; and

BE IT FURTHER ORDAINED, that upon receipt of said grant, the mayor be and he hereby is authorized to execute a contract or written instruments as approved by the Corporation Counsel; and

BE IT FURTHER ORDAINED, that upon receipt of said funds or any part thereof, pursuant to said application authorized herein, the Commissioner of Finance is authorized and directed to deposit the same in an appropriate account to be determined by him.



# Bureau of Research

CITY OF SYRACUSE, MAYOR BEN WALSH

August 14, 2023

**Janet L. Burke**  
Director, Bureau of  
Research

Ms. Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, New York 13202

Re: Request for Legislation

Dear City Clerk McBride:

Please prepare legislation for the next scheduled meeting of the Common Council authorizing the City of Syracuse to apply and enter into an agreement with the New York State Community, Resiliency, Economic Sustainability, and Technology Program (CREST), in an amount not to exceed \$650,000.00.

This grant will be used to improve the connection to existing transportation and trail systems. Mobility improvements include, but are not limited to, signalized intersections as identified, along with a combination of pedestrian (sidewalks) improvements, bicycle (multi-use trails), and associated Right-of-Way improvements (landscaping and tree lawn restoration). Constructing new bicycle and pedestrian facilities will enhance access to the project area for modes that are currently underserved, specifically walking and biking. The project site contains both the regional market & transportation center where bike and pedestrian access is limited. This project will improve connections to existing transportation nodes, the City's previous project - The Park St Neighborhood Greenway, and other area trails and amenities. These proposed improvements are of major importance to the New-American population in the area that rely heavily on walking and biking, as outlined in the previous SMTC study and outreach efforts.

There is no match requirement for this grant.

**Bureau of Research**  
233 E Washington St.  
Room 419  
Syracuse, N.Y. 13202

Office 315 448-8020  
Fax 315 448-8008

[www.syr.gov.net](http://www.syr.gov.net)

Sincerely,

Janet Burke  
Director of Research





# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

35

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

August 23, 2023

Ms. Patricia K. McBride  
City Clerk  
City Hall  
Syracuse, New York

**Re: Request Legislation to Enter into an Inter-Agency Agreement**

Dear Ms. McBride:

On behalf of the Department of Public Works, please prepare legislation to be introduced at the next Common Council Meeting to enter into an inter-agency agreement between CNY Centro, Inc. and the City of Syracuse for transportation services for all city employees. The City of Syracuse will provide all city employees with an official identification card. Visual presentation of the I.D. card to the bus driver will entitle the city employee to unlimited bus transportation on all CNY Centro, Centro of Cayuga, and Centro of Oswego Bus routes.

- An ordinance to enter into an inter-agency agreement with CNY Centro, Inc. and the City of Syracuse for transportation services to all city employees, the term of the agreement shall be for three years commencing on June 1, 2023 through May 30, 2026. At a cost not to exceed a total of \$50,000 per year. A total not to exceed of \$150,000 for the 3-year term.

The City of Syracuse will pay CNY Centro, Inc. the equivalent of a full adult bus fare for each valid city employee rider utilizing the fare-free transportation on the abovementioned bus services. CNY Centro, Inc. will provide ridership information and invoices at the end the of each month for the period June 1, 2023 - May 30, 2026. The City of Syracuse shall pay Centro within thirty (30) days following receipt of the invoice. These funds will be paid from account number 01.81800.541500 or any other account number deemed appropriate by the Commissioner of Finance.

Thank you.

Sincerely,

Timothy M. Rudd  
Director of Budget

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov](http://www.syr.gov)

GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.

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# DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

August 23, 2023

**Jeremy Robinson**  
Commissioner

**Ann Fordock**  
Deputy Commissioner

**Martin E. Davis, L.S.**  
Deputy Commissioner

Mr. Tim Rudd  
Director of Management and Budget  
City Hall, Room 213  
Syracuse NY 13202

**Re: Request to enter into an Inter-Agency Agreement between CNY Centro Inc. and the City of Syracuse for Transportation Services**

Dear Mr. Rudd:

The Department of Public Works is seeking approval from the Mayor to enter into an inter-agency agreement between CNY Centro, Inc. and the City of Syracuse for transportation services for all city employees. The City of Syracuse will provide all city employees with an official identification card. Visual presentation of the I.D. card to the bus driver will entitle the city employee to unlimited bus transportation on all CNY Centro, Centro of Cayuga, and Centro of Oswego Bus routes.

- An ordinance authorizing an inter-agency agreement with CNY Centro, Inc. and the City of Syracuse for transportation services to all city employees, the term of the agreement shall be for three years commencing on June 1, 2023 through May 30, 2026. At a cost not to exceed a total of \$50,000 per year. A total not to exceed of \$150,000 for the 3-year term.

The City of Syracuse will pay CNY Centro, Inc. the equivalent of a full adult bus fare for each valid city employee rider utilizing the fare-free transportation on the above-mentioned bus services. CNY Centro, Inc. will provide ridership information and invoices at the end the of each month for the period June 1, 2023 - May 30, 2026. The City of Syracuse shall pay Centro within thirty (30) days following receipt of the invoice. These funds will be paid from account number 01.81800.541500 or any other account number deemed appropriate by the Commissioner of Finance.

Please do not hesitate to contact me directly if you have any questions or require additional information.

Sincerely,

Jeremy Robinson  
Commissioner of Public Works

**Dept. of Public Works**  
1200 Canal St. Extension  
Syracuse, N.Y. 13210

Office 315 448-2489  
Fax 315 448-8531

[www.syr.gov.net](http://www.syr.gov.net)

## AGREEMENT

The following is an agreement for transportation services between the City of Syracuse and CNY Centro, Inc. (Centro) beginning June 1, 2023 - May 30, 2026.

1. The City of Syracuse will provide all city employees with an official identification card as shown in Attachment A of this agreement. Visual presentation of the I.D. card to the bus driver will entitle the city employee to unlimited bus transportation on all CNY Centro, Centro of Cayuga, and Centro of Oswego Bus routes.
2. The City of Syracuse will pay Centro the equivalent of a full adult bus fare for each valid city employee rider utilizing the fare-free transportation on the above-mentioned bus services. Centro will provide ridership information and invoices at the end of each month for the period June 1, 2023 - May 30, 2026. The City of Syracuse shall pay Centro within thirty (30) days following receipt of the invoice.
3. Centro will provide specific ridership information to the City of Syracuse within 10 days upon request.
4. The term of this agreement is for the period June 1, 2023 - May 30, 2026. If sufficient interest is shown, a new agreement will be negotiated for years following.
5. This agreement may be rescinded for any reason by either party by giving a sixty (60) day written notice.

Signature: \_\_\_\_\_  
City of Syracuse

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
CNY Centro Inc.

Date: \_\_\_\_\_



# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

**TO:** Mayor Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management and Budget  
**DATE:** August 23, 2023  
**SUBJECT:** Enter into an Inter-Agency Agreement – CNY Centro, Inc.

On behalf of the Department of Public Works, I am requesting that the City of Syracuse enter into an inter-agency agreement between CNY Centro, Inc. and the City of Syracuse for transportation services for all city employees. The City of Syracuse will provide all city employees with an official identification card. Visual presentation of the I.D. card to the bus driver will entitle the city employee to unlimited bus transportation on all CNY Centro, Centro of Cayuga, and Centro of Oswego Bus routes.

- An ordinance to enter into an inter-agency agreement with CNY Centro, Inc. and the City of Syracuse for transportation services to all city employees, the term of the agreement shall be for three years commencing on June 1, 2023 through May 30, 2026. At a cost not to exceed a total of \$50,000 per year. A total not to exceed of \$150,000 for the 3-year term.

The City of Syracuse will pay CNY Centro, Inc. the equivalent of a full adult bus fare for each valid city employee rider utilizing the fare-free transportation on the abovementioned bus services. CNY Centro, Inc. will provide ridership information and invoices at the end the of each month for the period June 1, 2023 - May 30, 2026. The City of Syracuse shall pay Centro within thirty (30) days following receipt of the invoice. These funds will be paid from account number 01.81800.541500 or any other account number deemed appropriate by the Commissioner of Finance.

Please indicate your concurrence by signing below and returning this memo to me so that I may then forward your approval to the Common Council along with the request for authorizing this legislation.

Thank you for your attention regarding this matter.

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov.net](http://www.syr.gov.net)

\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

\_\_\_\_\_  
Date

General Ordinance No.

2023

**ORDINANCE APPROVING DESIGNATION OF  
PROPERTY SITUATED AT 218-220 HOLLAND  
STREET AS A PROTECTED SITE**

BE IT ORDAINED, that the following resolution adopted by the City Planning Commission of the City of Syracuse on June 26, 2023, approving the application of Susan I. Hamilton for the designation of property located at 218-220 Holland Street, Syracuse, New York, as a protected site, pursuant to Part C, Section VII, Articles 5 and 8 of the Zoning Rules and Regulations of the City of Syracuse, as amended, in the manner and upon the conditions therein stated, be and the same is hereby approved as set forth in said Resolution, namely:

DRAFT

this map leading to Niagara Street.

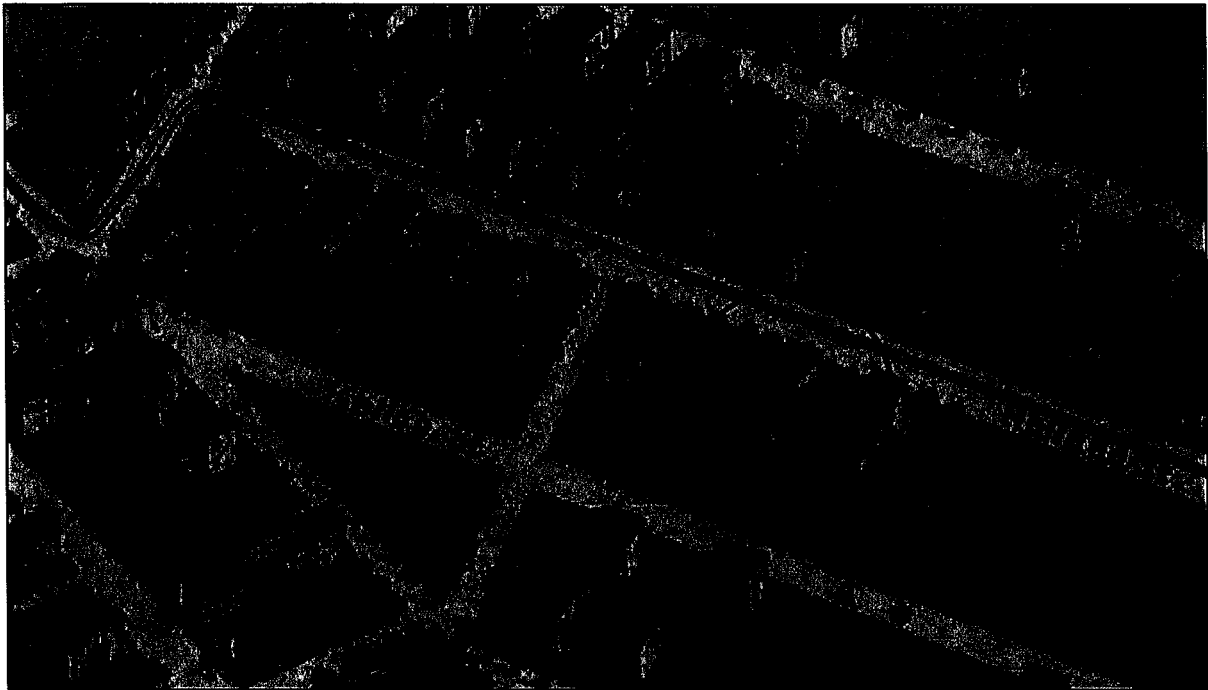


Figure 1. Detail of the 1874 isometric map depicting the property (circled in red).

The house is shown on the 1892 Sanborn Fire Insurance map as 134 Holland Street, with a slightly different form to the rear extension and without the front porch. By the 1911 Sanborn map, the house's current layout and front porch are extant.

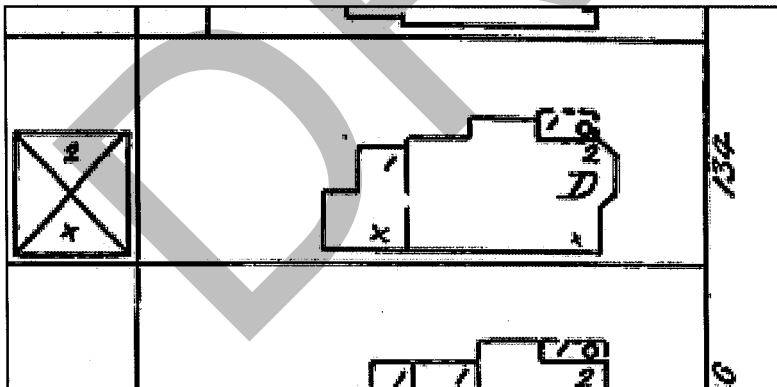


Figure 2. 1892 Sanborn detail showing 134 Holland Street (218-220 Holland Street) with the original form.

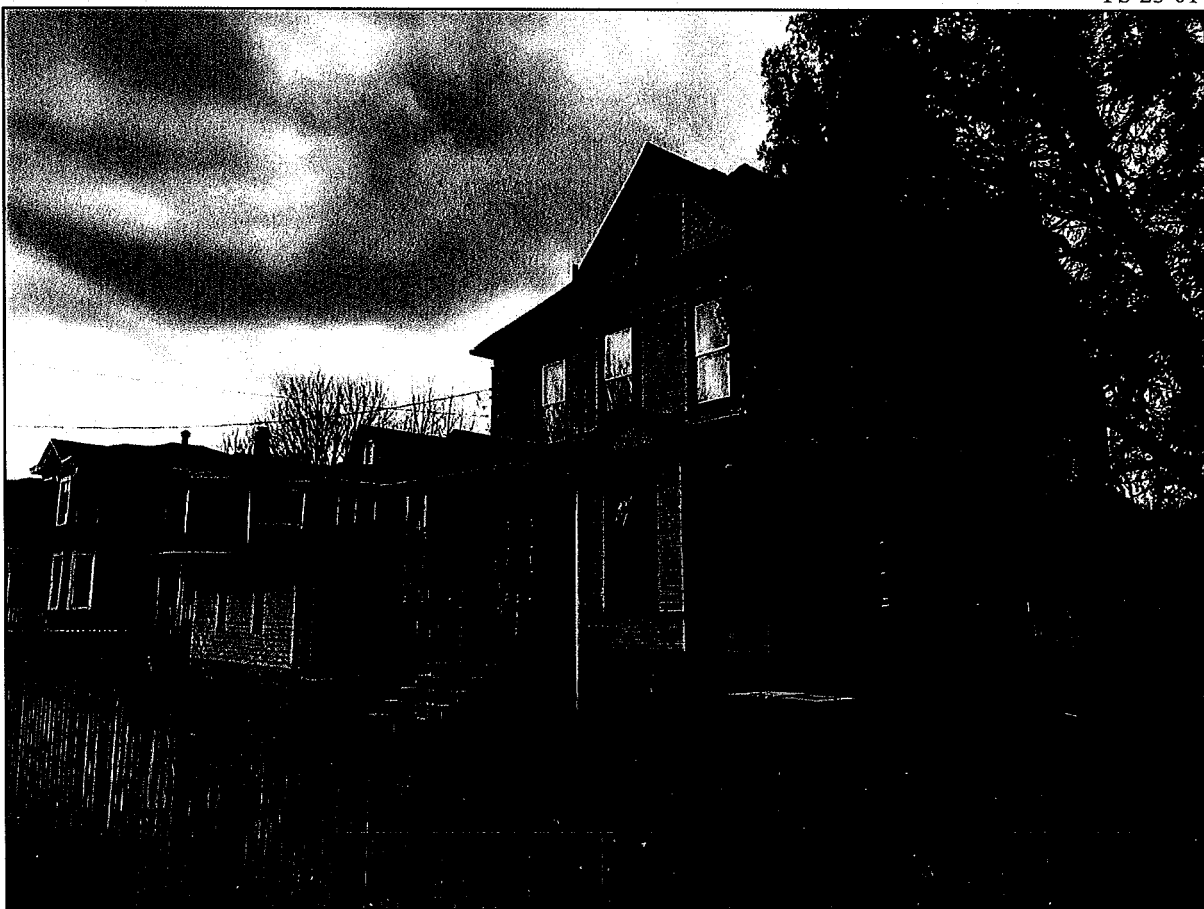


Figure 5. View to the west toward the house.

DK





Project:	PS-23-01
Date:	June 26, 2023

**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"/>

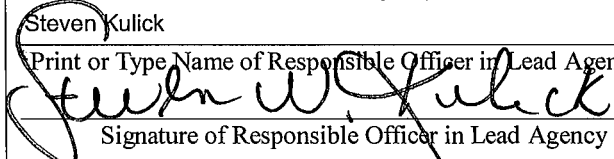
Project: PS-23-01

Date: June 26, 2023

### 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.

DRAFT

<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>Syracuse City Planning Commission</u>	<u>June 26, 2023</u>
Name of Lead Agency	Date
<u>Steven Kulick</u>	<u>Chairperson</u>
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
	<u>Signature of Preparer (if different from Responsible Officer)</u>
Signature of Responsible Officer in Lead Agency	

**PRINT FORM**

A RESOLUTION RECOMMENDING APPROVAL OF THE DESIGNATION OF PROPERTY  
SITUATED AT 218-220 HOLLAND STREET AS A PROTECTED SITE

We, the duly appointed members of the City Planning Commission of the City of Syracuse, do this 26<sup>th</sup> day of June, 2023, adopt the following resolution:

- WHEREAS, the Syracuse Landmark Preservation Board is recommending that the property located 218-220 Holland Street be designated as a Protected Site pursuant to Part C, Section VII, Articles 5 and 8 of the City of Syracuse Zoning Rules and Regulations, as amended; and
- WHEREAS, the requested designation has been compelled by a petition from the owner, Susan Hamilton, for (interior and exterior) protected site designation; and
- WHEREAS, the City Planning Commission held a Public Hearing on the request on June 26, 2023, at 6:00 p.m. in the Common Council Chambers, City Hall, Syracuse, New York, heard all those desiring to be heard, and duly recorded their testimony; and
- WHEREAS, the City Planning Commission has studied the proposal and all submittals by the applicant and all interested parties; and
- WHEREAS, the subject property is a regular-shaped lot with a lot width of  $\approx$  100 feet fronting on Holland Street, a lot depth of  $\approx$  132 feet, and a lot area of  $\approx$  13,200 square feet; and
- WHEREAS, the property lies within a Residential, Class AA zoning district, as do the adjacent and neighboring properties to the north, south, east, and west; neighboring properties to the southeast lie within a Residential, Class B-Transitional zoning district; and
- WHEREAS, land use in the area consists primarily of residential uses; and
- WHEREAS, the "Syracuse Land Use and Development Plan" designates the character of this site, which lies within the Southside neighborhood, as Traditional Residential; and
- WHEREAS, the proposed designation applies to the exterior features, materials, and finishes of the house, including but not limited to windows (sash, sills, and trim), doorways and doorway trim, roof form and features, porches (columns, flooring, ceilings, decorative trim, etc.), foundation and wall materials and finishes; and
- WHEREAS, the proposed designation also applies to the interior floor plans, circulation patterns and room volumes; interior historic features, finishes, and trim, including but not limited to historic flooring, doors, door and window trim, baseboards, wainscoting, time fireplace mantel and surround; stairway and stair railing; and historic decorative wall materials and finishes; and
- WHEREAS, the proposed designation does not appl to the c. 2015 modern garage; and

WHEREAS, the house at 218-220 Holland Street, built c. 1874, is illustrative of the late 19th and early 20th century development and growth of the city's west side, and is an excellent, well-preserved example of late nineteenth-century, vernacular, domestic Queen Anne architecture; and

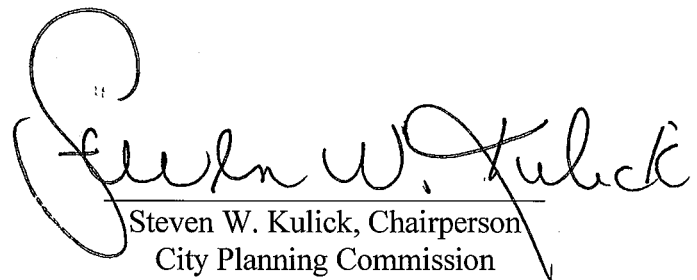
WHEREAS, the Syracuse Landmark Preservation Board found that the subject property meets Criteria 2, 3 and 5 for designation as defined by Part C, Section VII, Article 5 of the City of Syracuse Zoning Rules and Regulations, as amended, as indicated in the attached resolution dated April 6, 2023; and

WHEREAS, pursuant to the New York State Environmental Quality Review Act, the proposal is a Type II action and is not subject to review under 6 NYCRR Part 617; and

NOW THEREFORE BE IT RESOLVED that We, the duly appointed members of the City Planning Commission of the City of Syracuse, do this 26<sup>th</sup> day of June, 2023, RECOMMEND APPROVAL of the resolution of the Syracuse Landmark Preservation Board to designate the property located 218-220 Holland Street as a Protected Site as petitioned by Susan Hamilton pursuant to Part C, Section VII, Articles 5 and 8 of the City of Syracuse Zoning Rules and Regulations, as amended;

BE IT FURTHER RESOLVED that the Protected Site designation shall apply to the interior and exterior of the site as noted in the preamble of this resolution;

BE IT FURTHER RESOLVED that this resolution is subject to the consent and approval of the Common Council of the City of Syracuse.

  
Steven W. Kulick, Chairperson  
City Planning Commission

**A RESOLUTION  
IN RESPONSE TO AN APPLICATION  
FOR PROTECTED SITE DESIGNATION  
218-20 HOLLAND STREET  
SYRACUSE, NEW YORK 13204**

We, the duly appointed members of the Landmark Preservation Board of the City of Syracuse, do this 6<sup>th</sup> day of April, 2023, adopt the following resolution:

**WHEREAS**, the applicant, Susan Hamilton, submitted an application for Protected Site designation (exterior and interior) pursuant to Part C, Section VII Article 5 of the Zoning Rules and Regulations of the City of Syracuse, for the property located at 218-20 Holland Street; and

**WHEREAS**, on April 6, 2023, at 8:30AM in Common Council Chambers, City Hall, Syracuse, NY 13202, the Landmark Preservation Board held a Public Hearing for consideration as to whether said building should be recommended for designation as a Protected Site; and

**WHEREAS**, at the April 6, 2023 Landmark Preservation Board meeting following the Public Hearing, the Board studied all submittals regarding the history and current condition of 218-20 Holland Street, as well as the testimony (oral and written) submitted prior to and at the time of the Public Hearing; and

**WHEREAS**, the Landmark Preservation Board noted in its review of the application:

**I. Scope of Work:**

- 1) Protected Site designation of the property listed at 218-20 Holland Street. The proposed designation applies to the exterior features, materials, and finishes of the house, including but not limited to windows (sash, sills, and trim), doorways and doorway trim, roof form and features, porches (columns, flooring, ceilings, decorative trim, etc.), foundation and wall materials and finishes. The designation also applies to the interior floor plans, circulation patterns and room volumes; interior historic features, finishes and trim, including but not limited to historic flooring, doors, door and window trim, baseboards, wainscoting, tile fireplace mantel and surround; stairway and stair railing; and historic decorative wall materials and finishes.
- 2) The proposed designation does not apply to the c. 2015 modern garage.

**WHEREAS**, in review of the application the Landmark Preservation Board FINDS:

**II. Analysis of Proposal:**

The criteria for designation as defined by the Zoning Ordinance of the City of Syracuse, Part C, Section VII, Article 5:

- Criterion 1. Association with persons or events of historic significance to the city, region, state or nation;
- Criterion 2. Illustrative of historic growth and development of the city, region, state or nation;
- Criterion 3. In the case of structures, embodying distinctive characteristics of a type, period or method of construction or representing the work of a master, or possessing unique architectural and artistic qualities, or representing a significant and distinguishable entity whose component may lack individual distinction.
- Criterion 4. In the case of districts, possessing a unique overall quality of architectural scale, texture, form and visual homogeneity even though certain structures within the district may lack individual distinction
- Criterion 5. In the case of interiors, possessing one (1) or more of the characteristics enumerated in 1, 2 or 3 above and, in addition, embodying distinctive characteristics of architectural scale, form and visual homogeneity, which are an integral part of the character of the structure in which the space is contained.

**WHEREAS**, 218-20 Holland Street, built c. 1874, is illustrative of the late 19<sup>th</sup> and early 20<sup>th</sup> century development and growth of the city's west side, which saw the construction of modest, working- and middle-class neighborhoods in close proximity to the area's burgeoning industries and nearby railyards; and

**WHEREAS**, the house has been passed through eight different owners to the present owner, who has been excellent steward of the house since 1996; and

**WHEREAS**, the house is an excellent, well-preserved example of late nineteenth-century, vernacular, domestic Queen Anne architecture; and

**WHEREAS**, the interior of the house retains an unusually high degree of architectural integrity including circulation pattern, room volumes, and interior materials, features, and finishes; and

**WHEREAS**, the property retains excellent integrity of location, design, setting, materials, workmanship, feeling and association.

**NOW THEREFORE BE IT RESOLVED**, that we, the duly appointed members of the Landmark Preservation Board of the City of Syracuse, do this 6<sup>th</sup> day of April, 2023, respond to the petition of Susan Hamilton, owner of 218-20 Holland Street, pursuant to Part C, Section VII, Article 5 of the Zoning Rules and Regulations of the City of Syracuse in the following manner:

- 1) The Landmark Preservation Board recommends that the property located at 218-20 Holland Street, Syracuse, New York, 13204, be designated a Protected Site pursuant to its eligibility under Criteria 2, 3 and 5 for the designation of

Protected Sites under Article 5, and that the designation shall apply to the exterior and interior of the property, as described in the Scope of Work above.

**BE IT FURTHER RESOLVED**, the Landmark Preservation Board shall submit its findings and recommendations to the City Planning Commission in accordance with Part C, Section VII, Article 5 of the Zoning Rules and Regulations of the City of Syracuse.



Donald S. Radke, Chairman  
Syracuse Landmark Preservation Board  
Date of Issuance: 4/6/23

DRAFT



# Office of Zoning Administration

CITY OF SYRACUSE, MAYOR BEN WALSH

36

August 18, 2023

**Jacob R. Dishaw**  
Zoning Administrator

**Meira Hertzberg**  
Zoning Attorney

**Cristian Toellner**  
Zoning Planner II

**Zhitong Wu**  
Zoning Planner II

**Haohui Pan**  
Zoning Planner I

**Patrick Voorheis**  
Zoning Planner I

**Gabe Sickler**  
Permit/Zoning  
Technician

Hon. Patricia McBride  
City Clerk  
230 City Hall  
Syracuse, New York 13202

Re: PS-23-01 Local Protected Site Designation of Property Situated at 218-220  
Holland Street

Dear Ms. McBride,

On June 26, 2023, the City Planning Commission adopted the above noted resolution.

Copies of the resolution are attached.

No one spoke in favor nor in opposition to the proposal.

The proposal did not require any waivers.

The City Planning Commission requests that the resolution be forwarded to the entire Common Council for consideration.

Sincerely,

Jacob R. Dishaw  
Zoning Administrator

Owner/ Applicant: Susan I. Hamilton  
218 Holland Street  
Syracuse, New York 13204

33



General Ordinance No.

2023

**ORDINANCE APPROVING A SPECIAL PERMIT  
TO MODIFY AN EXISTING RESTAURANT ON  
PROPERTY SITUATED AT 1001 EAST  
BRIGHTON AVENUE**

BE IT ORDAINED, that the following resolution adopted by the City Planning Commission of the City of Syracuse on August 7, 2023 pursuant to Article V, Chapter 13, of the Charter of the City of Syracuse-1960, as amended, approving the application of Brighton Mews, LLC, owner, and Joe Hucko, applicant, for a special permit for a car wash on property situated at 1001 E Brighton Avenue, Syracuse, New York, pursuant to Part B, Section V, Article 2 and Part C, Section IV, Articles 1 and 2 of the Zoning Rules and Regulations of the City of Syracuse, as amended, in the manner and upon the conditions stated, be and the same hereby is consented to and approved, namely:

DRAFT

Project:	SP-23-10
Date:	August 7, 2023

**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"/>

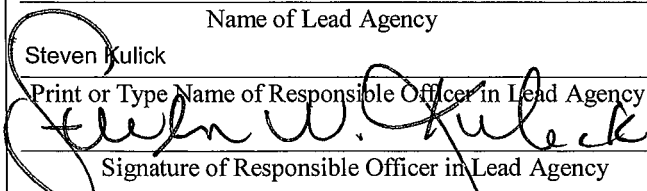
Project: SP-23-10

Date: August 7, 2023

### 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.

DRAFT

<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.	
Syracuse City Planning Commission _____ Name of Lead Agency	August 7, 2023 _____ Date
Steven Kulick _____ Print or Type Name of Responsible Officer in Lead Agency	_____ Chairperson _____ Title of Responsible Officer
 _____ Signature of Responsible Officer in Lead Agency	_____ Signature of Preparer (if different from Responsible Officer)

**PRINT FORM**





Project:	SP-23-10
Date:	August 7, 2023

**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?"

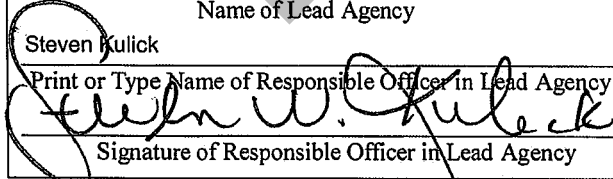
	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity 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"/>
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a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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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"/>
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11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**PRINT FORM**

### 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.

DRAFT

<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.
Syracuse City Planning Commission	August 7, 2023
Name of Lead Agency	Date
Steven Kulick	Chairperson
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
	Signature of Preparer (if different from Responsible Officer)
Signature of Responsible Officer in Lead Agency	

**PRINT FORM**

A RESOLUTION APPROVING A SPECIAL PERMIT FOR A CARWASH ON PROPERTY  
SITUATED AT 1001 E BRIGHTON AVENUE

We, the duly appointed members of the City Planning Commission of the City of Syracuse, do this 7<sup>th</sup> day of July 2023, adopt the following resolution:

- WHEREAS, the applicant, Joe Hucko, is requesting a Special Permit for a car wash on property situated at 1001 E Brighton Avenue pursuant to Part B, Section V, Article 2 and Part C, Section IV, Article 1 and 2 of the City of Syracuse Zoning Rules and Regulations, as amended; and
- WHEREAS, the City Planning Commission held a Public Hearing on the application commencing June 26, 2023, and continued to July 17, and August 7, 2023 at 6:00 p.m. in the Common Council Chambers, City Hall, Syracuse, New York, heard all those desiring to be heard, and duly recorded their testimony; and
- WHEREAS, during the Public Hearing on June 26, 2023, members of the public cited adverse comments regarding traffic increases and intersection issues at East Seneca Turnpike and East Brighton Avenue; the City Planning Commission agreed to continue the public hearing on July 17, 2023, pending receipt of a recommendation from the Onondaga County Planning Board pursuant to GML § 239, and to afford the applicant additional time to revise the proposal in response to departmental comments; and
- WHEREAS, during the Public Hearing on July 17, 2023 members of the public cited adverse comments regarding traffic; the City Planning Commission agreed to close the public hearing and leave the project open until August 7, 2023; and
- WHEREAS, during the Public Hearing on August 7, 2023 the City Planning Commission moved to vote on the project; and
- WHEREAS, the City Planning Commission has studied the proposal and all submittals by the applicant and all interested parties; and
- WHEREAS, the scope of work includes demolishing an existing garage and two-story frame house and constructing a ±5,300-square foot car wash facility on a proposed 1.6-acre Lot; and
- WHEREAS, the subject property is a proposed, 1.6-acre Lot with 283.92 feet of frontage along East Brighton Avenue and East Seneca Turnpike.; and
- WHEREAS, the property lies within a Commercial, Class B zoning district, as do the adjacent and neighboring properties to the north; adjacent and neighboring properties to the south lie within a Residential, Class B-1 zoning district; neighboring properties to the west lie within Local Business, Class A, Planned Shopping District, Residential, Class A-1, and Residential, Class B zoning districts; and
- WHEREAS, land use in the area consists primarily of residential, commercial, office, and retail



uses; and

WHEREAS, the "Syracuse Land Use and Development Plan" designates the character of this site, which lies within the Valley neighborhood, as Suburban Commercial; and

WHEREAS, the hours of operation will be will be from 7:00 a.m. until 8:00 p.m., with a maximum of four employees on premises at one time; and

WHEREAS, the application included; and

WHEREAS, the applicant submitted a site plan (Sheet C3) dated April 7, 2023, which illustrates a 5,260-square foot building (car wash), a 158-foot by 70-foot asphalt area with 19 vacuum stalls and two employee parking spaces, a stormwater management facility, a 30-foot wide, full-service driveway at the intersection of East Brighton Avenue and East Seneca Turnpike with double-sided enter/exit signs, a three-lane customer pay station, a concrete dumpster enclosure, a proposed flagpole, and nine exterior light poles; and

WHEREAS, the site plan identifies a total stacking capacity of 57± vehicles; and

WHEREAS, the applicant submitted a utility plan (Sheet C4) dated April 7, 2023, which illustrates an underground water reclaim system with a mud tank and three reclaim tanks, and an underground stormwater retention system; and

WHEREAS, the applicant submitted a landscape plan and a lighting plan (Sheets C6, and C7, respectively). The lighting plan illustrates nine, 28-foot tall, exterior light poles and six wall-mounted exterior lights; and

WHEREAS, the applicant submitted a floor plan (Sheet A1.01) dated April 3, 2023; and

WHEREAS, the applicant submitted **exterior elevations** (Sheet A2.00) dated April 3, 2023, which illustrate finishing materials, colors, and signage; and

WHEREAS, the applicant submitted a sign plan for four double-sided ground signs and four wall signs totaling ≈ 251 square feet; the sign plan illustrates a 20-foot tall, double-sided ground sign located on the northwest corner of the site with two, double-sided, LED sign panels totaling 117.1 square feet consisting of an 86-inch by 68-inch, internally LED-illuminated panel, and a 63-inch by 41-inch, 8mm LED display; the sign plan illustrates three ground-mounted, internally illuminated, double-sided 42-inch by 22-inch (12.8 square feet, each) directional signs with an overall height of 58 inches; the sign plan illustrates four wall signs totaling 95.4 square feet to be mounted on the north, south, and west facades of the car wash building.

