



**City of Poughkeepsie
Zoning Board of Appeals
Meeting Agenda**

Common Council Chambers
Tuesday, May 14, 2024
6:00 PM

I. CALL TO ORDER

II. APPROVAL OF MEETING MINUTES

1. Approval of April 9, 2024 Minutes

III. REVIEW OF RESOLUTIONS

1. 15 HOFFMAN AVE – AREA VARIANCE

Application for area variance relative to Section 19-3.15(4)(e) requires a 6 foot side yard set back to allow for a zero-lot line setback. Owner/Applicant: Kamil Sero and Hweido Sero; Consultant: Jason Lichtwick Architecture, PLLC; Grid: # 6161-34-628812; District: R-4, medium high-density residential; File #: ZBA 2023-027

IV. PUBLIC HEARINGS & DELIBERATIONS

1. 14 GRAND STREET - AREA VARIANCE

Application for area variances relative to the conversion of the existing carriage house on the property to a single family dwelling. There is an existing three family dwelling on the premises. The conversion requires variances of the following sections of the Zoning Ordinance: Section 19-3.19(4)(f) to allow a zero rear yard set-back where 15 feet is required; and, Section 19-3.19(4)(k) to allow less than the required usable open space of 1,400sf with minimum dimensions of 30'x40'; For Section 19-4.3(11) which requires 8 parking spaces, the applicant plans to request a waiver from the Planning Board for 4 spaces, and for Section 19-4.11(1)(b) which requires

that landscape strips be provided along all property lines of multifamily uses, the applicant plans to request the Planning Board approve an opaque fence or wall on the southern portion of the property.
Owner/Applicant: Caroline Aslup and Justin Brown; Zoning District: R-4A;
Grid #6062-84-957077; #ZBA2024-007



City of Poughkeepsie
Zoning Board of Appeals
DRAFT Meeting Minutes
Common Council Chambers
Tuesday, April 9, 2024, 6:00 PM

Present

Scott Parker
Jessical Vinall
Thomas Klug
Justin Phillips
Sam
Finnerman

Staff

Dan Supple, Assistant Corporation Counsel
Richard Distel, City Planner
Lori Garcia, Board Administrative Assistant

Absent

James Patterson

I. CALL TO ORDER

II. APPROVAL OF MEETING MINUTES

Approval of March 12, 2024 meeting minutes

Motion was made to approve the minutes.

Motion: Scott Parker

Second: Justin Phillips

Carried: 5:0:0

III. ADJOURNED APPLICATIONS & PUBLIC HEARINGS

1. 134 SMITH STREET - USE VARIANCES

Motion was made to adjourn review until May 14, 2024

Motion: Scott Parker

Second: Thomas Klug

Carried: 5:0:0

2. 27 SOUTH CLINTON STREET- USE & AREA VARIANCES

Motion was made to adjourn review until May 14, 2024

Motion: Scott Parker

Second: Jessica Vinall

Carried: 5:0:0

IV. SEQRA REVIEW

1. 14 GRAND STREET: Planning Board Declaration of Intent to be Lead Agency

The Planning Board has declared its intent to be Lead Agency for the purposes of SEQR relative to an application for site plan review for the proposed conversion of the existing carriage house at the rear of the property to a single-family dwelling. There is an existing three family dwelling on the premises. Area variances and a parking waiver are also required. Owner/Applicant: Justin Brown and Caroline Alsup; Grid #6062- 84-957077 and #6162-69-112219; Zoned: Central Urban Density Residence District (R-4A); File #2024-014

Motion was made to consent to Planning Board as lead agency

Motion: Scott Parker

Second: Thomas Klug

Carried: 5:0:0

2. 654 MAIN STREET: Planning Board Declaration of Intent to be Lead Agency

The Planning Board has declared its intent to be Lead Agency for the purposes of SEQR relative to an application for subdivision, site plan and special permit review relative to a proposed development that will include the reconfiguration of fourteen lots of record into three lots. One lot, 654 Main Street, contains an existing building with a supermarket which will not be altered. Another lot, 698 Main Street, will contain a mixed-use building with commercial on the first floor and 7 dwelling units. The third lot will front Reynolds Avenue and contain 28 dwelling units. The residential developments will contain usable open space. The existing parking lot will be reconfigured to include fewer spaces overall and additional landscaping. The parking lot is proposed to be shared between the three properties. In addition to the Planning Board approvals specified, variances from the Zoning Board of Appeals will be required. Owner: EFDS Realty Corp:
Applicant/Consultant: Jay Diesing, RA AIA, Mauri Architects PC; Grid #6161-33-543870, 564864, 526859, 530858, 533857, 537856, 540855, 544854, 548853, 551852, 555852, 559850, 563849, 567848; Zoning District: C-2A. R-4

Motion was made to consent to Planning Board as lead agency

Motion: Scott Parker

Second: Jessica Vinall

Carried: 5:0:0

V. REVIEW OF RESOLUTIONS

1. 40 CIVIC CENTER PLAZA - AREA VARIANCE

Application for area variance relative to the proposed construction of an additional story on the existing ten story building where the height of buildings is limited to six stories, requiring a variance of Section 19-3.37(8), Table 3.37-2 of the Zoning Ordinance.

Owner: Rakesh Patel (IDA); Applicant: Jim Hutchinson; Zoning District: PIO-CC; Grid #6162-69-038151; File #ZBA2024-002

Presenting: Jim Hutchinson

Motion was made to approve resolution
Motion: Jessica Vinall
Second: Scott Parker
Carried: 5:0:0

2. 15 NORTH CLINTON STREET-AREA VARIANCE

Application for area variances relative to the proposed conversion of the existing four family dwelling at 15 North Clinton Street to an eight family dwelling, requiring variances of Section 19-3.15(4)(c), to allow a lot of 8,114.45 square feet where 22,400 square feet is required, Section 19- 3.15(4)(i) to allow 1889 square feet of usable open space for tenant recreational purposes where 2,400 square feet is required, and Section 19- 4.3(11)(a) to allow 12 off-street parking spaces where 16 are required, Section 19- 4.3(1) and (2), to allow an opaque fence along the south property line where landscape strips are required, and Section 19-4.11, to allow an opaque fence along the south, east and west property lines where a landscape strip is required. Owner/Applicant: North Clinton Holdings LLC; Consultant: Jason Lichwick Architecture PLLC; Grid: # 6162-79-272082; File #ZBA2024-005

Presenting: Issa Nesheiwat, owner

Motion was made to approve resolution
Motion: Jessica Vinall
Second: Thomas Klug
Carried: 5:0:0

VI. PUBLIC HEARINGS & DELIBERATIONS

1. 15 HOFFMAN AVE - AREA VARIANCE

Application for area variance relative to Section 19-3.15(4)(e) requiring a 6 foot side yard set back to allow for a zero-lot line setback. Owner/Applicant: Kamil Sero and Hweido Sero; Consultant: Jason Lichtwick Architecture, PLLC; Grid:# 6161-34-628812; District: R-4, medium high-density residential; File #: ZBA 2023-027

Presenting: Hweido Sero, owner

Motion was made to open the public hearing
Motion: Scott Parker
Second: Thomas Klug
Carried: 5:0:0

No speakers

Motion was made to close the public hearing
Motion: Scott Parker
Second: Thomas Klug
Carried: 5:0:0

2. **168 ACADEMY STREET-AREA VARIANCE**

Application for area variances relative to the placement of two freestanding signs, requiring variances of Section 19-4.9(7)(b)(1) of the Zoning Ordinance to allow two freestanding signs where only one is permitted; Section 19-4.9(9)(d)(2) to allow freestanding signs to be 71" wide and 42" high for a total square footage of 20.25 square feet per sign face where such signs are restricted to a maximum dimension of three feet in height or width and a total of six square feet in area per sign face. Owner: Manor At Woodside LLC (IDA), LLC; Applicant: Signarama of Dutchess; Zoning District: R-5; Grid #6061-44-989631; File #ZBA2024-003

Presenting: Adam, Signarama

Motion was made to open the public hearing

Motion: Scott Parker

Second: Thomas Klug

Carried: 5:0:0

No speakers

Motion was made to close the public hearing

Motion: Scott Parker

Second: Thomas Klug

Carried: 5:0:0

Motion was made to declare a Negative Declaration

Motion: Scott Parker

Second: Thomas Klug

Carried: 5:0:0

Motion was made to approve resolution

Motion: Scott Parker

Second: Justin Phillips

Carried: 5:0:0

Motion was made to adjourn the meeting to May 13, 2024

Motion: Scott Parker

Second: Thomas Klug

Carried: 5:0:0

For more details regarding the meeting, please visit the [Meeting Webcast](#) or the [Agendas and Minutes](#) page on the [City of Poughkeepsie](#) website.



THE CITY OF POUGHKEEPSIE
NEW YORK
PLANNING & ZONING
62 CIVIC CENTER PLAZA, 2ND FLOOR
POUGHKEEPSIE, NY 12601
Phone: (845) 451-4055 Fax: (845) 451-4006

FEE: \$350.00
CODE: A2112
ID# 226070
IPS# _____

2023-027

ZONING BOARD OF APPEALS AREA VARIANCE APPLICATION

PROPERTY ADDRESS: 15 Hoffman Ave.

ZONING DISTRICT: _____

PAID
7/31/23

OWNER INFORMATION:

Name: Kamil S. Sero and Hweida N. Sero
Address: 15 Hoffman Ave
Poughkeepsie N.Y 12603
Phone: 845-219-4776 - 845-473-9145
Email: hweidasero@yahoo.com

APPLICANT INFORMATION:

Name: Same as owner
Address: _____

Phone: _____
Email: _____

CONSULTANT INFORMATION:

Name: Sheridan Land Surveyors
Address: 50 Clover Hill Dr
Lagrange N.Y 12603
Phone: 845-849-2217
Email: sisurvey50@gmail.com

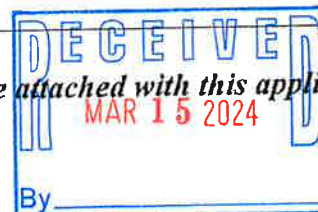
SUBJECT OF APPEAL

This application relative to the above referenced property constitutes an appeal from the decision, determination or violation of an official of the City of Poughkeepsie.

Name and title of agent: _____

Date of decision/determination/violation: _____

Please note that a copy of the communication must be attached with this application.



ZONING BOARD OF APPEALS AREA VARIANCE APPLICATION
PROPERTY ADDRESS: 15 HOFFMAN AVE

AREA VARIANCE REQUESTS

All sections under this heading must be answered completely. Bear in mind that a variance is actually relief from the strict application of the requirements of the law (the Zoning Ordinance), and the Zoning Board of Appeals is required to give sound reasons, based on the criteria set forth in this application, for granting any such relief.

SECTION	REQUIRING/PROHIBITING	REQUESTED VARIANCE
19-3.15(4)(e)	6'	6' (allow Ø)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

VARIANCE REQUEST JUSTIFICATION

Pursuant to Section 19-8.4 (2) (d) of the Zoning Ordinance, the Zoning Board of Appeals, in making its determination, shall take into consideration the benefit to the applicant if the variance is granted, as weighed against the detriment to the health, safety and welfare of the neighborhood or community by such granting.

Bear in mind that a variance is actually relief from the strict application of the requirements of the law (the Zoning Ordinance), and the Zoning Board of Appeals is required by law to give sound reasons, based on the criteria set forth in this application, for granting any such relief. **Please note that it is therefore incumbent upon the applicant to demonstrate to the Board that the criteria for the granting of the variance(s) are satisfied.**

Responses to the following questions shall be attached to and submitted with the application.

- 1) Will the granting of the variance produce an undesirable change in the character of the neighborhood or be a detriment to nearby properties? If not, please explain why.
- 2) Can the benefit sought be achieved by some other method feasibly for the applicant to pursue, other than an area variance? Identify what alternatives to the variance, if any, have been explored (for example, alternative designs, purchasing of contiguous properties, etc.). Why is the variance necessary?
- 3) Is/are the requested area variance(s) substantial? Explain why they are not substantial.
- 4) Will the variance(s) have an adverse affect or impact on the physical or environmental conditions in the neighborhood or district? Why not?
- 5) Is the need for the area variance(s) the result of self-created difficulties on your part, or unique to the property? Explain.

ZONING BOARD OF APPEALS AREA VARIANCE APPLICATION
PROPERTY ADDRESS: 15 HOFFMAN AVE

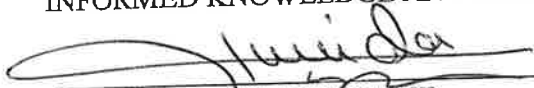
LIST OF REQUIRED ATTACHMENTS

1. Letter or communication which resulted in application to the ZBA.
2. Site or Plot Plan: Nine (9) copies.
3. Color photos of site conditions: Nine (9) copies
4. Complete Short EAF
5. Electronic file submission of the plot plan and color photos
6. Other attachments deemed pertinent by the applicant (please list):

SIGNATURE AND VERIFICATION

Please be advised that no application can be deemed complete unless signed below.

THE APPLICANT HEREBY STATES THAT ALL INFORMATION GIVEN IS ACCURATE AS OF THE DATE OF APPLICATION. THE APPLICANT, IF NOT THE OWNER OF THE PROPERTY, HEREBY SWEARS THAT THIS APPLICATION IS MADE WITH THE INFORMED KNOWLEDGE AND CONSENT OF THE OWNER.


SIGNATURE OF APPLICANT

DATE

Hweida N. Sero
Print Name

To Whom It May Concern

Regarding:
15 Hoffman Ave
Poughkeepsie NY 12603



March 15, 2024

- 1) Will the granting of the variance produce an undesirable change in the character of the neighborhood or be a detriment to nearby properties? If not, please explain why.

No, because it's at the rear of the house and both sides of the neighbors have fences. This will not affect anyone in the neighborhood in our backyard.

- 2) Can the benefit sought to be achieved by some other method feasibly for the applicant to pursue other than an area variance? Identify what alternatives to the variance, if any, have been explored (for example, alternative designs, the purchase of contiguous properties, etc.). Why is the variance necessary?

Yes, remove the encroachment.

- 3) Is the requested area variance substantial? Explain why they are not substantial.

Remove the small encroachment along the line of the existing building.

- 4) Will the variance(s) have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district? Why not?

No, because it's an exit and in the rear of the house, in line with the existing building.

- 5) Is the need for the area variance(s) the result of self-created difficulties on your part or unique to the property? Explain.

It's part of the house. It's an exit and will not affect the neighborhood, the city, or the neighbors of the actual house.

Hweida Sero

PROJECT: ALTERATIONS TO EXISTING PORCH

15 HOFFMAN AVENUE
POUGHKEEPSIE, NY 12601

OWNER:
SERO

15 HOFFMAN AVENUE
POUGHKEEPSIE, NY 12601

DRAWING LIST

T1.1	TITLE SHEET
T1.2	GENERAL NOTES
D1.1	EXISTING & PROPOSED DEMOLITION/REMOVAL PLANS
A1.1	EXISTING & PROPOSED FOOTING, FLOOR & ROOF PLANS; TYP. BUILDING SECTION
A1.2	TYP. BUILDING DETAILS, SCHEDULES

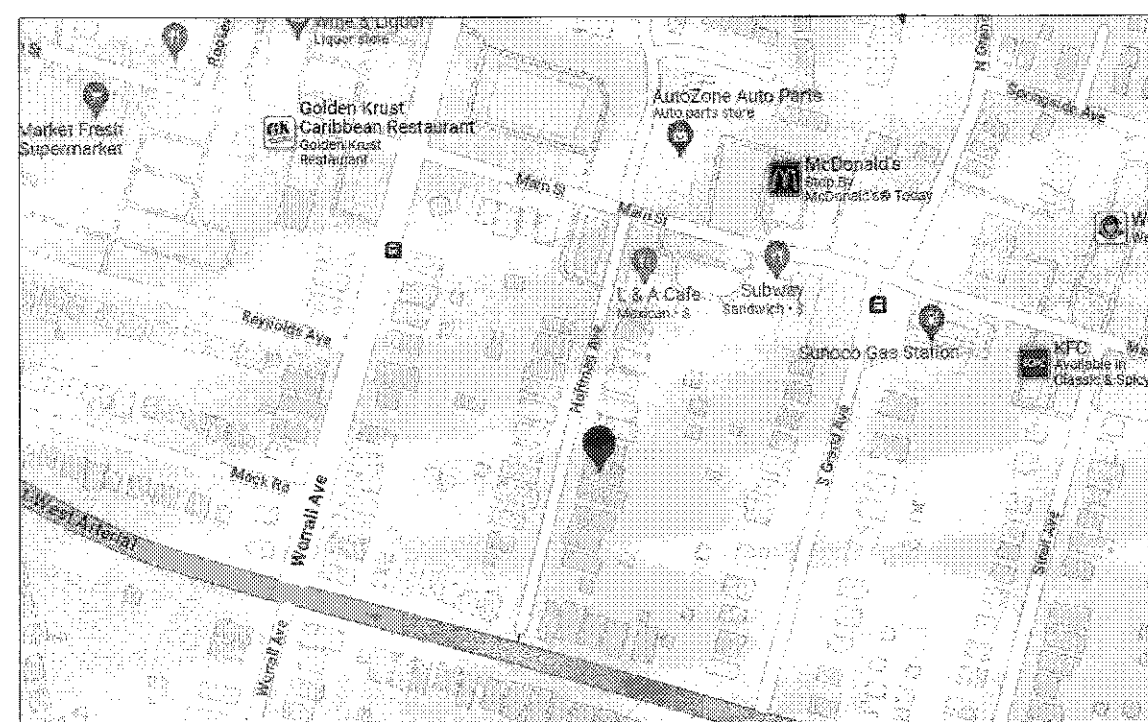
PROPOSED SQFT

EXTENSION OF PATIO = 30 SQFT

PROJECT DATA

CODES:	
2020 RESIDENTIAL BUILDING CODE OF NEW YORK STATE	
2020 EXISTING BUILDING CODE OF NEW YORK STATE	
CLASSIFICATION:	
OCCUPANCY	PATIO - SINGLE FAMILY DWELLING
CONSTRUCTION	TYPE 5B - FRAME CONSTRUCTION
DESIGN CRITERIA:	
UNIFORM DISTRIBUTED LIVE LOADS (LBS./S.F.):	
ROOF	40 GROUND SNOW LOAD
SLEEPING ROOMS	30
ROOMS OTHER THAN SLEEPING ROOMS	40
DECKS	40
FROST LINE DEPTH	42 INCH
WIND SPEED:	115 M.P.H. STANDARD LIGHT-FRAME CONSTRUCTION IN THIS OCCUPANCY IS SUFFICIENT FOR THIS DESIGN CATEGORY
SEISMIC DESIGN CATEGORY:	B STANDARD LIGHT-FRAME CONSTRUCTION IN THIS OCCUPANCY IS SUFFICIENT FOR THIS DESIGN CATEGORY
WEATHERING	SEVERE
DECAY	MODERATE TO HEAVY

SITE LOCATION MAP



LEGEND

[Hatched Box]	AREA NOT IN SCOPE OF WORK
[Triangle]	WATER CLOSET
[Circle]	LAVATORY
[Door Symbol]	NEW DOOR
[Door Symbol]	EXISTING DOOR
[Wall Line]	EXISTING WALL
[Wall Line]	NEW CMU WALL
[Wall Line]	NEW RATED SHAFT WALL
[Wall Line]	NEW MASONRY WALL
[Wall Line]	NEW STUD WALL
[Line]	CENTER LINE
[Line]	BEAM ABOVE
[Line]	PROPERTY BOUNDARY
[Line]	FENCE LINE
[Line]	SETBACK AREA
[Line]	FOOTING BELOW
[Line]	GRADE
[Circle]	CALL OUT
[Circle]	SECTION INDICATOR
[Circle]	ELEVATION VIEW INDICATOR
[Circle]	INTERIOR ELEVATION VIEW INDICATOR
[Hatched Box]	BACKFILL/UNDISTURBED EARTH
[Hatched Box]	EXIST EARTH
[Circle]	TARGET ELEVATION
[Line]	CENTERLINE
[Diamond]	WALL ASSEMBLY INDICATOR
[Circle]	DOOR INDICATOR
[Circle]	WINDOW INDICATOR
[Circle]	COLUMN LINE INDICATOR

ABBREVIATIONS

ADA	AMERICAN DISABILITIES ACT	HT.	HEIGHT
AFF	ABOVE FINISH FLOOR	INSTALL.	INSTALLATION
A.H.J.	AUTHORITY HAVING JURISDICTION	INSUL.	INSULATION
ALUM	ALUMINUM	JSTS	JOISTS
ANSI	AMERICAN NATIONAL STANDARDS INSTITUTE	lb.	POUND
APPROX.	APPROXIMATE	L.L.	LIVE LOAD
ASSY.	ASSEMBLY	LVL	LAMINATED VENEER LUMBER
BCNY	BUILDING CODE NEW YORK	MAX.	MAXIMUM
BD	BOARD	MIL.	MILLIMETER
B.I.	BUILDING INSPECTOR	MIN.	MINIMUM
BLDG.	BUILDING	M.O.	MASONRY OPENING
B.O.	BOTTOM OF	MTL	METAL
BTM	BOTTOM	N/A	NOT APPLICABLE
CL	CLOSET	N.T.S.	NOT TO SCALE
CLNG	CEILING	O.C.	ON CENTER
C.O.	CARBON MONOXIDE DETECTOR	O.H.	OVER HEAD/ OVER HANG
CONC	CONCRETE	P.E.	PROFESSIONAL ENGINEER
CONT.	CONTINUOUS	PSF	POUNDS PER SQUARE FOOT
COV.	COVERAGE	PSI	POUNDS PER SQUARE INCH
CMU	CONCRETE MASONRY UNIT	R.A.	REGISTERED ARCHITECT
D.H.	DOUBLE HUNG	REINF.	REINFORCING
DIA.	DIAMETER	REF.	REFRIGERATOR
D.L.	DEAD LOAD	R.O.	ROUGH OPENING
DTL	DETAIL	R.Y.	REAR YARD
ELEC.	ELECTRIC	SD	SMOKE DETECTOR
EQ.	EQUAL	SECT.	SECTION
EQUIP.	EQUIPMENT	S.F.	SQUARE FEET
E.W.	EACH WAY	SS	STAINLESS STEEL
FDN	FOUNDATION	STL	STEEL
F.I.	FIRE INSPECTOR	STOR.	STORAGE
FIN.	FINISH	S.Y.	SIDE YARD
FLR	FLOOR	TBA	TO BE ANNOUNCED
FT.	FOOT	T.O.	TOP OF
FTG	FOOTING	T.W.S.	TYPICAL WALL SECTION
F.Y.	FRONT YARD	TYP	TYPICAL
GALV.	GALVANIZED	VERT.	VERTICAL
GC	GENERAL CONTRACTOR	V.I.F.	VERIFY IN FIELD
G.S.L.	GROUND SNOW LOAD	W	WITH
GYP	GYPSUM	W.I.C.	WALK-IN CLOSET
HORIZ.	HORIZONTAL	W.W.M.	WELDED WIRE MESH

01-General Notes:

- This set of drawings indicates the general scope of the project in terms of the Architectural design concept, the dimensions of the building, the structural system, the electrical outlets and fixture locations are an outline of major Architectural elements of construction. As a "general scope" document, these drawings do not necessarily indicate or describe all the work required for the full performance and completion of the project. Pricing will be based on these documents with the understanding that the contractor, sub-contractor and/or materials suppliers are to furnish all items required for proper completion of the work without adjustment to contract or subcontract price. It is intended that the work be of sound, quality construction in full compliance with all governing codes and ordinances. The contractor, subcontractor, and material suppliers shall be solely responsible for the inclusion of adequate amounts to cover installation of all items indicated, described or implied.
- All contractors shall hold to the intent of the drawings as to provide a complete and finished work, tested and guaranteed for a minimum of one year from the time of completion and ready for occupancy, including all necessary items required, regardless of whether specifically called for or not on the drawing and do all repair work and replacement as may be necessary during that period at the contractors' expense.
- The contractor is to obtain all necessary permits and inspections including but not limited to building and occupancy permits. This also includes fees for driveway permits, testing, electrical inspections, sanitary system inspections, plumbing inspections, Misc. building inspector fees, filing fees, etc. A Certificate of Occupancy must be obtained by the contractor for the completion of the work.
- All work shall conform to the requirements of the governing codes having jurisdiction.
- In case of discrepancies between the notes and drawings, code requirements shall govern.
- Dimensions shown are face of new wall studs, face of masonry surfaces and to the face of all existing surfaces that are to remain unless noted otherwise. Verify actual conditions before beginning construction. Contractor is responsible for insuring that the framing dimensions will produce the finish floor plans as shown in the drawings. Contractor to have all changes approved in writing by Architect.
- It shall be understood that information appearing on one drawing appears on all drawings whether shown or not.
- Do not scale dimensions from the drawings. All written or dimensioned information takes precedence over the scale of the drawing.
- All contractors are to keep a full set of complete and up to date plans and specifications available at the job site at all times.
- The Architect shall be the sole interpreter of the scope documents. Decisions of the Architect as to items of work included within the "scope" of these drawings shall be final.
- All contractors are to familiarize themselves with the conditions of the site and construction documents prior to submitting a bid. All contractors are to site and report any conditions to the Architect prior to starting the work.
- All contractors shall check all dimensions, assemblies, etc. and report to the Architect in writing any inconsistencies prior to starting work, ordering materials, or fabricating shop-built items.
In case of discrepancies or conflicts, notify Architect prior to ordering and installation.
- Design loads and criteria used in the design of specialty structural systems (i.e. curtain-wall, fire stairs, architectural precast concrete, metal panels, etc.) to be determined by a third-party engineer contracted by the specialty structural system in accordance with code requirements of governing jurisdiction. Specialty engineer is responsible for all connections of these systems to the superstructure, including, but not limited to, engineering, detailing, and installation. If alteration to the superstructure is required as determined by the engineer of record to reinforce for high concentrated forces applied to the specialty system connection, the reinforcement and cost shall be borne by the specialty sub-contractor and shall be considered a part of the specialty connection.
- All changes and substitutions shall be requested in writing and approved in writing by the owner and the Architect.
- All contractors shall provide the owner, Architect and authorities having jurisdiction with certificates of insurances and licenses prior to starting work.
- All work shall be performed by mechanics skilled in their respective trades.
- No workers shall be under the influence of drugs, alcohol or other substances that may impair their work or judgment while on the job site.
- Contractor is responsible for having all subcontractors coordinate their work with the work of the other trades and is responsible for the coordination of all trades and work including work not in the contract as well as work performed by separate sub-contractors retained by the owner under separate agreement. All such work not in contract shall be reviewed with the Architect prior to the commencement of construction.
- The contractor shall give the Architect notice 48 hours in advance with any substantial issues.
- All contractors are to uncover work to provide for an inspection or installation of ill-timed work. Remove and replace all work not conforming to requirements of the contract documents at the contractors own cost.
- The Architect has the right to reject any unworkmanlike, sloppy, poorly installed, or unauthorized work or work done contrary to the intent of the contract documents. Such work shall be replaced, repaired or removed at the contractor's expense.
- Shop drawings, where required, must be reviewed and approved for design intent by the Architect prior to the start of fabrication of those items.
- All contractors are responsible for initiating, maintaining, and supervising all safety precautions and programs necessary for successful completion of the work and as required by law.
- Substitutions equal to the items specified will be considered only when required by code or insurance, when proven unavailable or unsafe, or when a manufacturer refuses to certify performance, when it would be substantially to the owner's best interest in terms of cost, time, or other considerations. All substitutions shall be approved in writing by the Architect in advance of their purchase or installation by the specified contractor.
- Furnish shop drawings, samples and project data when noted for review and approval by the Architect after checking and certifying compliance with the contract documents.
- Provide temporary facilities and controls required for the work, including, but not limited to temporary utilities such as heat, water, electricity, telephone, field office, sanitary facilities, enclosures such as tarpaulins, barricades and canopies. G.C. to provide necessary safety protections for the general public at all times.
- All contractors are to review documents with Architect and the Owner and submit, in writing, a description of responsibilities regarding all owner supplied items, including materials and details prior to commencement of construction.
- The contractor shall verify with the Owner the locations of any and all underground utilities, and septic installations prior to the commencement of construction.
- This set of drawings is not intended to make recommendations regarding the detection or removal of asbestos, lead or any and all other hazardous substances, or the likelihood of their presence on the site. Asbestos and lead detection and removal is the responsibility of the owner. If any friable asbestos, or asbestos related substances are discovered to be present, the Contractor shall immediately notify the Owner directly giving precise details, locations, etc. The Owner shall at his own expense retain the services of a licensed/certified asbestos abatement Contractor to investigate any/all possible hazardous conditions.
- All contractors shall be responsible for cutting, patching, filling, and cleaning up after their own work.
- Project contract close-out submittals include, but are not limited to:
record documents, operation and maintenance data, warranties and bonds, keys and keying schedule, spare parts and material stock, certificates of inspection / occupancy / insurance, evidence of payment and release of liens, and a list of subcontractors, principal vendors and service organizations, including emergency telephone numbers. Instruct the owner on the proper operation and maintenance of systems, equipment and similar items prior to release of final payment to the contractors and/or related sub-contractor.

02-Removal, Protection and Clean-up

- A. General Removal Procedures
- Job site must be kept clean during the entire course of construction.
 - Comply with applicable codes and regulations for demolition operations and safety of adjacent spaces and the public.
 - Obtain required demolition permits.
 - All contractors to perform demolition required to complete scope of work. All items to be removed during demolition that are indicated for reuse should be reviewed with owner for salvage purposes.
 - All contractors are to repair, replace, patch and match any existing materials, areas, and systems, as is necessary or required for successful completion of the work. Connect new work in a neat and approved manner. Restore existing work in making such connections to perfect condition. Any part of the existing structure, site improvement or adjoining properties, that is damaged and/or defaced due to the work or neglect of a contractor or his subcontractors shall be restored to its original condition at no cost to the owner.
 - Take precautions to prevent catastrophic or uncontrolled collapse of structures to be removed; do not allow worker or public access within range of potential collapse of unstable structures.
 - The contractor is responsible for safety of the existing structure during the entire demolition and/or construction process. Contractor to provide adequate temporary shoring where and when necessary. The contractor is responsible for verifying structural integrity of existing framing before the removal of any partition or structural element.
 - Protect from damage all landscaping, etc. scheduled to remain.
 - The contractor shall provide all temporary protection required to keep the building weather tight at all times.
 - The contractor shall perform surveys at the work progresses to detect hazards resulting from selective demolition activities.
 - If hazardous materials are discovered during removal operations, stop work and notify the owner & Architect; hazardous materials include regulated asbestos containing materials, lead, PCB's, and mercury.
 - The contractor shall insure that demolition work does not interfere with or prohibit the continuing occupation of tenant and adjacent tenants. This includes but is not limited to the selective demolition of partitions, electrical & mechanical systems. The contractor shall inform the owner a minimum of 72 hours in advance of demolition activities that will affect normal function of the business.
- B. Selective demolition for alterations

- The drawing showing existing construction and utilities are based on casual field observation and existing record documents only.
- Verify that construction and utility arrangements are as shown.
- Report discrepancies to the Architect before disturbing existing installation.
- Beginning of demolition work constitutes acceptance of existing conditions.
- Remove existing work as indicated and as required to accomplish new work.
- Services (including but not limited to hvac, plumbing, fire protection, electrical, and telecommunications): remove &/or modify the existing systems and equipment as required to complete the necessary work.
- Maintain existing active systems that are to remain in operation; maintain access to equipment and operational components.
- The electrical contractor is to coordinate the shutdown of all power to areas being demolished prior to performing work.
- All lighting and power to be coordinated with electrician during demolition for proper removal and re-wiring as necessary to maintain circuitry where required to remain. Electrician to re-wire renovated areas as necessary to comply with electrical code and install new lighting, switching and power per drawings to best suit the client's needs and meet all national, state and local codes.

02-Removal, Protection and Clean-up - (Continued)

- C. Protect Existing Work to Remain
- Perform cutting to accomplish removals neatly and as specified for cutting new work.
 - Repair adjacent construction and finishes damaged during removal work, to match existing adjacent surfaces.
 - Patch as specified for patching new work.
- D. Debris and Waste Removal
- All contractors are responsible for the removal of their construction debris as per all governing codes and ordinances. Final clean-up of all work and materials shall be to the owner's satisfaction prior to final completion. Throughout the demolition and/or construction period, the contractors to maintain the building and site in a clean manner and store items in an orderly arrangement allowing maximum access, not impeding the construction process of any subcontractor and providing the required protection of materials. The contractors shall not allow the accumulation of scrap, debris, and waste material. At the end of the project, the contractors are to remove dust, debris, oils, stains, fingerprints and labels from exposed finished surfaces, including glazing.
 - Remove and transport debris material in a manner that will prevent spillage on adjacent surfaces and areas.