WHEREAS, the applicant submitted a Traffic Impact Letter of Findings dated May 23, 2023, that concluded: the proposed car wash will add 50 additional trips during the morning peak hour, 78 additional trips during the evening peak hour, and 41 additional trips during the Saturday Midday peak hour; the proposed I-81 Viaduct project will not have any impact on the trip distribution or the number of trips

generated by the car wash; the site-generated trips are below the typical threshold of 100 trips that would warrant a Traffic Impact Study; the existing signalized intersection will need to be modified to add a 4<sup>th</sup> leg to provide traffic control to the proposed carwash driveway; and

WHEREAS, the proposal deviates from Part C, Section IV, Article 2.2, paragraph e of the City of Syracuse Zoning Rules and Regulations, as amended, in that signage is permitted in accordance with the rules and procedures set forth in Part C, Section VI of the City of Syracuse Zoning Rules and Regulations, as amended, wherein, Special Permit Uses are allowed one wall sign and one ground sign, neither to exceed 40 square feet; the applicant is proposing to install four double-sided ground signs and four wall signs totaling  $\approx$  251 square feet; and

WHEREAS, the proposal deviates from Part C, Section IV, Article 2.2, paragraph g.(5) of the City of Syracuse Zoning Rules and Regulations, as amended, in that driveways shall not exceed a width of 24 feet with a curb-cut of not more than 30 feet; the site plan illustrates a 30-foot wide driveway; and

WHEREAS, the proposal appears to deviate from Part C, Section IV, Article 2.2, paragraph i.(3) of the City of Syracuse Zoning Rules and Regulations, as amended, in that no light which may tend to confuse the motoring public with traffic lights shall be permitted; the applicant is proposing to install a ground sign close to the signalized intersection of East Brighton Avenue and East Seneca Turnpike with two, double-sided, LED sign panels; and

WHEREAS, the proposal necessitates four waivers from the City of Syracuse Zoning Rules and Regulations, as amended, with respect to parking and signage regulations; and

WHEREAS, the proposal was submitted to the City of Syracuse Departments of Engineering and Public Works for review; and

WHEREAS, pursuant to Article 8 of the State Environmental Conservation Law, as amended and the regulations promulgated thereunder (collectively "SEQRA"), the Commission is required to make a determination with respect to the environmental impact of any "action" (as defined by SEQRA) to be taken by the Commission and the consideration of the Application constitutes such an action; and

WHEREAS, the Commission reviewed the Application and the Environmental Assessment Form dated April 7, 2023 prepared by the applicant, and determined that the proposed action described therein constituted an "Unlisted" action (as said quoted terms is defined in SEQRA); and

WHEREAS, the Commission declares itself "Lead Agency" (as said quoted term is defined in SEQRA) with respect to an uncoordinated review pursuant to SEQRA; and finds that approval of the Application as set forth herein will not have a significant effect on the environment, and the Commission hereby issues a negative declaration pursuant to SEQRA, a copy of which is attached hereto as Exhibit "A", which shall be filed in the office of the Commission.

NOW THEREFORE BE IT RESOLVED that We, the duly appointed members of the City Planning Commission of the City of Syracuse, do this 7<sup>th</sup> day of August, 2023, APPROVE the request of Joe Hucko for a Special Permit for a carwash situated at 1001 E Brighton Avenue pursuant to Part B, Section V, Article 2 and Part C, Section IV, Article 1 and 2 of the City of Syracuse Zoning Rules and Regulations, as amended;

BE IT FURTHER RESOLVED that said application be approved subject to compliance with the following conditions:

1. The subject premises shall be used, operated and maintained in a neat and orderly condition at all times; all outside storage of junk, bottles, cartons, boxes, debris and the like shall be restricted to appropriately screened enclosures not visible to the general public;
2. All construction, improvements and additions relating to this proposal, including those activities required in order to comply with the conditions of this approval, shall be completed by the applicant or its agents within twelve (12) months of the date of approval of this resolution by the City of Syracuse or this approval will be considered null and void; administrative extensions to this requirement for up to one year may be obtained from the Zoning Administrator at any time within the first twelve (12) months, after which, any and all extensions require approval from the City Planning Commission;
3. Improvements to the subject property and its use shall be substantially in accordance with the submitted plans on file in the City of Syracuse Office of Zoning Administration entitled:
  - Site Plan (Sheet C3); 1001 East Brighton Ave Splash Car Wash; Proj. No: 72220321; prepared by: Edmund Seidler Martin, Licensed Professional Engineer; dated: 4-7-23; scaled: 1 inch=20 ft;
  - Utility Plan (Sheet C4); 1001 East Brighton Ave Splash Car Wash; Proj. No: 72220321; prepared by: Edmund Seidler Martin, Licensed Professional Engineer; dated: 4-7-23; scaled: 1 inch=20 ft;
  - Grading Plan (Sheet C5); 1001 East Brighton Ave Splash Car Wash; Proj. No: 72220321; prepared by: Edmund Seidler Martin, Licensed Professional Engineer; dated: 4-7-23; scaled: 1 inch=20 ft;
  - Landscape Plan (Sheet C6); 1001 East Brighton Ave Splash Car Wash; Proj. No: 72220321; prepared by: Edmund Seidler Martin, Licensed Professional Engineer; dated: 4-7-23; scaled: 1 inch=20 ft;
  - Lighting Plan (Sheet C7); 1001 East Brighton Ave Splash Car Wash; Proj. No: 72220321; prepared by: Edmund Seidler Martin, Licensed Professional Engineer; dated: 4-7-23; scaled: 1 inch=20 ft;
  - Construction Details (Sheets C8, C9, and C10); 1001 East Brighton Ave Splash Car Wash; Proj. No: 72220321; prepared by: Edmund Seidler Martin, Licensed Professional Engineer; dated: 4-7-23; scaled: as noted;
  - Floor Plan (Sheet A1.01); Splash Car Wash Syracuse 1001 East Brighton Ave; Project No.: 23016; prepared by: Form architecture & design; dated: 04/03/2023; scaled: 3/16"=1'-0";
  - Exterior Elevations (Sheet A2.00); Splash Car Wash Syracuse 1001 East Brighton

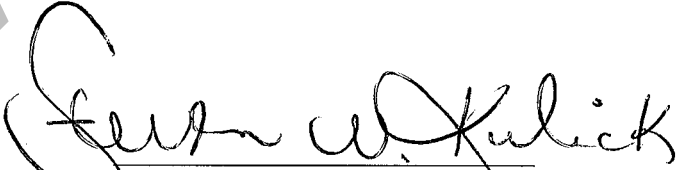
Ave; Project No.: 23016; prepared by: Form architecture & design; dated: 04/03/2023;  
scaled: 3/16"=1'-0"

4. Signage for the proposal is limited to the locations according to approved Site Plan on Sheet C3, as noted in condition number three above;
5. No signage was approved as part of this application; proposed signage must be submitted to the City of Syracuse Office of Zoning Administration for review and approval;
6. Any exterior lighting of the subject proposal shall be designed, located and maintained so as to prevent any direct rays of light from shining beyond the boundaries of the subject property;

BE IT FURTHER RESOLVED that approval of this resolution does not relieve the applicant from compliance with any other regulatory or licensing provisions applicable thereto by the properly constituted Federal, State, County or City authorities to include, but not limited to the City of Syracuse Departments of Engineering and Public Works, and the Division of Code Enforcement;

BE IT FURTHER RESOLVED that if the conditions enumerated above are not complied with, this approval shall be subject to revocation;

BE IT FURTHER RESOLVED that this resolution is subject to the consent and approval of the Common Council of the City of Syracuse.

  
Steven W. Kulick, Chairperson  
City Planning Commission





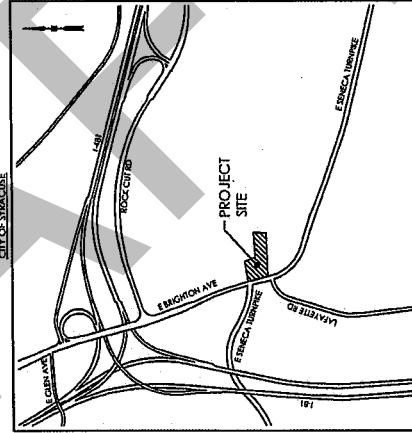
# 1001 EAST BRIGHTON AVE

## SPLASH CAR WASH

### SITE DEVELOPMENT PLANS

T.A.#062.-02-11.0

CITY OF SYRACUSE  
 ONONDAGA COUNTY  
 STATE OF NEW YORK



LOCATION MAP  
 NOT TO SCALE

TABLE OF CONTENTS	
SHEET NO.	DESCRIPTION
00	COVER SHEET
01	NOTES & LEGEND
02	CONDITIONS AND DEMO PLAN
03	SITE PLAN
04	UTILITY PLAN
05	LANDSCAPE PLAN
06	LOADING PLAN
07	CONSTRUCTION DETAILS - 1
08	CONSTRUCTION DETAILS - 2
09	CONSTRUCTION DETAILS - 3
10	CONSTRUCTION DETAILS - 4

PREPARED FOR:



472 WHEELERS FARM RD  
 MILFORD, CT 06461

PREPARED BY:



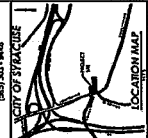
45 HENDRIX ROAD  
 WEST HENRIETTA, NY 14586  
 PHONE (585) 359-7540  
 FAX (585) 359-7547







48 HENRIETTA RD  
WEST HENRIETTA, NY 14586  
PHONE: (607) 895-7240  
FAX: (607) 895-7471

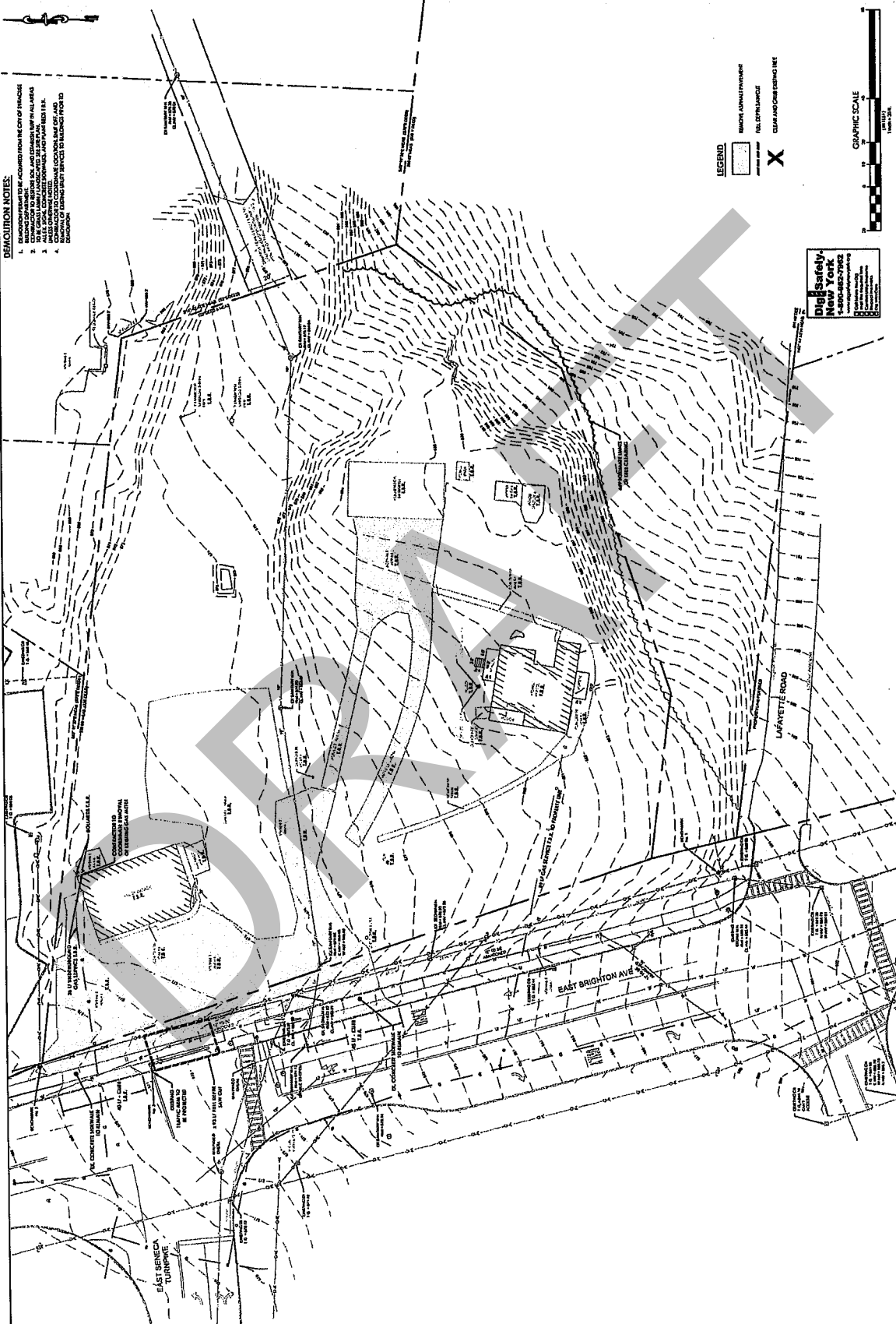


NO	REVISION	DATE
1	ISSUED FOR PERMITS	12/22/2011
2	REVISED PER CITY ENGINEER COMMENTS	1/24/12
3	REVISED PER CITY ENGINEER COMMENTS	2/14/12

PROJECT TITLE: 1001 EAST BRIGHTON AVE  
SPLASH CAR WASH  
CITY OF BRONX, NEW YORK

EXISTING CONDITIONS AND DEMO PLAN

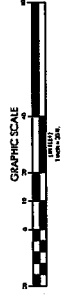
DATE: 12/22/2011  
DRAWN BY: [Name]  
CHECKED BY: [Name]



- DEMOLITION NOTES:**
1. DEMOLITION SHALL BE ACCORDING TO THE CITY OF BRONX CODES.
  2. ALL STRUCTURES TO BE DEMOLISHED SHALL BE DEMOLISHED IN ALL AREAS.
  3. ALL UTILITIES SHALL BE DELETED AND THE LOCATION OF ALL UTILITIES SHALL BE SHOWN ON THE PLAN.
  4. DEMOLITION SHALL BE ACCORDING TO THE CITY OF BRONX CODES AND ALL APPLICABLE REGULATIONS.
  5. DEMOLITION SHALL BE ACCORDING TO THE CITY OF BRONX CODES AND ALL APPLICABLE REGULATIONS.

**LEGEND**

- DEMOLITION
- EXISTING STRUCTURE
- EXISTING UTILITIES
- EXISTING DRIVEWAY
- EXISTING DRIVEWAY
- EXISTING DRIVEWAY



Big Safety  
New York  
1-800-455-7393

02  
REV: C2



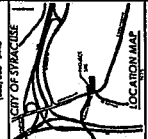








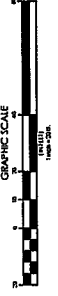
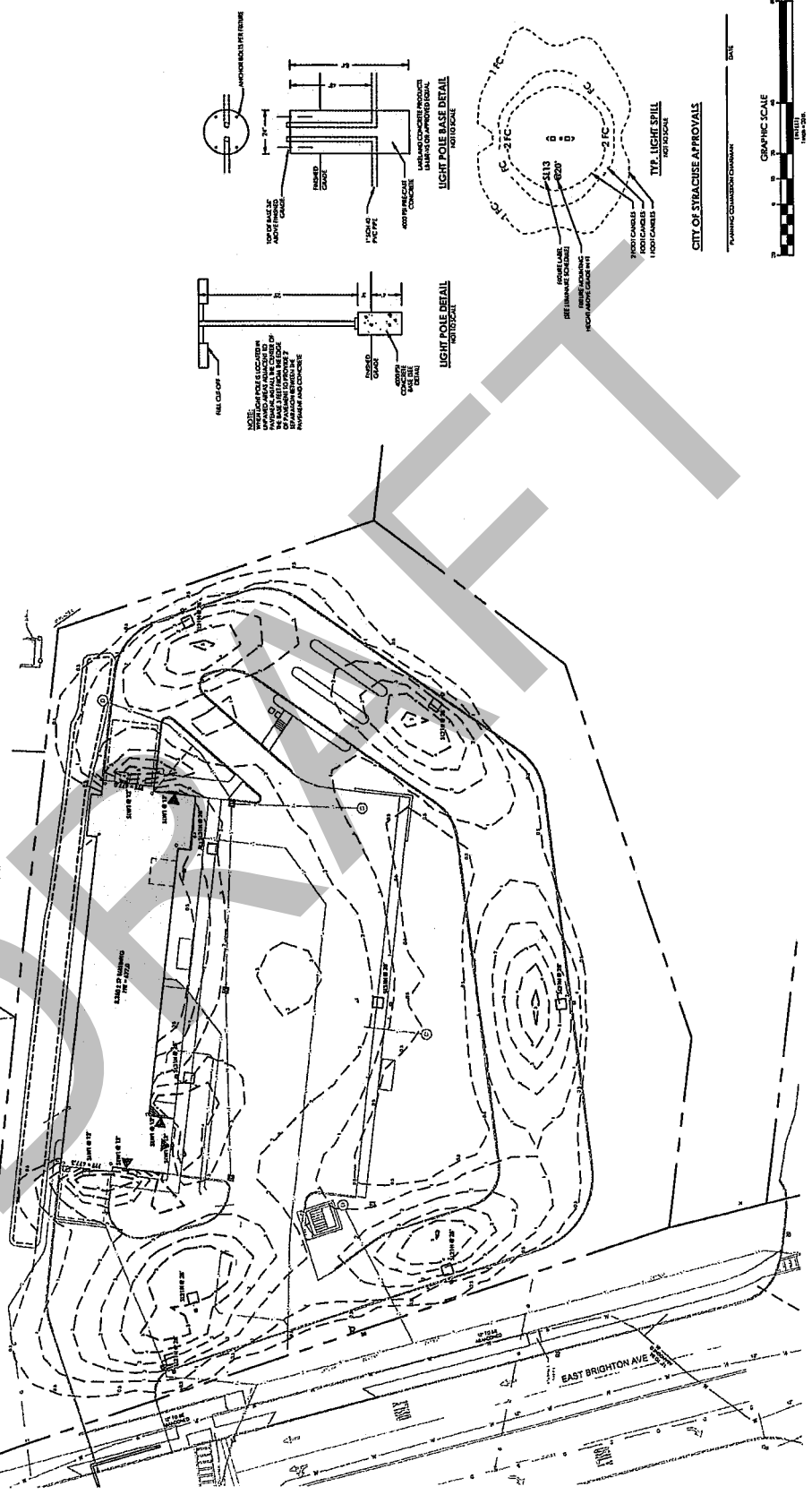
45 HENRIETTA RD  
WEST HENRIETTA, NY 14586  
PH: 518-255-2500  
FAX: 518-255-2544



DATE	7/23/2012
DESIGNED BY	EAJ
DRAWN BY	EAJ
CHECKED BY	EAJ
PROJECT NO.	12577
CLIENT	1001 EAST BRIGHTON AVE

NO.	DATE	DESCRIPTION
1	7/23/12	ISSUE FOR PERMITS
2	8/1/12	REVISED PER COMMENTS
3	8/15/12	REVISED PER COMMENTS
4	8/22/12	REVISED PER COMMENTS
5	9/11/12	REVISED PER COMMENTS
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100	8/3/14	REVISED PER COMMENTS

Symbol	Label	Image	QTY	Manufacturer	Color	Description	Notes	LF	Height	Distribution
□	S121H		4	Ultraco Lighting	RED LED P4.6X2.83 HS	RED LED Area Luminaire (H=17' Luminaire height) - CCT Type as Distribution with 90° beam		8.75	109.44	TYPE 8, SHORT, BICO PAIRING B1 - LU-C1
□	S131H		3	Ultraco Lighting	RED LED P4.6X2.83 HS	RED LED Area Luminaire (H=17' Luminaire height) - CCT Type as Distribution with 90° beam		8.75	126.14	TYPE 8, SHORT, BICO PAIRING B1 - LU-C2
□	SLWT		6	Ultraco Lighting	WVPT LED P7.2x4.1x10.8	WVPT LED luminaire 3000mK-4000K color temperature 125/277 Volts		8.75	24.47	TYPE 8, SHORT, BICO PAIRING B1 - LU-C1



02  
C7

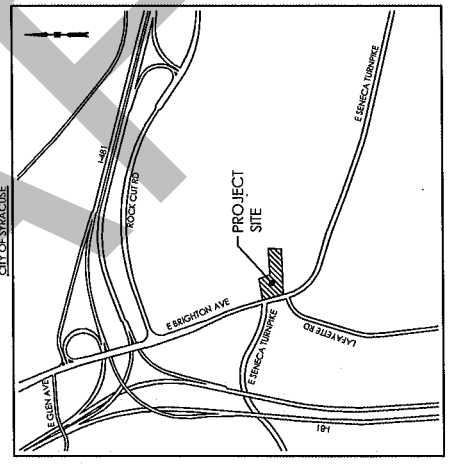
# 1001 EAST BRIGHTON AVE

## SPLASH CAR WASH

### SITE DEVELOPMENT PLANS

T.A.#062.-02-11.0

CITY OF SYRACUSE  
 ONONDAGA COUNTY  
 STATE OF NEW YORK



LOCATION MAP  
 NOT TO SCALE

TABLE OF CONTENTS	
SHEET NO.	DESCRIPTION
C01	COVER SHEET
C02	NOTES & LEGEND
C03	EXISTING CONDITIONS AND DEMO PLAN
C04	SITE PLAN
C05	UTILITY PLAN
C06	GRADING PLAN
C07	LIGHTING PLAN
C08	CONSTRUCTION DETAILS - 1
C09	CONSTRUCTION DETAILS - 2
C10	CONSTRUCTION DETAILS - 3
C11	CONSTRUCTION DETAILS - 4

PREPARED FOR:  


472 WHEELERS FARM RD  
 MILFORD, CT 06461

PREPARED BY:



45 HENDRIX ROAD  
 WEST HENRIETTA, NY 14586  
 PHONE (585) 359-7540  
 FAX (585) 359-7547











45 HENRIK RD  
WEST SUDBURY, CT 06896  
PHONE: (860) 353-7540  
FAX: (860) 353-7541



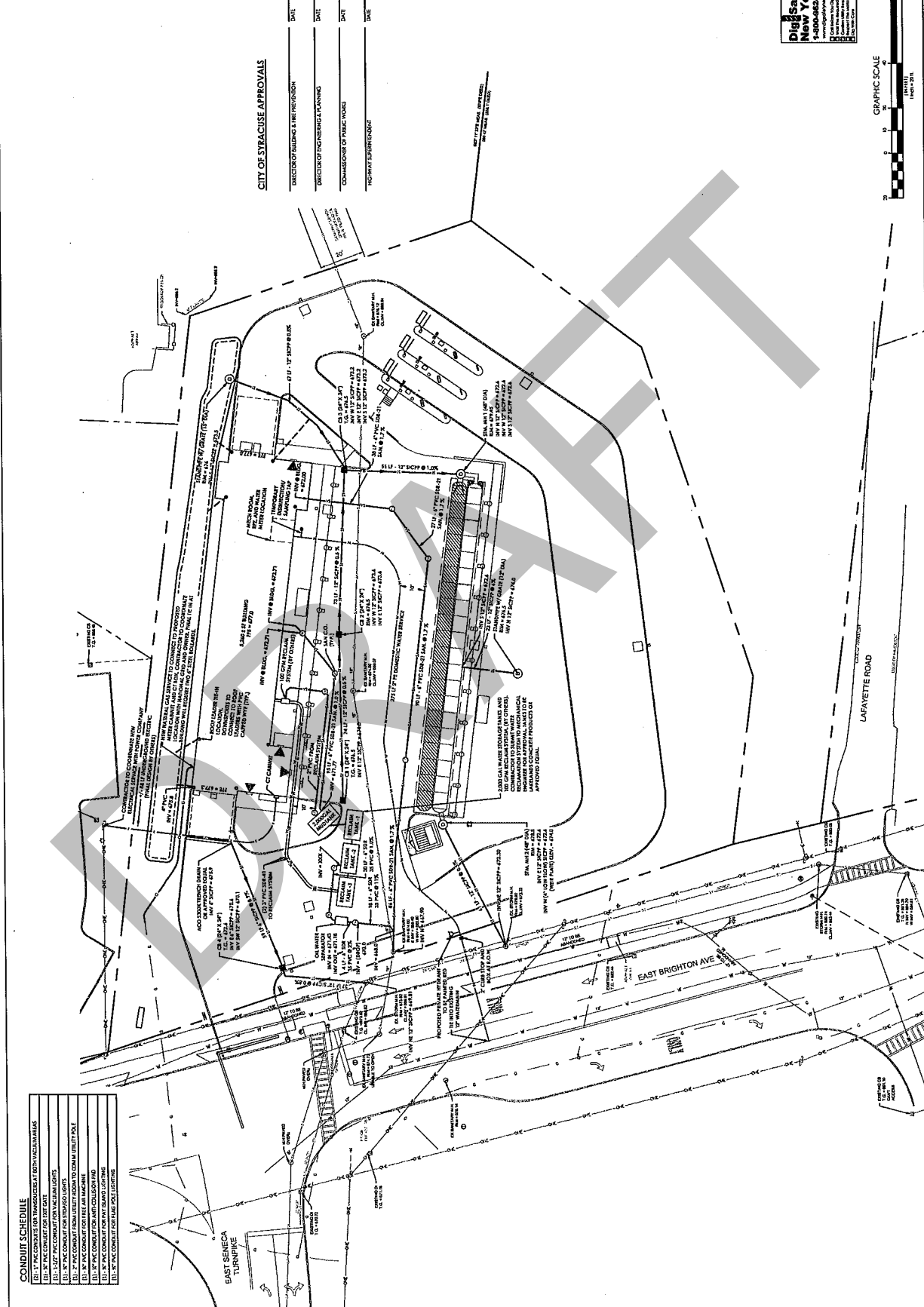
CITY OF SYRACUSE  
LOCATION MAP



REV	DESCRIPTION	DATE
01	REVISED PER SYRACUSE CITY PLANNING COMMISSION COMMENTS	11-15
02	LANDSCAPE REVISED PER CITY PLANNING COMMISSION COMMENTS	11-15
03	THESE DOCUMENTS INCLUDING ALL NEAR ADJACENT PROPERTY RECORDS AND PLANS FOR THE PROJECTS WITHIN THE JURISDICTION OF DDS CONTRACTORS ARE HEREBY REVOKED AND THE PROJECT IS REOPENED FOR FUTURE CONSTRUCTION.	11-15

CHECKED BY	DATE
DRAWN BY	DATE
APPROVED BY	DATE
PROJECT NO.	7222021
DATE	4-1-21
PROJECT TITLE	UTILITY PLAN
CITY OF SYRACUSE, ONONDAGA COUNTY, NEW YORK	
1001 EAST BRIGHTON AVE	
SPLASH CAR WASH	

REV: 02  
DRAWING NO: C4



**CONDUIT SCHEDULE**

12" 3" PVC CONDUIT FOR TRANSDUCERS AT BOTH VACUUM PUMPS
12" 3" PVC CONDUIT FOR TRANSDUCERS AT BOTH VACUUM PUMPS
12" 3" PVC CONDUIT FOR TRANSDUCERS AT BOTH VACUUM PUMPS
12" 3" PVC CONDUIT FOR TRANSDUCERS AT BOTH VACUUM PUMPS
12" 3" PVC CONDUIT FOR TRANSDUCERS AT BOTH VACUUM PUMPS
12" 3" PVC CONDUIT FOR TRANSDUCERS AT BOTH VACUUM PUMPS
12" 3" PVC CONDUIT FOR TRANSDUCERS AT BOTH VACUUM PUMPS
12" 3" PVC CONDUIT FOR TRANSDUCERS AT BOTH VACUUM PUMPS
12" 3" PVC CONDUIT FOR TRANSDUCERS AT BOTH VACUUM PUMPS
12" 3" PVC CONDUIT FOR TRANSDUCERS AT BOTH VACUUM PUMPS

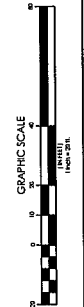
**CITY OF SYRACUSE APPROVALS**

DIRECTOR OF BUILDING & FIRE PROTECTION

DIRECTOR OF ENGINEERING PLANNING

COMMISSIONER OF PUBLIC WORKS

REGISTRY SUPERINTENDENT





45 HENRIK RD  
 WESTFIELD, MA 01096  
 PHONE: 413-563-7540  
 FAX: 413-563-7541



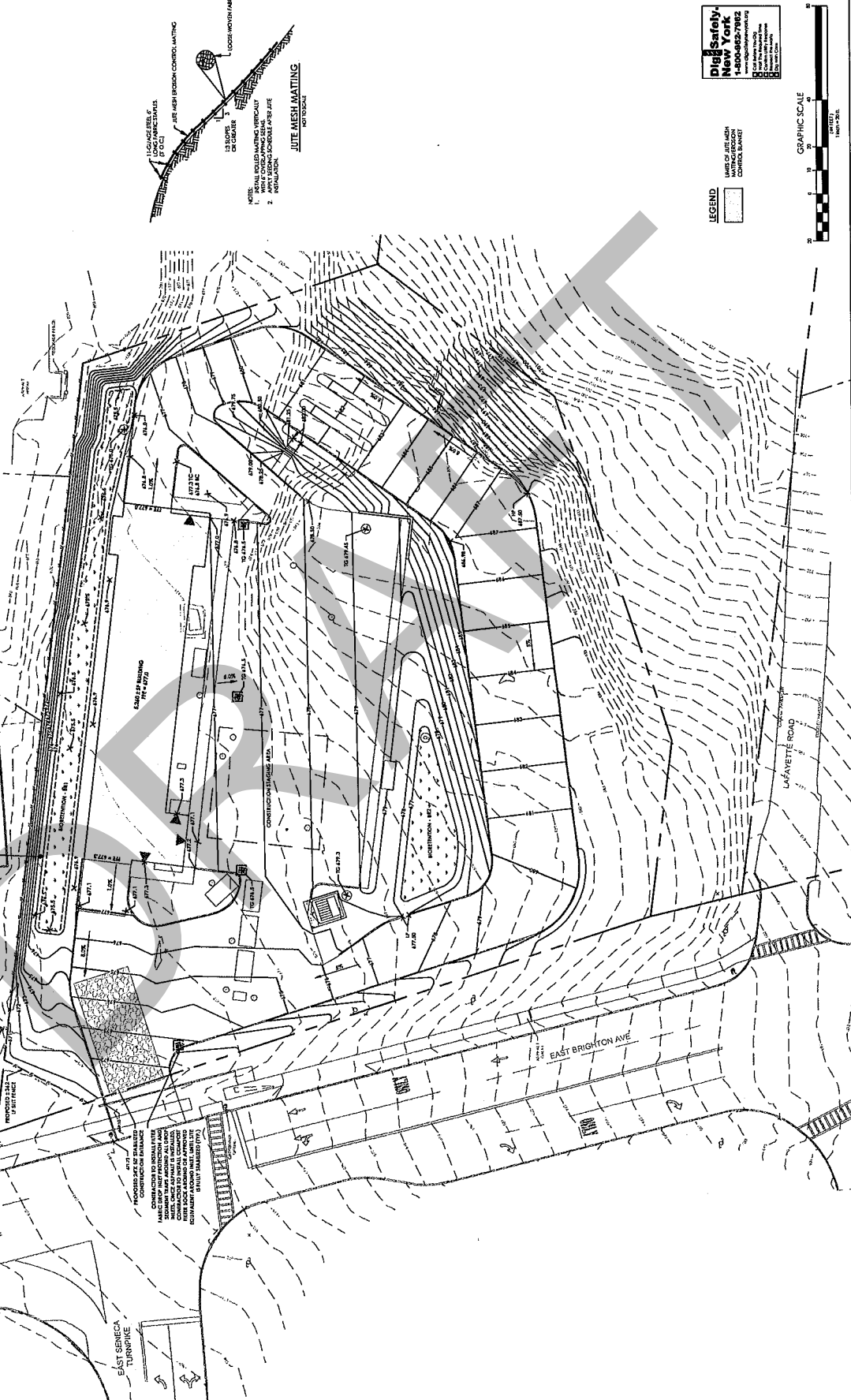
CITY OF SYRACUSE  
 1001 EAST BRIGHTON AVE  
 SYRACUSE, NY 13202



REV	DESCRIPTION	DATE
01	REVISION PER SYRACUSE CITY PLANNING COMMISSION COMMENTS	11-13-13
02	LANDSCAPE REVISION PER CITY ENGINEER DESIGN COMMENTS	11-13-13
03	LANDSCAPE REVISION PER CITY ENGINEER DESIGN COMMENTS	11-13-13
04	REVISION PER SYRACUSE CITY PLANNING COMMISSION COMMENTS	11-13-13

DRAWING NO.	C5
DRAWING TITLE	1001 EAST BRIGHTON AVE SPLASH CAR WASH GRADING PLAN
CITY OF SYRACUSE (LOCAL COUNTY, NEW YORK)	
DATE	4-2-13
SCALE	AS SHOWN
PROJECT NO.	7222221
DESIGNER	ESM
CHECKED BY	ESM

**NOTES:**  
 1. TUNNEL LIFT TO BE 5.7' HIGHER ELEVATION FROM TUNNEL ENTRANCE  
 ESTIMATED GRADE DISTANCE: 11.3425631'



**Legend**

- EXISTING GRADE
- PROPOSED GRADE
- CONSTRUCTION ELEVATION
- CONSTRUCTION MATTING

**Graphic Scale**  
 0 10 20 30 40 50 60 70 80 90 100  
 FEET

**Big Safety**  
 New York  
 1-800-828-7882  
 www.big-safety.com

CONTRACTOR TO INSTALL LETTERS  
 AND SIGNAGE TO BE PLACED AT ALL  
 INTERSECTIONS AND AT ALL  
 CONSTRUCTION SITES. CONTRACTOR  
 TO BE RESPONSIBLE FOR ALL  
 NECESSARY PERMITS AND  
 REGULATORY REQUIREMENTS.  
 (SEE ATTACHED PERMITS)







# Office of Zoning Administration

CITY OF SYRACUSE, MAYOR BEN WALSH

37

August 18, 2023

**Jacob R. Dishaw**  
Zoning Administrator

**Meira Hertzberg**  
Zoning Attorney

**Cristian Toellner**  
Zoning Planner II

**Zhitong Wu**  
Zoning Planner II

**Haohui Pan**  
Zoning Planner I

**Patrick Voorheis**  
Zoning Planner I

**Gabe Sickler**  
Permit/Zoning  
Technician

Hon. Patricia McBride  
City Clerk  
230 City Hall  
Syracuse, New York 13202

Re: SP-23-10 Special Permit for a Car Wash on Property Situated at 1001 East  
Brighton Avenue

Dear Ms. McBride,

On August 7, 2023, the City Planning Commission adopted the above noted  
resolution.