03 Site Work & Excavation

- All controlled fill material shall be a select granular material free from all organics or otherwise deleterious material with not more than 20% by weight passing a no. 200 sieve (classified as sc, sm, sp or better in accordance with the unified soil classification system) and with a plasticity index not exceeding 6%.
- Foundation excavations shall be inspected by soils engineer prior to concrete placement.
- Excavations shall be kept dry by pumping until underground construction is complete.
- Backfill shall be brought up equally on both sides of foundation walls and grade beams until the final elevation is achieved. Variations shall not exceed 2'-0" between backfill elevations on either side without engineer's approval.
- Establish topsoil depth and strip as much topsoil as possible from the building site. Stockpile for later distribution.
- Rough grade to 6" below finish grades. Finish grades around building shall be as shown on elevation and section drawings and shall provide positive drainage. (Pitch) grade 1/4" per foot away from the building on all sides for a distance of 8 to 10 feet.
- New driveways and parking areas shall conform to requirements of local codes as to grading. Base and topping specifications.
- Provide footing drains all around perimeter; drain downhill at grade or provide dry well.
- Provide unit costs for any necessary blasting and/or jack hammering and rock removal. All blasting shall be done in accordance with the local regulations, state and federal requirements.
- Notify of impending sitework all public agencies as required by code and utility companies.
- Verify locations and provide clear marking of property lines, set back lines, easements and right of way.
- Fill placed shall be free of debris, snow, ice, water or organic material.
- Excavate as required for all construction, utilities, paving and equipment as indicated or as necessary.
- Excavation shall be performed so that the area of the site and the area immediately surrounding the site and affecting operations at the site will be continually and effectively drained. Water shall not be permitted to accumulate in the excavation. The excavation shall be drained by pumping or other satisfactory methods to prevent softening of the foundation bottom, undercutting of footing, or other actions detrimental to proper construction procedures.
- Shoring, including steel piling, shall be furnished and installed as necessary to protect workers, banks, adjacent paving, structures and utilities. Shoring, bracing and sheeting shall be removed as excavations are backfilled, in a manner to prevent caving.
- Trenching for underground utilities systems and drain lines shall be excavated to the required alignments and depths. The bottoms of trenches shall be graded to secure the required slope and shall be tamped if necessary to provide a firm pipe bed.
- Backfill as required for all excavation. Backfill in layers not more than 6 inches in depth and tamped to proper dry density compaction.
- Do not backfill against foundation walls until mortar and/or concrete have attained maximum strength and framing or slabs which brace the wall are in place.
- At no time shall bulldozers, trucks or other heavy equipment be permitted to approach foundation walls closer than 8 feet.
- If rock is encountered, the Contractor shall notify the Architect or Engineer before proceeding.
- Rough grade to within 4" of finished grade.
- Remove all debris from site to a point of legal disposal.
- Provide soil erosion control measures as required, by the authority having jurisdiction.
- Protect all trees to remain that may be near construction.
- Coordinate with the governing municipality all necessary permits, street opening, etc.

04 - Foundation

- All footings shall bear on undisturbed soil of not less than one ton per square foot bearing capacity. Footings shall be below frost line, a minimum of 3'-6" from grade to the bottom of the footing, except that the bottom of the footing shall be adjusted to the actual level of approved bearing strata found on excavating.
- Stepped footings shall be 12-inch maximum vertical elevation change and 24-inch minimum horizontal change with 10-inch minimum overbearing.
- Foundation walls shall be leveled to receive framing. In foundation walls made from masonry the top two courses shall be filled solid with mortar or solid concrete masonry units used. In masonry walls a 1/2-inch diameter galvanized steel anchor bolt 21 inches long shall be embedded not less than 15 inches into the concrete masonry unit. In concrete walls a 1/2-inch diameter galvanized steel anchor bolt 12 inches long shall be embedded not less than 7 inches into the concrete. Anchor bolts shall be spaced at a spacing of 6'-0" o.c. maximum, and at 12 inches of each corner. Each wood member shall receive minimum two anchor bolts.
- Sill plates shall be equivalent to 2-2x8 inch member and shall be pressure treated.
- All basement/cellar foundation walls shall be waterproofed before backfilling.
- Place backfill and fill materials in layers not more than 6" in loose depth, compacting each layer to required maximum density. Do not place materials on surfaces that are muddy, frozen or contain ice or frost. Use soil material free of clay, rock or gravel larger than 2", debris, vegetable matter, waste and frozen materials.
- Compact each layer of backfill and fill soil materials and the top 12" of subgrade for slabs, steps and pavements to 95% proctor density with power tamper.
- Construction joints in foundation walls shall be spaced not more than 60 feet on center or 40 feet from corners. No horizontal construction joints in walls are permissible.
- All footings shall be formed. Do not use soil as a container for concrete. **Stake and pin as required to maintain rigidity.**
- All honeycombs, form marks, fins, holes and other surface defects shall be patched and repaired promptly after form removal.
- All footings shall be formed to meet sizes indicated on drawings and details.
- Elevations of footing bottoms shown on drawings are at the highest permissible elevations. **Actual footing bottoms may be lower if adequate bearing material is not found at the footing depths shown on drawings.**
- Solid backfill under floor slabs shall be a porous, granular material such as **crushed stone or gravel which contains fine material passing a #200 sieve.**
- Fill below slabs on ground shall be placed in lifts not exceeding 12 inches in thickness and compacted to 95% of the Modified Standard Density as per ASTM D-1557.
- Foundations have been designed to an allowable soil bearing pressure of **4000 PSF. Should conditions vary from those assumed, the Architect shall be notified before continuation of work.**
- All footings shall be placed directly on rock, virgin soil, or certified compacted fill.
- 28-day compressive strength for concrete shall be as follows:
Footings = 3000 PSI
Slab on Grade = 3000 PSI
- Porches, Carports slabs & Steps exposed to the weather = 3500 PSI
- Garage Slab = 3500 PSI
- Maximum concrete slump shall be 4".
- All concrete shall be mixed, transported, and placed in accordance with ACI standards 318, 304, 301.
- All reinforcing bars shall be of new billet steel conforming to ASTM A615, Grade 60.
- All welded wire mesh shall conform to ASTM A185.
- Reinforcing steel shall be placed to provide the following minimum concrete cover:
Slab on Grade = 1-1/2", Walls = 2", Footings = 3"
- All fill shall be placed in eight-inch loose lifts (maximum) compacted with vibratory rollers.
- Where solid fractured rock is encountered for a wall length of at least 25 feet, walls may be poured without footings by trenching 6 inches into the rock and pinning the wall to rock with #6 x 3'-0" long dowels at 2'-0" on center, grouted into rock, extending 1'-6" into rock. No frost provisions are required for this detail. Provide control joint in wall at any transition between rock bearing and soil bearing conditions.
- Provide 4" footing drains and 6" leader drains.
- Provide 4" gravel under all slabs on grade.

05 - Cast-in-Place Concrete

- Concrete work shall conform with the requirements of the American Concrete Institute (ACI) 318 (latest edition).
- Unless otherwise indicated on drawings cast-in-place concrete shall develop a strength of 4,000 psi (foundation walls, retaining walls and footings); 3,000 psi (slab on grade, exterior slabs and curbs) at 28 days.
- Temperature reinforcing shall be sufficiently embedded to develop full strength in concrete walls and slabs.
- Provide adequate ties for reinforcement in slabs, beams, piers and walls. Reinforcement to be held at correct distance from forms and earth by steel chairs or ties.
- Follow Concrete Reinforcing Steel Institute (CRSI) rules for placing of reinforcing steel and accessories.
- The contractor shall cooperate with other trades and where required install all built-in work, sleeves, inserts, etc., as required for a complete job.
- Structural members shall be poured for their full depths in one operation. Construction joints such as a day's pour joints shall be located in the middle third of the span, main reinforcing to run through the joint, key and roughen joints to expose aggregate for chemical bond.
- No horizontal joints shall be placed in walls except as shown on the drawings, without the approval of the engineer.
- Structural slabs on grade shall be of a thickness and reinforced as indicated on drawings.
- Slabs on grade shall have thickenings, depressions, openings, etc., as required or as shown herein or on architectural drawings.
- Provide 100% continuity over supports for continuous slabs and beams.
- Top elevation of slabs shall vary according to finish floor material. See architectural drawings.
- Coordinate all consultant's drawings and scope of work for openings in slabs.
- Unless otherwise noted, wall footings shall be minimum 12" thick and project 6" beyond all faces of walls and as a minimum contain #5@12" o.c. bottom bars.
- Maximum step of footings shall be one vertically to two horizontally where elevations change.
- Inspection and testing of concrete work and concrete mix shall be performed in accordance with the local building department requirements.
- Expansion-joint filler strips, pre-molded shall be resin impregnated fiberboard conforming to physical requirements of ASTM D 1752.
- Install vapor barrier under interior floor and crawl space slabs on grade over capillary water barrier. Lap joints 8 to 12 inches minimum and seal.
- The concrete contractor shall install and/or give other trades ample opportunity to install anchor bolts, plates, conduits, sleeves, slots, etc., as required.
- All openings, gaps and joints in floor and wall assemblies in contact soil or gaps around pipes or drains penetrating concrete shall be filled or closed with materials that provide a permanent air-tight seal. Seal large openings with non-shrink mortar, grouts or expanding foam materials and smaller gaps with an elastomeric joint sealant, as defined in ASTM C920.

06 - Masonry

1. OMIT

07 - Structural & Reinforcing Steel & Miscellaneous Metal Work

- Structural steel shall conform to the American Institute of Steel Construction (AISC) manual (Latest Edition)
- Unless otherwise noted, all materials shall be in accordance with the following specifications.

member	a.s.t.m.	min. strength
structural tubing	a500 (grade b)	46 ksi
steel pipe	a500 (grade b)	46 ksi
rolled shapes	a992	50 ksi
plates, channels, & angles	a36	36 ksi
connection bolts	a325	92 ksi
anchor bolts	f1554	---
threaded bolts	a36	36 ksi
non-shrink grout	c1107	8000 psi
- Welding shall be in accordance with American Welding Society (AWS) D1.1 using E70xx Electrodes. Unless otherwise noted, provide continuous minimum sized fillet welds per AISC requirements. Filler material shall have a minimum yield strength of 58 k.s.i.
- Burning of holes and torch cutting at the site is not permitted.
- Holes in steel beams shall be drilled or punched. All slotted holes shall be provided with smooth edges.
- The structural steel erector shall provide temporary guying and bracing as required. columns, anchor bolts, base plates, etc. have been designed for the final complete condition, and have not been investigated for potential loadings encountered during steel erection and construction, any investigation of the columns, anchor bolts, framing, etc. for adequacy during the steel erection and construction process is the sole responsibility of the contractor.
- Steel fabricators shall be an AISC-certified shop and maintain detailed quality control procedures as required to satisfy the special inspection requirements of the latest building code having jurisdiction or contractor to reimburse owner for cost of steel shop special inspections for non- AISC certified shops.
- Unless otherwise noted, structural steel permanently exposed to the weather, shall be hot-dip galvanized in accordance with ASTM A123. protective coating damaged during the transport, erecting and field welding process shall be repaired in the field to match the shop applied coating.
- The contractor will hire an independent testing agency to provide special inspections of the bolting, welding, and other items in accordance with the latest building codes having jurisdiction.
- Reinforcing shall be provided at connections where cuts have reduced the shear or moment capacity below that required to sustain the reaction. flanges and web are to be reinforced where the local capacity to sustain load is inadequate.

08- Framing Lumber

- All wood framing material shall be surfaced dry and used at 19% maximum moisture content.
- All stud and wall framing shall be either of the following:
 - No. 2 grade southern yellow pine (syp)
 - No. 2 grade spruce-pine-fir (spf)All joist, rafter & misc. framing shall be no. 2 grade, Douglas fir, provide full-depth (or metal) bridging at midspan and at a maximum spacing of 8'-0" o/c in between.
- All Framing exposed to the weather or in contact with masonry or concrete shall be pressure-treated in accordance with the American Wood Preservers Association specification and be no. 2 southern pine. Where possible, all cuts and holes should be complete before treatment. Cuts and holes due to on-site fabrication shall be brushed with 2 coats of copper naphthenate solution containing a minimum of 2% metallic copper in solution (per AWWA ST. M4).
- The contractor shall carefully select lumber to be used in loadbearing applications. The length of split on the wide face of 3" (nominal) and thicker lumber shall be limited to 1/2 of the narrow face dimension.
- Provide double joists under all partitions which run parallel with joists and under all concentrated loads from framing above.
- Provide header beams of the same size as joists or rafters to frame around openings in the plywood deck unless otherwise indicated.
- Structural steel plate connectors shall conform to ASTM A-36 specification and be 1/4" thick unless otherwise indicated. Bolts connecting wood members shall be per ASTM A-307 and be 3/4" diameter unless otherwise indicated. Provide washers for all bolt heads and nuts in contact with wood surfaces.
- Bolt holes shall be carefully centered and drilled not more than 1/16" larger than the bolt diameter. Bolted connections shall be snugged tight but not to the extent of crushing wood under washers.
- Prefabricated metal joist hangers, hurricane clips, hold-down anchors and other accessories shall be as manufactured by "Simpson Strong-tie company", tel. 800-999-5099), or approved equal. install all accessories per the manufacturer's requirements. All steel shall have a minimum thickness of 0.04 inches (per astm a446, grade a) and be galvanized (coating g60).
- Holes and notches drilled or cut into wood framing shall not exceed the requirements of latest edition of the international building code.
- All plywood construction shall be in accordance with the American Plywood Association (APA) specifications.
- All wall panel sheathing shall be 1/2" (nom.) type cdx, exp. APA rated sheathing, unless otherwise indicated, connect wall sheathing with 10d common nails spaced 6" o/c at supported panel edges and 12" o/c at intermediate supports.
- Install all plywood sheathing with the long dimension of the panel across supports and with panel continuous over two or more spans. Stagger panel end joints. Allow 1/8" spacing at panel ends and edges unless otherwise recommended by the sheathing manufacturer.
- All nailing shall be carefully driven and not overdriven. The use of staples is prohibited from use.
- Firestopping shall be constructed to close all concealed draft openings and to form effectual fire barriers against the spread of fire between stories of the building and in all open structural spaces therein.
- Sill plates shall be level and square and anchor bolted as specified on drawings at not more than 6 feet on centers and not more than 12 inches from each end of each piece. A minimum of two anchors shall be used for each piece of wood.
- Coordinate plumbing and HVAC required openings with framing to provide proper framed openings.
- Blocking shall be provided as necessary for application of sheathing, wallboard, and other materials or building items, installation of wall and ceiling mounted fixtures and equipment and to provide fire stopping.
- Provide anchors, brackets, frames, hangers and other supports, to support ceiling-hung or supported, piping, conduits, ducts, shelving, light fixtures and other miscellaneous items.
- Provide clearances between framing and other construction that may be subject to differential movement, noise transfer and fire hazard.

09- Wood Trusses

1. OMIT

10- Laminated Veneer Lumber

1. OMIT

11- Finish Carpentry - Interior and Exterior

- Installation of finish wood carpentry to conform to the Architectural Woodwork Institute (AWI).
- All interior millwork shall be selected by owner unless specified otherwise on drawings.
- Provide permanent heat, light and ventilation prior to installation. Maintain minimum room temperature 65 degrees F for a period of 2 days prior to delivery of materials, during, and after installation until Substantial Completion.
- Lay wood flooring in direction indicated. Provide saddles where indicated on the drawings.
- Sand wood flooring to a smooth and even finish with no evidence of sander marks. Take precautions to contain dust. Remove dust by vacuum. Apply stain as specified, buff as required, verify even application of stain over all surfaces and spot stain as required for uniform color application and prepare for finish coats. Contractor to provide sample area to be approved by architect prior to completing.
- Prohibit traffic on flooring during finishing operations and for a minimum of 3 days after completion. Protect finished floors from traffic until final payment.
- Glue & nail all interior trim in place with adhesives specified for the materials to be joined.
- Use maximum length boards to minimize joints.
- Use bright finish nails for interior trim work, size appropriate to the work. Set nails below surface of wood. Nail holes will be filled with wood filler appropriate to the finish.
- All exterior trim material at fascias, soffits and rakes to be as specified on drawings. Color to be determined by Owner/Architect.
- Provide all blocking for installation of exterior trim as required.