Copies of the resolution are attached.

No one spoke in favor nor in opposition to the proposal.

The Commission granted four waivers from the City of Syracuse Zoning Rules and  
Regulations, as amended, with respect to the allowed number of signs, the  
allowable square footage of sign area, the driveway and curb cut width, and lighted  
signs close to signalized intersections as part of this approval.

The City Planning Commission requests that the resolution be forwarded to the  
entire Common Council for consideration.

Sincerely,

Jacob R. Dishaw  
Zoning Administrator

Owner/Applicant: Joe Hucko – Brighton Mews, LLC  
120 East Washington Street Suite 1002  
Syracuse, New York 13202

Office of Zoning

29

General Ordinance No.

2023

**ORDINANCE APPROVING A MODIFICATION  
TO A SPECIAL PERMIT FOR OFFICES ON  
PROPERTY SITUATED AT 2013 GENESEE  
STREET**

BE IT ORDAINED, that the following resolution adopted by the City Planning Commission of the City of Syracuse on June 26, 2023 pursuant to Article V, Chapter 13, of the Charter of the City of Syracuse-1960, as amended, approving the application of Syracuse Center for Peace & Social Justice, owner, and Fred Miller of the Syracuse Center for Peace & Social Justice, applicant, for a modification to a special permit for offices on the property situated at 2013 Genesee Street, Syracuse, New York, to install two 50-square foot wall signs, pursuant to Part B, Section I, Article 6 and Part C, Section IV, Articles 1 and 2 of the Zoning Rules and Regulations of the City of Syracuse, as amended, in the manner and upon the conditions stated, be and the same hereby is consented to and approved, namely:

DRAFT



Project:	SP-75-12M3
Date:	6/26/23

**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:	SP-75-12M3
Date:	6/26/23

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

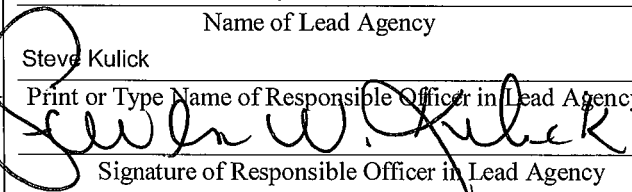
For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify 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.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

City of Syracuse Planning Commission 6/26/2023  
 \_\_\_\_\_  
 Name of Lead Agency Date

Steve Kulick Chairperson  
 \_\_\_\_\_  
 Print or Type Name of Responsible Officer in Lead Agency Title of Responsible Officer

 Signature of Preparer (if different from Responsible Officer)  
 \_\_\_\_\_  
 Signature of Responsible Officer in Lead Agency

PRINT FORM

A RESOLUTION APPROVING A SPECIAL PERMIT MODIFICATION FOR AN OFFICE  
ON PROPERTY SITUATED AT 2013 EAST GENESEE STREET

We, the duly appointed members of the City Planning Commission of the City of Syracuse, do this 26<sup>th</sup> day of June, 2023, adopt the following resolution:

- WHEREAS, the applicants, Fred Miller and Shirley Novak, are requesting to modify a Special Permit for an Office in order to install two 50-square foot wall signs on property situated at 2013 East Genesee Street pursuant to Part B, Section I, Article 6 and Part C, Section IV, Articles 1 and 2 of the City of Syracuse Zoning Rules and Regulations, as amended; and
- WHEREAS, the City Planning Commission held a Public Hearing on the request on June 26, 2023, at 6:00 p.m. in the Common Council Chambers, City Hall, Syracuse, New York, heard all those desiring to be heard, and duly recorded their testimony; and
- WHEREAS, the City Planning Commission has studied the proposal and all submittals by the applicant and all interested parties; and
- WHEREAS, the scope of work includes installing two 50-square foot wall signs on the front façade facing East Genesee Street, which are in addition to an existing 25-square foot ground sign; and
- WHEREAS, the subject property is a semi-regular shaped lot with an existing two-story brick building with an accessory parking lot and a driveway on East Genesee Street, a lot width of 83 feet fronting on East Genesee Street, a maximum lot depth of 329.75 feet, and a lot area of  $\approx 20,648$  square feet; and
- WHEREAS, the property lies within a Residential, Class B-1 Transitional zoning district, as do the adjacent and neighboring properties to the east, west, and south; adjacent and neighboring properties to the west lie within Residential, Class B-1 and Residential, Class B zoning districts; neighboring properties to the north and east lie with a Residential, Class A-1 zoning district; and
- WHEREAS, land use in the area consists primarily of residential and office uses; and
- WHEREAS, the "Syracuse Land Use and Development Plan" designates the character of this site, which lies within the Eastside neighborhood, as Urban Neighborhood; and
- WHEREAS, the City Planning Commission approved a Special Permit for Offices (SP-75-12) on June 10, 1975; and
- WHEREAS, the City Planning Commission approved a modification to the Special Permit (SP-75-12M1) on August 26, 2013, in order to reconstruct an existing parking lot; and
- WHEREAS, the City Planning Commission approved another modification to the Special Permit (SP-75-12M2) on December 9, 2019, in order to install an elevator at the rear of the building; and

- WHEREAS, the applicant is proposing to install two wall signs at 50 square feet, each, on the front façade of the building facing East Genesee Street as illustrated on the front elevation plan (Sheet A1) dated May 17, 2023, and detailed on a one-page sign plan prepared by Kassis Superior Signs and dated March 10, 2023; and
- WHEREAS, the applicant is also maintaining an existing 25-square foot, double-sided ground sign; and
- WHEREAS, the proposal deviates from Part C, Section VI, Article 14 of the City of Syracuse Zoning Rules and Regulations, as amended, in that Special Permit Uses are allowed one wall sign and one ground sign, neither to exceed 40 square feet; the applicant is proposing to install two wall signs at 50 square feet, each; and
- WHEREAS, the proposal necessitates two waivers from the City of Syracuse Zoning Rules and Regulations, as amended with respect to the sign area and number regulations; and
- WEHEREAS, the proposal was reviewed by the Onondaga County Planning Board pursuant to GML §239-l, m and n; and
- WHEREAS, pursuant to Article 8 of the State Environmental Conservation Law, as amended and the regulations promulgated thereunder (collectively "SEQRA"), the Commission is required to make a determination with respect to the environmental impact of any "action" (as defined by SEQRA) to be taken by the Commission and the consideration of the Application constitutes such an action; and
- WHEREAS, the Commission reviewed the Application and the Environmental Assessment Form dated May 19, 2023, prepared by the applicant, and determined that the proposed action described therein constituted an "Unlisted" action (as said quoted terms is defined in SEQRA); and
- WHEREAS, the Commission declares itself "Lead Agency" (as said quoted term is defined in SEQRA) with respect to an uncoordinated review pursuant to SEQRA; and finds that approval of the Application as set forth herein will not have a significant effect on the environment, and the Commission hereby issues a negative declaration pursuant to SEQRA, a copy of which is attached hereto as Exhibit "A", which shall be filed in the office of the Commission.

NOW THEREFORE BE IT RESOLVED that We, the duly appointed members of the City Planning Commission of the City of Syracuse, do this 26<sup>th</sup> day of June, 2023, APPROVE the request of Fred Miller and Shirley Novak to modify a Special Permit for an Office in order to install two 50-square foot wall signs on property situated at 2013 East Genesee Street pursuant to Part B, Section I, Article 6 and Part C, Section IV, Articles 1 and 2 of the City of Syracuse Zoning Rules and Regulations, as amended;

BE IT FURTHER RESOLVED that this Commission GRANTS the requested waivers from Part C, Section VI, Article 14 of the City of Syracuse Zoning Rules and Regulations, as amended, as they pertain to the sign area and number regulations as identified in the preamble to this resolution;

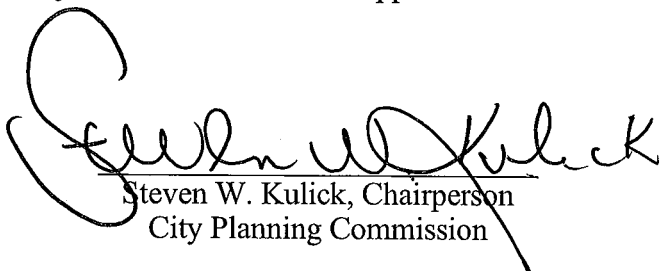
BE IT FURTHER RESOLVED that said application be approved subject to compliance with the following conditions:


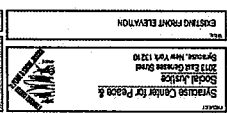
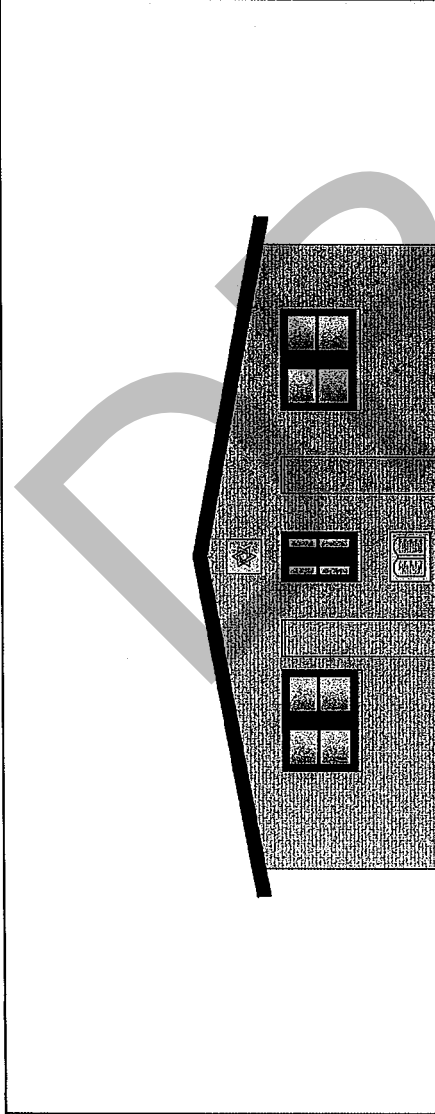
1. The subject premises shall be used, operated and maintained in a neat and orderly condition at all times; all outside storage of junk, bottles, cartons, boxes, debris and the like shall be restricted to appropriately screened enclosures not visible to the general public;
2. All construction, improvements and additions relating to this proposal, including those activities required in order to comply with the conditions of this approval, shall be completed by the applicant or its agents within twelve (12) months of the date of approval of this resolution by the City of Syracuse or this approval will be considered null and void; administrative extensions to this requirement for up to one year may be obtained from the Zoning Administrator at any time within the first twelve (12) months, after which, any and all extensions require approval from the City Planning Commission;
3. Improvements to the subject property and its use shall be substantially in accordance with the submitted plans on file in the City of Syracuse Office of Zoning Administration entitled:
  - Site Plan (Sheet L-1); Syracuse Center for Peace & Social Justice, 2013 East Genesee Street; prepared by: Craig Polhamus, Registered Architect; dated: 11-06-2019; last revised: 11-20-2019; scaled: as noted;
  - Floor Plans (Sheet A-1); Syracuse Center for Peace & Social Justice, 2013 East Genesee Street; prepared by: Zausmer Frisch Scruton & Aggarwal, Designers/Builders; dated: 03-25-2021; scaled: as noted;
  - Front Elevation with Proposed Signage (Sheet A1); Syracuse Center for Peace & Social Justice, 2013 East Genesee Street; prepared by: Zausmer Frisch Scruton & Aggarwal, Designers/Builders; dated: 05-17-2023; scaled: as noted;
  - Sign Plan (one page); File Name: Syracuse Center for Peace & Social Justice PL# 17490; dated: 3/10/23; Revised: 3/14/23; scaled: as shown;
  - Ground Sign Plan (two pages); Syracuse Center for Peace & Social Justice; as noted;
4. Signage for the proposal is limited to two wall signs at 50 square feet, each, and an existing 25-square foot, double-sided ground sign, as noted in condition number three above;
5. Any exterior lighting of the subject proposal shall be designed, located and maintained so as to prevent any direct rays of light from shining beyond the boundaries of the subject property;

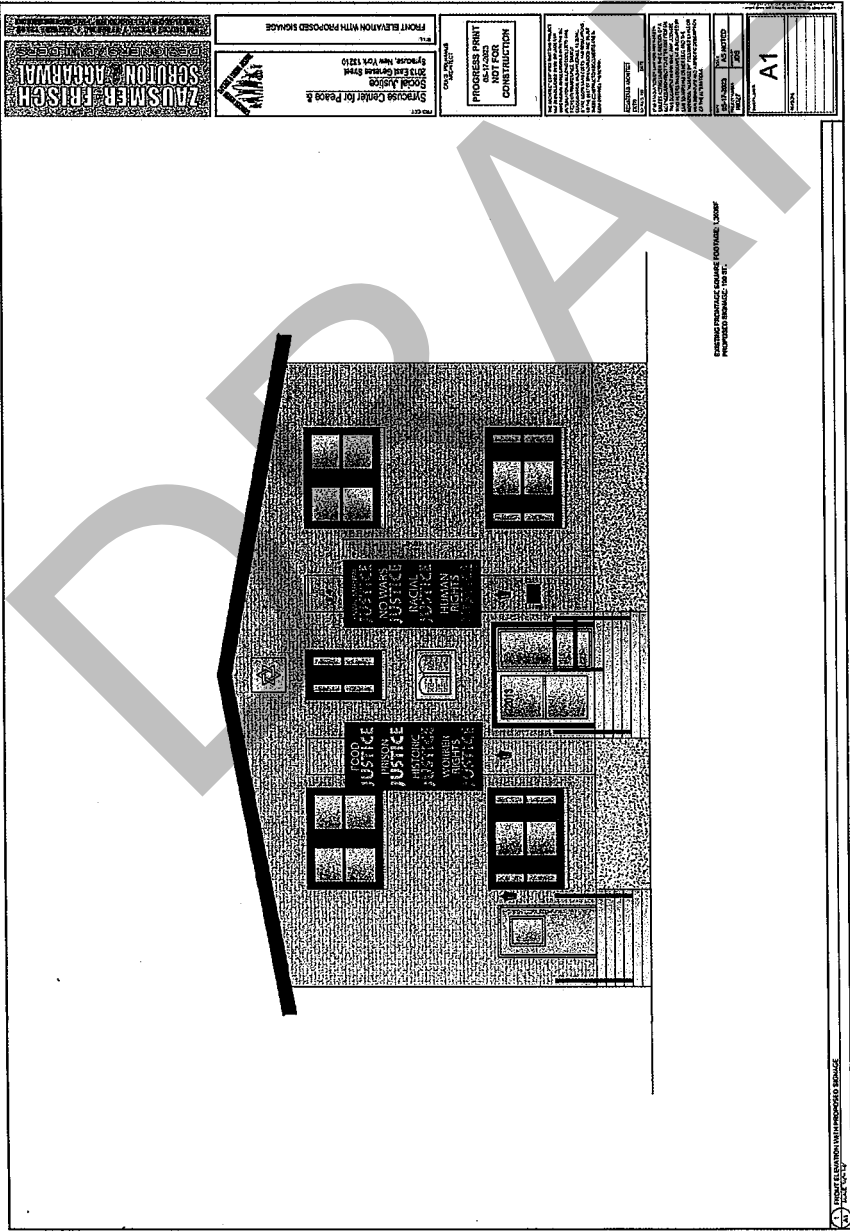
BE IT FURTHER RESOLVED that approval of this resolution does not relieve the applicant from compliance with any other regulatory or licensing provisions applicable thereto by the properly constituted Federal, State, County or City authorities to include, but not limited to the City of Syracuse Departments of Engineering and Public Works, and the Code Enforcement Office;

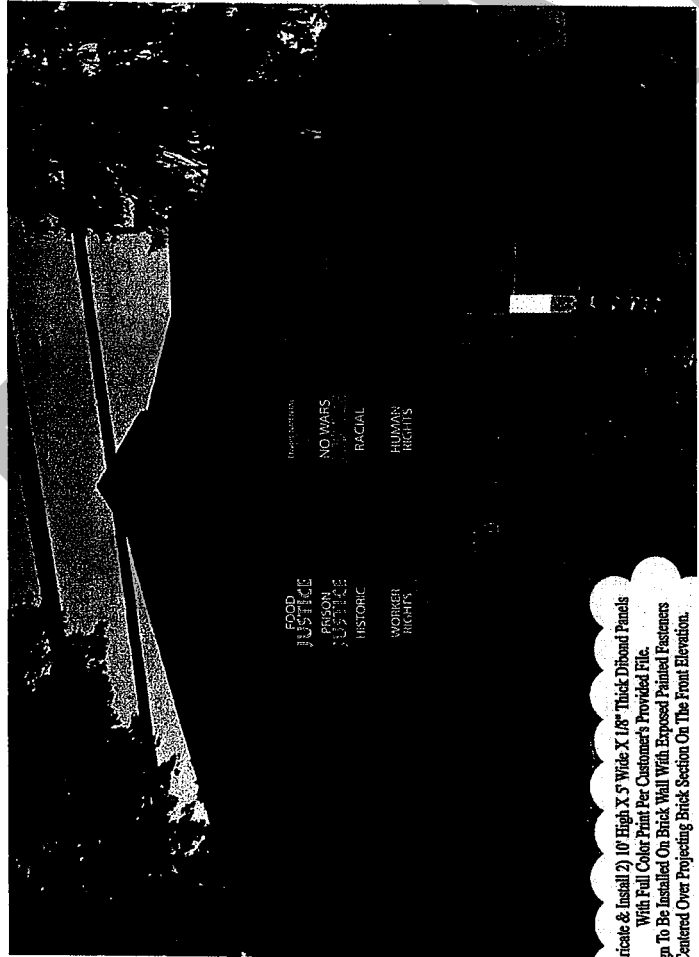
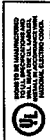
BE IT FURTHER RESOLVED that if the conditions enumerated above are not complied with, this Special Permit shall be subject to revocation;

BE IT FURTHER RESOLVED that this resolution is subject to the consent and approval of the Common Council of the City of Syracuse.

  
Steven W. Kulick, Chairperson  
City Planning Commission

		<p>EXISTING FRONT ELEVATION</p>	<p>PROCESSED &amp; PRINTED NOT FOR CONSTRUCTION</p>	<p>DATE: 11/11/10 SCALE: 1/8" = 1'-0"</p>	<p>EXI</p>
		<p>DATE: 11/11/10 SCALE: 1/8" = 1'-0"</p>	<p>DATE: 11/11/10 SCALE: 1/8" = 1'-0"</p>	<p>DATE: 11/11/10 SCALE: 1/8" = 1'-0"</p>	<p>DATE: 11/11/10 SCALE: 1/8" = 1'-0"</p>





Fabricate & Install 2) 10' High X 5' Wide X 1/8" Thick Dibond Panels  
 With Full Color Print Per Customer's Provided File.  
 Sign To Be Installed On Brick Wall With Exposed Painted Fasteners  
 Centered Over Projecting Brick Section On The Front Elevation.

Customer selection Kassis Superior Signs is  
 liable on this project & assumes responsibility  
 for all workmanship and materials  
 signed & dated, unless any changes after  
 checking for correct color, type & text.  
 Approved by Customer: \_\_\_\_\_ Date: \_\_\_\_\_

This sign is intended to be installed in accordance with  
 applicable codes and standards for signs. Kassis Superior  
 Signs is not responsible for any damage to property or  
 persons caused by the installation of this sign.  
 The sign is intended to be installed in accordance with  
 applicable codes and standards for signs. Kassis Superior  
 Signs is not responsible for any damage to property or  
 persons caused by the installation of this sign.

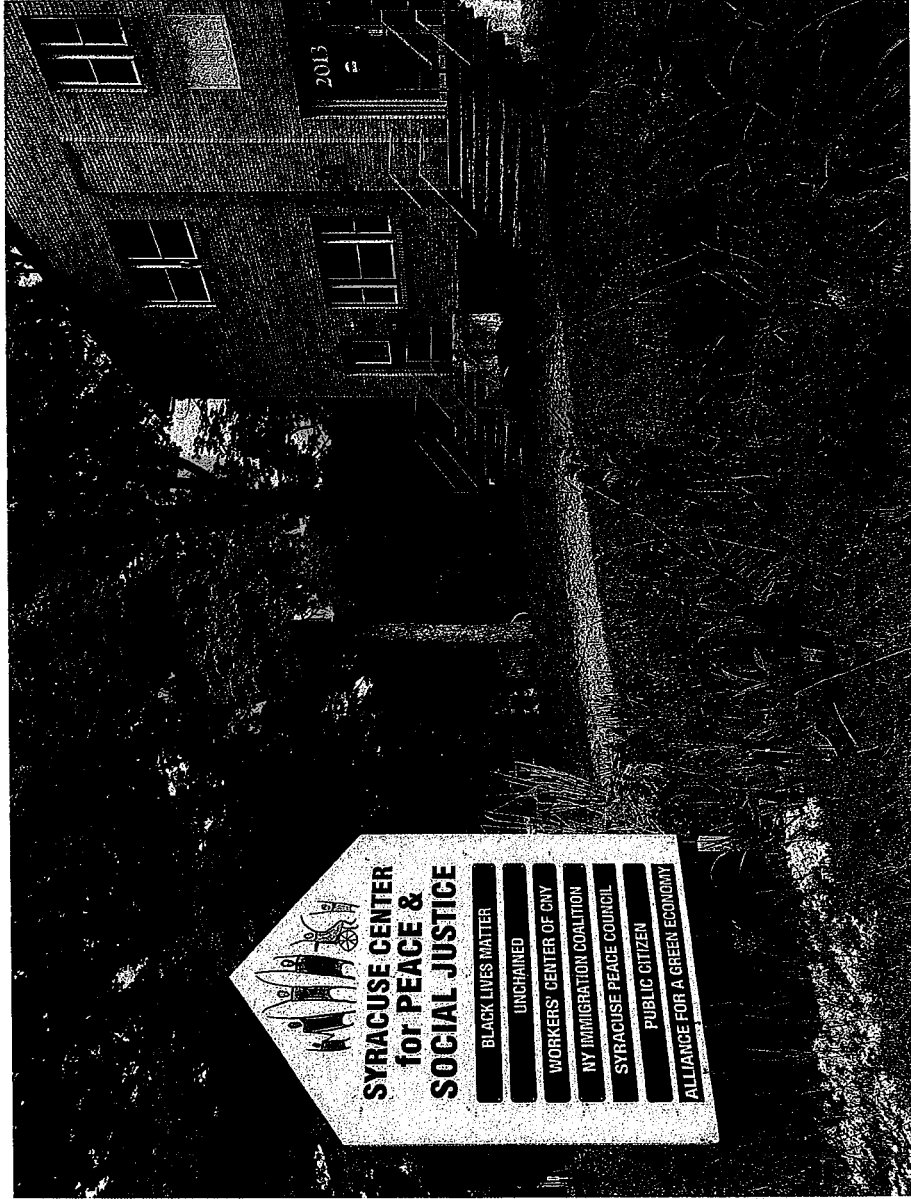
FILE NAME: Syracuse Center for Peace & Social Justice P. 8 17480  
 CLIENT: Syracuse Center for Peace & Social Justice  
 LOCATION: Syracuse  
 DESIGNER: JMK  
 SALES REP: Joe Kassis / Rania Kassis

DATE: 3/10/23  
 REV: 3/14/23 JMK  
 REV: \_\_\_\_\_  
 REV: \_\_\_\_\_  
 REV: \_\_\_\_\_

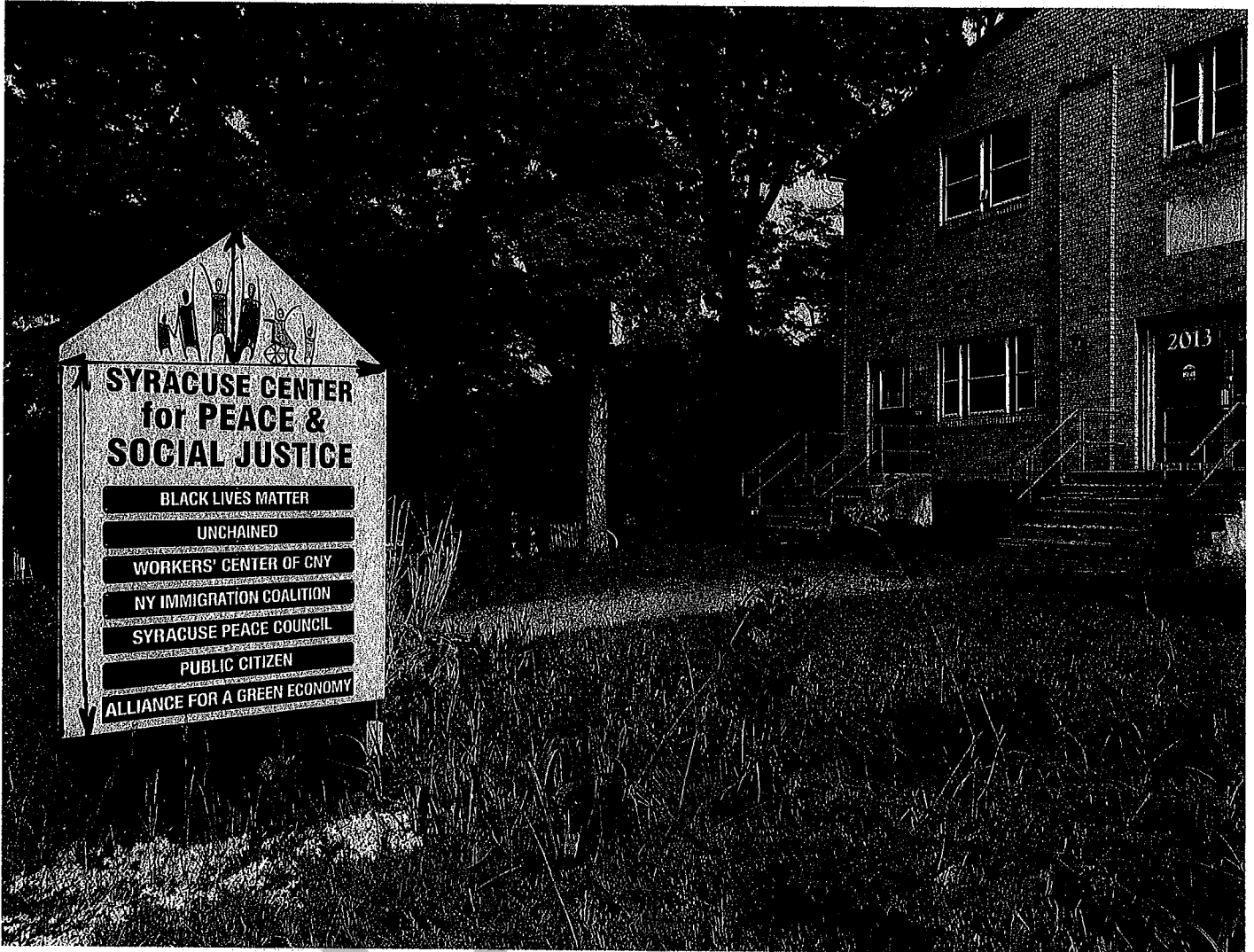
699 Old Thompson Rd.  
 Syracuse, New York 13211  
 315-463-7446  
 315-463-7449  
 www.KassisSigns.com







*Existing Ground Sign*



Two-Sided Existing Sign:

Top, triangular portion of sign is 36" w x 16" h

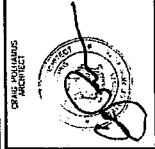
Main, rectangular portion is 36" w x 42" h