12- Insulation and Moisture Control

1. OMIT

13- Doors, Windows and Hardware

1. OMIT

14- Finishes, Materials and Painting

- All room finishes shall be as per finish plans and schedules.
- The Contractor shall inspect all surfaces and provide all preparation work necessary to receive new paint finish as indicated on the drawings. Before painting work is to begin, arrangements shall be made for proper ventilation and lighting of all areas.
- All preparation and painting work shall be of first quality workmanship and only skilled mechanics will be employed. Prepare all surfaces to be painted in accordance with the paint manufacturer's latest printed specifications and instructions. Upon completion of painting work, the entire work area shall be cleaned and made free of all runs, brush marks, sags, holidays and other defects, which shall be rejected. All glazing shall be masked on both sides. The Contractor shall be responsible for cleaning and removing of same.
- Edges adjoining other materials or color shall be sharp and clean, without overlapping.
- Paint color shall be of the same intensity in adjacent areas and shall be such that it shall completely hide and cover the substrate.
- Contractor to submit samples of all paints and stains to be used.
- All exterior paint and stains should be allowed 48 hours to dry between coats; interior finishes should be allowed 24 hours between coats to dry. Ferrous metal to receive red primer and one coat of metal paint.
- All exterior wood fascia boards and soffits shall be back primed and painted before installation.
- All ceramic tile in showers and surrounding bath tubs shall be installed over approved cement backboard. All ceramic tile shall be installed in tile-tight adhesion in strict accordance with the manufacturer's written instructions.
- Tiled floors to receive matt glazed tile set in thin-set grout. Installation to be as per latest edition of the Tile Council of America specifications. Consult Architect if other setting methods are to be used to verify floor structure.
- Install wall and floor tile surfaces smoothly and free of irregularities, humps or dips, with joints straight, level, aligned, uniform in size and tile cuts not smaller than half a tile. Tile shall be firmly in place with finished surfaces in true planes, joints shall be straight uniform in width and solidly filled. All tile work shall include appropriate trims and Cove base.
- Perform all gypsum wallboard work in accordance with Gypsum Association installation publications. All gypsum wall board partitioning shall be plumb, level, true and straight, properly braced and rigid. Surface shall be smooth and free from flaws and defects in a ready to paint condition. All taping and spackling shall be sanded and prepared so that location of joints and blemishes cannot be detected after wall has been painted.
- Gypsum materials shall be by United States Gypsum or approved equal. Provide Durock Cement Board by United States Gypsum or approved equal at shower walls and ceiling.
- Sound insulated, and fire rated partitioning shall be caulked at perimeters and provided with building standard fire rated and sound attenuating insulation securely fastened to stud framing. At these partitions, back-to-back electrical junction boxes are not permitted.
- Accessories shall include all bolts, inserts, clips, attachments, brackets, fastenings, hangers and all other material (other than structural members), necessary for complete installation of gypsum wall board.
- Provide bathroom accessories such as soap dish, paper holder, towel bars and medicine cabinets as specified on plans or selected by owner.
- All gaps, spaces, etc., between woodwork and walls, cracks, etc. shall be filled with clean, paintable, Phenoseal caulk prior to painting. Reseal after primer coat as required.
- All plumbing, mechanical and electrical lines to be concealed, unless otherwise noted. Where concealment under floors, above ceilings or within walls or partitions is not possible the lines are to be covered. Use furring and gypsum board installed in accordance with code requirements.
- All sound partitions are to extend to the underside of the deck. Partitions that do not extend to the structure above are to be firmly braced to an approved bracing structure.

15- Roofing

- All roof panel sheathing shall be 3/4" (nom.) type cdx. exp. APA rated sheathing, suitable edge support shall be provided by use of panel clips or blocking between framing, unless otherwise noted connect roof sheathing with 8d common nails at 6" o/c at supported panel edges and 6" o/c at intermediate supports.
- All roofing to be installed in accordance with the manufacturer's specifications to guarantee roofing warranties.
- Contractor to verify roofing material manufacturer's requirements for proper temperature range during installation.
- Install underlayment per manufacturer's and building code requirements.
- Install with proper sequence and overlaps to ensure watertight conditions.
- Attachment and fastener requirements to be as per manufacturer and or building code.
- Roof pitch as noted on the elevations and roof plan. Contractor to notify architect of any discrepancies prior to constructing.
- Roofing material damaged during construction must be replaced and paid for by the contractor.
- Provide "Grace" Ice & Watershed or approved equal as indicated on roof plan or a minimum of 36" from the interior wall line.
- Install all proper and necessary flashings.

16- Equipment and Appliances

1. OMIT

17- Mechanical

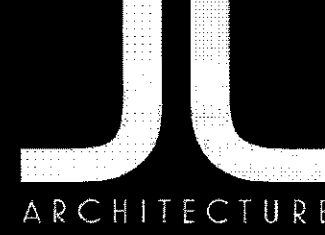
1. OMIT

18- Electrical

1. OMIT

19- Plumbing

1. OMIT



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Sero Residence - Existing Porch Alterations

Kamil & Hwaida Sero
S.E.L.L. 131300-0161-34-828812
15 Hoffman Avenue
Poughkeepsie, New York 12601

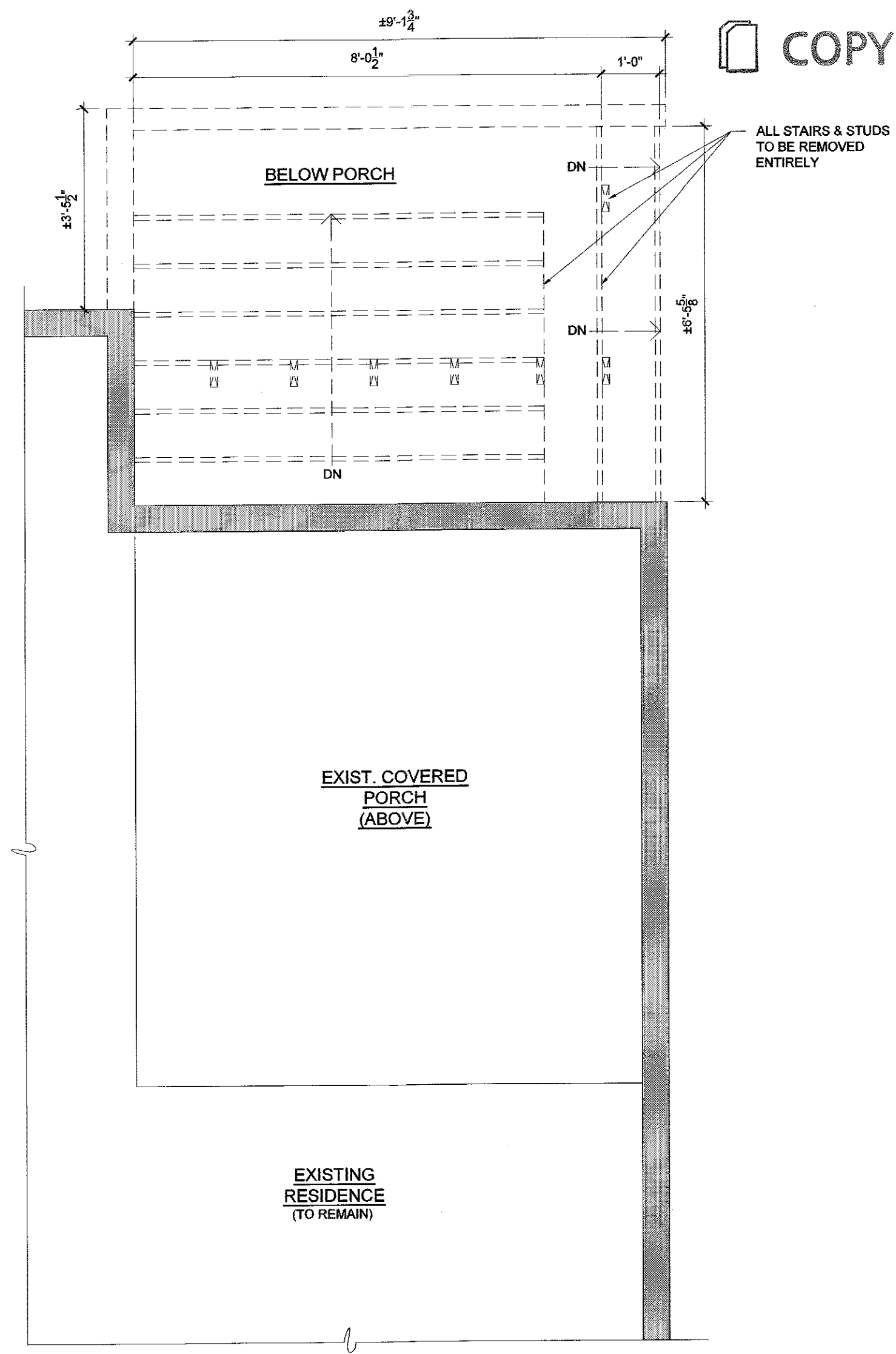
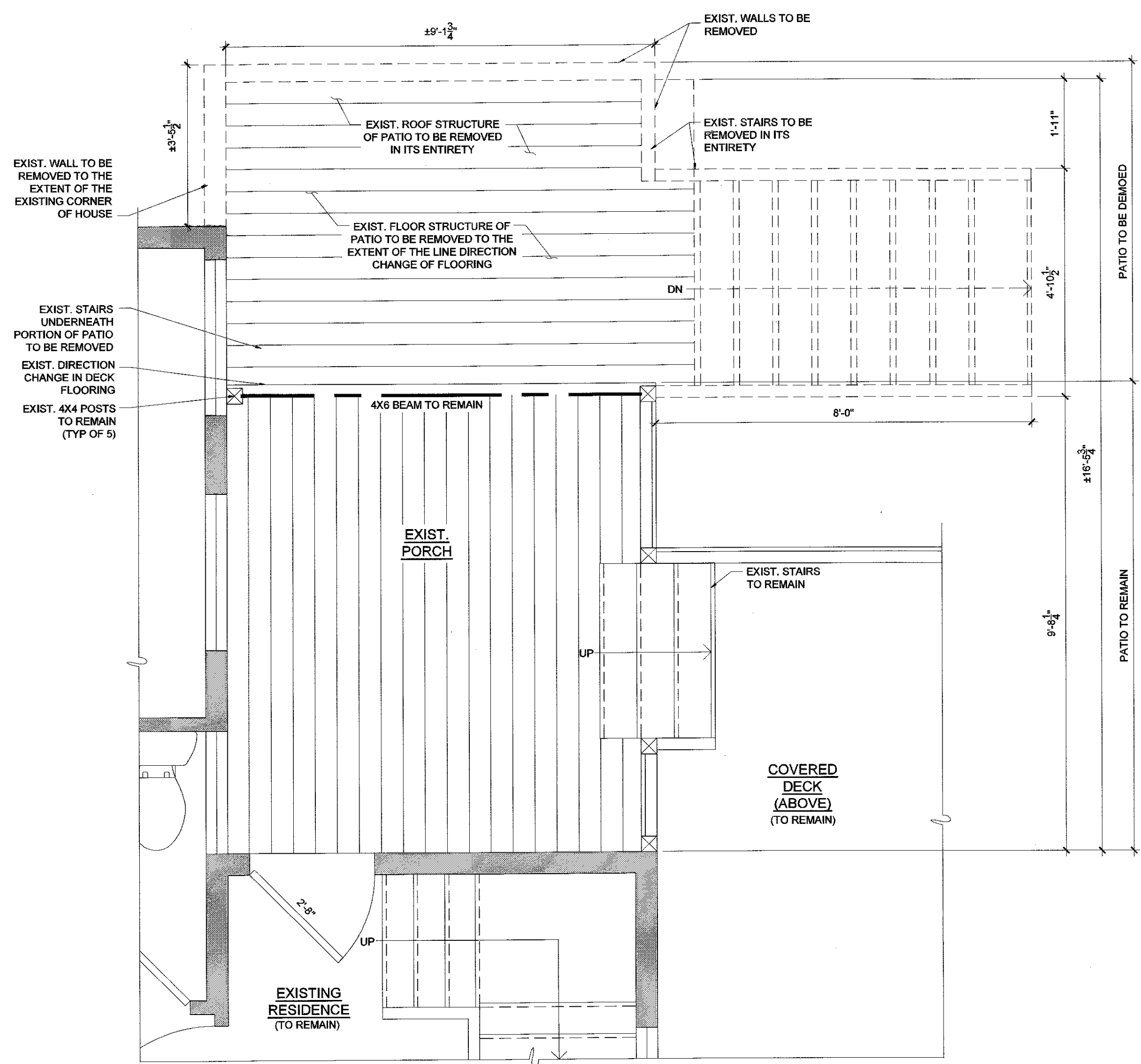
For Permit and Construction

Date: 07.14.2023

Revisions:

Drawn By: AR

T1.2



1 Existing Porch Demolition/Removal Plan
 D1.1 Scale: 1/2" = 1'-0"

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Sero Residence - Existing Porch Alterations

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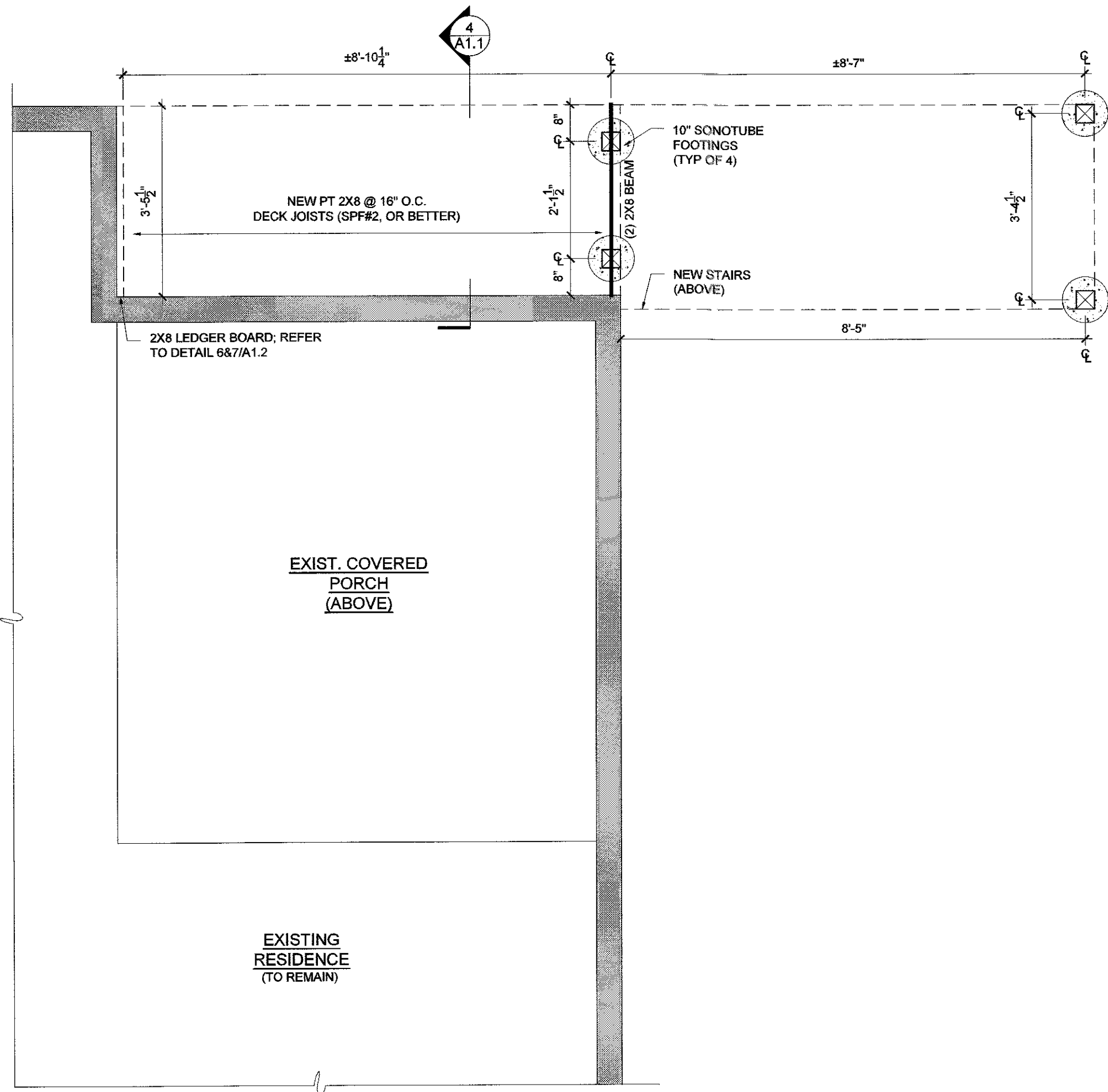
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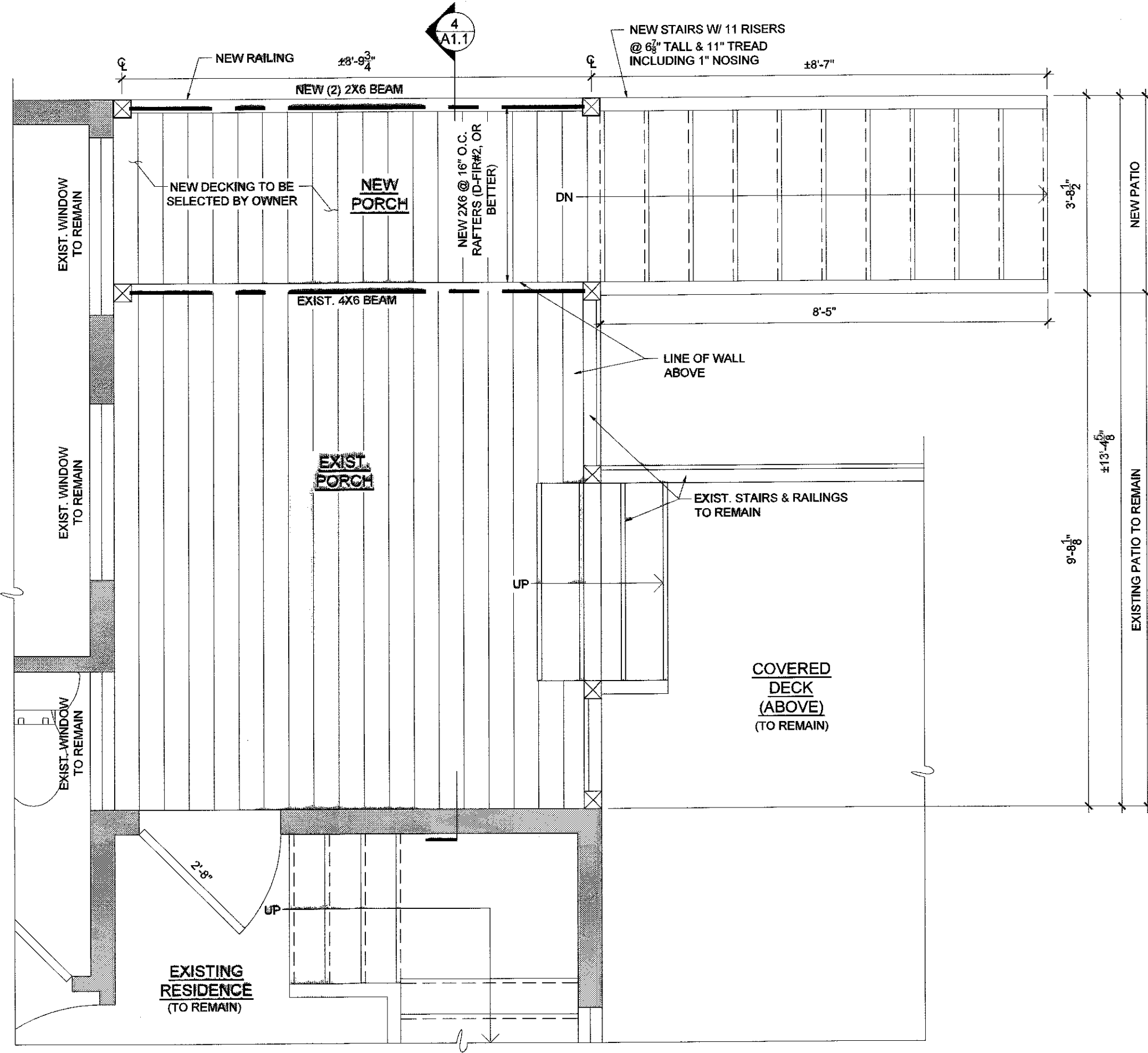
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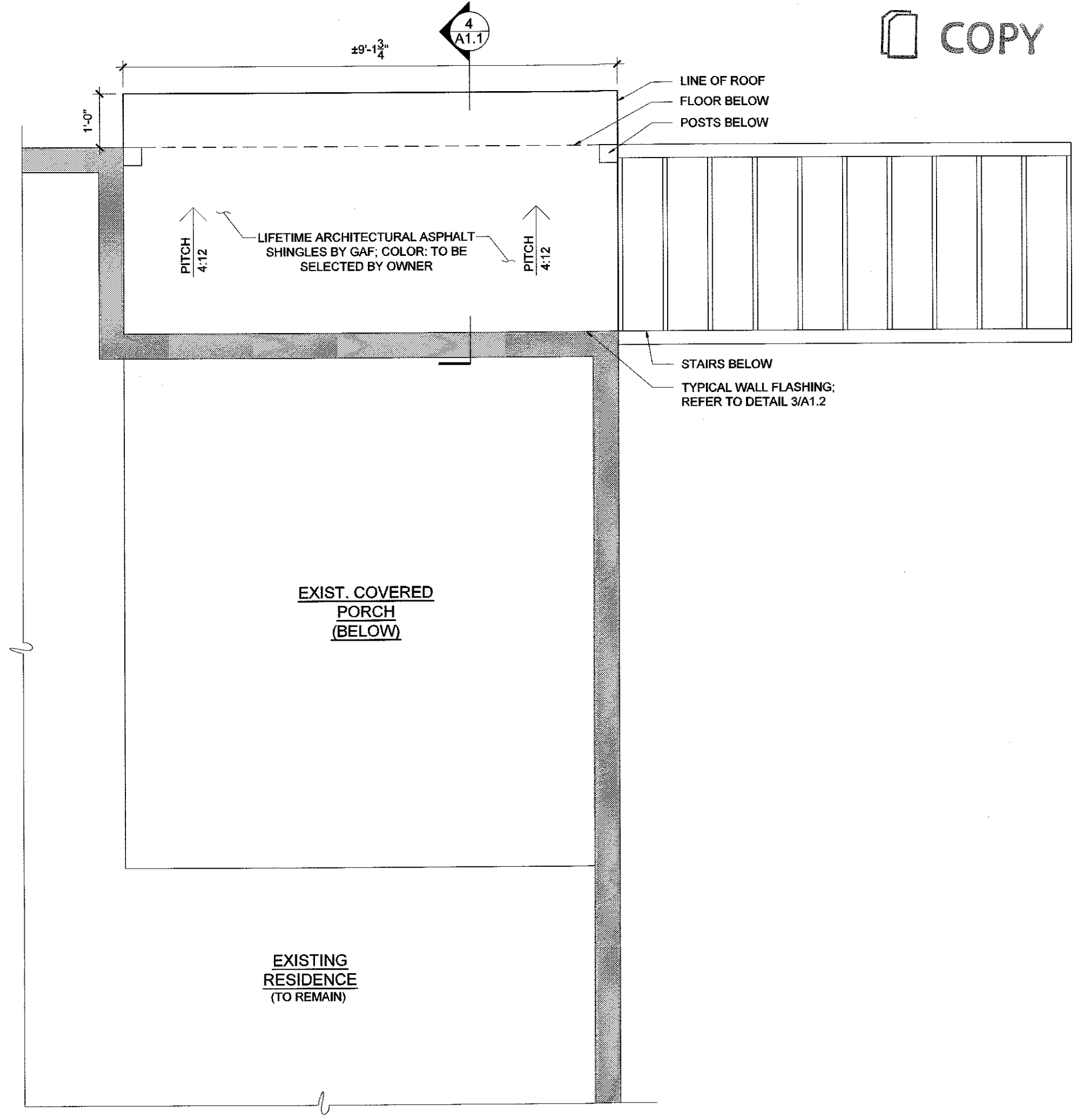
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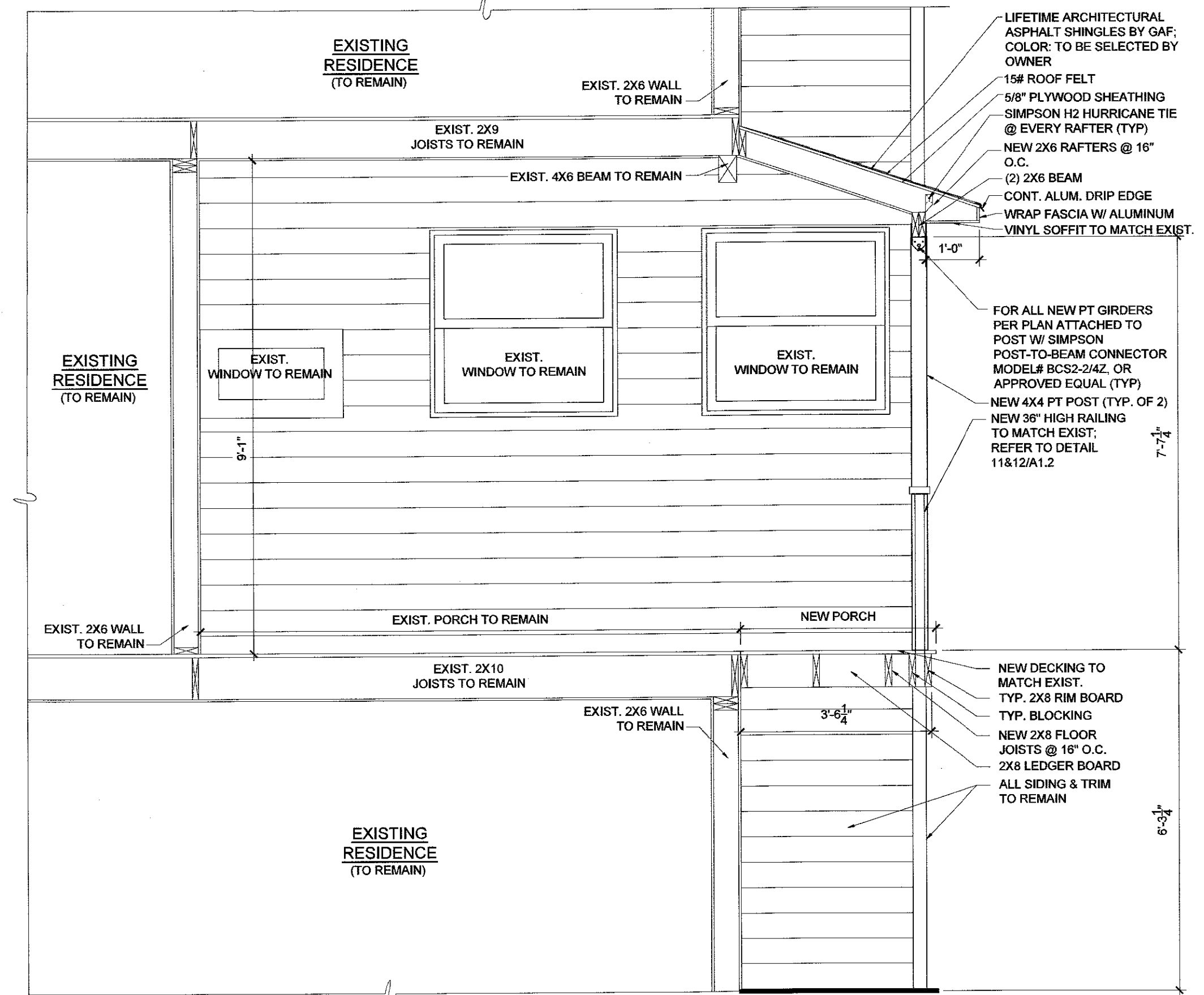
1 Proposed Porch Footing Plan
A1.1 Scale: 1/2" = 1'-0"



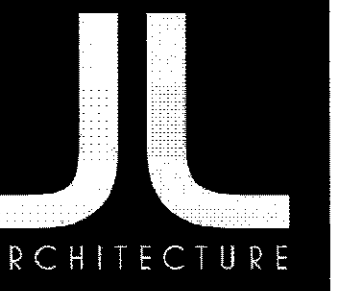
2 Existing & Proposed Porch Plan
A1.1 Scale: 1/2" = 1'-0"



3 Proposed Porch Roof Plan
A1.1 Scale: 1/2" = 1'-0"



4 Existing & Proposed Porch Section
A1.1 Scale: 1/2" = 1'-0"



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Sero Residence - Existing Porch Alterations

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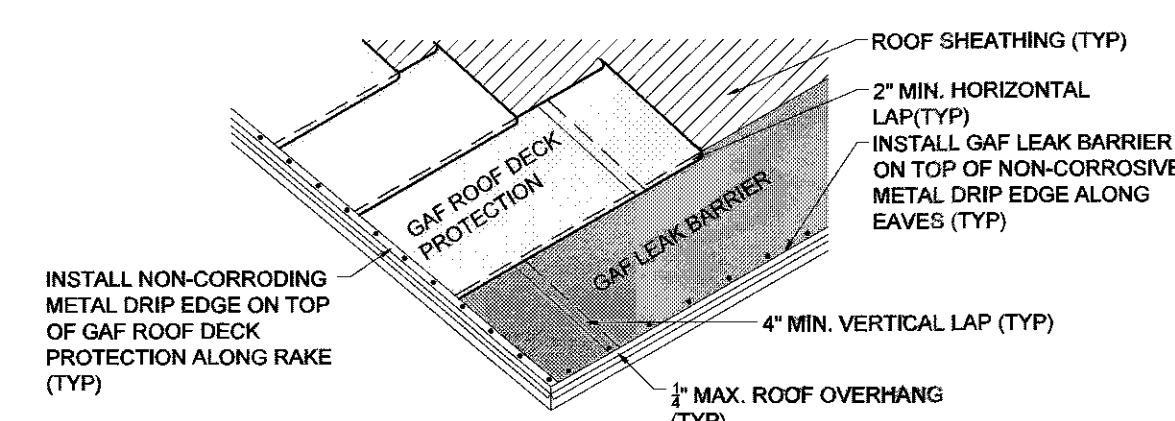
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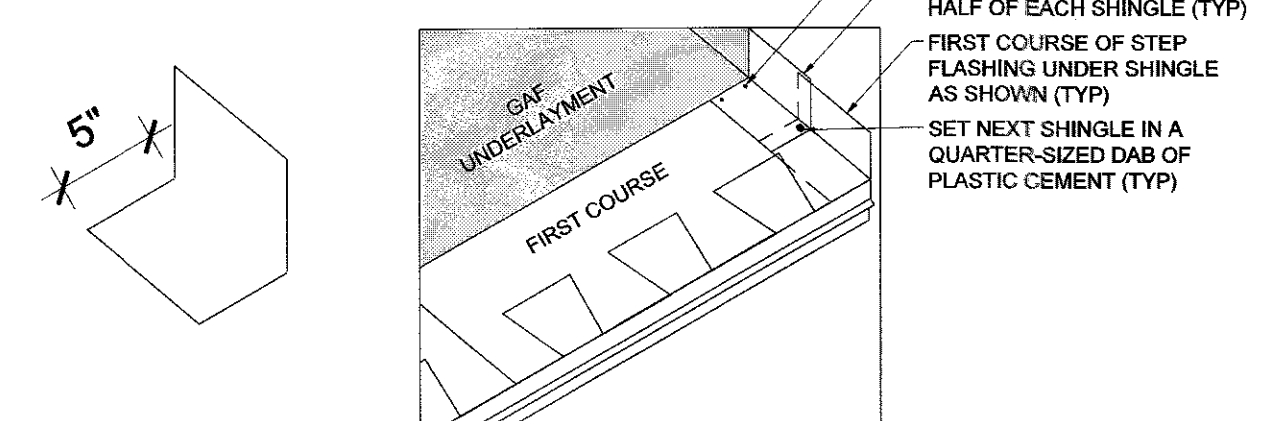
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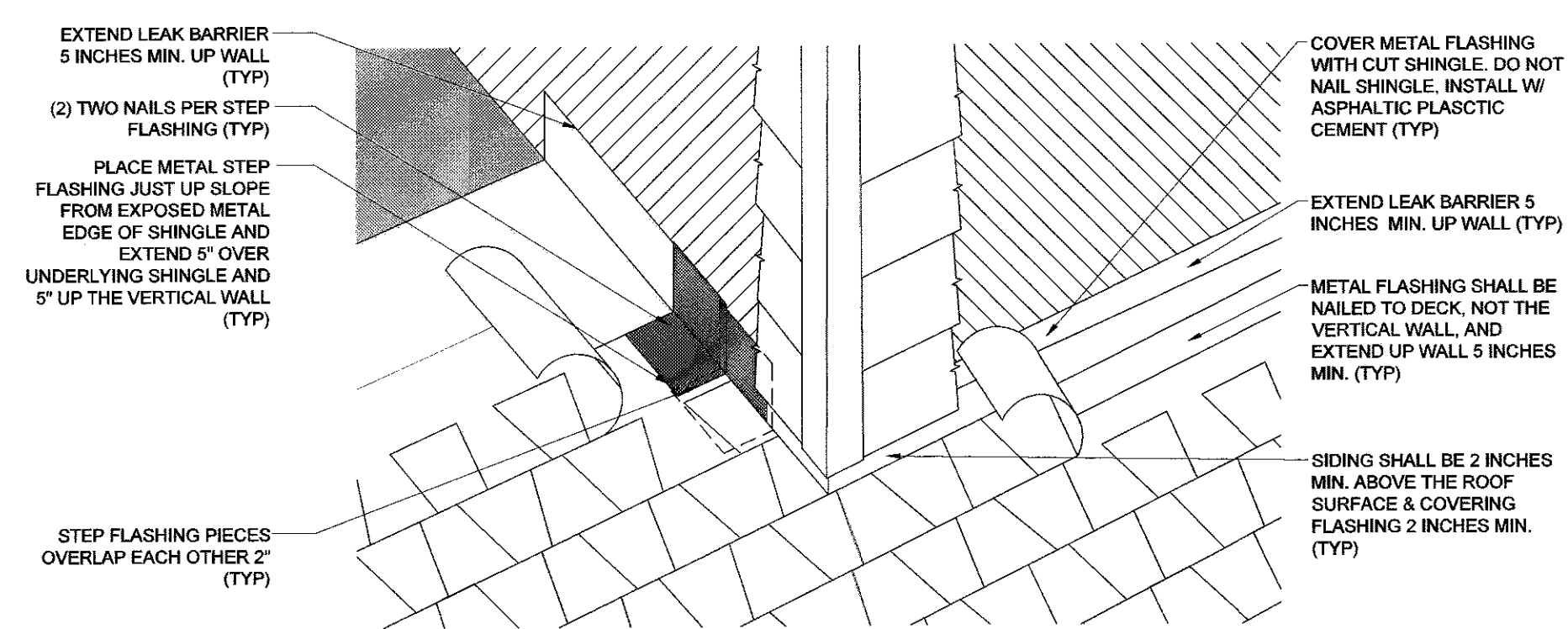
4 of 5