Total sq. ft. 12.5 +/-

Base 32" w x 12" h

**ZAUSMER · FRISCH**  
**SCRUTON & AGGARWAL**  
 DESIGNERS / BUILDERS

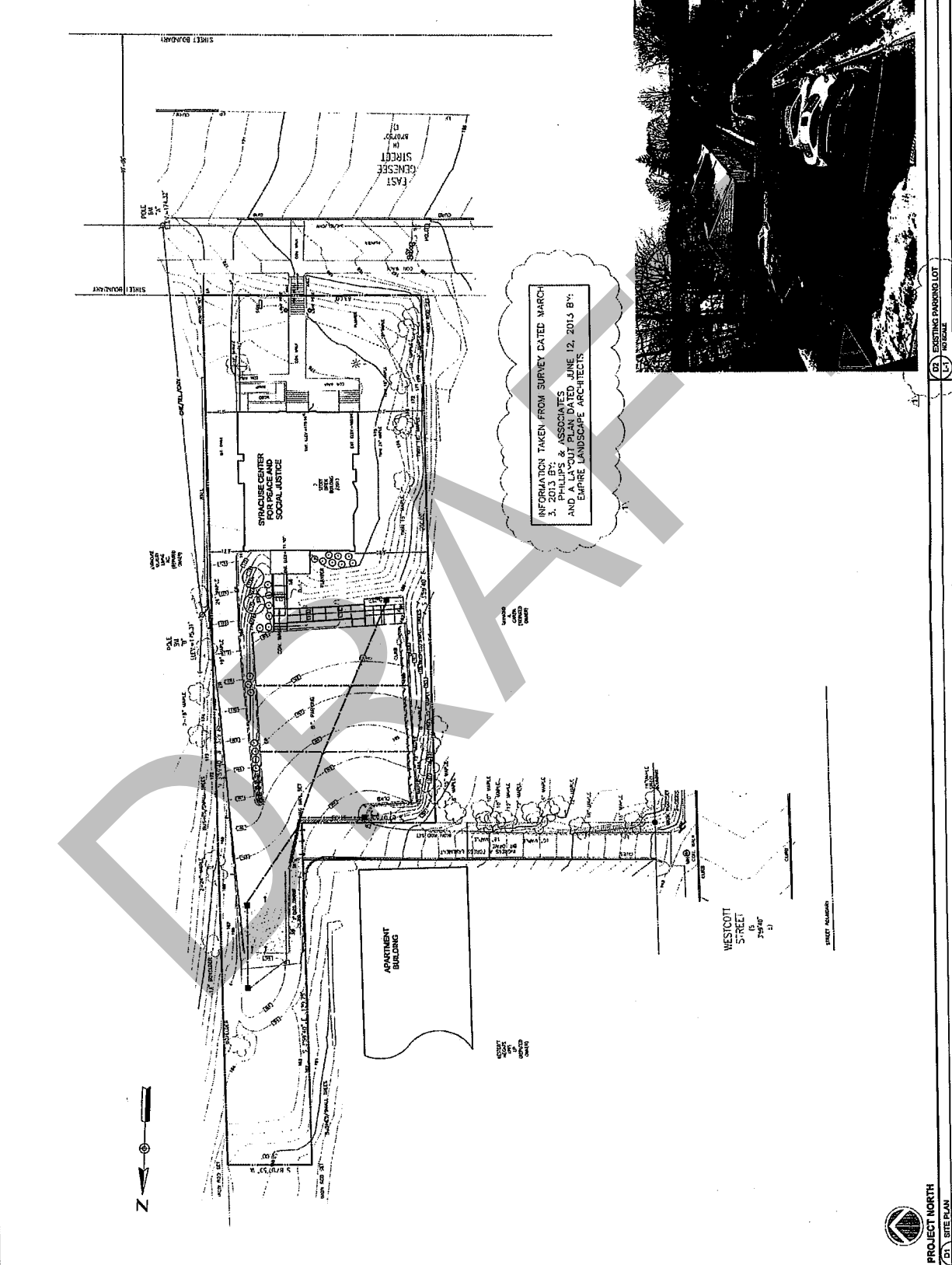
**SYRACUSE CENTER for  
 PEACE & SOCIAL JUSTICE**  
 2013 East Genesee Street  
 Syracuse, New York



**REGISTERED ARCHITECT**  
 NAME: DATE:  
 LICENSE NO.:

**REGISTERED ARCHITECT**  
 NAME: DATE:  
 LICENSE NO.:

PROJECT NUMBER	11-06-2019	AS NOTED
DATE	11-06-2019	DATE
PROJECT NAME	Syracuse Center for Peace & Social Justice	
CLIENT	L-1	
SCALE	AS SHOWN	



INFORMATION TAKEN FROM SURVEY DATED MARCH 3, 2013 BY  
 3. SOLIDUS & ASSOCIATES  
 AND A LAYOUT PLAN DATED JUNE 12, 2013 BY:  
 EMPIRE LANDSCAPE ARCHITECTS



(A) EXISTING PARKING LOT

**PROJECT NORTH**  
 SITE PLAN  
 SCALE: 1/4" = 1'-0"





38

# Office of Zoning Administration

CITY OF SYRACUSE, MAYOR BEN WALSH

August 18, 2023

**Jacob R. Dishaw**  
Zoning Administrator

**Meira Hertzberg**  
Zoning Attorney

**Cristian Toellner**  
Zoning Planner II

**Zhitong Wu**  
Zoning Planner II

**Haohui Pan**  
Zoning Planner I

**Patrick Voorheis**  
Zoning Planner I

**Gabe Sickler**  
Permit/Zoning  
Technician

Hon. Patricia McBride  
City Clerk  
230 City Hall  
Syracuse, New York 13202

Re: SP-75-12M3 Special Permit Modification for an Office Situated at 2013  
Genesee Street

Dear Ms. McBride,

On June 26, 2023, the City Planning Commission adopted the above noted resolution.

Copies of the resolution are attached.

No one spoke in favor nor in opposition to the proposal.

The Commission granted two waivers from the City of Syracuse Zoning Rules and Regulations, as amended, with respect to the allowed number of wall signs, and sign area as part of this approval.

The City Planning Commission requests that the resolution be forwarded to the entire Common Council for consideration.

Sincerely,

Jacob R. Dishaw  
Zoning Administrator

Owner: Syracuse Center for Peace & Social Justice  
2013 East Genesee Street  
Syracuse, New York 13210

Applicant: Fred Miller - Syracuse Center for Peace & Social Justice  
2013 East Genesee Street  
Syracuse, New York 13210

Office of Zoning

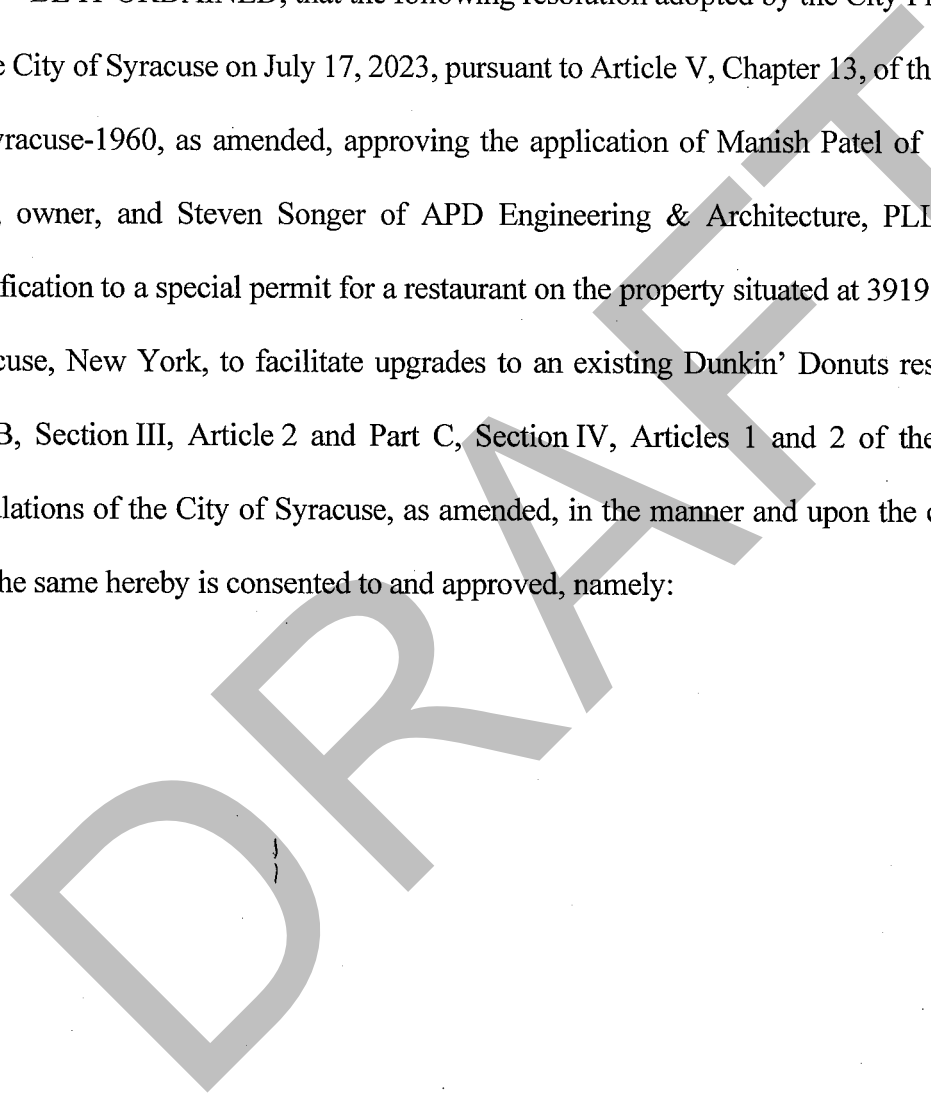
GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.

Office of Zoning Administration 201 East Washington St Syracuse, NY 13202  
Office 315 448 8640 [zoning@syr.gov](mailto:zoning@syr.gov) [www.syr.gov](http://www.syr.gov)

3a

**ORDINANCE APPROVING A MODIFICATION  
TO A SPECIAL PERMIT FOR A RESTAURANT  
ON PROPERTY SITUATED AT 3919 SOUTH  
SALINA STREET**

BE IT ORDAINED, that the following resolution adopted by the City Planning Commission of the City of Syracuse on July 17, 2023, pursuant to Article V, Chapter 13, of the Charter of the City of Syracuse-1960, as amended, approving the application of Manish Patel of BAPA S Salina RE LLC, owner, and Steven Songer of APD Engineering & Architecture, PLLC, applicant, for a modification to a special permit for a restaurant on the property situated at 3919 South Salina Street, Syracuse, New York, to facilitate upgrades to an existing Dunkin' Donuts restaurant, pursuant to Part B, Section III, Article 2 and Part C, Section IV, Articles 1 and 2 of the Zoning Rules and Regulations of the City of Syracuse, as amended, in the manner and upon the conditions stated, be and the same hereby is consented to and approved, namely:



Project:	SP-99-05M1
Date:	July 17, 2023

**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?"

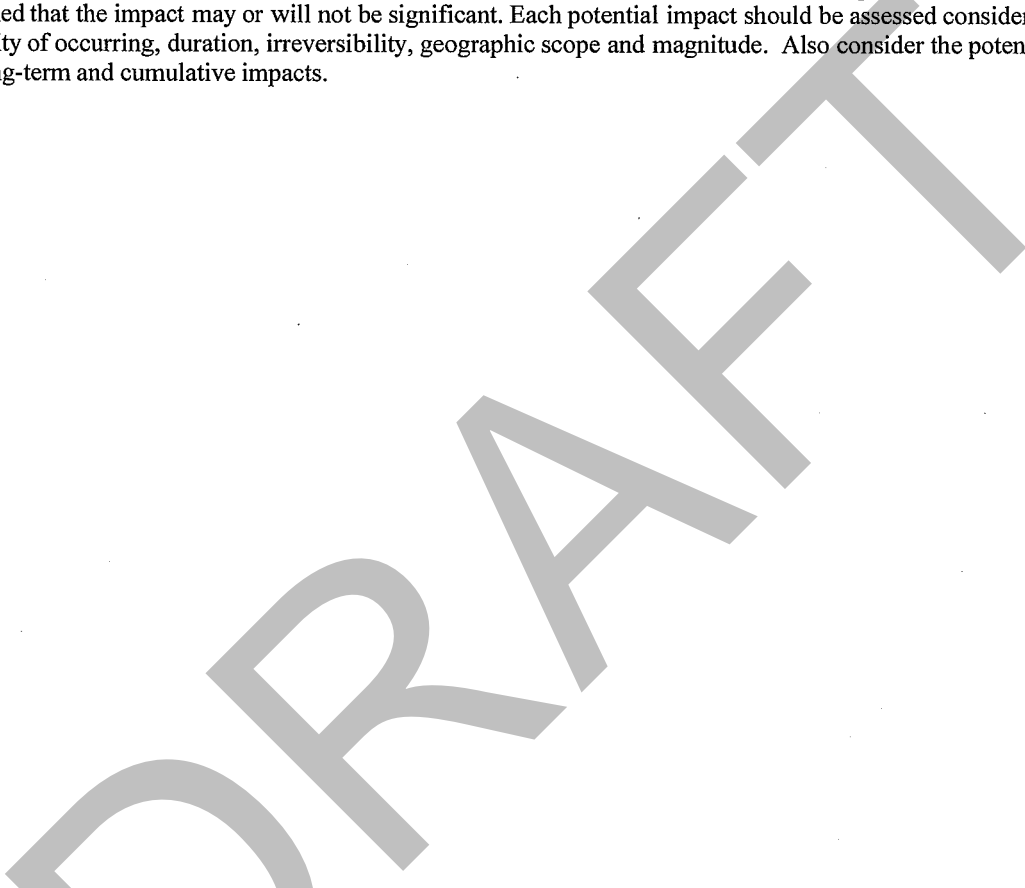
	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity 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: **SP-99-05M1**

Date: **July 17, 2023**

### 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.	
Syracuse City Planning Commission <small>Name of Lead Agency</small>	July 17, 2023 <small>Date</small>
Steven Kulick <small>Print or Type Name of Responsible Officer in Lead Agency</small>	Chairperson <small>Title of Responsible Officer</small>
 <small>Signature of Responsible Officer in Lead Agency</small>	_____ <small>Signature of Preparer (if different from Responsible Officer)</small>

**PRINT FORM**

A RESOLUTION APPROVING A SPECIAL PERMIT TO MODIFY THE FLOOR PLAN,  
ELEVATIONS, AND SITE PLAN FOR A SPECIAL PERMIT FOR A RESTAURANT  
ON PROPERTY SITUATED AT 3919 SOUTH SALINA STREET

We, the duly appointed members of the City Planning Commission of the City of Syracuse, do this 17<sup>th</sup> day of July, 2023, adopt the following resolution:

WHEREAS, the applicant, Steven Songer, is requesting to modify the floor plan, elevations, and site plan for a Special Permit for a Restaurant in order to facilitate upgrades to an existing Dunkin' Donuts restaurant on property situated at 3919 South Salina Street pursuant to Part B, Section III, Article 2 and Part C, Section IV, Articles 1 and 2 of the City of Syracuse Zoning Rules and Regulations, as amended; and

WHEREAS, the City Planning Commission held a Public Hearing on the request on May 15, June 5, and June 26, 2023, at 6:00 p.m. in the Common Council Chambers, City Hall, Syracuse, New York, heard all those desiring to be heard, and duly recorded their testimony; and

WHEREAS, during the Public Hearing on May 15, 2023, members of the public cited issues with litter and excessive noise from the drive-thru speaker associated with the existing restaurant, for which the City Planning Commission approved a Special Permit (SP-99-05) on June 1, 1999; the City Planning Commission requested staff to reassess the proposal as though it were an application for a new Special Permit; and

WHEREAS, the applicant submitted a revised site plan on May 30, 2023, in response to review comments along with noise and light specifications for the drive-thru speaker box, a photo of a proposed, six-foot high, solid stockade fence, and bicycle rack details; and

WHEREAS, the City Planning Commission continued the Public Hearing on June 5, 2023, during which the Commission and the applicant continued to discuss ways to mitigate concerns raised by the public; the Commission agreed to continue the Public Hearing on June 26, 2023 to afford the applicant additional time to revise the proposal and to provide additional information regarding the drive-thru menu board and speaker; and

WHEREAS, the City Planning Commission continued the Public Hearing on June 26, 2023 during which the Commission and the applicant continued to discuss ways to mitigate concerns raised by the public; the commission agreed to continue the Public Hearing on July 17, 2023 to give the applicant time to revise the proposal and to provide additional information regarding the fence height, speaker sound level, dumpster enclosure, after hour parking concerns, and removing gantry; and

WHEREAS, the City Planning Commission continued the Public Hearing on July 17, 2023 during which the Commission and the applicant discussed menu board height, clearance bar, truck access, fence height, illumination for sign board, decibel levels for speaker, and garbage enclosure modifications; and

WHEREAS, the City Planning Commission has studied the proposal and all submittals by the applicant and all interested parties; and



WHEREAS, the subject property is an irregular-shaped corner lot at the intersection of South Salina Street and Fillmore Avenue with 203.47 feet of frontage along South Salina Street, 142.38 feet of frontage along Fillmore Avenue, and a lot area of  $\approx$  27,917 square feet; and

WHEREAS, the property lies within a Business, Class A zoning district, as do the adjacent and neighboring properties to the north, south, and west; adjacent and neighboring properties to the east lie within a Residential, Class A-1 zoning district; neighboring properties to the west lie within Planned Shopping District, Residential, Class A-1, and Residential, Class B zoning districts; and

WHEREAS, land use in the area consists of commercial and retail uses along this portion of South Salina Street, as well as residential uses; and

WHEREAS, the "Syracuse Land Use and Development Plan" designates the character of this site, which lies within the Valley neighborhood, as Suburban Commercial; and

WHEREAS, the scope of work includes interior and exterior alterations to the restaurant as part of an upgrade, as well as sealcoating and restriping the existing parking lot; and

WHEREAS, the hours of operation will be from 5:00 a.m. until 7:00 p.m. Monday through Saturday and from 6:00 a.m. until 7:00 p.m. on Sunday; and

WHEREAS, the applicant submitted an as-built survey dated January 16, 2023; and

WHEREAS, the applicant submitted a site plan (Sheet C2) dated September 26, 2022 and last revised on May 30, 2023, which illustrates an existing building with a footprint of 2,289 square feet and a drive-thru service lane with a digital order canopy (sign), 21 off-street surface parking spaces, a 12-foot wide, enter-only driveway on Fillmore Avenue, a 26-foot wide, full access driveway on South Salina Street, an existing ground sign at the southwest corner of the property, two stable-style bike racks, a six-foot high, solid corrugated wood-treated fence along the eastern property line that is leveled to close gaps at the bottom, a lead-walk from South Salina Street to the restaurant, trash enclosures as illustrated on the as-built survey to be swapped on a quarterly basis with power washing occurring every week and to be gated and locked and, a backlit drive thru board set at 54 decibels; and

WHEREAS, the applicant submitted a floor plan (Sheet A-1.1) dated October 3, 2022 and last revised on November 11, 2022, which illustrates a customer area of  $\approx$  580 square feet; and

WHEREAS, the applicant submitted elevation plans (Sheets A-4.0 and A-4.1) dated October 3, 2022 and last revised on November 11, 2022, which illustrates proposed finishing colors and materials and locations for three wall signs; and

WHEREAS, the applicant is proposing to replace three wall signs totaling 60.9 square feet with three new wall signs totaling 39 square feet, replace an existing 16.5-square foot menu board with a 25-square foot, double-panel digital menu board, and to maintain an existing 40-square foot, double-sided (80-square foot) ground sign; and

WHEREAS, the proposal necessitates 20 off-street parking spaces; and

WHEREAS, the proposal deviates from Part C, Section IV, Article 2-8.1, paragraph d.(4)(e) of the City of Syracuse Zoning Rules and Regulations, as amended, in that driveways shall not exceed a width of 24 feet with a curb cut of not more than 30 feet; the site plan shows an existing 25-foot wide driveway on South Salina Street with a 38-foot wide curb cut; and

WHEREAS, the proposal deviates from Part C, Section IV, Article 2-8.1, paragraph d.(6) of the City of Syracuse Zoning Rules and Regulations, as amended, in that Special Permit Uses are allowed one wall and one ground sign, neither to exceed 40 square feet; the applicant is proposing to install three wall signs totaling 39 square feet, a 25-square foot, double-panel digital menu board, and a 40-square foot, double-sided (80-square foot) ground sign; and

WHEREAS, the proposal deviates from Part C, Section IV, Article 2-8.1, paragraph d.(9) of the City of Syracuse Zoning Rules and Regulations, as amended, in that the proposed restaurant shall comply with the provisions of Part C, Section I, Article 5 of the City of Syracuse Zoning Rules and Regulations, as amended, wherein:

- pursuant to paragraph 2, a minimum of eight feet in width, measured inward from the street line for the entire length of the sidewalk, exclusive of approach drives, shall be reserved for landscape treatment; the site plan shows an existing street line treatment area with a width of approximately five feet along South Salina Street;
- pursuant to paragraph 3, a solid fence, wall, or evergreen planting at least five feet high shall be erected along all property lines separating the site from any lot zoned for residential or office uses so as to protect these areas by day and night from unreasonable disturbance by movement of people or vehicles, from lights, noises, or exposure to views not compatible with these areas; the applicant is proposing to install a six-foot high, solid stockade fence along the eastern property line; an area ten feet in width shall be reserved for such side yard planting and screening; the proposed fence does not have the required ten-foot wide buffer along the drive-thru lane; and

WHEREAS, the proposal deviates from Part C, Section IV, Article 2-8.1, paragraph e.(1) of the City of Syracuse Zoning Rules and Regulations, as amended, in that no restaurant with provisions for drive-through windows, carry-out service counters and/or deliveries to customers shall be placed within 200 feet of any church, school, theater, auditorium, park or playground, nor shall such restaurant be placed within 200 feet of any residentially zoned district or building used for residential purposes; the existing restaurant is located within 200 feet of a Residential, Class A-1 zoning district; and

WHEREAS, the proposal deviates from Part C, Section IV, Article 2-8.1, paragraph g of the City of Syracuse Zoning Rules and Regulations, as amended, in that a minimum setback of ten feet shall be maintained for all structures and parking areas from South Salina Street, which is designated as a minor arterial by the Federal Highway Administration Functional Classification; the existing parking lot has a seven-foot setback; and

WHEREAS, the proposal necessitates six waivers from the City of Syracuse Zoning Rules and

Regulations, as amended with respect to the driveway and curb cut width, sign, street line treatment, side yard treatment, carry-out service, and arterial setback regulations; and

WHEREAS, pursuant to Part C, Section IV, Article 2-8.1, paragraph h of the City of Syracuse Zoning Rules and Regulations, as amended, the City Planning Commission may approve, subject to the consent of Common Council, waivers for the above noted deviation(s) where it is shown that:

- compliance cannot be achieved because of circumstances which are peculiar to the subject property;
- noncompliance will not adversely affect the public health, safety and welfare and will not be inconsistent with the provisions found therein; and

WHEREAS, the proposal was submitted to the City of Syracuse Departments of Engineering and Public Works for review; and

WHEREAS, due consideration was given to the necessity, adequacy, and character of the proposed development, and vehicular and pedestrian circulation within the immediate vicinity; and

WHEREAS, the proposed use is so located as not to be detrimental to adjoining zoning districts and permitted uses; and

WHEREAS, the proposed use will not create hazardous or obnoxious conditions, and the public health, welfare, and safety will be protected; and

WHEREAS, the proposal was found to be in character with the adjoining land use;

WHEREAS, pursuant to Article 8 of the State Environmental Conservation Law, as amended and the regulations promulgated thereunder (collectively "SEQRA"), the Commission is required to make a determination with respect to the environmental impact of any "action" (as defined by SEQRA) to be taken by the Commission and the consideration of the Application constitutes such an action; and

WHEREAS, the Commission reviewed the Application and the Environmental Assessment Form dated January 26, 2023, prepared by the applicant, and determined that the proposed action described therein constituted an "Unlisted" action (as said quoted terms is defined in SEQRA); and

WHEREAS, the Commission declares itself "Lead Agency" (as said quoted term is defined in SEQRA) with respect to an uncoordinated review pursuant to SEQRA; and finds that approval of the Application as set forth herein will not have a significant effect on the environment, and the Commission hereby issues a negative declaration pursuant to SEQRA, a copy of which is attached hereto as Exhibit "A", which shall be filed in the office of the Commission;

NOW THEREFORE BE IT RESOLVED that We, the duly appointed members of the City Planning Commission of the City of Syracuse, do this 17<sup>th</sup> day of Julycan , 2023, APPROVE the request of Steven Songer to modify the floor plan, elevations, and site plan for a Special Permit for a Restaurant in order to facilitate upgrades to an existing Dunkin' Donuts restaurant on property

situated at 3919 South Salina Street pursuant to Part B, Section III, Article 2 and Part C, Section IV, Articles 1 and 2 of the City of Syracuse Zoning Rules and Regulations, as amended;

BE IT FURTHER RESOLVED that said application be approved subject to compliance with the following conditions:

1. The subject premises shall be used, operated and maintained in a neat and orderly condition at all times; all outside storage of junk, bottles, cartons, boxes, debris and the like shall be restricted to appropriately screened enclosures not visible to the general public;
2. All construction, improvements and additions relating to this proposal, including those activities required in order to comply with the conditions of this approval, shall be completed by the applicant or its agents within twelve (12) months of the date of approval of this resolution by the City of Syracuse or this approval will be considered null and void; administrative extensions to this requirement for up to one year may be obtained from the Zoning Administrator at any time within the first twelve (12) months, after which, any and all extensions require approval from the City Planning Commission;
3. Improvements to the subject property and its use shall be substantially in accordance with the submitted plans on file in the City of Syracuse Office of Zoning Administration entitled:
  - Boundary & Topographic Survey; 3919 South Salina Street; TM#72-6-19.1, City of Syracuse, Onondaga County, State of New York; field date: 12-21-2022; prepared by: Jody James Lounsbury, Licensed Land Surveyor; dated: 01-16-2023; scaled: 1"=20'
  - Site Plan (Sheet C2); Dunkin' Donuts; PC#: 334716; 3915 S. Salina Street, Syracuse, NY; prepared by: Todd George Markevicz, Licensed Professional Engineer; dated: 09/26/22; last revised: 5/30/23; scaled: 1"=20';
  - Floor Plan & Notes (Sheet A-1.1); Dunkin'; PC#: 334716; 3915 S. Selina Street, Syracuse, NY; prepared by: Steven Michael Palmeri, Registered Architect; dated: 10/3/22; last revised: 11/11/22; scaled: as noted;
  - Exterior Elevations (Sheets A-4.0 and A-4.1); Dunkin'; PC#: 334716; 3915 S. Selina Street, Syracuse, NY; prepared by: Steven Michael Palmeri, Registered Architect; dated: 10/3/22; last revised: 11/11/22; scaled: as noted;
4. Signage for the proposal is limited to three wall signs totaling 39 square feet, a 25-square foot, double-panel digital menu board, and a 40-square foot, double-sided (80-square foot) ground sign, as noted in condition number three above;
5. Any exterior lighting of the subject proposal shall be designed, located and maintained so as to prevent any direct rays of light from shining beyond the boundaries of the subject property;

BE IT FURTHER RESOLVED that this Commission GRANTS the requested waivers from Part C, Section IV, Article 2-8.1, of the City of Syracuse Zoning Rules and Regulations, as amended, as they pertain to the driveway and curb cut width, sign, street line treatment, side yard treatment, carry-out service, and arterial setback regulations as identified in the preamble to this resolution;

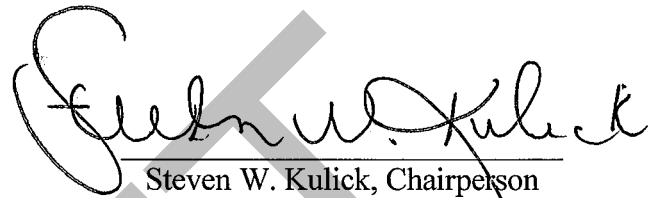
BE IT FURTHER RESOLVED that the applicant shall abide by the hours of operation as identified in the preamble to this resolution;

BE IT FURTHER RESOLVED that approval of this resolution does not relieve the applicant from compliance with any other regulatory or licensing provisions applicable thereto by the properly constituted Federal, State, County or City authorities to include, but not limited to the

City of Syracuse Departments of Engineering and Public Works, and the Code Enforcement Office;

BE IT FURTHER RESOLVED that if the conditions enumerated above are not complied with, this Special Permit shall be subject to revocation;

BE IT FURTHER RESOLVED that this resolution is subject to the consent and approval of the Common Council of the City of Syracuse.