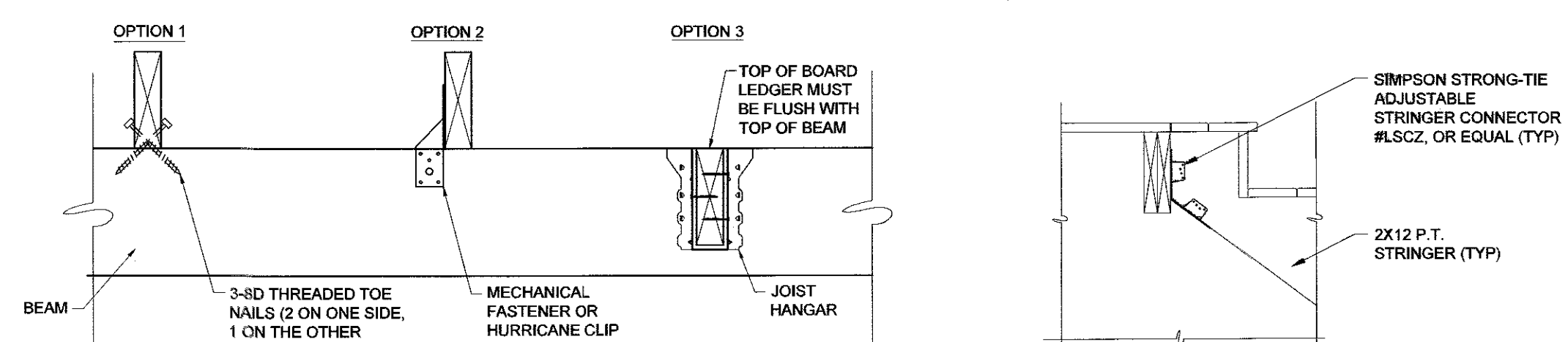
1 Typical Underlayment Detail
A1.2 Scale: N.T.S.



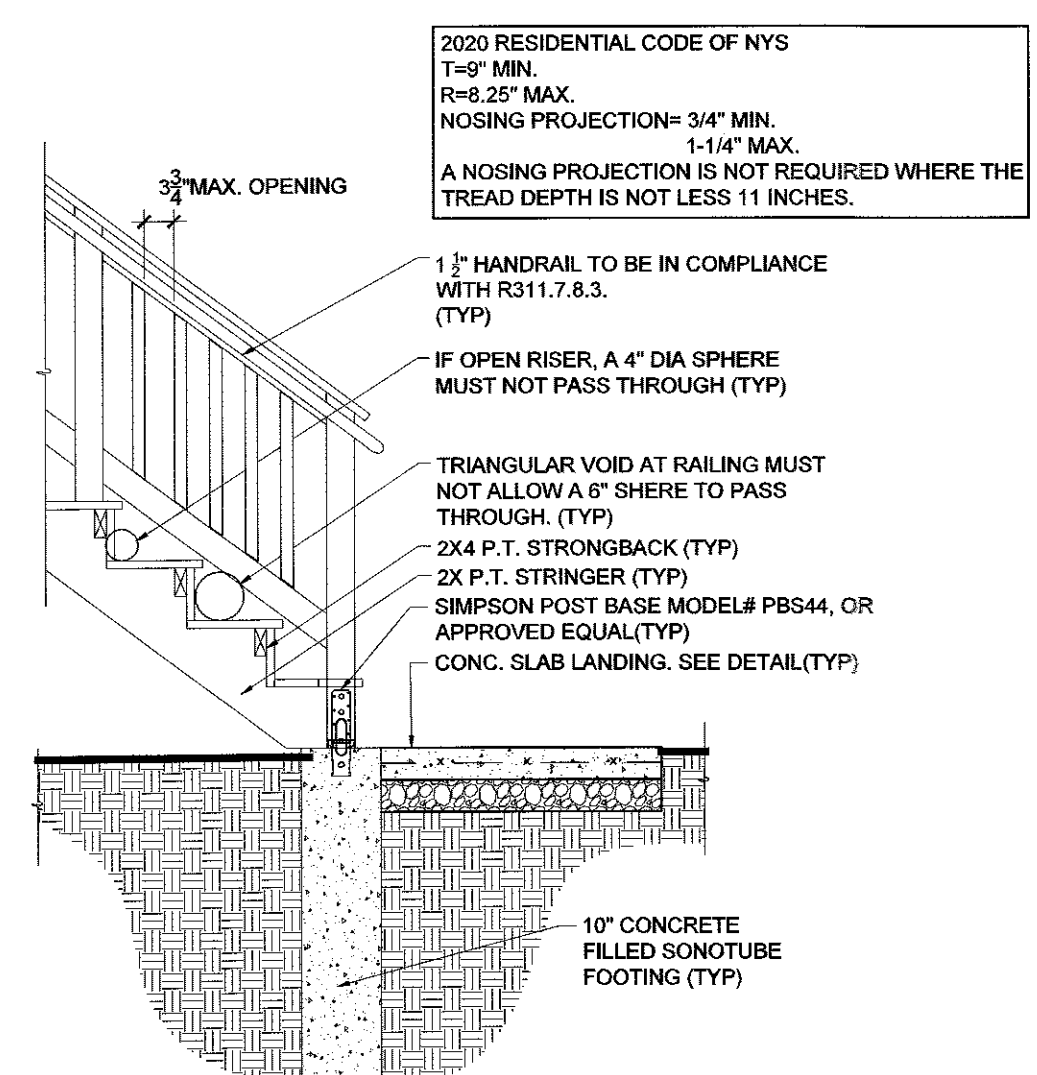
2 Typical Step Flashing Detail
A1.2 Scale: N.T.S.



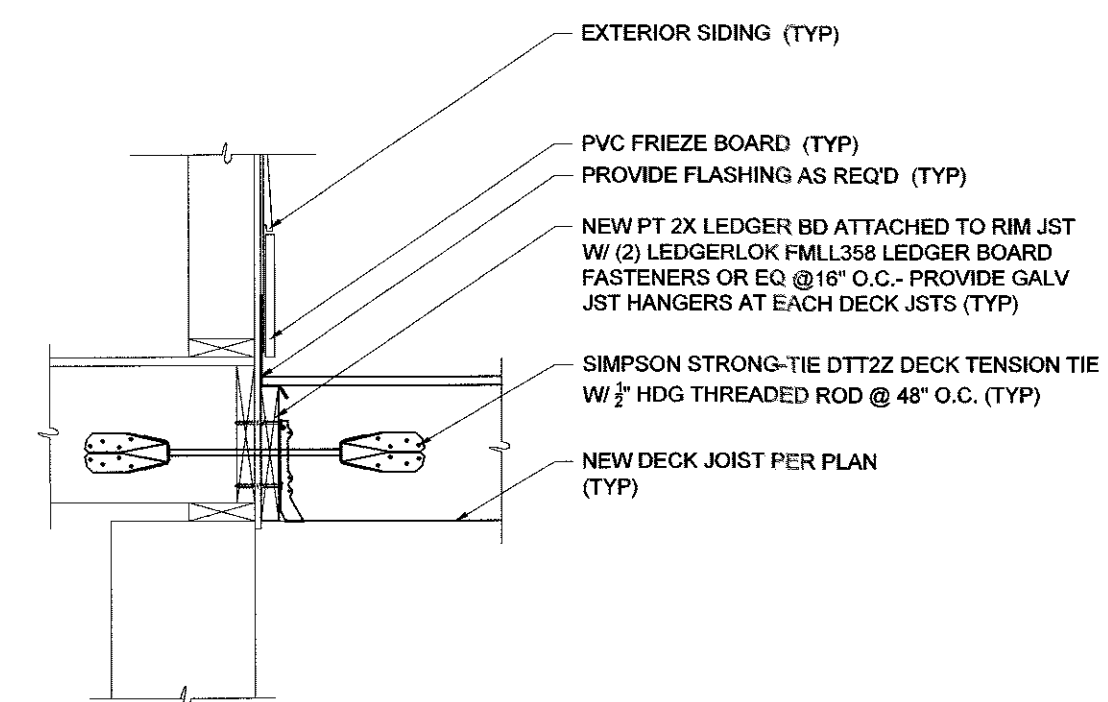
3 Typical Wall Flashing Detail
A1.2 Scale: N.T.S.



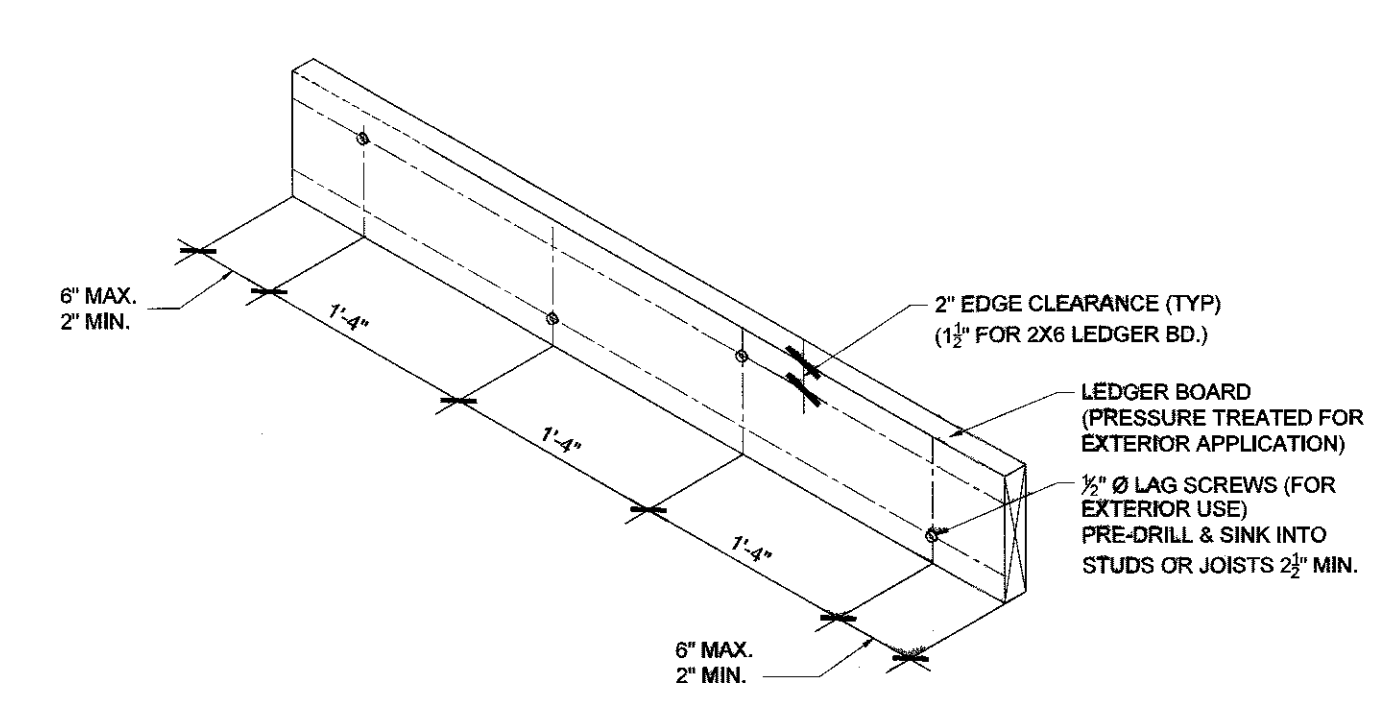
4 Options For Joist-To-Beam Detail
A1.2 Scale: 1 1/2" = 1'-0"



5 Stringer Attachment Dtl
A1.2 Scale: 3/4" = 1'-0"

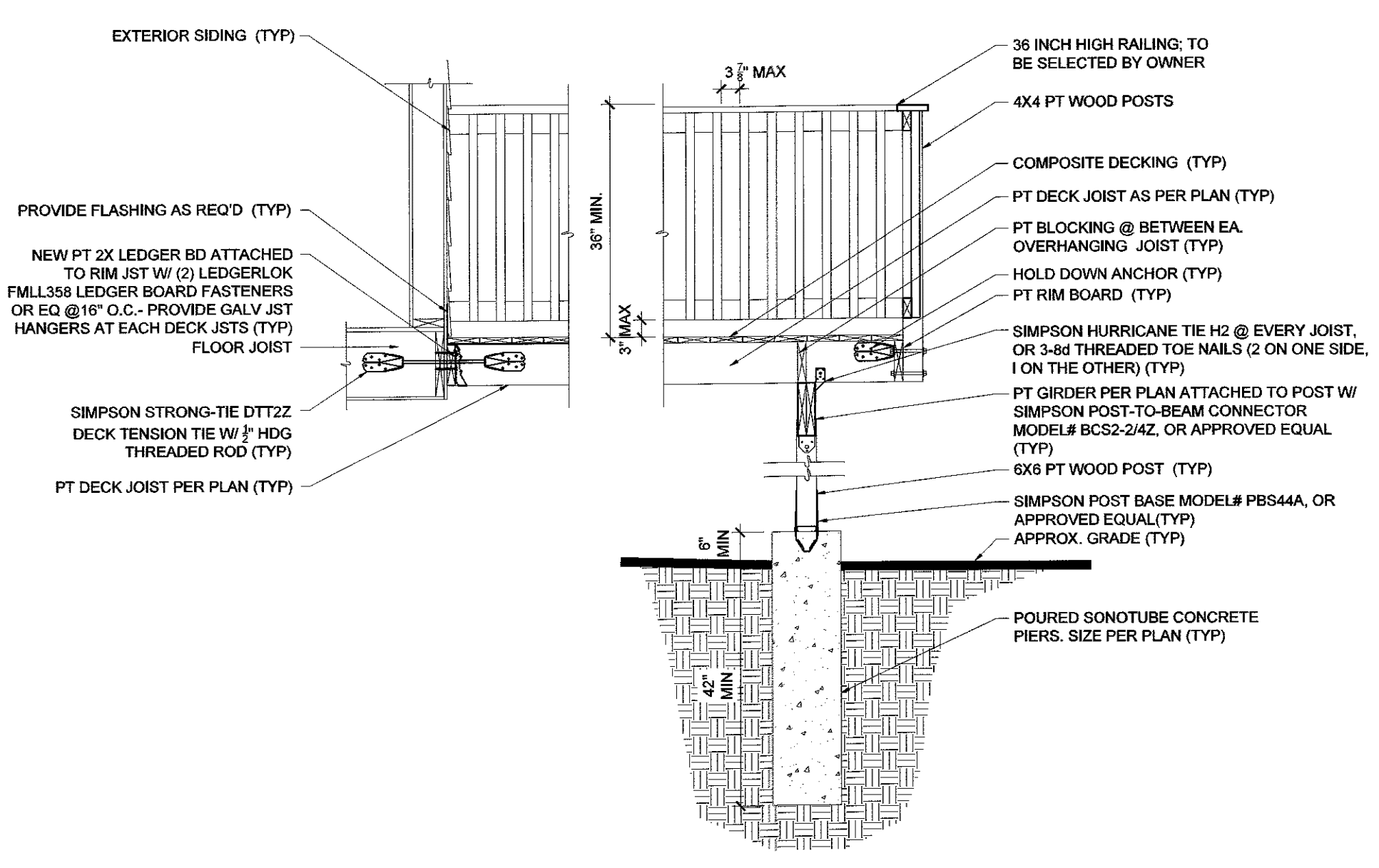


6 Typ. Ledger Bd/Joist Connection Dtl.
A1.2 Scale: 3/4" = 1'-0"

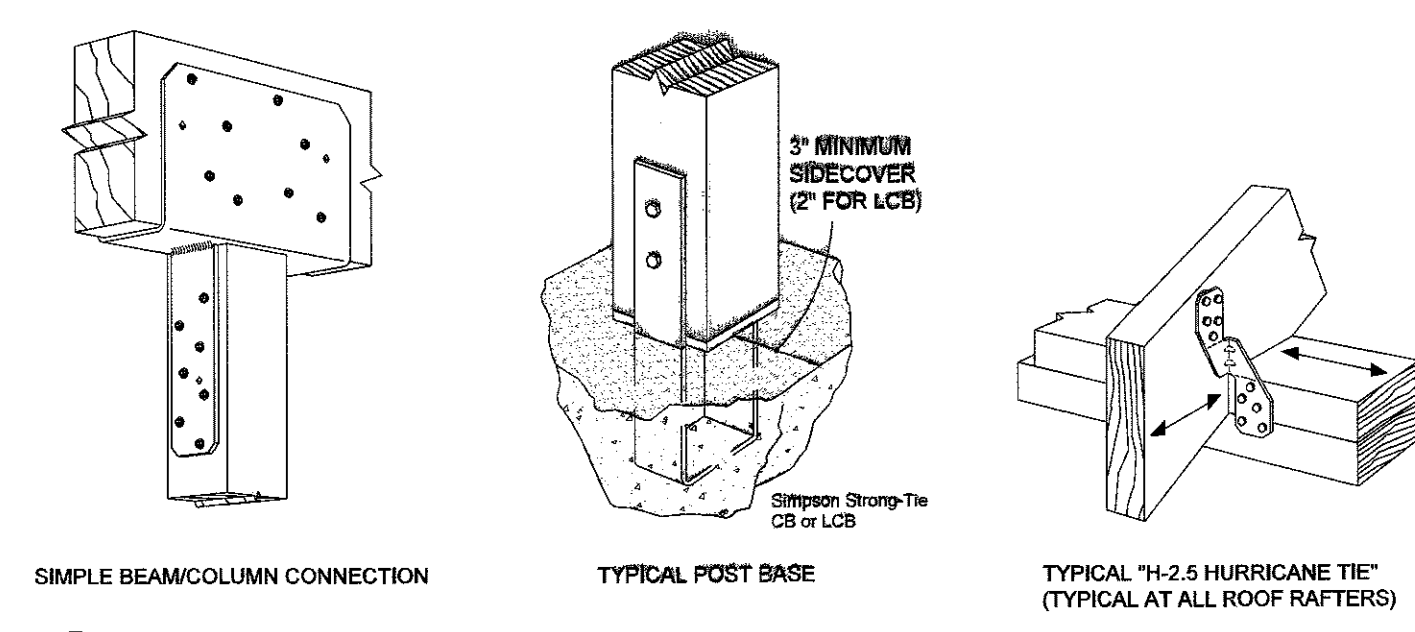


7 Typ. Ledger Board Attachment Detail
A1.2 Scale: N.T.S.

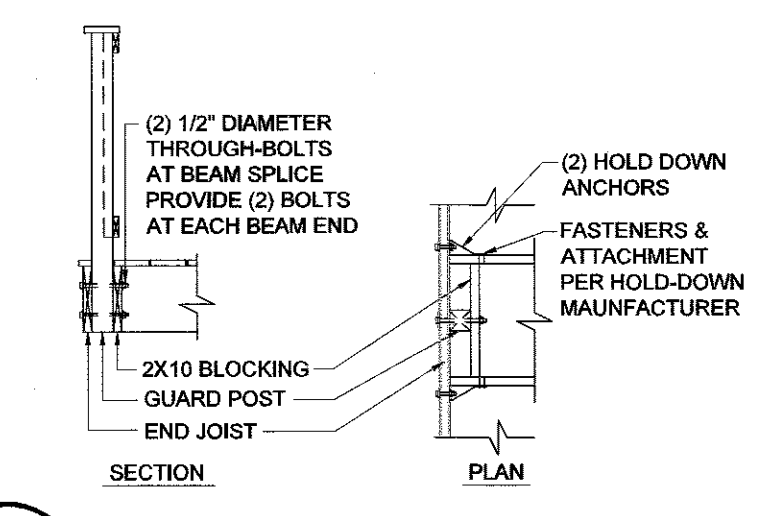
8 Typ. Exterior Stair Detail
A3.1 Scale: 1/2" = 1'-0"



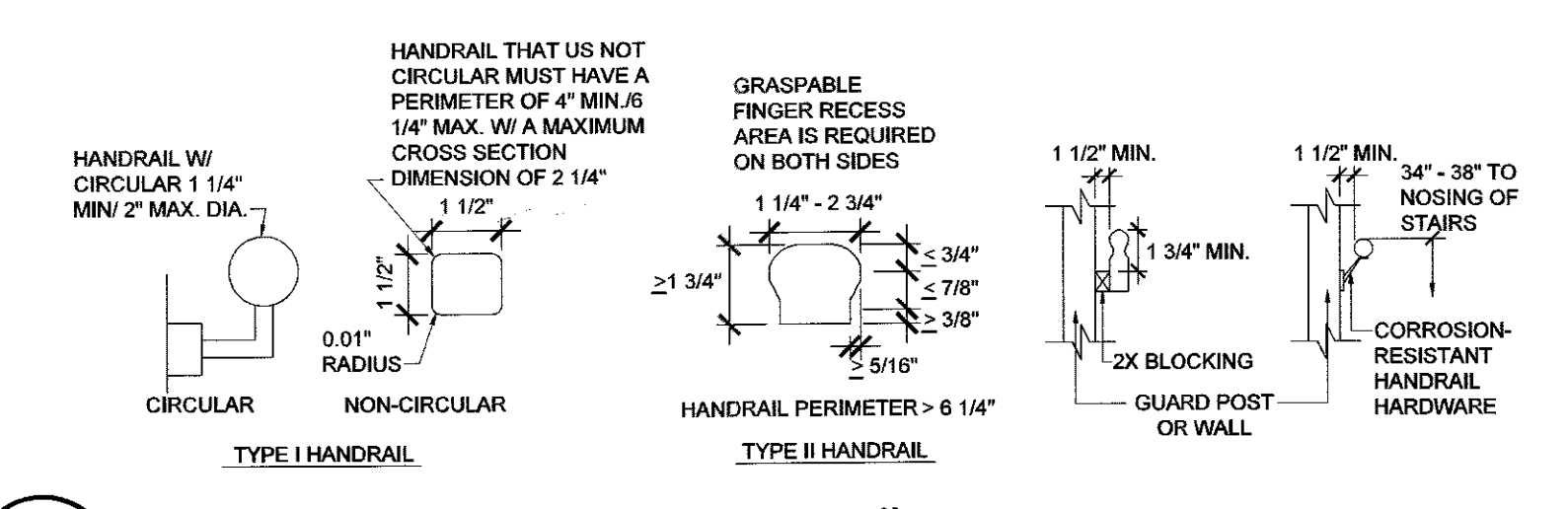
9 Typ. Section Thru Wood Deck
A1.2 Scale: 1/2" = 1'-0"



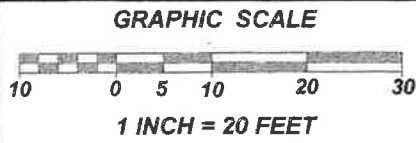
10 Typical Wood Isometric framing Details
A1.2 Scale: N.T.S.



11 Guard Post-To-End Joist Detail
A1.2 Scale: 3/16" = 1'-0"



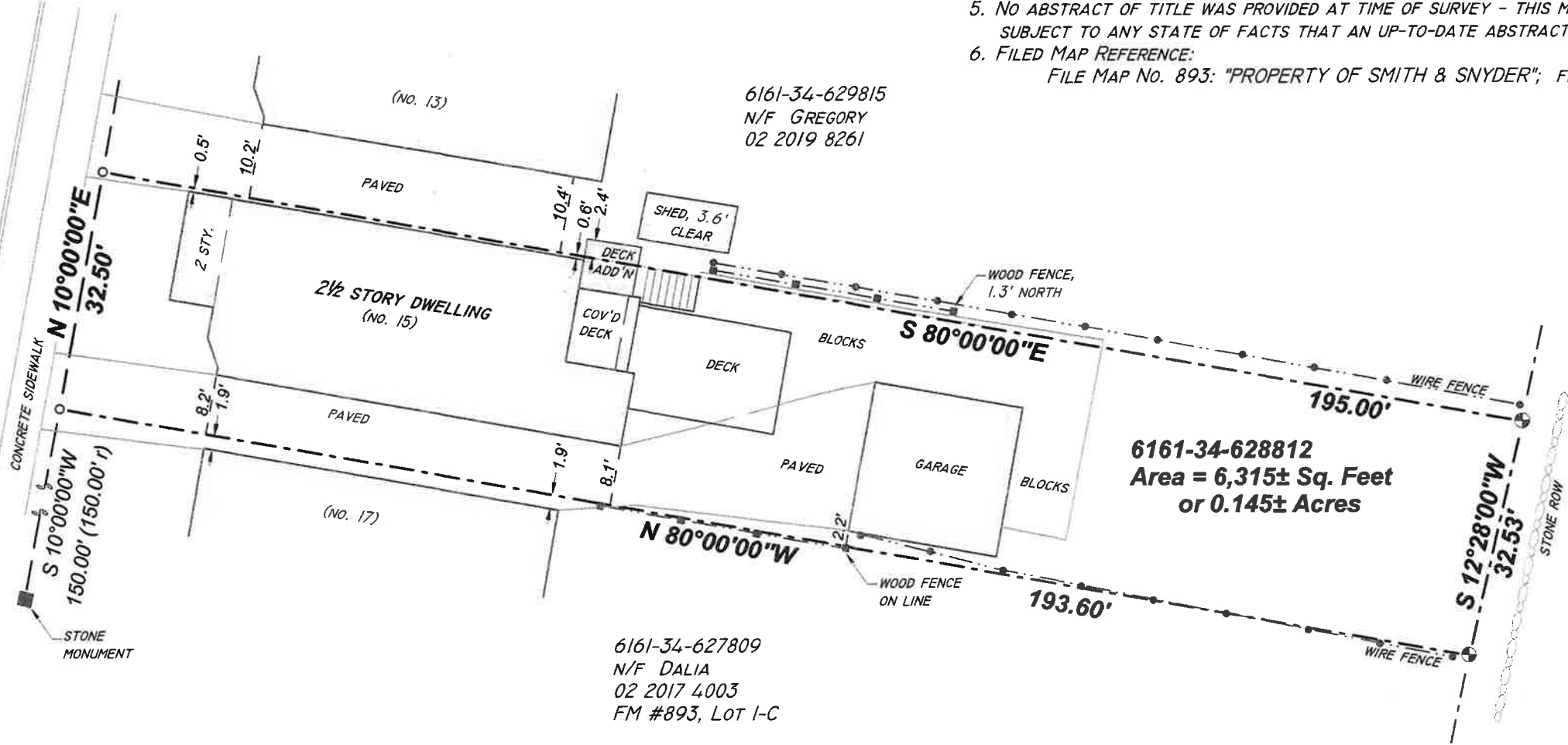
12 Hand Rail Options & Details
A1.2 Scale: 3/16" = 1'-0"



MAP NOTES:

1. UNDERGROUND IMPROVEMENTS OR ENCROACHMENTS, IF ANY, ARE NOT SHOWN HEREON.
2. SUBJECT TO ALL RIGHTS, COVENANTS, RESTRICTIONS, EASEMENTS AND RIGHTS-OF-WAY OF RECORD.
3. SUBJECT DEED: KAMIL S. SERO F/K/A KAMIL S. NESHEIWAT TO KAMIL S. SERO AND HWEIDA SERO; RECORDED IN THE D.C.C.O. AS DOCUMENT NUMBER 02-2006-6302 ON AUGUST 4, 2006.
4. PARCEL GRID IDENTIFICATION No.: 131300-6161-34-628812-0000; MUNICIPALITY: POUGHKEEPSIE CITY.
5. NO ABSTRACT OF TITLE WAS PROVIDED AT TIME OF SURVEY - THIS MAP AND SURVEY ARE SUBJECT TO ANY STATE OF FACTS THAT AN UP-TO-DATE ABSTRACT OF TITLE MIGHT DISCLOSE.
6. FILED MAP REFERENCE:
FILE MAP No. 893: "PROPERTY OF SMITH & SNYDER"; FILED APRIL 16, 1913.

HOFFMAN AVENUE (50' r.o.w.)



6161-34-629815
N/F GREGORY
02 2019 8261

6161-34-628812
Area = 6,315± Sq. Feet
or 0.145± Acres

6161-34-627809
N/F DALIA
02 2017 4003
FM #893, LOT I-C

6161-34-645809
N/F 13 SOUTH GRAND AV LLC
02 2022 4409

Unauthorized alteration or addition to a survey map bearing a licensed land surveyor's seal is a violation of Section 7209 (2), of the New York State Education Law. Only copies from the original of this survey marked with the land surveyor's signature and an original embossed or red ink seal shall be considered valid true copies. This survey was prepared for the parties and purpose indicated hereon. Any extension of the use beyond the parties or purpose indicated is expressly forbidden without written release or permission of James A. Sheridan, L.S. No. 49721.

I hereby certify to
KAMIL S. SERO
and
HWEIDA SERO
that this survey has been prepared in accordance with the existing "CODE OF PRACTICE FOR LAND SURVEYS" adopted by the New York State Association of Professional Land Surveyors.
James A. Sheridan 11.7.23
James A. Sheridan, L.S.
N.Y.S. License No. 49721

MAP LEGEND:

- CAPPED IRON ROD SET
- SPIKE SET IN PAVEMENT
- PROPERTY LINE
- ROAD BOUNDARY (RIGHT-OF-WAY)
- RECORD INFORMATION
- NOW OR FORMERLY (REPUTED OWNER)
- DOCUMENT NO. (D.C.C.O.)
- DUTCHESS Co. TAX MAP PARCEL NO.

Survey Of Property Prepared For:
KAMIL S. SERO and HWEIDA SERO
Sitate At:
15 Hoffman Avenue
City of Poughkeepsie **County of Dutchess**
State of New York

Scale: 1" = 20' Survey Completed: Nov. 7, 2023 Map Date: Nov. 7, 2023

BOUNDARY, MORTGAGE AND SUBDIVISION SURVEYS
SHERIDAN LAND SURVEYORS
50 CLOVER HILL DRIVE
LAGRANGE, N.Y. 12603
(845) 849 - 2217
slsurvey50@gmail.com

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617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

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

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

Part 1 - Project and Sponsor Information							
Hweida Sere and Kamil Sere							
Name of Action or Project: rear back of home (back yard)							
Project Location (describe, and attach a location map): 15 Hoffman Ave Poughkeepsie N.Y. 12603							
Brief Description of Proposed Action:							
Name of Applicant or Sponsor: Hweida Sere		Telephone: 845-219-4776					
Address: Same		E-Mail:					
City/PO:		State: N.Y.	Zip Code: 12603				
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">NO</td> <td style="width: 50%;">YES</td> </tr> <tr> <td style="text-align: center;">☒</td> <td style="text-align: center;">☐</td> </tr> </table>	NO	YES	☒	☐
NO	YES						
☒	☐						
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval: yes. Permit from the city of POK building dept			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">NO</td> <td style="width: 50%;">YES</td> </tr> <tr> <td style="text-align: center;">☐</td> <td style="text-align: center;">☒</td> </tr> </table>	NO	YES	☐	☒
NO	YES						
☐	☒						
3a. Total acreage of the site of the proposed action?		_____ acres					
b. Total acreage to be physically disturbed?		_____ acres					
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres					
4. Check all land uses that occur on, adjoining and near the proposed action.							
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☒ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____ ☐ Parkland							

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations?	☐	☒	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	☒	☐	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	☒	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	☒	☐	
b. Are public transportation service(s) available at or near the site of the proposed action?	☒	☐	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	☒	☐	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	☒	☐	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: <u>rear Steps</u>	☒	☐	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	☒	☐	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	☒	☐	
b. Is the proposed action located in an archeological sensitive area?	☐	☐	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	☒	☐	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	☒	☐	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	☒	☐	
16. Is the project site located in the 100 year flood plain?	☒	☐	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? ☒ NO ☐ YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? ☒ NO ☐ YES If Yes, briefly describe: _____	☒	☐	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO ☒	YES ☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO ☒	YES ☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO ☒	YES ☐
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: <u>Hweida Sado</u>		Date: <u>Aug, 8, 2023</u>
Signature: <u>[Signature]</u>		



**THE CITY OF POUGHKEEPSIE
NEW YORK**

DEVELOPMENT DEPARTMENT
62 CIVIC CENTER PLAZA, 2ND FLOOR
POUGHKEEPSIE, NY 12601
Phone: (845) 451-4263 Fax: (845) 451-4006

MEMORANDUM

To: Kamil Sera and Hweida Sera

From: Tyler Maegerle, Junior Planner

Date: 9/19/23

Re: 15 Hoffman Avenue

Upon review of project materials provided by the applicant, including Short EAF Part 1 and site plan application, it is my understanding that the proposed action to be undertaken includes replacement of a rear porch.