  
Steven W. Kulick, Chairperson  
City Planning Commission

DRAFT









Client: Dunkin' Donuts  
Project: Dunkin' Donuts  
Address: 391 S. Salina St, Syracuse, NY 13205  
Contract No: 22-0323



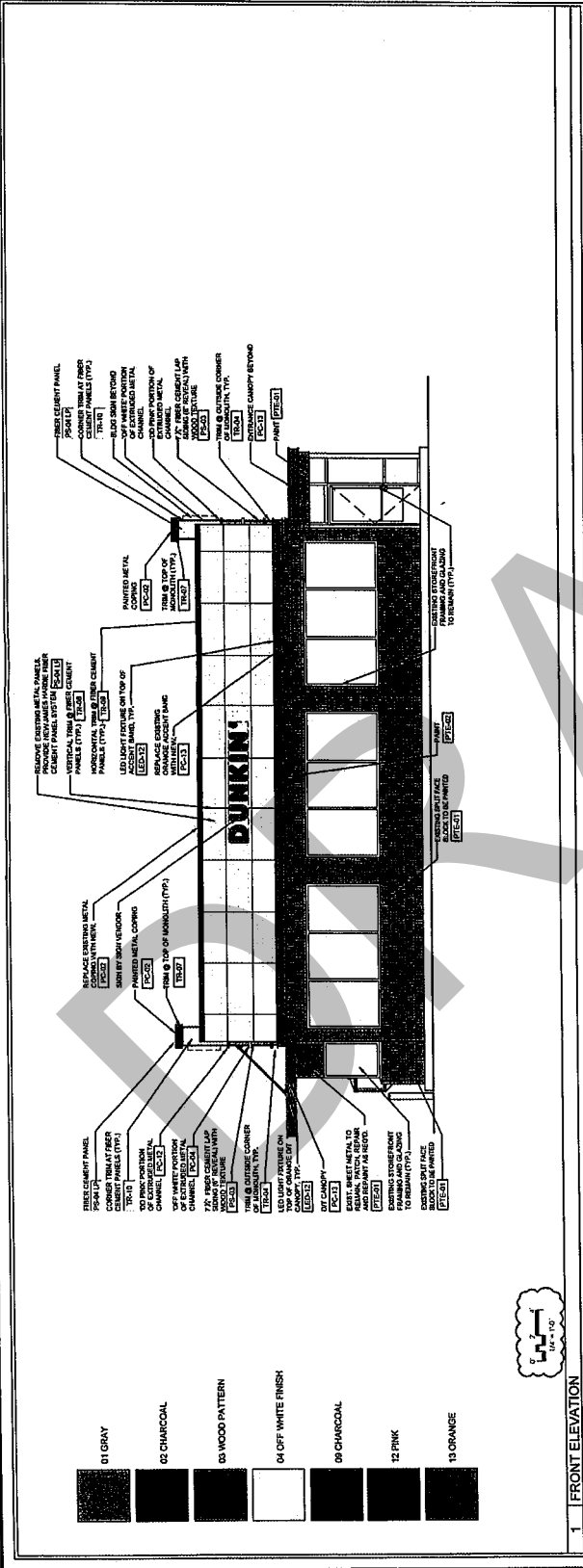
NO.	REVISION	DATE
1	ISSUED FOR PERMIT	10/27/22
2		
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PROJECT ARCHITECT/ENGINEER: [Signature]  
DATE: [Blank]  
PROJECT LEAD: [Blank]  
DATE: [Blank]

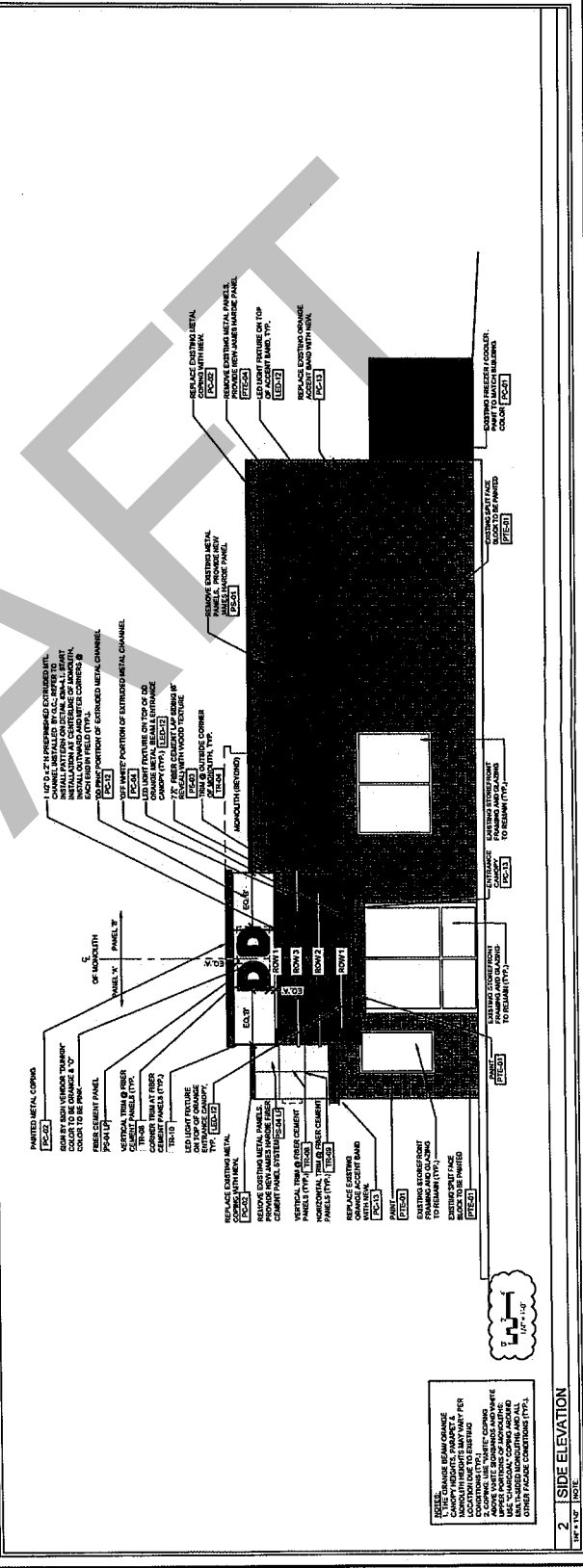


**Bepo Network LLC**  
275 W. [Address]  
SYRACUSE, NY 13205  
PROJECT ARCHITECT/ENGINEER: [Signature]  
DATE: [Blank]

**Dunkin' PC #334716**  
Syracuse, NY  
391 S. Salina St  
Syracuse, NY 13205  
Onondaga County  
Project Name & Location:  
**Exterior Elevations**  
Drawing Name: [Blank]  
Project No.: [Blank]  
Date: 10/29/22  
Type: Remodel  
Drawn By: CSJ  
Scale: As Noted  
Drawing No.: A-4.0



1 FRONT ELEVATION  
1/4\"/>



2 SIDE ELEVATION  
1/4\"/>

NOTES:  
1. THE CHANGE OF MATERIALS AND FINISHES SHOWN IN THIS DRAWING IS SUBJECT TO THE APPROVAL OF THE LOCAL PERMITTING AGENCIES.  
2. ABOVE WHITE, CHARCOAL, AND PINK ARE TO BE MATCHED TO THE EXISTING FACADE.  
3. ABOVE WOOD PATTERN IS TO BE MATCHED TO THE EXISTING FACADE.  
4. ABOVE ORANGE ACCENT BAND IS TO BE MATCHED TO THE EXISTING FACADE.  
5. ABOVE CHARCOAL CORNER BAND IS TO BE MATCHED TO THE EXISTING FACADE.  
6. ABOVE PINK CORNER BAND IS TO BE MATCHED TO THE EXISTING FACADE.  
7. ABOVE GRAY CORNER BAND IS TO BE MATCHED TO THE EXISTING FACADE.  
8. ABOVE OFF WHITE FINISH IS TO BE MATCHED TO THE EXISTING FACADE.  
9. ABOVE CHARCOAL CORNER BAND IS TO BE MATCHED TO THE EXISTING FACADE.  
10. ABOVE PINK CORNER BAND IS TO BE MATCHED TO THE EXISTING FACADE.  
11. ABOVE GRAY CORNER BAND IS TO BE MATCHED TO THE EXISTING FACADE.  
12. ABOVE OFF WHITE FINISH IS TO BE MATCHED TO THE EXISTING FACADE.





# Office of Zoning Administration

CITY OF SYRACUSE, MAYOR BEN WALSH

July 18, 2023

**Jacob R. Dishaw**  
Zoning Administrator

**Meira Hertzberg**  
Zoning Attorney

**Cristian Toellner**  
Zoning Planner II

**Zhitong Wu**  
Zoning Planner II

**Haohui Pan**  
Zoning Planner I

**Patrick Voorheis**  
Zoning Planner I

**Gabe Sickler**  
Permit/Zoning  
Technician

Hon. Patricia K. McBride  
City Clerk  
231 City Hall  
Syracuse, NY 13202

**RE: Request for Legislation – SP-99-05M1 Special Permit to Modify Existing Restaurant on Property Situated at 3919 South Salina Street**

Dear Ms. McBride,

On July 17, 2023, the City Planning Commission adopted the above noted resolution.

Copies of the resolution are attached.

No one spoke in favor of and two people spoke in opposition to the proposal.

The Commission granted six waivers from the City of Syracuse Zoning Rules and Regulations, as amended, with respect to the driveway and curb cut width, number of signs, landscaped width, fence height, proximity of drive-through windows to residential zones, and minimum setback regulations as part of this approval.

The City Planning Commission requests that the resolution be forwarded to the entire Common Council for consideration.

Sincerely,

Jacob R. Dishaw  
Zoning Administrator

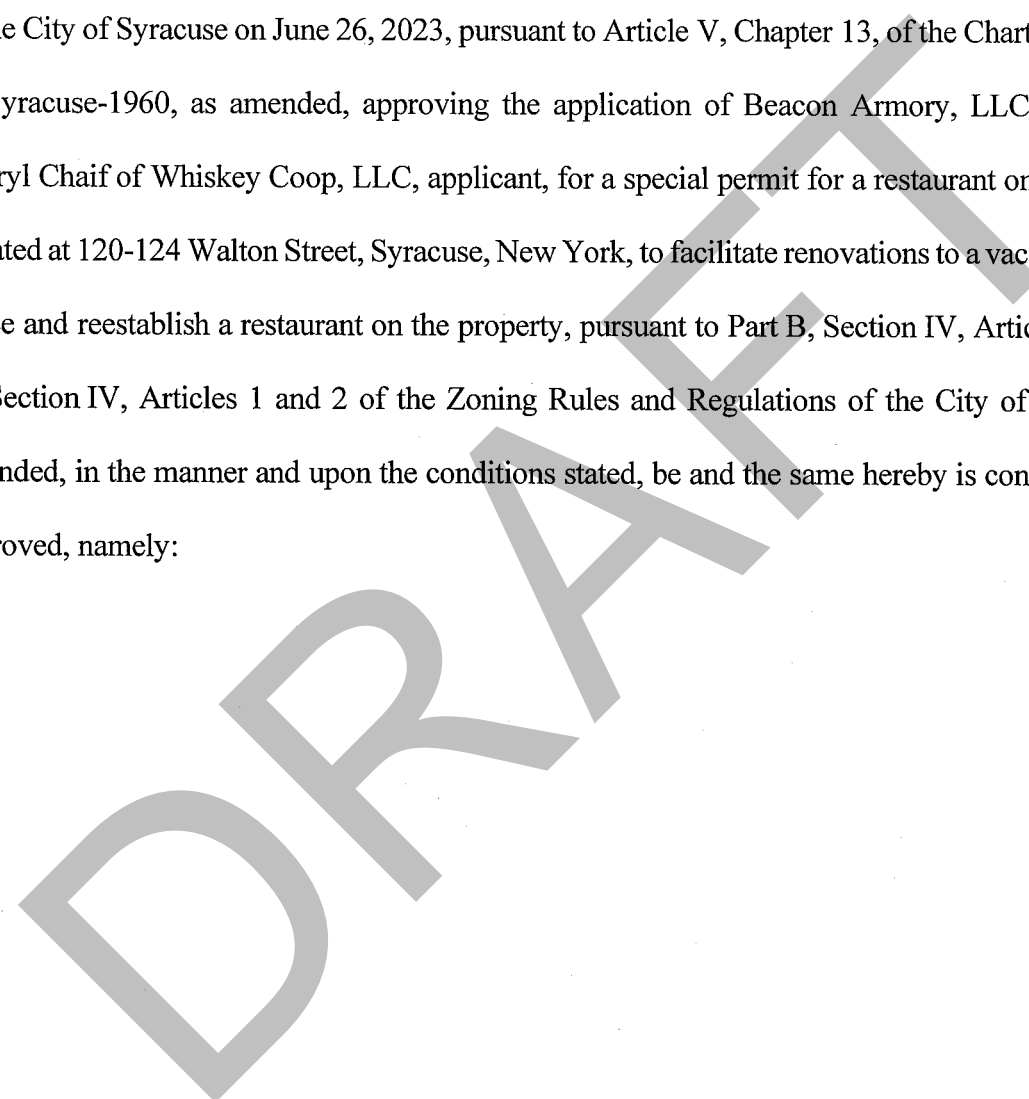
Owner: Manish Patel – BAPA S Salina RE LLC,  
2750 Westinghouse Road Suite B  
Horseheads, New York 14845

Applicant: Steven Songer – APD Engineering & Architecture, PLLC  
615 Fishers Run  
Victor, New York 14564

Office of Zoning

**ORDINANCE APPROVING A SPECIAL PERMIT  
FOR A RESTAURANT ON PROPERTY  
SITUATED AT 120-124 WALTON STREET**

BE IT ORDAINED, that the following resolution adopted by the City Planning Commission of the City of Syracuse on June 26, 2023, pursuant to Article V, Chapter 13, of the Charter of the City of Syracuse-1960, as amended, approving the application of Beacon Armory, LLC, owner, and Cheryl Chaif of Whiskey Coop, LLC, applicant, for a special permit for a restaurant on the property situated at 120-124 Walton Street, Syracuse, New York, to facilitate renovations to a vacant restaurant space and reestablish a restaurant on the property, pursuant to Part B, Section IV, Article 9 and Part C, Section IV, Articles 1 and 2 of the Zoning Rules and Regulations of the City of Syracuse, as amended, in the manner and upon the conditions stated, be and the same hereby is consented to and approved, namely:



Project:	SP-23-11
Date:	6/26/23

**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: SP-23-11

Date: 6/26/23

### 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.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

City of Syracuse Planning Commission \_\_\_\_\_

6/26/2023  
Date

Steve Kulick \_\_\_\_\_  
Name of Lead Agency Chairperson

Print or Type Name of Responsible Officer in Lead Agency \_\_\_\_\_  
Title of Responsible Officer

Steve Kulick \_\_\_\_\_  
Signature of Responsible Officer in Lead Agency Signature of Preparer (if different from Responsible Officer)

**PRINT FORM**

A RESOLUTION APPROVING A SPECIAL PERMIT FOR A RESTAURANT  
ON PROPERTY SITUATED AT 120-124 WALTON STREET

We, the duly appointed members of the City Planning Commission of the City of Syracuse, do this 26<sup>th</sup> day of June, 2023, adopt the following resolution:

- WHEREAS, the applicant, Cheryl Chaif, is requesting a Special Permit for a Restaurant in order to facilitate renovations to a vacant restaurant space on property situated at 120-124 Walton Street pursuant to Part B, Section IV, Article 9 and Part C, Section IV, Articles 1 and 2 of the City of Syracuse Zoning Rules and Regulations, as amended; and
- WHEREAS, the City Planning Commission held a Public Hearing on the request on June 26, 2023, at 6:00 p.m. in the Common Council Chambers, City Hall, Syracuse, New York, heard all those desiring to be heard, and duly recorded their testimony; and
- WHEREAS, the City Planning Commission has studied the proposal and all submittals by the applicant and all interested parties; and
- WHEREAS, the scope of work includes interior renovations to a vacant restaurant space previously occupied by Empire Brewing Co., and installing a new wall sign; and
- WHEREAS, the subject property is an irregular-shaped lot with 64.3 feet of frontage on Walton Street and a lot depth ranging from 90 feet to 110.08 feet, and is occupied by a six-story masonry building (No. 120-124) with a masonry porch that encroaches into the Walton Street right-of-way; and
- WHEREAS, the property lies within a Central Business District-General Service A zoning district, as do the adjacent and neighboring properties to the north, south, east, and west; neighboring properties to the north also lie within a Central Business District-Office and Service zoning district; and
- WHEREAS, land use in the area consists primarily of office, retail, commercial, and residential uses; and
- WHEREAS, the "Syracuse Land Use and Development Plan" designates the character of this site, which lies within the Downtown neighborhood, as Urban Core with a Downtown Overlay; and
- WHEREAS, additional land uses on the site include a barber shop, a photography studio, and a vacant tenant space on the first floor, and 30 dwelling units on the second through sixth floors; and
- WHEREAS, the hours of operation will be from 11:00 a.m. until 2:00 a.m., Sunday through Saturday, with a total of 30 employees; and
- WHEREAS, the applicant is proposing to install a 22-square foot, back-lit, raised letter wall sign on the Walton Street façade; and

WHEREAS, the applicant submitted a floor plan (Sheet A201) dated May 26, 2023, which illustrates a bar area, a high top seating area, and a dining area; and

WHEREAS, pursuant to Part C, Section IV, Article 2 of the City of Syracuse Zoning Rules and Regulations, as amended, a review of any restaurant special permit within the Armory Square area shall include a comparison with the existing types and amounts of floor space maintained for public congregation in nearby establishments; the three types of floor space are distinguished as areas devoted to tables and seats, areas without tables or seats open to patrons and/or used for entertainment of patrons, and areas with seats at bars or counters; and

WHEREAS, the proposed floor plan illustrates approximately 1,870 square feet devoted to tables and seats, zero square feet for entertainment of patrons, and 524 square feet with seats at bars or counters for a total customer area of approximately 2,394 square feet; and

WHEREAS, the applicant submitted an exterior elevation plan (Sheet A002) dated May 26, 2023, which illustrates a proposed 22-square foot wall sign mounted on the south elevation facing Walton Street; the applicant is not proposing any other exterior renovations; and

WHEREAS, the proposal does not necessitate any waivers from the City of Syracuse Zoning Rules and Regulations, as amended; and

WHEREAS, the proposal was submitted to the City of Syracuse Departments of Engineering and Public Works, and the Syracuse Landmark Preservation Board for review; and

WEHEREAS, the proposal was reviewed by the Onondaga County Planning Board pursuant to GML §239-1, m and n; and

WHEREAS, due consideration was given to the necessity, adequacy, and character of the proposed development, and vehicular and pedestrian circulation within the immediate vicinity; and

WHEREAS, the proposed use is so located as not to be detrimental to adjoining zoning districts and permitted uses; and

WHEREAS, the proposed use will not create hazardous or obnoxious conditions, and the public health, welfare, and safety will be protected; and

WHEREAS, the proposal was found to be in character with the adjoining land use;

WHEREAS, pursuant to Article 8 of the State Environmental Conservation Law, as amended and the regulations promulgated thereunder (collectively "SEQRA"), the Commission is required to make a determination with respect to the environmental impact of any "action" (as defined by SEQRA) to be taken by the Commission and the consideration of the Application constitutes such an action; and



WHEREAS, the Commission reviewed the Application and the Environmental Assessment Form dated May 1, 2023 prepared by the applicant, and determined that the proposed action described therein constituted an "Unlisted" action (as said quoted terms is defined in SEQRA); and

WHEREAS, the Commission declares itself "Lead Agency" (as said quoted term is defined in SEQRA) with respect to an uncoordinated review pursuant to SEQRA, and finds that approval of the Application as set forth herein will not have a significant effect on the environment; the Commission hereby issues a negative declaration pursuant to SEQRA, a copy of which is attached hereto as Exhibit "A", which shall be filed in the office of the Commission.

NOW THEREFORE BE IT RESOLVED that We, the duly appointed members of the City Planning Commission of the City of Syracuse, do this 26<sup>th</sup> day of June, 2023, APPROVE the request of Cheryl Chaif for a Special Permit for a Restaurant in order to facilitate renovations to a vacant restaurant space on property situated at 120-124 Walton Street pursuant to Part B, Section IV, Article 9 and Part C, Section IV, Articles 1 and 2 of the City of Syracuse Zoning Rules and Regulations, as amended;

BE IT FURTHER RESOLVED that said application be approved subject to compliance with the following conditions:

1. The subject premises shall be used, operated and maintained in a neat and orderly condition at all times; all outside storage of junk, bottles, cartons, boxes, debris and the like shall be restricted to appropriately screened enclosures not visible to the general public;
2. All construction, improvements and additions relating to this proposal, including those activities required in order to comply with the conditions of this approval, shall be completed by the applicant or its agents within twelve (12) months of the date of approval of this resolution by the City of Syracuse or this approval will be considered null and void; administrative extensions to this requirement for up to one year may be obtained from the Zoning Administrator at any time within the first twelve (12) months, after which, any and all extensions require approval from the City Planning Commission;
3. Improvements to the subject property and its use shall be substantially in accordance with the submitted plans on file in the City of Syracuse Office of Zoning Administration entitled:
  - Exterior Elevation-South (Signage); Sheet A002; The Coop On Armory, 120 Walton St; prepared by: Anthony Edward Rojas, Registered Architect; dated: 05/26/2023; scaled: 1/8"=1'-0";
  - Floor Plan; Sheet A201: The Coop On Armory, 120 Walton St; prepared by: Anthony Edward Rojas, Registered Architect; dated: 05/26/2023; scaled: 1/8"=1'-0";
4. Signage for the proposal is limited to a 22-square foot, back-lit, raised letter wall sign, as noted in condition number three above;

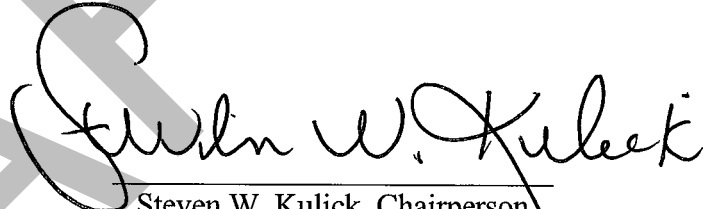
5. Any exterior lighting of the subject proposal shall be designed, located and maintained so as to prevent any direct rays of light from shining beyond the boundaries of the subject property;

BE IT FURTHER RESOLVED that the applicant shall abide by the hours of operation as identified in the preamble to this resolution;

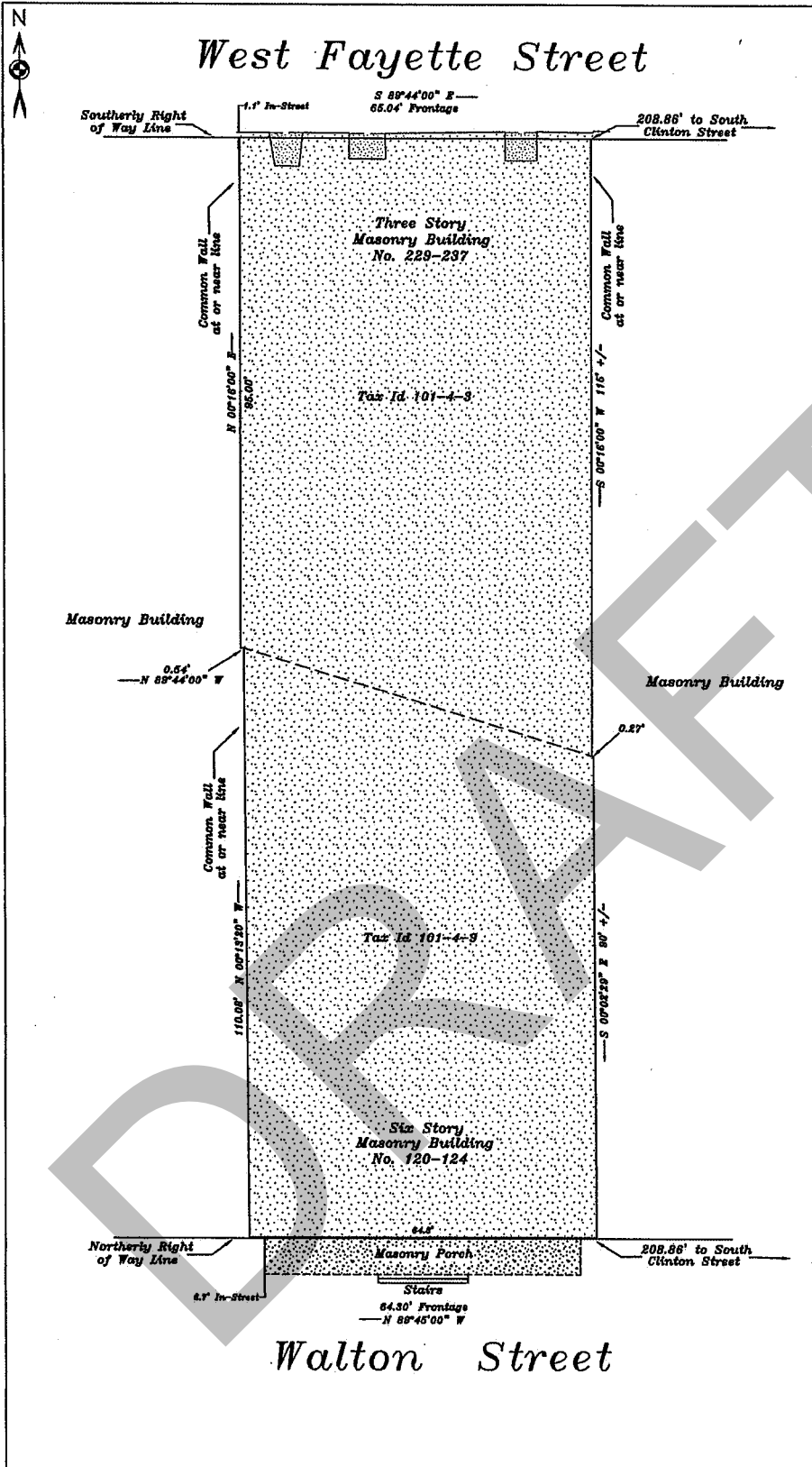
BE IT FURTHER RESOLVED that approval of this resolution does not relieve the applicant from compliance with any other regulatory or licensing provisions applicable thereto by the properly constituted Federal, State, County or City authorities to include, but not limited to the City of Syracuse Departments of Engineering and Public Works, and the Code Enforcement Office;

BE IT FURTHER RESOLVED that if the conditions enumerated above are not complied with, this Special Permit shall be subject to revocation;

BE IT FURTHER RESOLVED that this resolution is subject to the consent and approval of the Common Council of the City of Syracuse.

  
\_\_\_\_\_  
Steven W. Kulick, Chairperson  
City Planning Commission

DRAFT

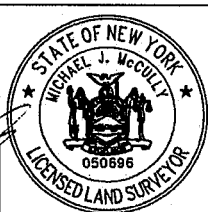


**Michael J. McCully**  
**Land Surveying PLLC**  
 5875 Fieldstone Drive  
 Casenovia New York 13035  
 Phone : (315) 815-5034

I hereby certify that this map was made from an actual survey and is a true copy.

*[Signature]*

M.J. McCully  
 NYSLLS 40698



Location Survey on Part of Lots One, Two, 30, 40 and 41, Block 105D of the Mill Pond Tract.

Known as No. 120-124 Walton Street, No. 229-237 West Fayette Street, City of Syracuse, County of Onondaga, State of New York.

Drawn by: MJM      Scale: 1" = 20'

Date(s): 07-08-21

Unauthorized alteration or addition to a survey map bearing a licensed land surveyor's seal is a violation of Section 7209, Subdivision 2 of the New York State Education Law. Only copies from the original of this survey marked with an original of the land surveyor's inked seal or his embossed seal shall be considered to be valid true copies. Certifications shall run only to the person or entities for whom the survey is prepared and are not transferable to subsequent persons or entities. Copyright 2021, Michael J. McCully Land Surveying. All rights reserved.

**OWNER**

CHERYL CHAIF  
 120 WALTON ST  
 SYRACUSE, NY 13202  
 (315) 778-2945 (phone)  
 CONTACT: CHERYL CHAIF  
 E-MAIL: CHERYL.C@THEHOPPSPOT.COM

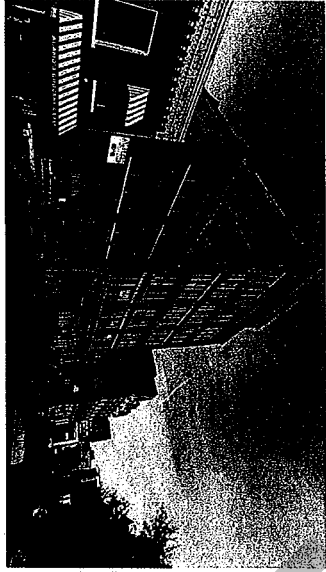
**ARCHITECT**

IN-ARCHITECTS, PLLC  
 239 EAST WATER STREET  
 SYRACUSE, NY 13202  
 (315) 728-9458 (phone)  
 CONTACT: ANTHONY ROJAS  
 E-MAIL: AROJAS@IN-ARCHITECTS.COM

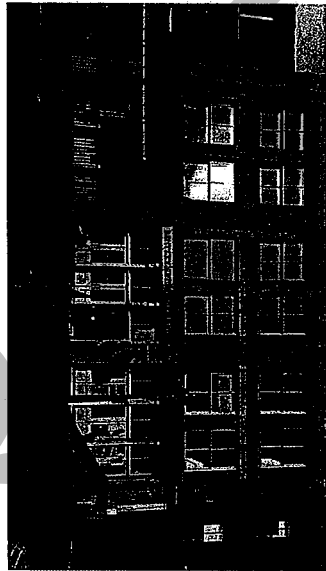
# THE COOP ON ARMORY

120 WALTON ST  
 SYRACUSE, NY 13202

PROJECT #22127



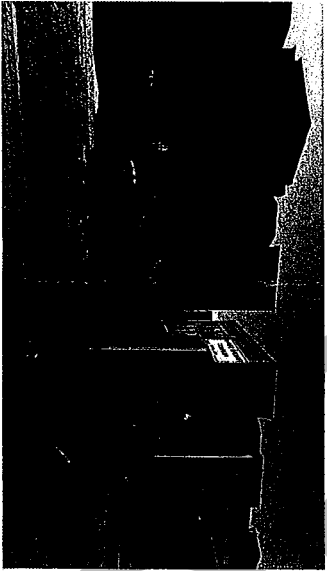
B1 PHOTOGRAPH - A1  
 A001 SCALE: NO SCALE



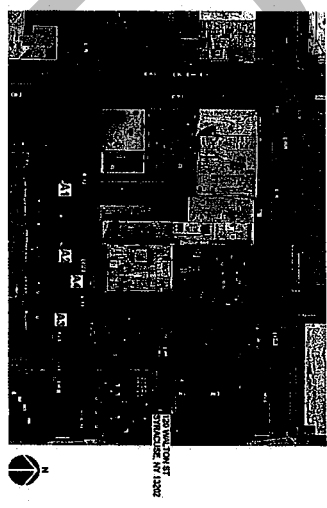
B2 PHOTOGRAPH - A2  
 A001 SCALE: NO SCALE



C1 PHOTOGRAPH - A3  
 A001 SCALE: NO SCALE



C3 PHOTOGRAPH - A4  
 A001 SCALE: NO SCALE



C4 GOOGLE EARTH  
 A001 SCALE: NOT TO SCALE

DRAWING LIST

SHEET NUMBER	SHEET NAME	REVISION #	REVISION DATE
B1	GENERAL INFORMATION		
B2	COVER SHEET		
B3	GENERAL REQUIREMENTS		
B4	ARCHITECTURAL		
B5	EXCAVATION PLAN		
B6	FOUNDATION PLAN		
B7	INTERIOR ELEVATIONS / DETAILS		

B4 DRAWING LIST  
 A001 SCALE: NOT TO SCALE

**THE COOP ON ARMORY**  
 120 WALTON ST, SYRACUSE, NY 13202



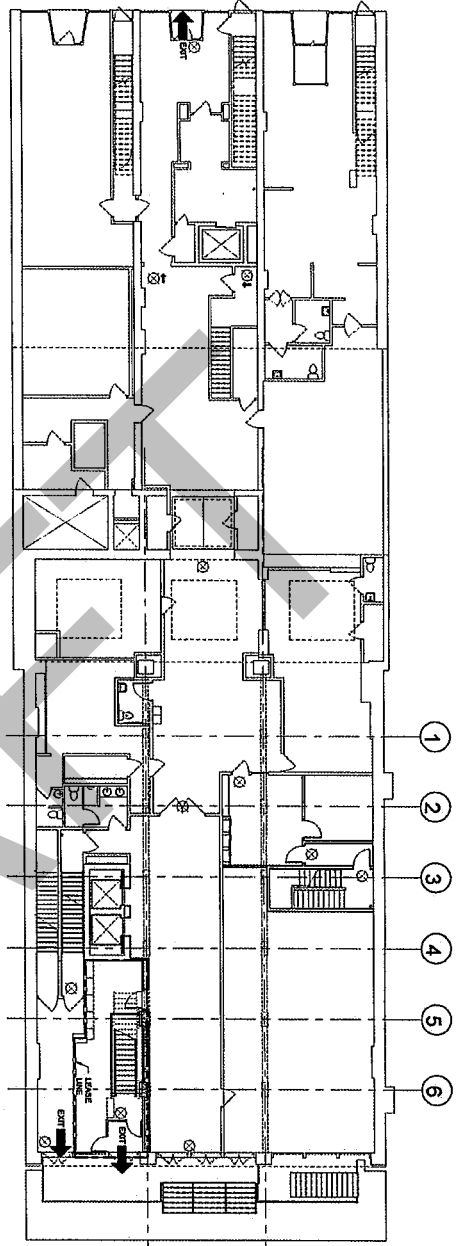
**ARCHITECTS**  
 239 E. WATER STREET - 2ND FL.  
 SYRACUSE, NEW YORK 13202  
 WWW.IN-ARCHITECTS.COM



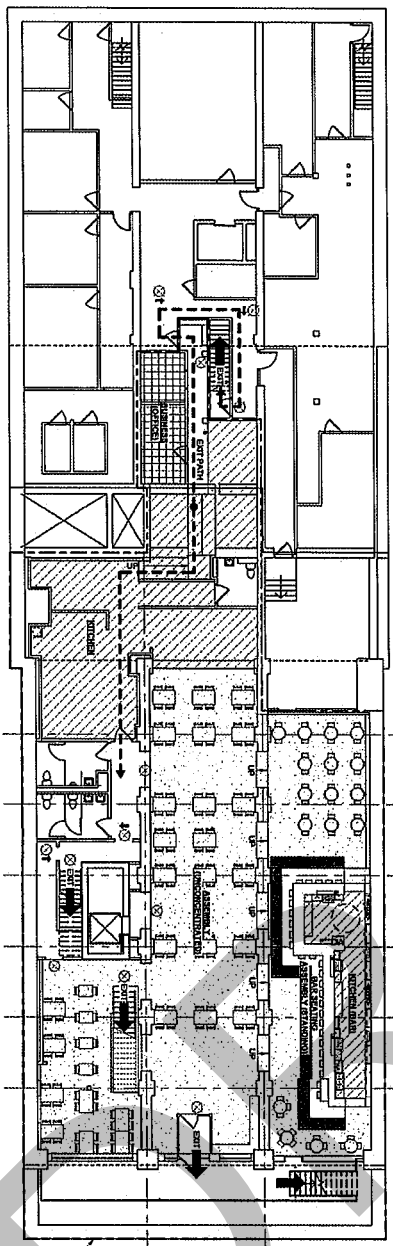
**COVER SHEET**

Project Status: PERMIT SET  
 Date: 05/15/2023  
 Project Number: 22127  
 Drawn By: SAS  
 Checked By: AER  
**A001**





81 OCCUPANCY PLAN - FIRST FLOOR  
 A003 SCALE: 3/32" = 1'-0"



C1 OCCUPANCY PLAN - BASEMENT  
 A003 SCALE: 3/32" = 1'-0"

CODE REFERENCE:  
 PROPOSED: 200 WALTER ST. SYRACUSE, NY 13202 - RENOVATIONS & ALTERATIONS TO EXISTING BASEMENT COMMERCIAL SPACE & FIRST FLOOR EXIST. PAVILION - 2,149 SF

TYPE OF CONSTRUCTION	PERMITS	NEW	ASSEMBLY A-2
FIRE RESISTANT PARTIAL ENCLOSURES, 1 1/2 HR. FIRE RESISTANT PARTIAL WALLS, 1 1/2 HR. FIRE RESISTANT WALLS, EXTERIOR ROOF CONSTRUCTION, EXTERIOR FLOOR CONSTRUCTION	PERMITS	NEW	ASSEMBLY A-2
2000 BUILDING CODE OF NEW YORK STATE	2000 BUILDING CODE OF NEW YORK STATE	2000 BUILDING CODE OF NEW YORK STATE	2000 BUILDING CODE OF NEW YORK STATE
2000 FIRE CODE OF NEW YORK STATE	2000 FIRE CODE OF NEW YORK STATE	2000 FIRE CODE OF NEW YORK STATE	2000 FIRE CODE OF NEW YORK STATE
2000 DEPARTMENT CONSTRUCTION CODE OF NEW YORK STATE	2000 DEPARTMENT CONSTRUCTION CODE OF NEW YORK STATE	2000 DEPARTMENT CONSTRUCTION CODE OF NEW YORK STATE	2000 DEPARTMENT CONSTRUCTION CODE OF NEW YORK STATE
2000 ELECTRICAL CODE OF NEW YORK STATE	2000 ELECTRICAL CODE OF NEW YORK STATE	2000 ELECTRICAL CODE OF NEW YORK STATE	2000 ELECTRICAL CODE OF NEW YORK STATE
2000 MECHANICAL CODE OF NEW YORK STATE	2000 MECHANICAL CODE OF NEW YORK STATE	2000 MECHANICAL CODE OF NEW YORK STATE	2000 MECHANICAL CODE OF NEW YORK STATE
2000 PLUMBING CODE OF NEW YORK STATE	2000 PLUMBING CODE OF NEW YORK STATE	2000 PLUMBING CODE OF NEW YORK STATE	2000 PLUMBING CODE OF NEW YORK STATE
2000 GAS CODE OF NEW YORK STATE	2000 GAS CODE OF NEW YORK STATE	2000 GAS CODE OF NEW YORK STATE	2000 GAS CODE OF NEW YORK STATE
2000 SAFETY CODE	2000 SAFETY CODE	2000 SAFETY CODE	2000 SAFETY CODE

PERMITS REQUIRED: 1 PERMIT FOR CONSTRUCTION, 1 PERMIT FOR ELECTRICAL, 1 PERMIT FOR MECHANICAL, 1 PERMIT FOR PLUMBING, 1 PERMIT FOR GAS, 1 PERMIT FOR SAFETY. TOTAL PERMITS REQUIRED: 5.

PERMITS REQUIRED: 1 PERMIT FOR CONSTRUCTION, 1 PERMIT FOR ELECTRICAL, 1 PERMIT FOR MECHANICAL, 1 PERMIT FOR PLUMBING, 1 PERMIT FOR GAS, 1 PERMIT FOR SAFETY. TOTAL PERMITS REQUIRED: 5.

PERMITS REQUIRED: 1 PERMIT FOR CONSTRUCTION, 1 PERMIT FOR ELECTRICAL, 1 PERMIT FOR MECHANICAL, 1 PERMIT FOR PLUMBING, 1 PERMIT FOR GAS, 1 PERMIT FOR SAFETY. TOTAL PERMITS REQUIRED: 5.

OCCUPANT LOADS	
BUSINESS OFFICES, 146 GROSS SF	159 ± OCCUPANTS
RETAIL, 1,441 GROSS SF	288 ± OCCUPANTS
ASSEMBLY ROOMS, 2,149 GROSS SF	215 ± OCCUPANTS
STORAGE, 1,100 GROSS SF	110 ± OCCUPANTS
MECHANICAL, 1,100 GROSS SF	110 ± OCCUPANTS
PLUMBING, 1,100 GROSS SF	110 ± OCCUPANTS
ELECTRICAL, 1,100 GROSS SF	110 ± OCCUPANTS
SALES, 1,100 GROSS SF	110 ± OCCUPANTS
REAR SERVICE, 27 SALES ±	27 OCCUPANTS
<b>TOTAL OCCUPANTS</b>	<b>2,222 OCCUPANTS</b>

ALL NEW WORK SHALL BE IN ACCORDANCE WITH THE 2000 BUILDING CODE OF NEW YORK STATE, THE 2000 FIRE CODE OF NEW YORK STATE, THE 2000 DEPARTMENT CONSTRUCTION CODE OF NEW YORK STATE, THE 2000 ELECTRICAL CODE OF NEW YORK STATE, THE 2000 MECHANICAL CODE OF NEW YORK STATE, THE 2000 PLUMBING CODE OF NEW YORK STATE, THE 2000 GAS CODE OF NEW YORK STATE, AND THE 2000 SAFETY CODE.

ALL NEW WORK SHALL BE IN ACCORDANCE WITH THE 2000 BUILDING CODE OF NEW YORK STATE, THE 2000 FIRE CODE OF NEW YORK STATE, THE 2000 DEPARTMENT CONSTRUCTION CODE OF NEW YORK STATE, THE 2000 ELECTRICAL CODE OF NEW YORK STATE, THE 2000 MECHANICAL CODE OF NEW YORK STATE, THE 2000 PLUMBING CODE OF NEW YORK STATE, THE 2000 GAS CODE OF NEW YORK STATE, AND THE 2000 SAFETY CODE.

208 E. Main Street - 2nd Fl.  
 Syracuse, New York 13202  
 www.in-architects.com

# THE COOP ON ARMORY

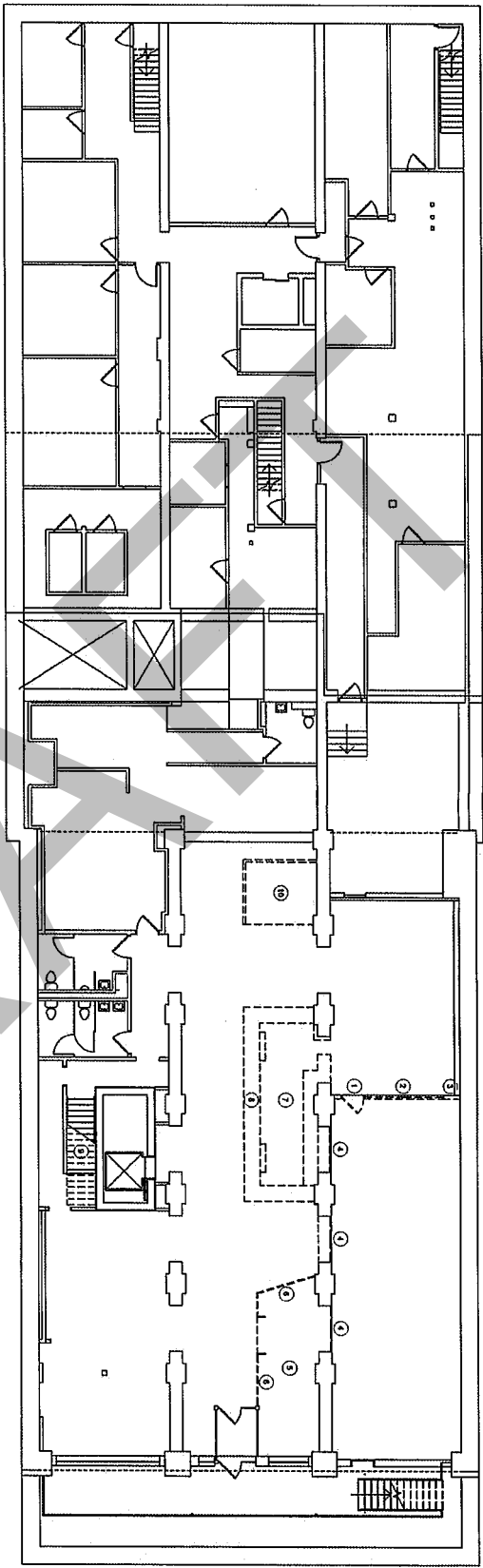
120 WALTON ST, SYRACUSE, NY 13202

**CODE REVIEW**

NO.	DESCRIPTION	DATE

Project Status: PERMIT SET  
 Date: 05/15/2023  
 Project Number: 22127  
 Drawn By: SAG  
 Checked By: AER

# A003



B1 DEMOLITION PLAN  
 A101 SCALE: 1/8" = 1'-0"

- DEMOLITION NOTES:**
- CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL CONSENTS AND DEMOLITION PERMITS. ALL DEMOLITION MATERIAL SHALL BE DEPOSITED OFF SITE IN A lawful AND LEGAL MANNER.
  - CONTRACTOR TO FIELD VERIFY ALL OF THE EXISTING SPACES THAT WILL BE AFFECTED BY THE DEMOLITION AND THE NEW WORKER'S CONSTRUCTION.
  - CONTRACTOR TO OBTAIN PERMITS AND NUMBER OF CONSTRUCTION PERMITS TO THE START OF DEMOLITION AND COPY THE ARCHITECT AROUND EXISTENCE OF ANY CONSTRUCTION IN THE DRAWING THAT WOULD PREVENT THE SATISFACTORY COMPLETION OF THE PROPOSED WORK.
  - CONTRACTOR TO COORDINATE WITH THE BUILDING OWNER'S REPRESENTATIVE AS TO THE PROTECTION AND/OR STRENGTH OF ANY PARTS TO BE REMOVED.
  - CONTRACTOR TO OBTAIN ALL NECESSARY PERMITS AND TO COMPLY WITH ALL BUILDING CODES AND LOCAL, STATE, AND FEDERAL REGULATIONS REGARDING HOURS IN WHICH WORKERS CAN BE REMOVED FROM THE BUILDING AND SITE.
  - CONTRACTOR TO PROTECT EXISTING BUILDING STRUCTURES AND MATERIALS TO REMAIN AS REQUIRED. CONTRACTOR TO DEMOLISH MATERIALS AND FINISHES IDENTIFIED BY THE ARCHITECT SHALL BE REMOVED TO MATCH THE ADJACENT AREA TO MAINTAIN A UNIFORM APPEARANCE.
  - ALL ELECTRICAL WORK SHALL BE DECOMMISSIONED AND MADE SAFE BY A LICENSED ELECTRICAL CONTRACTOR TO BE DETERMINED BY THE ARCHITECT. ALL MECHANICAL AND PLUMBING WORK SHALL BE DECOMMISSIONED AND MADE SAFE BY A LICENSED MECHANICAL CONTRACTOR TO BE DETERMINED BY THE ARCHITECT. ALL MECHANICAL AND PLUMBING WORK SHALL BE DECOMMISSIONED AND MADE SAFE BY A LICENSED MECHANICAL CONTRACTOR TO BE DETERMINED BY THE ARCHITECT. ALL MECHANICAL AND PLUMBING WORK SHALL BE DECOMMISSIONED AND MADE SAFE BY A LICENSED MECHANICAL CONTRACTOR TO BE DETERMINED BY THE ARCHITECT.
  - ALL WORK SHALL COMPLY WITH ALL APPLICABLE STATE AND LOCAL BUILDING CODES AS WELL AS ANY REGULATORY AGENCIES INCLUDING OSHA.

C1 DEMOLITION NOTES  
 A101 SCALE: NO SCALE

C3 DEMOLITION NOTES  
 A101 SCALE: NO SCALE

C5 DEMOLITION LISTED NOTES  
 A101 SCALE: NO SCALE

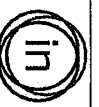
- DEMOLITION LISTED NOTES:**
- EXISTING DOOR TO BE REMOVED TO MATCH EXISTING OPENING.
  - EXISTING STAIRWELL PARTIAL TO BE REMOVED.
  - EXISTING WALL TO BE DEMOLISHED TO REVEAL.
  - EXISTING WINDOW TO BE REMOVED. EXISTING OPENING TO REMAIN.
  - EXISTING PLUMBING TO BE REMOVED.
  - EXISTING PAINT TO BE REMOVED.
  - EXISTING DATE EQUIPMENT PLATFORM TO BE REMOVED.
  - EXISTING SIGN / WALLWORK TO BE REMOVED.
  - EXISTING STAIR TO REMAIN.
  - EXISTING SCOTT SCISSORS TO BE REMOVED.

# THE COOP ON ARMORY

120 WALTON ST, SYRACUSE, NY 13202



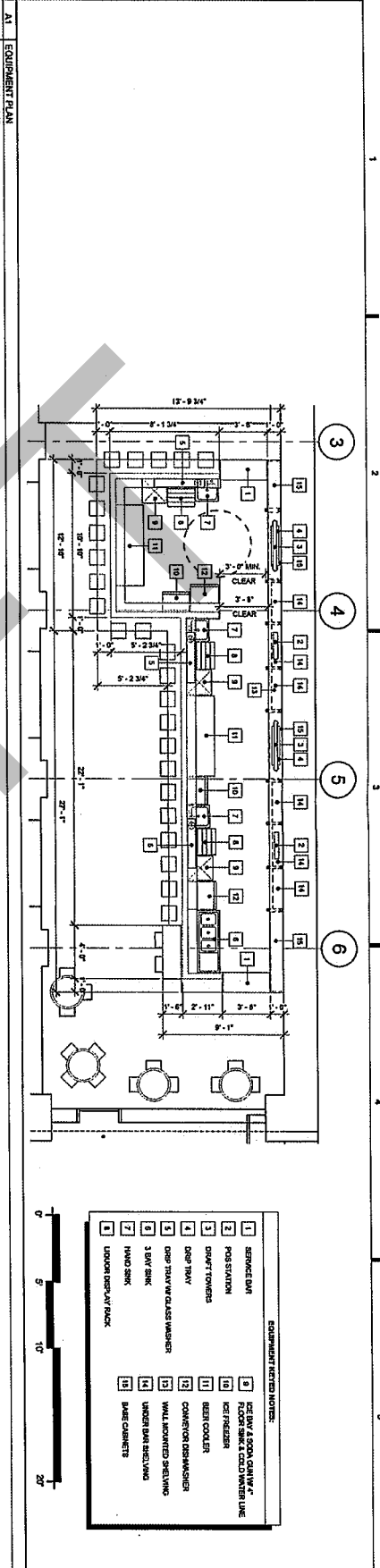
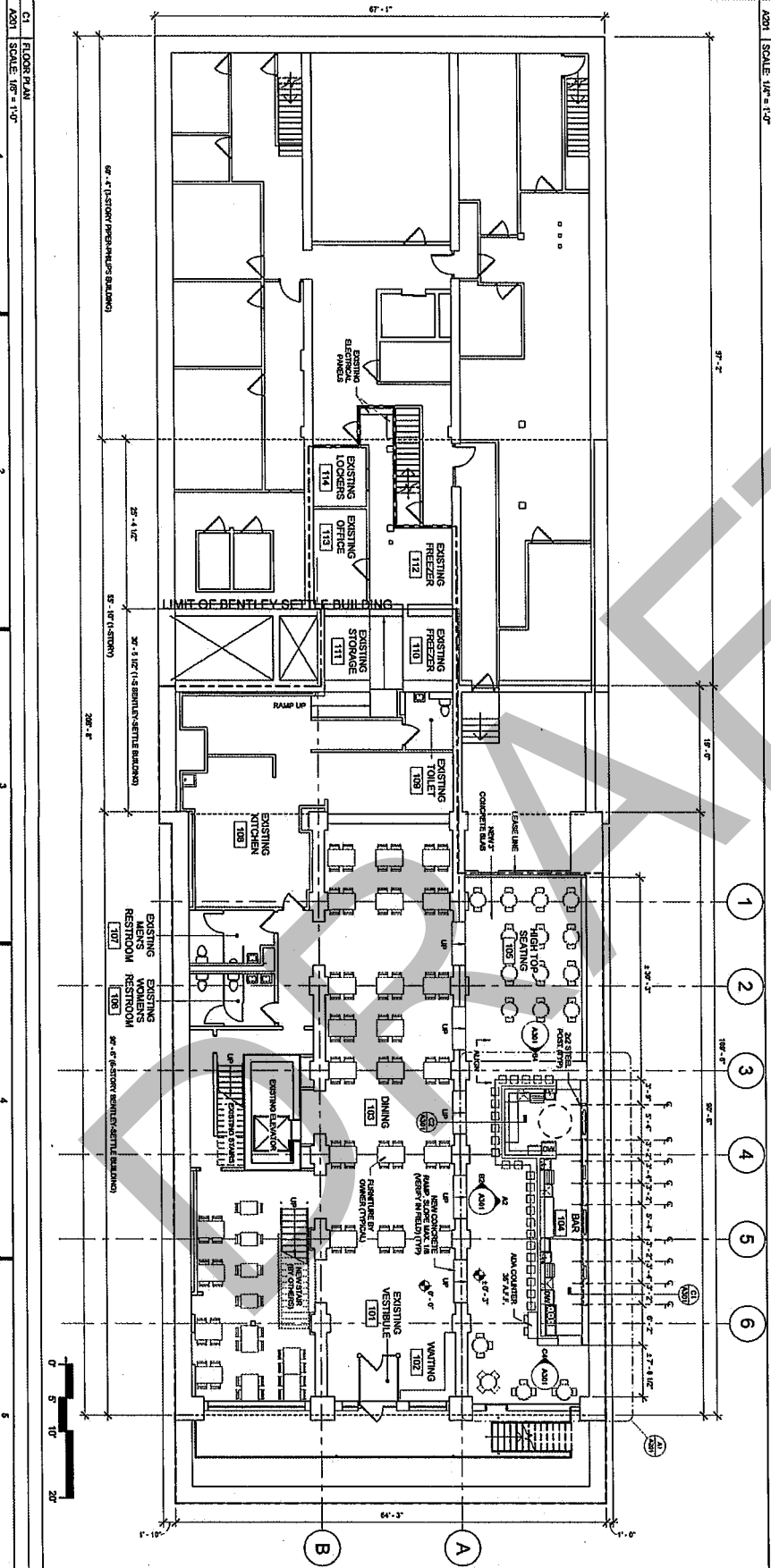
**ARCHITECTS**  
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 Syracuse, New York 13202  
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NO.	DESCRIPTION	DATE

Project Status: PERMIT SET  
 Date: 05/15/2023  
 Project Number: 23127  
 Drawn By: SALS  
 Checked By: AER

## A101



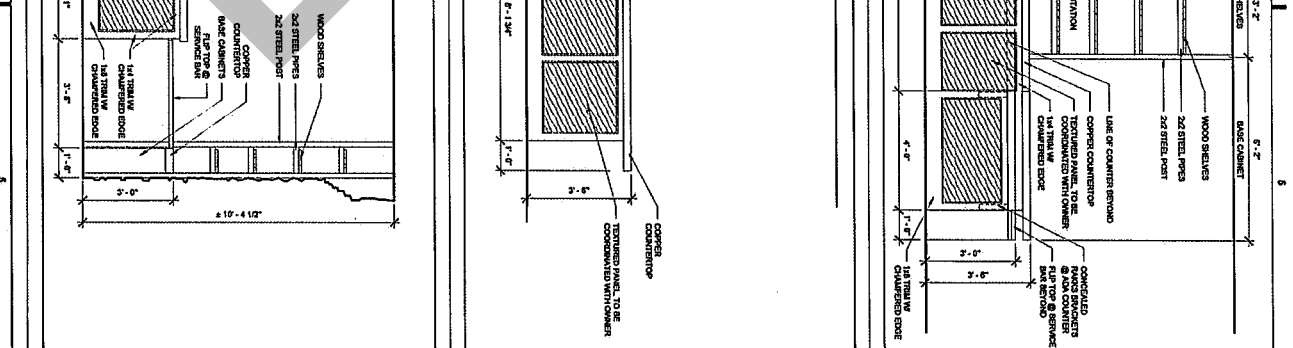
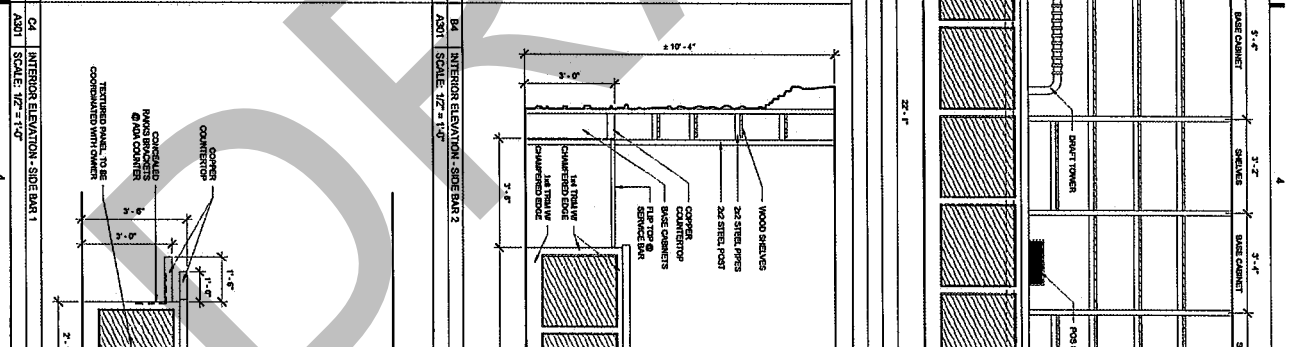
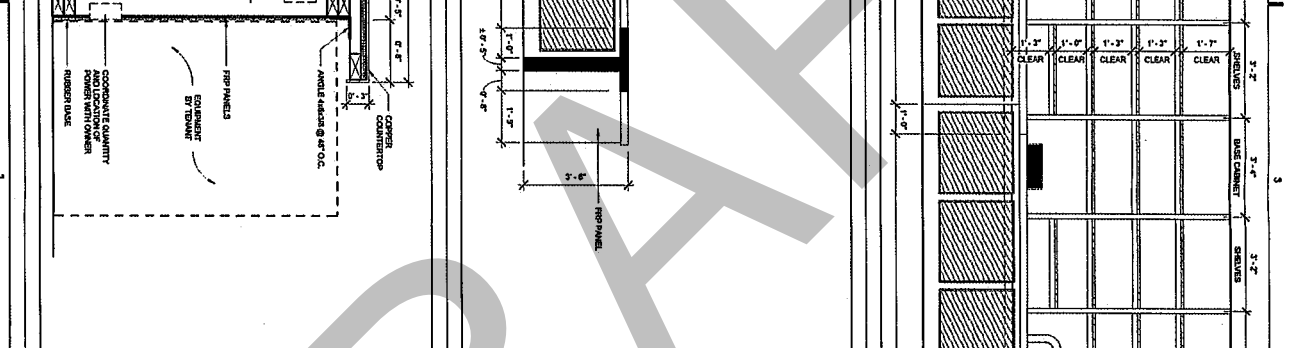
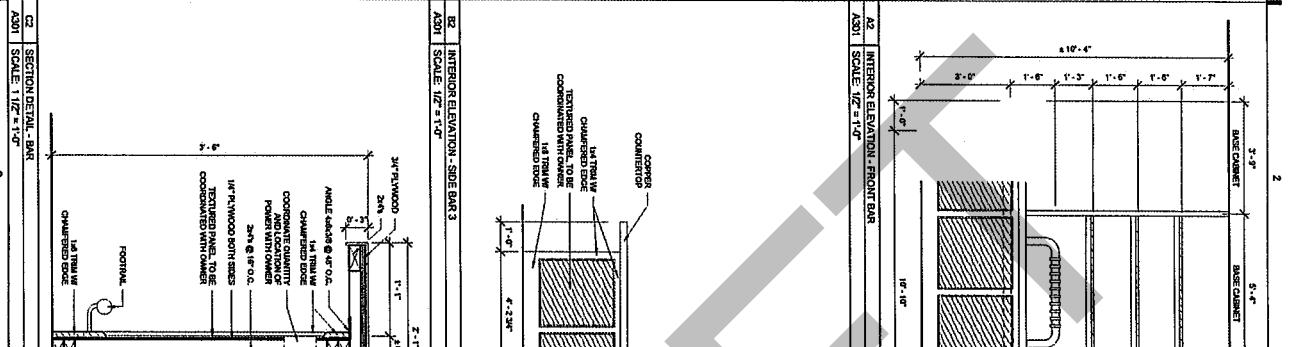
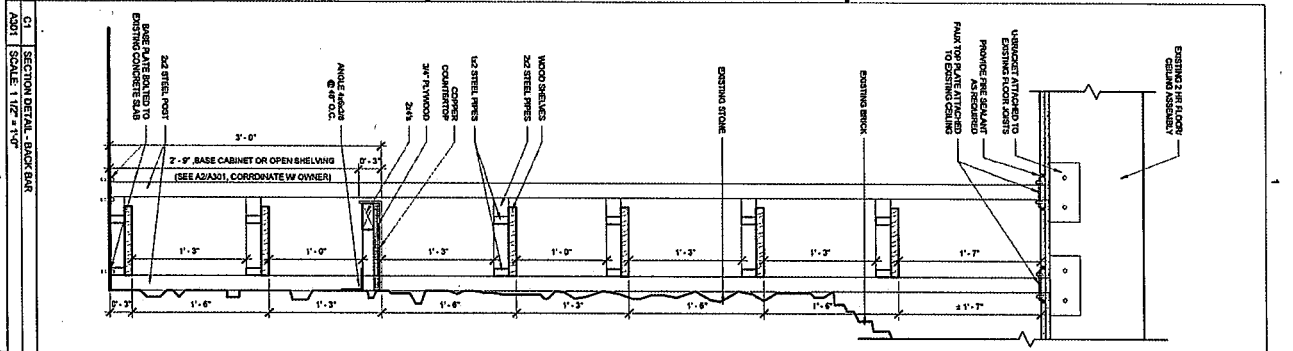
**FLOOR PLAN**  
 A201  
 SCALE: 1/8" = 1'-0"

**FLOOR PLAN**  
 Project Status: PERMIT SET  
 Date: 05/15/2023  
 Project Number: 22127  
 Drawn By: SAS  
 Checked By: AER

**THE COOP ON ARMORY**  
 120 WALTON ST, SYRACUSE, NY 13202

**in ARCHITECTS**  
 238 E. MAIN STREET - 2ND FL.  
 SYRACUSE, NEW YORK 13202  
 WWW.INARCHITECTS.COM





**THE COOP ON ARMORY**  
 120 WALTON ST, SYRACUSE, NY 13202

ARCHITECTS  
 239 E. Water Street - 2nd Fl.  
 Syracuse, NY 13202  
 www.in-architects.com

**INTERIOR ELEVATIONS / DETAILS**

Project Status: FEBRUARY SET  
 Date: 09/15/2022  
 Project Number: 22127  
 Drawn By: SAS  
 Checked By: AER

**A301**



40

# Office of Zoning Administration

- CITY OF SYRACUSE, MAYOR BEN WALSH

August 18, 2023

**Jacob R. Dishaw**  
Zoning Administrator

**Meira Hertzberg**  
Zoning Attorney

**Cristian Toellner**  
Zoning Planner II

**Zhitong Wu**  
Zoning Planner II

**Haohui Pan**  
Zoning Planner I

**Patrick Voorheis**  
Zoning Planner I

**Gabe Sickler**  
Permit/Zoning  
Technician

Hon. Patricia McBride  
City Clerk  
230 City Hall  
Syracuse, New York 13202

Re: SP-23-11 Special Permit for a Restaurant on Property Situated at 120-124  
Walton Street

Dear Ms. McBride,

On June 26, 2023, the City Planning Commission adopted the above noted resolution.

Copies of the resolution are attached.

No one spoke in favor nor in opposition to the proposal.

The proposal did not necessitate any waivers.

The City Planning Commission requests that the resolution be forwarded to the entire Common Council for consideration.

Sincerely,

Jacob R. Dishaw  
Zoning Administrator

Owner: Beacon Armory, LLC  
325 South Salina Street Unit #3  
Syracuse, New York 13202

Applicant: Cheryl Chaif – Whiskey Coop, LLC  
120 Walton Street  
Syracuse, New York 13202

31

**ORDINANCE AUTHORIZING THE MAYOR TO  
SUBMIT AN APPLICATION FOR A GRANT  
FROM THE NEW YORK STATE DORMITORY  
AUTHORITY (DASNY) UNDER THE STATE AND  
MUNICIPAL FACILITIES PROGRAM (SAM)  
FOR \$150,000 FOR A FIRE SAFETY SIMULATOR  
TRAILER AND EXECUTE A CONTRACT OR  
WRITTEN INSTRUMENTS ASSOCIATED WITH  
THE GRANT AS NECESSARY**

BE IT ORDAINED, that the Mayor be and he hereby is authorized to submit an application to the New York State Dormitory Authority under the State and Municipal Facilities Program (SAM) for a grant in an amount not to exceed \$150,000; said funds will be used to purchase a fire safety simulator trailer designed to simulate various fire and emergency scenarios; no City matching funds are required; and

BE IT FURTHER ORDAINED, that upon receipt of said grant, the Mayor be and he hereby is authorized to execute a contract or written instruments as approved by the Corporation Counsel; and

BE IT FURTHER ORDAINED, that upon receipt of said funds or any part thereof, pursuant to said application authorized herein, the Commissioner of Finance is authorized and directed to deposit the same in an appropriate account to be determined by him.



41

# Bureau of Research

CITY OF SYRACUSE, MAYOR BEN WALSH

August 15, 2023

**Janet L. Burke**  
Director, Bureau of  
Research

Ms. Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, New York 13202

Re: Request for Legislation

Dear City Clerk McBride:

Please prepare legislation for the next scheduled meeting of the Common Council authorizing the City of Syracuse to apply and enter into an agreement with the New York State Dormitory Authority (DASNY) under the State and Municipal Facilities Program (SAM), in an amount not to exceed \$150,000.00.

These funds will be used to purchase a fire safety simulator trailer. These trailers are mobile training units designed to simulate various fire and emergency scenarios, providing hands-on learning experiences for the community, especially children and adults. This investment will enhance the Syracuse Fire Department's public education efforts. It will offer an opportunity for the Syracuse fire Department to engage directly with people of all ages, raising awareness about fire safety measures, escape plans, and emergency response techniques. There is no matching requirement.

Sincerely,

Janet L. Burke  
Director, Bureau of Research

**Bureau of Research**  
233 E Washington St.  
Room 419  
Syracuse, N.Y. 13202

Office 315 448-8020  
Fax 315 448-8008

[www.syr.gov.net](http://www.syr.gov.net)

Ordinance No.

2022

**ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT ACCEPTING FUNDING FROM THE NEW YORK STATE DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY SERVICES (DHSES) 2023 STATE HOMELAND SECURITY PROGRAM (SHSP) IN AMOUNT NOT TO EXCEED \$283,138**

BE IT ORDAINED, that the Mayor be and he hereby is authorized to execute any contract or written instruments as approved by the Corporation Counsel so as to accept funding from the New York State Department of Homeland Security and Emergency Services (DHSES) 2023 State Homeland Security Program (SHSP) in an amount not to exceed \$283,138; \$173,727 of said funds will be used by the Syracuse Police Department to cover the costs associated with an unmanned aerial system, hostage throw phone, data storage management, electric bikes, personal screening equipment, portable barriers, and upgrades, while the remaining \$109,411 of funding will be used by the Syracuse Fire Department for overtime and backfill, chemical detection meters, training simulation equipment, and portable barriers; no City matching funds are required; and

BE IT FURTHER ORDAINED, that upon receipt of said funds or any part thereof, the Commissioner of Finance is authorized and directed to deposit the same in an appropriate account to be determined by him.



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# Bureau of Research

CITY OF SYRACUSE, MAYOR BEN WALSH

August 23, 2023

**Janet L. Burke**  
Director, Bureau of  
Research

Ms. Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, New York 13202

Dear City Clerk McBride:

Please prepare legislation for the next meeting of the Common Council authorizing the City of Syracuse to enter into an agreement with the New York State Division of Homeland Security and Emergency Services for the 2023 State Homeland Security Program (SHSP).

The City's allocation for the SHSP funds is \$283,138.00 to be used by the fire and police departments for the following:

SPD – Unmanned aerial system, hostage throw phone, data storage management, upgrades, electric bikes, personal screening equipment, and portable barriers (\$173,727 total)

SFD - Overtime and backfill, chemical detection meters, portable barriers and training simulation equipment. (\$109,411 total)

The total contract amount is not to exceed \$283,138.00. No local match is required.

Sincerely,

Janet L. Burke  
Director

**Bureau of Research**  
233 E Washington St.  
Room 419  
Syracuse, N.Y. 13202

Office 315 448-8020  
Fax 315 448-8008

[www.syr.gov.net](http://www.syr.gov.net)




# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

**TO:** Mayor Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management & Budget   
**DATE:** August 23, 2023  
**SUBJECT:** Agreement – New York State Division of Homeland Security and Emergency Services

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On behalf of the Department of Research, I am requesting the City enter into an agreement with the New York State Division of Homeland Security and Emergency Services for the 2023 State Homeland Security Program (SHSP).

The City's allocation for the SHSP funds is \$283,138 to be used by the fire and police departments for the following:

SPD – Unmanned aerial system, hostage throw phone, data storage management, upgrades, electric bikes, personal screening equipment, and portable barriers (\$173,727 total).

SFD – Overtime and backfill, chemical detection meters, portable barriers and training simulation equipment (\$109,411 total).

The total contract amount is not to exceed \$283, 138. No local match is required.

Please indicate your concurrence by signing below and returning this memo to me so that I may forward a copy to the Common Council along with the legislation request for the next Common Council Meeting.

Thank you for your attention regarding this matter.



Mayor Ben Walsh  
City of Syracuse, New York

8/23/23  
Date

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syrgov.net](http://www.syrgov.net)

Ordinance No.

2023

**ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT AND ENTER INTO AN AGREEMENT FOR A 2023 GUN INVOLVED VIOLENCE ELIMINATION (GIVE) GRANT FROM THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE IN AMOUNT NOT TO EXCEED \$1,337,997**

BE IT ORDAINED, that the Mayor be and he hereby is authorized to execute any contract or written instruments as approved by the Corporation Counsel so as to accept a 2023 Gun Involved Violence Elimination (GIVE) Grant in an amount not to exceed \$1,337,997 from the New York State Division of Criminal Justice; said funds will be used to cover the salary and fringe benefits relative to an Anti-Violence Coordinator and various events, initiatives, and trainings including but not limited to Hot Spot, Powerwalk, CPTED, Youth Trust Building, Police and Me initiatives, NY DCJS events and training, and other related crime reducing activities and expenses; no City matching funds are required; and

BE IT FURTHER ORDAINED, that upon receipt of said funds or any part thereof, the Commissioner of Finance is authorized and directed to deposit the same in an appropriate account to be determined by him.





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# Bureau of Research

CITY OF SYRACUSE, MAYOR BEN WALSH

**Janet L. Burke**  
Director, Bureau of  
Research

August 22, 2023

Ms. Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, New York 13202

Re: Request for Legislation

Dear City Clerk McBride:

Please prepare legislation for the upcoming meeting of the Common Council authorizing the City of Syracuse to enter into an agreement with the New York State Division of Criminal Justice (NYDCJS) for the 2023 GIVE grant in an amount not to exceed \$1,337,997.00. Funds will be used for salary and fringe for an Anti-violence Coordinator, Hot Spot, Powerwalk, CPTED, Youth Trust Building and Police and Me initiatives, NY DCJS events and training in addition to other related crime reducing activities and expenses.

These funds will be administered by the Syracuse Police Department for salaries and expenses. The goal of the Gun Involved Violence Elimination (GIVE) Initiative is the elimination of shootings and homicides, or violent crime where applicable, through the integrated use of evidence-based strategies that are incorporated into the four core elements of GIVE: People, Places, Alignment, and Engagement.

There is no matching requirement for this grant.

Sincerely,

Janet L. Burke  
Director, Bureau of Research

**Bureau of Research**  
233 E Washington St.  
Room 419  
Syracuse, N.Y. 13202

Office 315 448-8020  
Fax 315 448-8008

[www.syr.gov.net](http://www.syr.gov.net)


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# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**TO:** Mayor Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management & Budget   
**DATE:** August 21, 2023  
**SUBJECT:** Agreement – New York State Division of Criminal Justice (NYDCJS)

---

**Julie Castellitto**  
Assistant Director


On behalf of the Department of Research, I am requesting the City to enter into an agreement with the New York State Division of Criminal Justice (NYDCJS) for the 2023 GIVE grant in an amount not to exceed \$1,337,997.00. Funds will be used for salary and fringe for an Anti-violence Coordinator, Hot Spot, Powerwalk, CPTED, Youth Trust Building and Police and Me initiatives, NY DCJS events and training in addition to other related crime reducing activities and expenses.

These funds will be administered by the Syracuse Police Department for salaries and expenses. The goal of the Gun Involved Violence Elimination (GIVE) Initiative is the elimination of shootings and homicides, or violent crime where applicable, through the integrated use of evidence-based strategies that are incorporated into the four core elements of GIVE: People, Places, Alignment, and Engagement.

There is no matching requirement for this grant.

Please indicate your concurrence by signing below and returning this memo to me so that I may forward a copy to the Common Council along with the legislation request for the next Common Council Meeting.

Thank you for your attention regarding this matter.

  
\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

AUG 23 2023  
Date

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov.net](http://www.syr.gov.net)

AA

Ordinance No.

2023

**ORDINANCE AUTHORIZING A CONTRACT,  
WITHOUT ADVERTISING OR A REQUEST FOR  
PROPOSALS, WITH SALVATION ARMY TO  
PROVIDE CASE MANAGEMENT AND FAMILY  
SUPPORT SERVICES ON BEHALF OF THE  
MAYOR'S OFFICE AGAINST GUN VIOLENCE**

WHEREAS, Section 5-205-A of the Charter of the City of Syracuse, as amended, provides the Mayor shall "award contracts for professional services subject to the approval of the Common Council"; and

WHEREAS, the Mayor has waived the RFP process and has approved the retention of the Salvation Army as a subcontractor relative to the US Department of Justice, Office of Justice Programs Community Based Violence Intervention and Prevention Initiative Program under the following terms:

- (1) Salvation Army shall provide a full time Functional Family Therapist ("FFT") and a FFT Supervisor to provide case management and family support services relative to reduce the level of current youth gang-related violence and gun violence in the City of Syracuse on behalf of the Mayor's Office Against Gun Violence;
- (2) The term of the agreement shall be for the period from the date of execution of the agreement to September 30, 2025; and
- (3) The City shall pay to Salvation Army an amount not to exceed \$228,459.00 for all services to be provided under the agreement, to wit, the salary and fringe benefits and other related costs for a full time FFT and 15% of time of an FFT Supervisor; NOW, THEREFORE,

BE IT ORDAINED, that the Mayor, on behalf of the City of Syracuse, be and he hereby is authorized to execute such contract, as hereinabove stated, subject to the approval of the Corporation Counsel as to terms, form and execution; and

BE IT FURTHER ORDAINED, that all costs associated with this agreement shall be charged to USDOJ Community Violence Intervention (CVI) 2022 grant project account #

599802.02.14805.204042223 or another appropriate account as designated by the Commissioner of Finance.

DRAFT



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# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

August 23, 2023

**Julie Castellitto**  
Assistant Director

Ms. Patricia K. McBride  
City Clerk  
231 City Hall  
Syracuse, NY 13202

Re: Request to Legislation

Dear Ms. McBride,

On behalf of the Bureau of Research, please prepare legislation to be introduced at the next Common Council Meeting authorizing a waiver of the RFP process and to enter into an agreement with the Salvation Army to pay for the salary and fringe benefits and other related costs for a full time Functional Family Therapist (FFT) and 15% of time of an FFT Supervisor. The Salvation Army will be a subcontractor as part of the US Department of Justice, Office of Justice Programs Community Based Violence Intervention and Prevention Initiative Program which the Common Council approved in June, 2022 with ordinance #404. This two-year agreement will not exceed \$228,459 which will be paid from USDOJ Community Violence Intervention (CVI) 2022 grant project account # 599802.02.14805.204042223.

The fulltime salary for the Functional Family Therapist (FFT) is \$50,960.00 for year one and \$52,998 for year two for a total of \$103,958. The salary for the 15% of FFT supervision is \$9,750.00 for year one and \$10,140.00 for year two for a total of \$19,890.00. The fringe benefits for the two positions equals \$21,459.99 for year one and \$21,890.39 for year two for a combined total of \$43,350.38. The other costs for the programming equals \$12,683.60 for year one and \$10,500.00 for year two for a total of \$23,183.60. The indirect cost rate of 20% for the Salvation Army equals \$18,970.72 year one and \$19,104.94 for year two totaling \$38,075.66. The CVI program is being implemented through the Mayors Office Against Gun Violence and this agreement will help fulfill the one of the five core strategies of the program: social interventions. The contract will begin upon execution and end on 9/30/25.

Office of Management and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

The Mayor has waived the RFP process. I have attached the proposed budget for your review.

Thank you.

Office 315 448-8252  
Fax 315 448-8116  
[www.syr.gov](http://www.syr.gov)

Sincerely,

  
Timothy M. Rudd  
Director of Management and Budget



# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

**TO:** Mayor Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management & Budget  
**DATE:** August 23, 2023  
**SUBJECT:** Waiver of RFP Process & Enter Agreement – Salvation Army



On behalf of the Department of Research, I am requesting the City waive the RFP process and enter into an agreement with the Salvation Army to pay for the salary and fringe benefits and other related costs for a full time Functional Family Therapist (FFT) and 15% of time of an FFT Supervisor. The Salvation Army will be a subcontractor as part of the US Department of Justice, Office of Justice Programs Community Based Violence Intervention and Prevention Initiative Program which the Common Council approved in June, 2022 with ordinance #404. This two-year agreement will not exceed \$228,459 which will be paid from USDOJ Community Violence Intervention (CVI) 2022 grant project account # 599802.02.14805.204042223.

The fulltime salary for the Functional Family Therapist (FFT) is \$50,960.00 for year one and \$52,998 for year two for a total of \$103,958. The salary for the 15% of FFT supervision is \$9,750.00 for year one and \$10,140.00 for year two for a total of \$19,890.00. The fringe benefits for the two positions equals \$21,459.99 for year one and \$21,890.39 for year two for a combined total of \$43,350.38. The other costs for the programming equals \$12,683.60 for year one and \$10,500.00 for year two for a total of \$23,183.60. The indirect cost rate of 20% for the Salvation Army equals \$18,970.72 year one and \$19,104.94 for year two totaling \$38,075.66. The CVI program is being implemented through the Mayors Office Against Gun Violence and this agreement will help fulfill the one of the five core strategies of the program: social interventions. The contract will begin upon execution and end on 9/30/25.

I have attached the proposed budget for your review.

Please indicate your concurrence by signing below and returning this memo to me so that I may forward a copy to the Common Council along with the legislation request for the next Common Council Meeting.

Office of Management and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov](http://www.syr.gov)

Thank you for your attention regarding this matter.

Mayor Ben Walsh  
City of Syracuse, New York

8/23/23  
Date

## **Salvation Army of Syracuse SCOPE OF WORK**

### **OVERVIEW**

In 2022 the US Department of Justice Office of Justice Programs Community Based Violence Intervention Prevention Initiative awarded the City of Syracuse funds to implement the Syracuse Community Violence Intervention Program. The program will be implemented through the Mayor's Office to Reduce Gun Violence (MORGV) to provide activities within five core strategies: Community Mobilization, Social interventions, Opportunities Provision, Organizational Change, and Suppression. Overall goals of the program are to: 1. reduce the level of current youth gang-related violence and gun violence in the City of Syracuse; 2. Discourage youth gang involvement and delinquent behaviors while mobilizing the community and using insights about issues related to gangs and gun violence and 3. Reduce gun and gang activity by creating organizational change that sustains lasting results. The City is partnering with community organizations that have the experience and capacity to provide services to help MORGV implement the program and ensure the efficient delivery of services, fill current services gaps, and tap into valuable community expertise.

The City of Syracuse enters into an agreement with the Salvation Army of Syracuse to provide services identified in the Expectations Section in order to carry out the program's case management and family support service delivery. All communications regarding partnership and overall program operations will be coordinated through the City of Syracuse's Mayor's Office to Reduce Gun Violence.

Detailed below are the roles and responsibilities of the City of Syracuse and the Salvation Army of Syracuse in order to ensure a strong partnership, successful project, and timely payment.

### **EXPECTATIONS**

#### **Salvation Army**

- Will hire two (2) FTE staff to provide case management and family support services
- Will accept referrals from MORGV for enrollment into the program.
- Will implement case management services which provide, supervision, guidance, advocacy, and referrals for twenty-five (25) individuals and their families enrolled in the program to establish a positive relationship, identifying the individual's needs, concerns, strengths, and aspirations.
- Will support individuals, and families, in the establishment of:
  - Improved parenting/caregiver skills
  - Reduced domestic violence in interpersonal relationships
  - Prevented and/or reduced criminal and violent behaviors
  - improved life skills acquisition
  - Safe and improved living environment
- Will ensure each case manager advocates for the individual and family and guides them through various systems and settings, to ensure they receive critical services, and achieve their goals.
- Will ensure Case managers develop individualized intervention plans that identify needs, goals, and action plans for success.
- Will identify and implement a process by which each case is able to track individual and family progress.

<u>YEAR ONE</u>		<u>YEAR TWO</u>			
FFT Therapist @35 hours	100%	\$50,960.00	FFT Therapist @ 35 hours	100%	\$52,998.40
FFT Supervisor	15%	\$9,750.00	FFT Supervisor	15%	\$10,140.00
<b>TOTAL SALARIES</b>		<b>\$60,710.00</b>	<b>TOTAL SALARIES</b>		<b>\$63,138.40</b>
Health Insurance		\$11,200.00	Health Insurance		\$11,220.00
Pension		\$3,187.28	Pension		\$3,314.77
Disability		\$364.26	Disability		\$378.83
FICA		\$4,644.32	FICA		\$4,830.09
Unemployment Insurance		\$1,001.72	Unemployment Insurance		\$1,041.78
Worker's Compensation		\$1,062.43	Worker's Compensation		\$1,104.92
<b>TOTAL FRINGE BENEFITS</b>		<b>\$21,459.99</b>	<b>TOTAL FRINGE BENEFITS</b>		<b>\$21,890.39</b>
<b>TOTAL SALARIES AND FRINGE</b>		<b>\$82,169.99</b>	<b>TOTAL SALARIES AND FRINGE</b>		<b>\$85,028.79</b>
Cell		\$1,250.00	Cell		\$1,350.00
Computer		\$1,700.00	Computer		\$0.00
Mileage		\$2,000.00	Mileage		\$2,150.00
Training		\$3,000.00	Training		\$2,000.00
Liability Insurance		\$1,359.60	Liability Insurance		\$1,500.96
Incentives		\$3,374.00	Incentives		\$3,500.00
<b>Total Other Costs</b>		<b>\$12,683.60</b>	<b>Total Other Costs</b>		<b>\$10,500.96</b>
<b>TOTAL OTPS &amp; SALARY</b>		<b>\$94,853.59</b>	<b>TOTAL OTPS &amp; SALARY</b>		<b>\$95,529.75</b>
Indirect		\$18,970.72	Indirect		\$19,104.94
<b>TOTAL BUDGET</b>		<b>\$113,824.31</b>	<b>TOTAL BUDGET</b>		<b>\$114,634.69</b>

Combined Total  
Year 18&2

\$728,459.00



**ORDINANCE AUTHORIZING A CONTRACT WITH FLOCK GROUP, INC. FOR THE PURCHASE, INSTALLATION, AND MAINTENANCE OF TWENTY-SIX (26) AUTOMATIC LICENSE PLATE READING CAMERAS (ALPR) ON BEHALF OF THE SYRACUSE POLICE DEPARTMENT**

WHEREAS, Section 5-205-A of the Charter of the City of Syracuse, as amended, provides the Mayor shall "award contracts for professional services subject to the approval of the Common Council"; and

WHEREAS, an RFP Committee has recommended and the Mayor has approved the retention of Flock Group, Inc. under the following terms:

- (1) Flock Group, Inc. shall provide, install, and maintain twenty-six (26) Automatic License Plate Reading cameras (ALPR) on behalf of the Syracuse Police Department;
- (2) The term of the agreement shall be for a period of one (1) year from September 1, 2023 through August 31, 2024 with two (2) one-year renewals subject to the approval of the Mayor and Common Council; and
- (3) The City shall pay to Flock Group, Inc. an amount not to exceed \$ 94,900.00 for all goods and services authorized under the first year of the agreement;
- (4) Expenditures for years two and three will not exceed \$78,000 per year.

NOW, THEREFORE,

BE IT ORDAINED, that the Mayor, on behalf of the City of Syracuse, be and he hereby is authorized to execute such contract, as hereinabove stated, subject to the approval of the Corporation Counsel as to terms, form and execution; and

BE IT FURTHER ORDAINED, that all costs associated with this agreement shall be charged to an appropriate account as designated by the Commissioner of Finance.

1<sup>st</sup> Deputy Chief  
Richard F. Shoff, Jr.



45  
Deputy Chiefs  
Derek P. McGork  
Richard H. Trudell  
Julie L. Shulsky

**SYRACUSE POLICE DEPARTMENT**

Joseph L. Cecile, Chief

August 16, 2023

Ms. Patricia McBride,  
City Clerk  
Room 231 City Hall  
Syracuse, New York 13202

**RE: Legislation – Authorizing an agreement with Flock Group, Inc. for the City of Syracuse on behalf of the Police Department**

Dear Ms. McBride:

Please prepare legislation to be introduced at the next Common Council meeting authorizing an agreement with Flock Group, Inc. for the purchase, installation, and maintenance of (26) Automatic License Plate Reading cameras (ALPR), for the Syracuse Police Department in an amount not to exceed \$250,900.

Based upon the RFP Selection Committee's unanimous recommendation and approval of the Mayor, the City would like to enter into a contract with Flock Group, Inc. The initial term of the contract is (1) one year beginning September 1st, 2023 and ending August 31, 2024, with two (2), one (1) year renewal periods.

Expenditures in year one will not exceed \$94,900.00. \$74,000 of this first year charge will be funded by a grant received from the NYS Department of Criminal Justice Services and charged to an account to be determined by the Commissioner of Finance. Years two and three will not exceed \$78,000 per year.

Thank you.

Sincerely yours,

Richard Shoff Jr.  
1st Deputy Chief of Police

**1<sup>st</sup> Deputy Chief**  
Richard F. Shoff, Jr.



**Deputy Chiefs**  
Richard H. Trudell  
Julie L. Shulsky  
Mark M. Rusin

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**SYRACUSE POLICE DEPARTMENT**

Joseph L. Cecile, Chief

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August 23, 2023

Mr. Tim Rudd  
Budget Director  
233 E. Washington Street  
Syracuse, NY 13202

**RE: Agreement with Flock Group, Inc. for the Automatic License Plate Reading  
Cameras for the Syracuse Police Department**

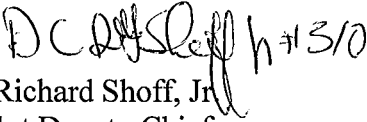
Dear Mr. Rudd:

Please prepare legislation to be introduced at the next meeting of the Syracuse Common Council authorizing an agreement with Flock Group, Inc. for the purchase, installation and maintenance of (26) twenty-six Automatic License Plate Reading cameras (ALPR), for the Syracuse Police Department in an amount not exceed \$250,900.

Based upon the RFP Selection Committee's unanimous recommendation and approval of the Mayor, the city would like to enter into a contact with Flock Group, Inc. The initial term of the contract is (1) one year beginning September 1, 2023 and ending August 31, 2024, with (2) two, (1) one-year renewal periods.

Expenditures in year (1) one will not exceed \$94,900.00. \$74,000 of this first-year charge will be funded by a grant received from the NYS Department of Criminal Justice Services and charged to account determined by the Commissioner of Finance. The remaining \$20,900 will be funded by Budget Line 540.542 (Technical Device & Tools). Years (2) two and (3) three will not exceed \$78,000 per year and will be funded by Budget Line 540.542 (Technical Device & Tools).

Sincerely,

  
Richard Shoff, Jr.  
1st Deputy Chief

*Policing the community through partnerships, prevention, and problem-solving.*

511 South State Street, Syracuse, NY 13202

315.442.5250

[www.syr.gov/police](http://www.syr.gov/police)



# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

**TO:** Mayor, Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management and Budget  
**DATE:** August 21, 2023  
**SUBJECT:** Agreement – Flock Group, Inc.

On behalf of the Department of Police, I am requesting the City of Syracuse enter into an agreement Flock Group, Inc. for the purchase, installation, and maintenance of (26) Automatic License Plate Reading cameras (ALPR), for the Syracuse Police Department in an amount not to exceed \$250,900.

Based upon the RFP Selection Committee's unanimous recommendation and approval of the Mayor, the City would like to enter into a contract with Flock Group, Inc. The initial term of the contract is (1) one year beginning September 1, 2023 and ending August 31, 2024, with two (2), one (1) year renewal periods.

Expenditures in year one will not exceed \$94,900.00. \$74,000 of this first year charge will be funded by a grant received from the NYS Department of Criminal Justice Services and charged to an account to be determined by the Commissioner of Finance. The remaining \$20,900 will be funded by Budget Line #540542.01.31230 (Technical Device & Tools). Years two (2) and three (3) will not exceed \$78,000 per year and will be funded by Budget Line # 540542.01.31230 (Technical Device & Tools).

Please indicate your concurrence by signing below and returning this memo to me so that I may forward a copy to the Common Council along with the legislation request for the next Common Council Meeting.

Thank you for your attention regarding this matter.

\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

8/23/23  
Date

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov](http://www.syr.gov)

**ORDINANCE AUTHORIZING A CONTRACT,  
WITHOUT ADVERTISING OR COMPETITIVE  
BIDDING, WITH IK SYSTEMS, INC. TO  
PROVIDE CONSULTING SERVICES RELATIVE  
TO THE COPS CAMERA SYSTEM ON BEHALF  
OF THE SYRACUSE POLICE DEPARTMENT**

WHEREAS, Section 5-205-A of the Charter of the City of Syracuse, as amended, provides the Mayor shall "award contracts for professional services subject to the approval of the Common Council"; and

WHEREAS, the Mayor has waived the RFP process and approved the retention of IK Systems, Inc, under the following terms:

- (1) IK Systems, Inc shall provide consulting and technician services relative to the COPS Camera System, including but not limited to remote evaluations as to deficiencies in the COPS Camera System, recommendations, and a technician to resolve system issues that cannot be addressed remotely;
- (2) The term of this agreement shall be for the period from July 1, 2023 through August 31, 2026; and
- (3) The City shall pay to IK Systems an amount not to exceed \$435,117 in Fiscal Year 2023/2024 and \$401,204 in Fiscal Years 2024/2025 and 2025/2026 for all services to be provided under this agreement;

NOW, THEREFORE,

BE IT ORDAINED, that the Mayor, on behalf of the City of Syracuse, be and he hereby is authorized to execute such contract, as hereinabove stated, subject to the approval of the Corporation Counsel as to terms, form and execution; and

BE IT FURTHER ORDAINED, an amount not to exceed \$435,117 in total costs relative to Fiscal Year 2023/2024 shall be charged to Account # 599807.07.31225 Project # 702882323 (FY 23 COPS Camera Replacement Plan) or another appropriate account as designated by the Commissioner

of Finance; an amount not to exceed \$401,204, subject to appropriation in FY24 and FY25, in total costs for each of Fiscal Years 2024/2025 and 2025/2026 shall be charged to an appropriate account as designated by the Commissioner of Finance.

DRAFT

46

1<sup>st</sup> Deputy Chief  
Richard F. Shoff, Jr.



Deputy Chiefs  
Richard H. Trudell  
Julie L. Shulsky  
Mark M. Rusin

**SYRACUSE POLICE DEPARTMENT**

Joseph L. Cecile, Chief

August 17<sup>th</sup>, 2023

Patricia McBride  
City Clerk  
City Hall  
Syracuse, New York 13202

Dear Ms. McBride,

**I hereby request that you take the necessary action to have legislation introduced at the next regular meeting of the Syracuse Common council to authorize the Syracuse Police Department to enter into a contractual agreement with IK Systems, Inc.**

Per the terms of this agreement IK Systems, Inc. will provide a dedicated labor representative to remotely evaluate and address system deficiencies in the COPS Camera System on a daily basis. In addition, IK Systems will also provide a technician (5) days per week to resolve system issues that cannot be addressed remotely. The term of the agreement will be from 07-01-23 through 08-31-26 (38 months).

The products and services included in the agreement fall under NYS OGS Contract #PT68808.

Expenditures made under this request for FY 24 (months 1-14 of the agreement) not to exceed \$435,117, will be charged to account 599807.07.31225 Project #702882323 (FY 23 COPS Camera Replacement Plan) and an account to be determined by the Commissioner of Finance for the FY 24 COPS Camera Replacement Plan. For months 16-38 of the agreement the Police Department will be requesting an annual amount of \$401,204 be included in its COPS Camera Capital Project funding for fiscal years 2025 and 2026 under an account to be determined by the Commissioner of Finance.

Thank you for your consideration in this matter.

Sincerely,

*DC RASOFF #370*  
Richard Shoff, Jr.  
First Deputy Chief of Police

*Policing the community through partnerships, prevention, and problem-solving.*

511 South State Street, Syracuse, NY 13202 315.442.5250 www.syr.gov/police

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# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**TO:** Mayor, Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management and Budget  
**DATE:** August 22, 2023  
**SUBJECT:** Agreement – IK Systems, Inc.

**Julie Castellitto**  
Assistant Director

On behalf of the Department of Police, I am requesting the City to enter into a contractual agreement with IK Systems, Inc.

Per the terms of this agreement IK Systems, Inc. will provide a dedicated labor representative to remotely evaluate and address system deficiencies in the COPS Camera System on a daily basis. In addition, IK Systems will also provide a technician (5) days per week to resolve system issues that cannot be addressed remotely. The term of the agreement will be from 07-01-23 through 08-31-26 (38 months).

The products and services included in the agreement fall under NYS OGS Contract #PT68808.

Expenditures made under this request for FY 24 (months 1-14 of the agreement) not to exceed \$435,117, will be charged to account 599807.07.31225 Project #702882323 (FY 23 COPS Camera Replacement Plan) and an account to be determined by the Commissioner of Finance for the FY 24 COPS Camera Replacement Plan. For months 16-38 of the agreement the Police Department will be requesting an annual amount of \$401,204 be included in its COPS Camera Capital Project funding for fiscal years 2025 and 2026 under an account to be determined by the Commissioner of Finance.

Please indicate your concurrence by signing below and returning this memo to me so that I may forward a copy to the Common Council along with the legislation request for the next Common Council Meeting.

Thank you for your attention regarding this matter.

Mayor Ben Walsh  
City of Syracuse, New York

AUG 23 2023

Date

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov.net](http://www.syr.gov.net)



Ordinance No.

2023

**ORDINANCE AUTHORIZING THE  
APPROPRIATION OF FUNDS IN AN AMOUNT  
NOT TO EXCEED \$731,951 FROM  
UNALLOCATED CASH CAPITAL FOR USE BY  
THE SYRACUSE POLICE DEPARTMENT FOR  
COPS CAMERAS AND RELATED EQUIPMENT**

BE IT ORDAINED, that this Common Council hereby appropriates the sum of \$731,951 from the 2023/2024 Unallocated Cash Capital Account #599007.01.99999 to an account to be determined by the Commissioner of Finance for the Syracuse Police Department; said funds are to be used to replace end-of-life COPS Cameras and related equipment, maintain existing COPS Cameras and related equipment, and add new COPS Cameras and related equipment throughout the City of Syracuse, in the manner provided by law.

DRAFT

**1<sup>st</sup> Deputy Chief**  
Richard F. Shoff, Jr.



**Deputy Chiefs**  
Richard H. Trudell  
Julie L. Shulsky  
Mark M. Rusin

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**SYRACUSE POLICE DEPARTMENT**

Joseph L. Cecile, Chief

August 23, 2023

Ms. Patricia McBride  
City Clerk  
Room 231, City Hall  
Syracuse, NY 13202


Dear Ms. McBride:

Please prepare legislation to be introduced at the next meeting of the Syracuse Common Council to appropriate \$731,951 for COPS Camera replacements and maintenance from the 23/24 unallocated cash capital account #599007.01.99999.

It is the intent of the Police Department to utilize these funds for the purpose of replacing end-of-life COPS Cameras and related equipment, maintaining existing equipment and adding new cameras and equipment throughout the City.

These funds were requested and approved as part of the 23/24 Capital Improvement Plan and shall be placed in an account to be determined by the Commissioner of Finance.

Sincerely,

  
Richard Shoff, Jr.  
1st Deputy Chief



City of Syracuse

AUTHORIZATION TO PROCEED WITH CIP PROJECT

**Date:** 08/23/23

**Project Name:** COPS Camera Replacement

**Project Cost:** \$731,951

**Contact Name:** Richard Shoff, Jr, 1st Deputy Chief of Police

**Project Description:** The COPS cameras which are located throughout the City of Syracuse have functional life of between 7-10 years. The initial cameras installed in 2008 and as a result the Department has begun facing an annual need to replace large amounts of cameras to maintain th current network.

**Projected Time Line & Funding Source(s)**

**Estimated Start Date:** \_\_\_\_\_ **Estimated Completion Date:** \_\_\_\_\_

<b>Funding Source:</b>	<b>Dollar Amount:</b>
Local Share: Cash Capital	\$731,951
Local Share: Bonds (complete schedule below)	
State Aid/Grant (identify)	
Federal Aid/Grant (identify)	
Other (identify)	
<b>Total Project Funding (must equal cost):\$</b>	<b>\$731,951</b>

**Estimated Project Borrowing Timeline**

<b>Year</b>	<b>Fiscal Year</b>	<b>Estimated Amount to Borrow</b>
1		
2		
3		

Total Estimated Amount to Borrow (if different than "Local Share: Bonds" above, explain)

Approval to proceed with request for legislation is hereby granted.

Project in CIP Plan: Yes  Reason ("No"):

Director of Administration: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Management & Budget: \_\_\_\_\_ Date: 8-23-23

Commissioner of Finance: \_\_\_\_\_ Date: 8/23/23

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Ordinance No.

2023

**ORDINANCE AUTHORIZING PURCHASE,  
WITHOUT ADVERTISING OR COMPETITIVE  
BIDDING, OF AIMS MOBILE TICKETER APP  
WITH ZQ511 PRINTER FROM ELECTRONIC  
DATA COLLECTION CORPORATION (EDC) ON  
BEHALF OF THE SYRACUSE POLICE  
DEPARTMENT AND DEPARTMENT OF PUBLIC  
WORKS**

BE IT ORDAINED, subject to the approval of the Mayor, that the Common Council hereby authorizes the purchase of AIMS Mobile Ticketer App with ZQ511 Printer, annual support, and related supplies from Electronic Data Collection Corporation (EDC) for the Syracuse Police Department (SPD) and the Department of Public Works (DPW) during the fiscal year 2023/2024 at a total cost not to exceed \$271,243.00 without competitive bidding or formal advertising by reason of the fact it is impracticable to bid said item as the intent is to expand SPD and DPW's ability to write tickets electronically and better export/import data to the Bureau of Parking Violations, and both the Bureau of Parking Violations and SPD already utilize this equipment and service through EDC; and

BE IT FURTHER ORDAINED, that the Director of Management and Budget is hereby authorized to purchase said equipment and service at a cost not to exceed \$271,243.00, charging \$201,243 of the cost thereof to Special Object Fund Account #593000.01.90000 and \$70,000.00 to Police Department Capital Project Account # 599807.07.31225 Project #701062323, or another appropriate account as designated by the Commissioner of Finance during budget year 2023/2024, as applicable; and

BE IT FURTHER ORDAINED, that the Director of the Management and Budget is hereby authorized to executed any written contract associated with the purchase from EDC, subject to the approval of the Corporation Counsel as to terms, form and execution; and

BE IT FURTHER ORDAINED, that this waiver is hereby authorized to be extended, where necessary, for a period not to exceed sixty (60) days after June 30, 2024 provided funding from the appropriation authorized by this Ordinance remains.

DRAFT



# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

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August 23, 2023

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

Ms. Patricia K. McBride  
City Clerk  
231 City Hall  
Syracuse, NY 13202

Re: Request to Legislation for Waiver of Competitive Bid

Dear Ms. McBride,

On behalf of the Department of Police, please prepare legislation to be introduced at the next Common Council Meeting to authorize a waiver of competitive bid for the purchase of the AIMS Mobile Ticketer App with ZQ511 Printer, annual support and related supplies for the Syracuse Police Department and Department of Public Works from Electronic Data Collection Corporation (EDC).

The City's Bureau of Parking Violations as well as the Police Department's parking checkers already utilize this equipment and service through EDC. The purpose of this request is to allow the Police Department and the Department of Public Works to expand their ability to write tickets electronically as well as export/import data to the Bureau of Parking Violations as needed.

Purchases under this waiver will be charged to the following accounts:

Police Department Capital Project #599807.07.31225 Project #701062323- expenditures not to exceed \$70,000 - Police Department purchases only.

Special Object Fund - Account #593000.01.90000- expenditures not to exceed \$201,243 as provided for in the fiscal year 23/24 approved budget. This special object funding is intended to be split between the Police Department and the Department of Public Works as needed.

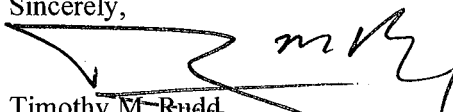
Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov.net](http://www.syr.gov.net)

Thank you.

Sincerely,

  
Timothy M. Rudd  
Director of Management and Budget

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1<sup>st</sup> Deputy Chief  
Richard F. Shoff, Jr.



Deputy Chiefs  
Richard H. Trudell  
Julie L. Shulsky  
Mark M. Rusin

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**SYRACUSE POLICE DEPARTMENT**

Joseph L. Cecile, Chief

August 23, 2023

Tim Rudd  
Director of Management & Budget  
City Hall  
Syracuse, NY 13202

Dear Mr. Rudd:

**I hereby request that you prepare the necessary legislation for the next regular meeting of the Syracuse Common Council to approve a Waiver of Competitive bid for the purchase and AIMS Mobile Ticker App with ZQ511 Printer, annual support and related for the Syracuse Police Department and Department of Public Works form Electronic Data Collection Corporation (EDC).**

The City's Bureau of Parking Violations as well as the Police Department's parking checkers already utilize this equipment and service through EDC. The purpose of this request is to allow the Police Department and the Department of Public Works to expand their ability to write tickets and electronically as well as export/import data to the Bureau of Parking Violations as needed.

The adoption of this waiver is not an attempt by the Departments to circumvent other established purchasing policies and procedures. With the approval of this waiver, the equipment and supplies will be purchased in accordance with any other policies as established by the Commissioner of Purchase and subject to the approval of the Department of Purchase.

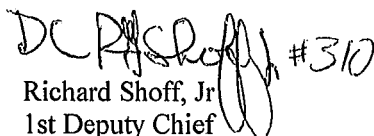
Purchase under this waiver will be charged to the following accounts:

Police Department Capital Project #599807.07.31225 Project #701062323 – expenditures not to exceed \$70,000 – Police Department purchases only.

Special Object Fund – Account #593000.01.90000 – expenditures not to exceed \$201,243 as provided for in the fiscal year 23/24 approved budget. This special object funding is intended to be split between the Police Department and the Department of Public Works as needed.

Thank you for your consideration in this matter.

Sincerely,

 #310  
Richard Shoff, Jr.  
1st Deputy Chief



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## CITY OF SYRACUSE COMMON COUNCIL

**CHOL MAJOK**  
Counilor – 3<sup>rd</sup> District

August 28, 2023

Ms. Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, New York 13202

Dear Ms. McBride:

Please prepare a resolution for the Common Council meeting of Monday, September 18, 2023, honoring Governor Kathy Hochul for the success of the Asian Village at the 2023 New York State Fair.

The Asian Village was introduced on August 23, 2023 as part of the cultural villages at the New York State Fair. The Asian Village joins the Indian Village, Pan African Village and Latino Village that are already operating at the Fair. The Asian Village recognizes the contributions, history, and experiences of Asian American, Native Hawaiian, and Pacific Islander communities through music, dance, traditional food, and a few special events.

The Asian Village recognizes not only the Asian American, Native Hawaiian, and Pacific Islander Communities, but the New American Community as a whole. I recognize and support the efforts that New York State has made to celebrate the many different ethnic groups in our state. The collection of these villages represents the great diversity in New York State and gives everyone a chance to celebrate their heritage.

Thank you for your assistance in this regard.

Sincerely,

Chol Majok  
3<sup>rd</sup> District Councilor

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Ordinance No.

2023

**ORDINANCE AMENDING ORDINANCE NO. 845-2022 AS LAST AMENDED BY ORDINANCE NO. 369-2023 AUTHORIZING THE MAYOR TO EXECUTE CONTRACTS RELATIVE TO PROVIDING EMERGENCY REPAIR SERVICES FOR THE CITY ON BEHALF OF THE DEPARTMENT OF NEIGHBORHOOD AND BUSINESS DEVELOPMENT WHEN LANDLORDS REFUSE TO ADEQUATELY ADDRESS CRITICAL CODE VIOLATIONS AT THEIR PROPERTIES PURSUANT TO THE ARPA PROJECT AUTHORIZATION PREVIOUSLY APPROVED BY ORDINANCE NO. 294-2022- AMEND TO ADD CONTRACTORS AND WAIVE BIDDING TO EXPEDITE REPAIRS**

BE IT ORDAINED, that Ordinance No. 845-2022 as last amended by 369-2023 is hereby amended to read as follows:

WHEREAS, Section 5-205-A of the Charter of the City of Syracuse, as amended, provides the Mayor shall "award contracts for professional services subject to the approval of the Common Council"; and

WHEREAS, a Request for Qualifications Process was conducted to find contractors to provide emergency repair services on behalf of the Department of Neighborhood and Business Development when landlords refuse to adequately address critical code violations at their properties on an as needed basis; and

WHEREAS, the Department of Neighborhood & Business Development has requested a waiver of competitive bidding to add seven (7)\* contractors to the emergency repair program previously authorized by Ordinance # 845-2022; and

WHEREAS, the Mayor has approved the retention of these additional seven (7)\* contractors

(24 Seven HVAC, Cornell Bell LLC, Krell Distributing, Inc, Kelley Electrical Services LLC, FYM The Contractor LLC, Servpro of North Onondaga, and ServPro of East Onondaga) to expedite the emergency repair program; and

WHEREAS, the Mayor has approved the retention of All Fix It Construction, Solid Rock Construction, Chiodo Heating & Air, and GC Constructing under the following terms:

1. All of the aforementioned firms have been pre-approved to submit proposals to provide emergency repair services for the City on behalf of the Department of Neighborhood and Business Development when landlords refuse to adequately address critical code violations at their properties. The firms listed in this ordinance shall be the only firms able to submit proposals on any such emergency repairs required by the City of Syracuse for a twenty-four-month period effective as of the date the Mayor approves this Ordinance with the option of one (1) additional one (1) year extension subject to Mayor and Common Council approval; and
2. Requests for emergency repair services to be provided for the City when landlords refuse to adequately address critical code violations at their properties will be packaged individually or in groups. The request for proposals covering the requested emergency repair services, however packaged, will be submitted to the pre-approved firms listed in this ordinance; and
3. Proposals from the pre-approved firms listed in this ordinance shall contain a lump sum quote setting forth the lump sum total cost for all the emergency repairs needed for the real property as identified in the City's request for proposals; and
4. The pre-approved firm that submits the lowest lump sum quote and is determined to be a responsible proposer will be awarded a contract for the emergency repair services on behalf of the Department of Neighborhood and Business Development for the real property identified in the City's request for proposals; and
5. The pre-approved firm awarded a contract for emergency repair services on behalf of the Department of Neighborhood and Business Development in response to requests for proposals shall provide all required emergency repair services on behalf of the Department of Neighborhood and Business Development/Division of Code Enforcement; and
6. None of the pre-approved firms are guaranteed either any minimum amount of emergency repair work or minimum amount of monies under the terms of this contract authorization; and
7. Expenditures on emergency repair services for the City to be provided on behalf of the Department of Neighborhood and Business Development when landlords refuse

to adequately address critical code violations at their properties to the pre-approved firms over the twenty-four (24) month period shall not exceed \$150,000.00;

NOW, THEREFORE

BE IT ORDAINED, that the Mayor, on behalf of the City of Syracuse, be and he hereby is authorized to execute such aforementioned contracts, including the seven (7)\* new contractors (24 Seven HVAC, Cornell Bell LLC, Krell Distributing, Inc, Kelley Electrical Services LLC, FYM The Contractor LLC, Servpro of North Onondaga, and ServPro of East Onondaga) approved by the Mayor and authorized by the Common Council through this amended ordinance, awarded for emergency repair services for the City to be provided on behalf of the Department of Neighborhood and Business Development when landlords refuse to adequately address critical code violations at their properties, as hereinabove stated, subject to the approval of the Corporation Counsel as to terms, form and execution; and

BE IT FURTHER ORDAINED, that all costs associated with this contract shall be charged to the appropriate Department of Neighborhood and Business Development Budget Account designated by the Commissioner of Finance for the ARPA funds authorized in Ordinance No. 294-2022 or another appropriate account as designated by the Commissioner of Finance.

\_\_\_\_\_ = new material

\* previously read five (5)



# DEPARTMENT OF NEIGHBORHOOD & BUSINESS DEVELOPMENT

CITY OF SYRACUSE, MAYOR BEN WALSH

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August 11, 2023

Ms. Patricia McBride  
City Clerk  
Room 231, City Hall  
Syracuse, NY 13202

**Commissioner**  
Michael Collins

**Deputy Commissioner of  
Neighborhood Development**  
Michelle Sczpanski

**Deputy Commissioner of  
Business Development**  
Eric Ennis

**Re: Legislation Request – Request to Amend Ordinance 2023-369**

Dear Clerk McBride:

Please prepare legislation to be introduced at the September 5, 2023 Common Council meeting on behalf of the Department of Neighborhood and Business Development to request to amend ordinance 2023-369 authorizing the city to enter into contract for emergency repair services with approved contractors on a per-project basis. Neighborhood and Business Development requests the ordinance be amended to add the following firms:

- Servpro of North Onondaga
- Servpro of East Onondaga

The entities listed above were recently used for contract services under the City's Emergency Repair Program that could not be procured from contractors already authorized as part of ordinance 2023-369. The Mayor has waived the RFP process due to the emergency nature of the program. Amending the ordinance to include these firms will help bolster the existing pool of qualified contractors and ensure future repairs can be completed as efficiently as possible. All other provisions outlined in ordinance 2023-369 remain in effect.

I am happy to answer any questions at x8743 or via email at [msczpanski@syrgov.net](mailto:msczpanski@syrgov.net).

Sincerely,

Michelle Sczpanski  
Deputy Commissioner of Neighborhood Development

cc: Sharon Owens, Deputy Mayor  
Michael Collins, NBD Commissioner

[https://cityofsyracuse.ny-my.sharepoint.com/personal/msczpanski\\_syr\\_gov/Documents/Projects/Legislative Request Letters/Legislative Letter - Request for Waiver of Competitive Bid to amend ERP ordinance - 08.11.2023.docx](https://cityofsyracuse.ny-my.sharepoint.com/personal/msczpanski_syr_gov/Documents/Projects/Legislative Request Letters/Legislative Letter - Request for Waiver of Competitive Bid to amend ERP ordinance - 08.11.2023.docx)

**Department of Neighborhood  
& Business Development**  
201 E Washington Street  
Suite 600  
Syracuse, NY 13202

Office 315 448 8100  
Fax 315 448 8036

[www.syrgov.net](http://www.syrgov.net)



# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

**TO:** Mayor Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management and Budget  
**DATE:** August 23, 2023  
**SUBJECT:** Waiver of RFP Process & Amend Ordinance #369-2023 – Emergency Repair Services


On behalf of the Department of Neighborhood & Business Development, I am requesting to amend Ordinance #369-2023 to authorize a waiver of the RFP process and enter into a contract for emergency repair services with approved contractors on a per-project basis. Neighborhood and Business Development requests the ordinance be amended to add the following firms:

- Servpro of North Onondaga
- Servpro of East Onondaga

The entities listed above were recently used for contract services under the City's Emergency Repair Program that could not be procured from contractors already authorized as part of ordinance 2023-369. Amending the ordinance to include these firms will help bolster the existing pool of qualified contractors and ensure future repairs can be completed as efficiently as possible. All other provisions outlines in ordinance 369-2023 remain in effect.

Please indicate your concurrence by signing below and returning this memo to me so that I may then forward your approval to the Common Council along with the request for authorizing this legislation.

Thank you for your attention regarding this matter.

  
\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

8/23/23  
Date

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov.net](http://www.syr.gov.net)



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## CITY OF SYRACUSE COMMON COUNCIL

**LATOYA ALLEN**  
Councilor – 4<sup>th</sup> District

August 25, 2023

Ms. Patricia K. McBride  
City Clerk  
321 City Hall  
Syracuse, New York 13202

Dear Ms. McBride:

Please prepare a Resolution for the Common Council meeting of Tuesday, September 5, 2023, requesting the temporary construction of an honorary street sign for one year from the date of installation, on the 100 block of Sterling Avenue and the 700 block of South Avenue in honor of Rev. Dr. Johnathan Stephens Jr.

As a second-generation Syracuse Native, Rev. Dr. Stephens dedicated his career to improving the lives of Syracuse's youth. Through his work as a Hall Monitor in the Syracuse City School District, and through his work as the Protestant Champlain at the Hillbrook Youth Detention Center, he helped guide our youth to their fullest potential.

After impacting the lives of youth at Hillbrook, he had the goal to help youth before they fell into the Judicial System. Rev. Dr. Stephens founded the Y.A.R.D. Kids program, to work with youth who are at risk of falling into trouble at school, home, or with the law.

Rev. Dr. Stephens was the first Champlain for the local Chapter of the National Action Network and pastored the Fountain of Life Church for 37 years. Through his lifelong work as a pastor, Rev. Dr. Stephens was able to help guide countless people to a better life. His determination to improve the lives of our youth made a tremendous impact on the Syracuse community.

Thank you for your assistance in this regard.

Sincerely,

Latoya Allen  
4<sup>th</sup> District Councilor

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Rev. Dr. Johnathan Stephens Jr Bio:

Rev. Dr. Johnathan Stephens Jr served as the pastor at the Fountain of Life Ministries for 37 years. In 2023, he retired after three decades of service. As a second generation Syracuse native, Rev. Dr. Stephens attended Croton School, McKinley Brighton, Roosevelt Junior High School, and graduated from Central Tech School in 1972. The Reverend was a passionate advocate of the City's youth. He worked as a Hall Monitor in the Syracuse City School District, and through his work as the Protestant Champlain at the Hillbrook Youth Detention Center he helped guide our youth to their fullest potential. The Reverend had the goal of helping youths before they fell into the Justice system. One of his greatest achievements was founding the Y.A.R.D. Kids program, which is a program designed to work with youth who are at risk of falling into trouble at school, home, or the law. His work with the youth made him a trusted ally of the youth. He often became a middleman between the Police and youth who were in trouble with the law. Often youth would enlist his help in surrendering to the Police to avoid any potential safety issues. Rev. Dr. Stephens was the first Champlain for the local Chapter of the National Action Network under President Walt Dixie.

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**CITY OF SYRACUSE COMMON COUNCIL**

**LATOYA ALLEN**  
**Councilor – 4<sup>th</sup> District**

August 25, 2023

Ms. Patricia K. McBride  
City Clerk  
231 City Hall  
Syracuse, New York 13202

Dear Ms. McBride:

Please prepare legislation for the Common Council meeting of Tuesday, September 5, 2023, requesting the temporary installation of an honorary street sign for one year from the date of installation, on the 800 block of East Fayette Street and the 300 block of Forman Avenue in honor of Mr. Roger W. Torrence Sr.

Torrence Sr. was the owner and operator of R.W. Torrence Trucking and Paving Company since its opening in 1950. In addition, he owned Torrence Enterprises and Torrence Paving. The Torrence businesses were essential and vital in the City of Syracuse.

Torrence Sr. worked with previous administrations to keep roads, driveways, parking lots, and road cuts sustainable for years. At the time of opening, his businesses were one of the few black owned businesses in the City of Syracuse. Torrence Sr. was a man of integrity and an extremely hard worker. Torrence Sr's lifelong commitment to his craft made a tremendous impact on this community.

Thank you for your assistance in this regard.

Sincerely,

*LaToya Allen NG*  
LaToya Allen  
4<sup>th</sup> District Councilor



Greetings Common Councilor-District 4, Hon. Latoya Allen and Constituents,

This request is being submitted by me (Diane Torrence) and my siblings for an Honorary Street sign on behalf of our father, Roger W. Torrence Sr. who contributed his excellent work skills for the City of Syracuse.

Our father moved to Syracuse over 75 years ago. He married Charlotte Wells. Together they raised 15 children and resided at 806 East Fayette Street for many years.

Roger W. Torrence Sr. was one of the few Black owned businesses in Syracuse. He was the owner and operator of R. W. Torrence Trucking and Paving Company since 1950. In addition, he owned Torrence Enterprises and Torrence Paving. These companies were essential and vital businesses in the City of Syracuse and County areas. He worked under past Mayors in keeping roads, driveways, parking lots and road cuts beautiful and sustainable for years.

Roger W. Torrence Sr. faced many obstacles in his business. However, with a praying wife, he was able to overcome them. He was a man of integrity and an extremely hard worker. He employed many workers (up to 16 at one time) enabling them to support their families.

In addition to owning his own businesses, he was a sub-contractor under James Ross and Son and others.

We believe this request would greatly honor our father, who contributed so much to the City of Syracuse. Our request is for two Honorary Street signs. One at the corner of East Fayette Street and Forman Ave and one at the corner East Fayette Street and Irving Ave.

We are thanking you and your Constituents in advance for giving this request great consideration.

Sincerely,

Sons and Daughters of Roger W. Torrence Sr.

**ORDINANCE GRANTING PERMISSION TO TYLER SWARTZ, OWNER OF THE PROPERTY AT 301 BURNS AVENUE, SYRACUSE, NEW YORK TO ENCROACH 11' INTO THE GLEN COVE ROAD RIGHT-OF-WAY WITH A 100'(L) X 4'(H) HOG WIRE FENCE**

WHEREAS, Tyler Swartz, owner of the property situated at 301 Burns Avenue, Syracuse, New York, has requested permission to encroach up to 11' into the Glen Cove Road Right-of-Way with a 100'(L) x 4'(H) hog wire fence; and

WHEREAS, the report of the Commissioner of the Department of Public Works is on file in the office of the City Clerk; NOW, THEREFORE,

BE IT ORDAINED, that this Common Council hereby grants permission to Tyler Swartz (hereinafter referred to as the "Owner") to maintain the aforementioned encroachment, subject to the following conditions:

1. The Owner shall defend, indemnify, and save harmless the City of Syracuse, its officers and servants, from any and all liability and from any and all claims, damages, costs and expenses to person or property which may occur out of the usage of said street right-of-way heretofore described.
2. The Common Council may terminate this permission upon thirty (30) days' notice to the Owner.
3. Said Owner shall, within thirty (30) days from the effective date of this ordinance, file in the office of the City Clerk a duly acknowledged written acceptance of this permission and consent to its terms and conditions. Said acceptance, when so filed, shall constitute an agreement on the part of the Owners to do and conform to all conditions thereof.
4. Said Owner shall obtain the necessary permits, in addition to this permission ordinance, for the 100'(L) x 4'(H) hog wire fence.
5. Said Owner agrees and consents that the City will not be liable for any damage to the 100'(L) x 4'(H) hog wire fence from any cause, including but not limited to snow removal, utility repair and replacement, and sidewalk repairs.

6. Said Owner agrees and consents to maintain compliance with the requirements of the various City Departments attached hereto as Appendix "A".

DRAFT



Department of Neighborhood & Business Development  
Central Permit Office  
 Ben Walsh, Mayor

**Encroach (Minor) Plan Review Comments for Applicant**  
 (Revised 07/15)

Location of Proposed Work: 301 Burns Ave & Glencove Rd

Permit #: PC-0194-23

Permit Type: Encroach (Minor)

Date: 07/28/2023

Contact: Tyler Swartz

Phone #: 585-721-3777

The departments below have reviewed your application and provided the following comments.  
**Approval is subject to the conditions listed below.**

Approval	Status Date	Status	Reviewer	Comments
DPW - Commissioner	05/17/2023	Conditionally Approved	Martin Davis	Need copy of survey map  MAY 17, 2023 Survey map is useless. Encroachment is approved for 10' from edge of pavement. 3' snow shelf, 5' concrete sidewalk and 2' buffer .Comply with Sewer Bureau comments
DPW - Sanitation & Sewers	05/17/2023	Conditionally Approved	Vinny Esposito	hold for survey with fence proposal drawn in.  5/17/23 Fence can not be installed closer than 10' from edge of pavement, which would put the fence 11' into the ROW. All utilities must be located and protected prior to fence construction. Adjoining driveway at east end of property must be protected during construction of fence.
DPW - Sidewalk Inspector	06/07/2023	Conditionally Approved	Chris Ettinger	Fence can not be installed any closer than 10 feet from edge of pavement on Glencove Rd.
DPW - Traffic Control	05/03/2023	Approved	Joe DiBello	no issues
DPW - Transportation Planner	05/01/2023	Internal Review Complete	Neil Milcarek-Burke	All Fencing is to be contained to private property. Proposed encroachment at corner property has potential to pose line-of-sight issue and is not recommended.
Engineering - Design & Construction	07/25/2023	Conditionally Approved	John Kivlehan	** 7/25./23 conditionally approved per City Engineers comments Previous comments: Reason for encroachment is not valid, the applicants own yard is sufficient in size to accommodate their dog. Encumbering use of the ROW for a dog is not valid. Proposed "hog" fence type is also not appropriate for urban area
Engineering - Mapping	05/18/2023	Not Applicable	Ray Wills	A waiver of encroachment should be on record for the stairs as well, however it appears as though this proposal is to make the backyard accessible, by making it larger, the backyard can be made accessible without encroaching into the ROW. See DPW comments regarding possibly 10' vs 14'. Deferring to City Engineer ultimately for any engineering approval.
Engineering - Sewers	07/25/2023	Conditionally Approved	John Kivlehan	** 7/25 - conditionally approved; per City Engineers Commnets  See comments under design & construction
Engineering - City Engineer	07/21/2023	Conditionally Approved	Mary Robison	- Department of Engineering approves per the revised plan submitted on 7/21/23 with the agreed upon changes of 4' high fence; 8' wide gate to be installed; 11' encroachment (fencing needs to be installed a minimum of 10' from the edge of roadway); and fencing material is acceptable based on Zoning's approval. - Applicant shall indemnify the City from any and all liability for damages or injuries caused to, from or as a result of the approval of this encroachment.

-Fence gates shall swing in to private property and be restricted from being able to swing out into the street right of way.

Zoning Planner	07/28/2023	Approved	Jake Dishaw	Conditionally approved per reviewing departmental comments.
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DRAFT

Encroachment Permit Instructions and Application

Jeremy Robinson  
Commissioner



Ann Fordock  
Deputy Commissioner

Martin E. Davis, L.S.  
Deputy Commissioner

DEPARTMENT OF PUBLIC WORKS

Ben Walsh, Mayor

Encroachment Application and documents must be submitted to:

Central Permit Office  
201 East Washington Street, Room 101  
Syracuse, New York 13202, Phone # 315-448-4715  
CentralPermitOffice@svrgov.net

**SUBMITTAL REQUIREMENTS**

Only complete applications will be accepted for review:

- Pages 5 and 6 of the Encroachment Application completed in full and signed by the owner of the property adjacent to the right-of-way.
- A copy of the stamped survey map\* (must be to scale, not reduced) for the private property abutting the street right-of-way in question.
- A stamped or signed site plan\* (must be to scale, not reduced) showing specific location and distances from front of main building abutting right-of-way, front and side property lines, curbs, sidewalks, sidewalk widths, and driveways and improvement dimensions (lengths, widths, and heights) for all encroaching features. Also, for fencing, location of any gates and direction they will open. The proposal can be drawn (to scale) on a copy of the property survey, but applicant must initial all changes made to the stamped survey and cross out the surveyor's stamp.
- Elevation drawing\* or manufacturer's catalogue cut of any features of the improvement.

*\*If you submit full size architectural drawings or survey maps, you must also submit one additional copy no larger than 11" x 17" or an electronic copy.*

PLEASE FILL IN COMPLETELY

Address of Proposed Encroachment: 301 Burns Avenue, Syracuse, NY 13206  
Street address abutting the right-of-way where the improvement is being requested

Section, Block & Lot # (if known) \_\_\_\_\_

Property Owner (print name): Tyler E. Swartz

Mailing Address (if different): \_\_\_\_\_

Phone #(s): (585) 721-3777

Email Address(es): swartzte@gmail.com

Encroachment Permit Instructions and Application

Applicant / Owner's Representative (print name):

Tyler E. Swartz

Mailing Address:

301 Burns Avenue, Syracuse, NY 13206

Phone #(s):

(585) 721-3777

Email Address:

Swartzte@gmail.com

Type of Improvement requested:

Fenced in side yard/back yard.

Describe the style &/or materials of the improvement:

Hog-wire Fence - Wood & steel wire mesh construction

List the dimensions of the improvement in feet and inches:

Horizontal: 100.0' 0" Vertical: 4.0' 0"

What is the reason(s) for the improvement?

Provide access to backyard from side door due to the challenging grading of my own property; allow access to backyard for my dog

Is this Improvement part of a larger project?

Yes No

If yes, please identify the project and specify the additional city/county approvals being applied for

How far does the feature encroach into the City's Right of Way?

11.0 feet

I, Tyler Swartz, Property owner of 301 Burns Avenue, Syracuse, NY 13206 agree to the discussed 4 point agreement with the City Engineering Administrator.

SIGNATURE OF THE OWNER

I (we) certify that I (we) own the private property listed above (i.e., the property abutting the requested improvement).

Signature(s):

Tyler E Swartz

7/20/2023

Date

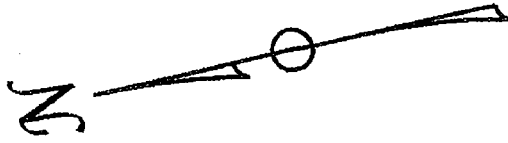
NO ABSTRACT PROVIDED AT TIME OF SURVEY.

SUBJECT TO EASEMENTS, ROWS, RESTRICTIONS & EXCEPTIONS OF RECORD WHICH AN UPDATED ABSTRACT WOULD SHOW.

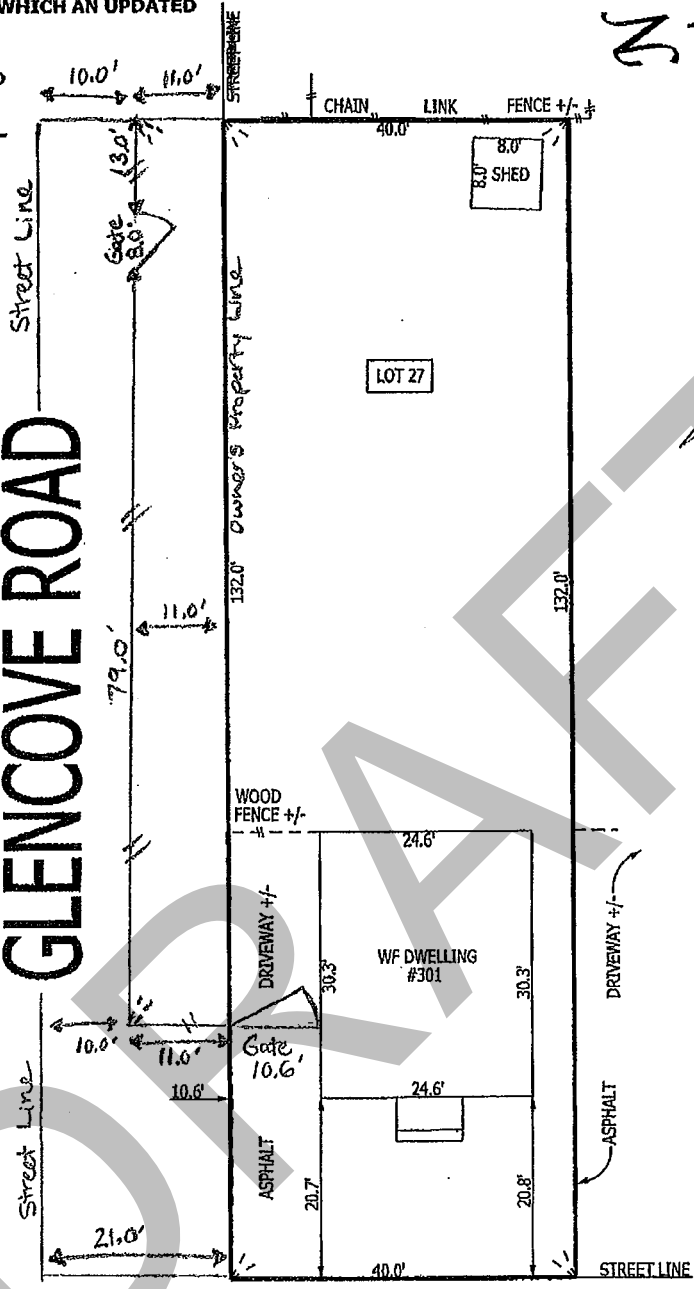
RECHECKED & RECERTIFIED

2/2/22

*M. Dus*



GLENCOVE ROAD




*JM* - Property owner (Edited)

*—* - New Proposed Fence on Encroachment

11.0' x 100.0' Encroachment Request

BURNS AVENUE

<p>CERTIFIED TO</p>	<p>LOCATION SURVEY FOR: 301 BURNS AVENUE                  LOT: 27 TRACT: CLOVER RIDGE, BLOCK 3084                  CITY OF SYRACUSE COUNTY OF ONONDAGA STATE OF NEW YORK</p>		
<p>PROPERTY CORNERS NOT SET IN THIS SURVEY UNLESS SHOWN. OFFSETS FROM PROPERTY LINES MEASURED TO FOUNDATION WALLS UNLESS OTHERWISE INDICATED. THE UNDERSIGNED HEREBY CERTIFIES THAT THIS IS A CORRECT MAP MADE FROM AN ACTUAL SURVEY.</p> <p><i>M. Dus</i></p> <p>N.Y.S. LICENSED LAND SURVEYOR NO. 050692</p>	 <p><b>DUSSING LAND SURVEYING, LLC</b>                  JAMES M. DUSSING SR. LIC. NO. 050692                  SYRACUSE, NEW YORK                  PHONE: 315-256-5372 FAX: 315-492-6892</p>	<p>DATE: 7/3/18                  SCALE: 1" = 20'                  FILE NO.: 18-473</p>	





# DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

Date: July 28th 2023

**Jeremy Robinson**  
Commissioner

**Ann Fordock**  
Deputy Commissioner

**Martin E. Davis, L.S.**  
Deputy Commissioner

Patricia McBride  
City Clerk  
City Hall, Room 230  
Syracuse, New York 13202

RE: Legislation Request – Permission for Encroachment *PC-0194-23*


Dear Ms. McBride:

Tyler Swartz is requesting an Encroachment Waiver for a 100' (L)X 4' (H) "Hog Wire" fence. This feature will encroach 11' into the Right-of-Way on the Glen Cove Rd side of the property. The applicant's mailing address is as follows:

*301 Burns Ave  
Syracuse, NY 13206*

The proposed encroachment has been reviewed by various City departments and utility companies. Returned comments are enclosed. It appears that there is not major impediment to the request.

Please prepare legislation for consideration at the next meeting of the Common Council. Please let me know if you have any questions relative to this request.

Sincerely,  
  
Jeremy Robinson  
Commissioner of Public Works

Dept. of Public Works  
1200 Canal St. Extension  
Syracuse, N.Y. 13210

Office 315 448-2489  
Fax 315 448-8531

[www.syr.gov.net](http://www.syr.gov.net)

Common Council Office  
314 City Hall  
Syracuse, N.Y. 13202



Council Office: (315) 448-8466  
Fax: (315) 448-8423

5A

## CITY OF SYRACUSE COMMON COUNCIL

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August 25, 2023

Ms. Patricia K. McBride  
City Clerk  
231 City Hall  
Syracuse, New York 13202

Dear Ms. McBride:

Please prepare a Resolution for the regularly scheduled Common Council meeting of Tuesday, September 5, 2023, honoring Van B. Robinson for his longtime advocacy for the removal of the I-81 viaduct.

Van B. Robinson served on the Syracuse Common Council, as Councilor-at-Large and President of the Common Council. Mr. Robinson was one of the first elected officials to urge for the removal of I-81. He recognized the detriment I-81 was to the Syracuse community and the effects it had on the residents of the 15 Ward.

Mr. Robinson when speaking on the impact of I-81 on the City of Syracuse said, "I-81 did not bring the city together. It cut it in half. In fact, the heart of the county. They decided to put a knife in and go right through". Van B. Robinson was a visionary ahead of his time, who was able to recognize the disastrous impact this great divide would have on our city and made it his mission to speak up about the issue.

Thank you for your attention in this matter.

Sincerely,

Helen Hudson  
Common Council President  
Majority Leader

HH/cs