Based on the above description it is the determination of the planning division that the proposed action is classified as Type II Action with regards to SEQRA pursuant to 6 NYCRR Section 617.5 (c)(9) "construction, expansion or placement of minor accessory/appurtenant residential structures, including garages, carports, patios, decks, swimming pools, tennis courts, satellite dishes, fences, barns, storage sheds or other buildings not changing land use or density." The action is therefore not subject to further environmental review.



**CITY OF POUGHKEEPSIE
ZONING BOARD OF APPEALS
15 HOFFMAN AVENUE DRAFT RESOLUTION
MAY 14, 2024**

PRESENT

EXCUSED

ABSENT

In the matter of the appeal of Kamil and Hweida Sero regarding the property at 15 Hoffman Avenue, Poughkeepsie, New York, at a Regular Meeting of the Zoning Board of Appeals held in the Common Council Chambers, 3rd Floor, City Hall, on the 14th day of May, 2024;

WHEREAS, the Zoning Board of Appeals has received an application from Kamil and Hweida Sero for the proposed construction of a deck on the north side of the property, where said deck encroaches over the adjoining property line by 2.4'; and,

WHEREAS, a variance is requested of Section 19-4.13(1) of the Zoning Ordinance, which requires a six foot set-back, to allow the deck to be in-line with the existing dwelling, which is .6 feet from the north property line; and,

WHEREAS, the action is more fully detailed on a survey prepared by James A. Sheridan, L.S., dated November 7, 2023; and,

WHEREAS, this application has been classified as a Type 2 Action requiring no further review for the purposes of SEQRA; and,

WHEREAS, a public hearing was held on April 9, 2024; and,

NOW THEREFORE BE IT RESOLVED THAT THE ZONING BOARD OF APPEALS MAKES THE FOLLOWING FINDINGS:

In making its determination on an area variance application, it is incumbent upon the Zoning Board of Appeals to take into consideration the benefit to the applicant(s) if the variance is granted as weighed against the detriment to the health, safety and welfare of the neighborhood or community by such grant. The Board considers the following criteria in making this determination:

(1) whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by granting an area variance: an undesirable change will not be produced in the character of the neighborhood, provided that the uncovered deck is reconfigured to remove the encroachment onto the adjoining property to the north, and brought into line with the existing dwelling.

(2) whether the benefit sought by the applicant(s) can be achieved by some method, feasible for the applicant(s) to pursue, other than an area variance: the benefit sought by the applicant would not appear to be achievable by any method other than complete removal.

(3) whether the requested area variance is substantial: as long as the uncovered deck is reconfigured to be in line with the existing dwelling, the requested area variance is not substantial.

(4) whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district: provided long as the uncovered deck is reconfigured to be in line with the existing dwelling, the requested area variance will not have an adverse effect or impact on the physical or environmental conditions in the neighborhood.

(5) whether the alleged difficulty was self-created, which consideration shall be relevant to the decision of the Board, but shall not necessarily preclude the granting of the area variance: the alleged difficulty is self-created. As this factor constitutes only one factor to be considered by the Board of Appeals, it does not, in and of itself, preclude the board from granting the variance as requested;

NOW THEREFORE BE IT FURTHER RESOLVED that the City of Poughkeepsie Zoning Board of Appeals hereby grants the variance for 15 Hoffman Avenue, File #ZBA2023-027, as outlined herein, with the following conditions:

- That the deck be reduced in size so that it is in line with and encroaching no further towards the property line than the existing dwelling, at .6 feet.
- All necessary permits and approvals be obtained from the Building Department.

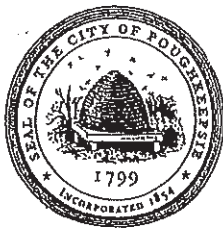
Motion:

Second:

Carried:

Scott Parker, Chair
Zoning Board of Appeals

Date



**THE CITY OF POUGHKEEPSIE
NEW YORK**

PLANNING & ZONING
62 CIVIC CENTER PLAZA, 2ND FLOOR
POUGHKEEPSIE, NY 12601

Phone: (845) 451-4055 Fax: (845) 451-4006

FEE: \$350.00
CODE: A2112
ID# _____
IPS# _____

ZONING BOARD OF APPEALS AREA VARIANCE APPLICATION

PROPERTY ADDRESS: 14 Grand Street, Poughkeepsie NY 12601

ZONING DISTRICT: R-4A

OWNER INFORMATION:

Name: Justin Brown and Caroline Alsup

Address: 14 Grand Street, Poughkeepsie NY 12601

Phone: 917-670-5288

Email: justinsumnerbrown@gmail.com

APPLICANT INFORMATION:

Name: Justin Brown and Caroline Alsup

Address: 14 Grand Street #2 Poughkeepsie NY 12601

Phone: 917-670-5288

Email: justinsumnerbrown@gmail.com

CONSULTANT INFORMATION:

Name: Justin Brown and Caroline Alsup

Address: 14 Grand Street, Poughkeepsie NY 12601

Phone: 917-670-5288

Email: justinsumnerbrown@gmail.com

SUBJECT OF APPEAL

This application relative to the above referenced property constitutes an appeal from the decision, determination or violation of an official of the City of Poughkeepsie.

Name and title of agent: Joe O'Brien Zoning Review Request PD-2024-001 for future Development

Date of decision/determination/violation: 2/12/24

Please note that a copy of the communication must be attached with this application.

ZONING BOARD OF APPEALS AREA VARIANCE APPLICATION
PROPERTY ADDRESS: 14 Grand Street, Poughkeepsie NY 12601

AREA VARIANCE REQUESTS

All sections under this heading must be answered completely. Bear in mind that a variance is actually relief from the strict application of the requirements of the law (the Zoning Ordinance), and the Zoning Board of Appeals is required to give sound reasons, based on the criteria set forth in this application, for granting any such relief.

SECTION	REQUIRING/PROHIBITING	REQUESTED VARIANCE
See attached letter dated 2/20/24 for list of requested Area Variances		

VARIANCE REQUEST JUSTIFICATION

Pursuant to Section 19-8.4 (2) (d) of the Zoning Ordinance, the Zoning Board of Appeals, in making its determination, shall take into consideration the benefit to the applicant if the variance is granted, as weighed against the detriment to the health, safety and welfare of the neighborhood or community by such granting.

Bear in mind that a variance is actually relief from the strict application of the requirements of the law (the Zoning Ordinance), and the Zoning Board of Appeals is required by law to give sound reasons, based on the criteria set forth in this application, for granting any such relief. **Please note that it is therefore incumbent upon the applicant to demonstrate to the Board that the criteria for the granting of the variance(s) are satisfied.**

Responses to the following questions shall be attached to and submitted with the application.

- 1) Will the granting of the variance produce an undesirable change in the character of the neighborhood or be a detriment to nearby properties? If not, please explain why.
- 2) Can the benefit sought be achieved by some other method feasibly for the applicant to pursue, other than an area variance? Identify what alternatives to the variance, if any, have been explored (for example, alternative designs, purchasing of contiguous properties, etc.). Why is the variance necessary?
- 3) Is/are the requested area variance(s) substantial? Explain why they are not substantial.
- 4) Will the variance(s) have an adverse affect or impact on the physical or environmental conditions in the neighborhood or district? Why not?
- 5) Is the need for the area variance(s) the result of self-created difficulties on your part, or unique to the property? Explain.

ZONING BOARD OF APPEALS AREA VARIANCE APPLICATION
PROPERTY ADDRESS: 14 Grand Street, Poughkeepsie NY 12601

LIST OF REQUIRED ATTACHMENTS

1. Letter or communication which resulted in application to the ZBA.
2. Site or Plot Plan: Nine (9) copies.
3. Color photos of site conditions: Nine (9) copies
4. Complete Short EAF
5. Electronic file submission of the plot plan and color photos
6. Other attachments deemed pertinent by the applicant (please list):

Slide deck dated 2/20/24

SIGNATURE AND VERIFICATION

Please be advised that no application can be deemed complete unless signed below.

THE APPLICANT HEREBY STATES THAT ALL INFORMATION GIVEN IS ACCURATE AS OF THE DATE OF APPLICATION. THE APPLICANT, IF NOT THE OWNER OF THE PROPERTY, HEREBY SWEARS THAT THIS APPLICATION IS MADE WITH THE INFORMED KNOWLEDGE AND CONSENT OF THE OWNER.

 
SIGNATURE OF APPLICANT

2/20/24

DATE

Justin Brown and Caroline Alsup

Print Name

The City of Poughkeepsie
Planning & Zoning
62 Civic Center Plaza, 2nd Fl
Poughkeepsie, NY 12601

February 20, 2024

Justin Brown and Caroline Alsup
14 Grand Street
Poughkeepsie, NY 12601

Dear Zoning Board of Appeals,

I am writing to request the following Area Variances necessary for the proposed conversion of the existing lot number 957077 containing a Three-family dwelling with an existing detached carriage house, to a Three-family dwelling (unmodified) with a detached Single-family dwelling, constructed within the existing envelope of the carriage house. Storm water management will be improved from the existing condition with the addition of a stormwater retention area. The load on the municipal sewer system will be increased by one toilet, one shower, and two sinks. This property is located within the Central Urban Density Residence District (R-4A) which does permit multifamily dwellings per code Section 19-3.15(2)(a)4 of the Zoning Ordinance, but would require the following Area Variances from the Zoning Board of Appeals:

1. **Section 19-3.19(4)f** requires the minimum rear yard shall be half the height of the principal structure closest to the rear property line or 15 feet, whichever is greater. The distance between the existing structure and the rear lot line is 0'-0".

As the carriage house is existing, compliance is not possible unless this historic artifact is demolished, which would be a loss to the character of the property and the neighborhood.

2. **Section 19-4.3(11)** requires 7 parking spaces for the proposed use (2 for each two-bedroom and 1 for the studio).

4 parking spaces are proposed, one for each apartment. The proposed use is within 600 feet of a municipally operated off-street parking facility. Therefore according to **19-4.3(9)(a)** all or portions of the off-street parking requirement may be waived by the Planning Board.

3. **Section 19-4.11(1)(b) and Section 19-4.3(1) and 19-4.3(2)** requires that landscape strips of minimum of 3'-0" width be provided along all property lines of multifamily uses with more than 3 parking spaces.

This will be provided on the north edge but is not possible to provide on the south edge because of the existing 15' wide driveway. **Per 19-11(1)(b)(2)** an opaque wall or fence of location, height, design and materials approved by the Planning Board may be substituted for part or all of the required landscape strips.

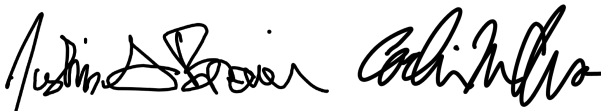
The following topics referenced in the 1/12/24 Zoning Review Request PD-2024-001 have been addressed in the attached revised drawings dated 2/20/23: Section 19-3.19(4)(g), 19-3.19(4)(i), 19-3.19(4)(k), 19-4.3(5)(a), 19-4.3(5)(b), and 19-4.3(5)(c).

In response to the five Variance Request Justification questions:

1. The granting of the requested area variances will not produce an undesirable change to the character of the neighborhood or be a detriment to nearby properties. On the contrary, it will allow the restoration of an existing historic carriage house. The structure is definitive of the Union Street neighborhood and is shown on maps dating to 1870.
2. The benefit sought cannot be achieved by some other method as the carriage house is existing. Without the requested variances, it would need to be demolished, which would be a loss not only to 14 Grand, but the historic neighborhood at large.
3. The requested variances are not substantial as they pertain to existing historic conditions which cannot be altered without demolition of the structure. The granting of these area variances would allow for the transformation of an existing liability into an asset, which would improve the value of neighboring properties. A very similar restoration was completed on a neighboring property to the north, 10 Grand Street.
4. The requested variances will not have an adverse affect or impact on the physical or environmental conditions of the neighborhood. To the contrary, the carriage house, once restored, will likely improve property values of its neighbors. Carriage houses were a defining feature of the properties on the west side of Grand Street, but only a handful have been restored including the one at 10 Grand Street.
5. The need for the variance is not the result of a self-created difficulty, but due to historic conditions. It is unique in that it is the last historic carriage house on the block still standing that has not already been demolished or restored.

Thank you for your consideration of this application. We look forward to being able to restore this important structure from 1870 for the benefit not only of this property but for the neighboring properties as well. Please don't hesitate to let me know if any further information is required for your assessment.

Sincerely,

Handwritten signatures of Justin Brown and Caroline Alsup in black ink.

Justin Brown and Caroline Alsup



PROJECT DESCRIPTION

Conversion of the existing lot number 957077 containing a Three-family dwelling with an existing detached carriage house, to a Three-family dwelling (unmodified) with a detached Single-family dwelling, constructed within the existing envelope of the carriage house.

SITE INFORMATION

This property is located within the Central Urban Density Residence District (R-4A) which does permit multifamily dwellings per code Section 19-3.15(2)(a)4.

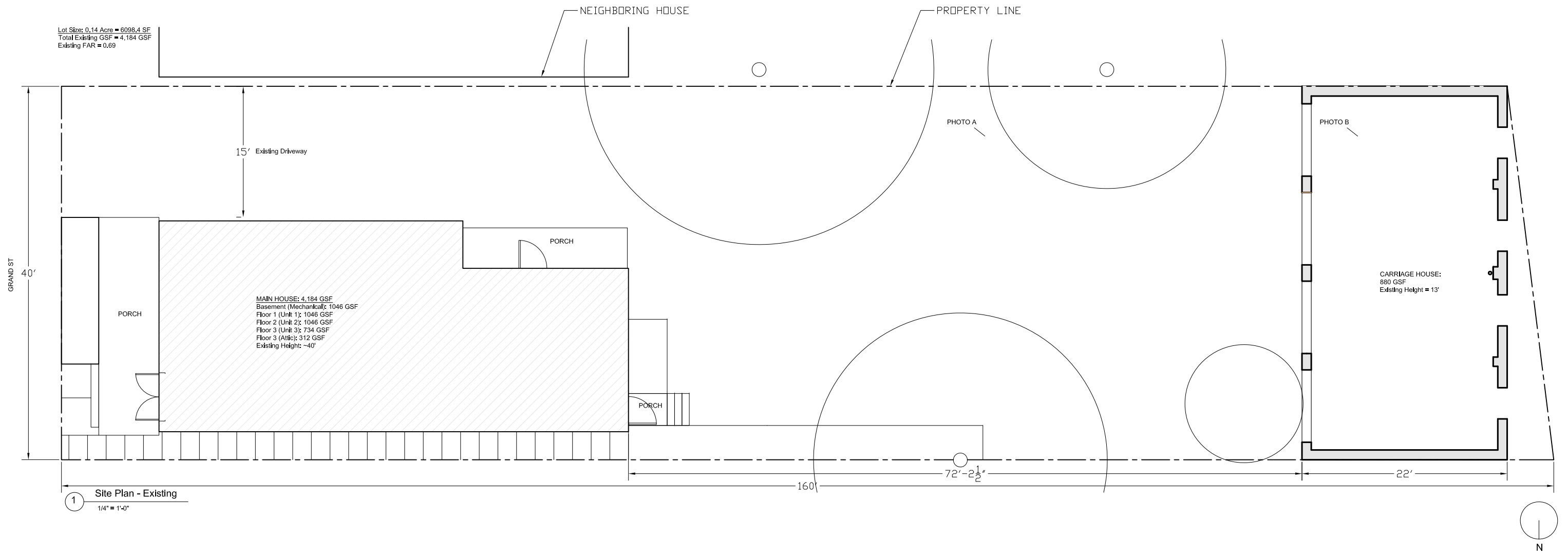
Lot Size: 0.14 Acre = 6098.4 SF
Total Existing GSF = 4,184 GSF
Total Proposed GSF = 880 GSF
Total Proposed FAR = 0.83

DRAWING LIST

- | | |
|-------|---------------------|
| AX.01 | EXISTING SITE PLAN |
| A.01 | PROPOSED SITE PLAN |
| AX.02 | EXISTING ELEVATIONS |
| A.02 | PROPOSED ELEVATIONS |



NOT FOR
CONSTRUCTION



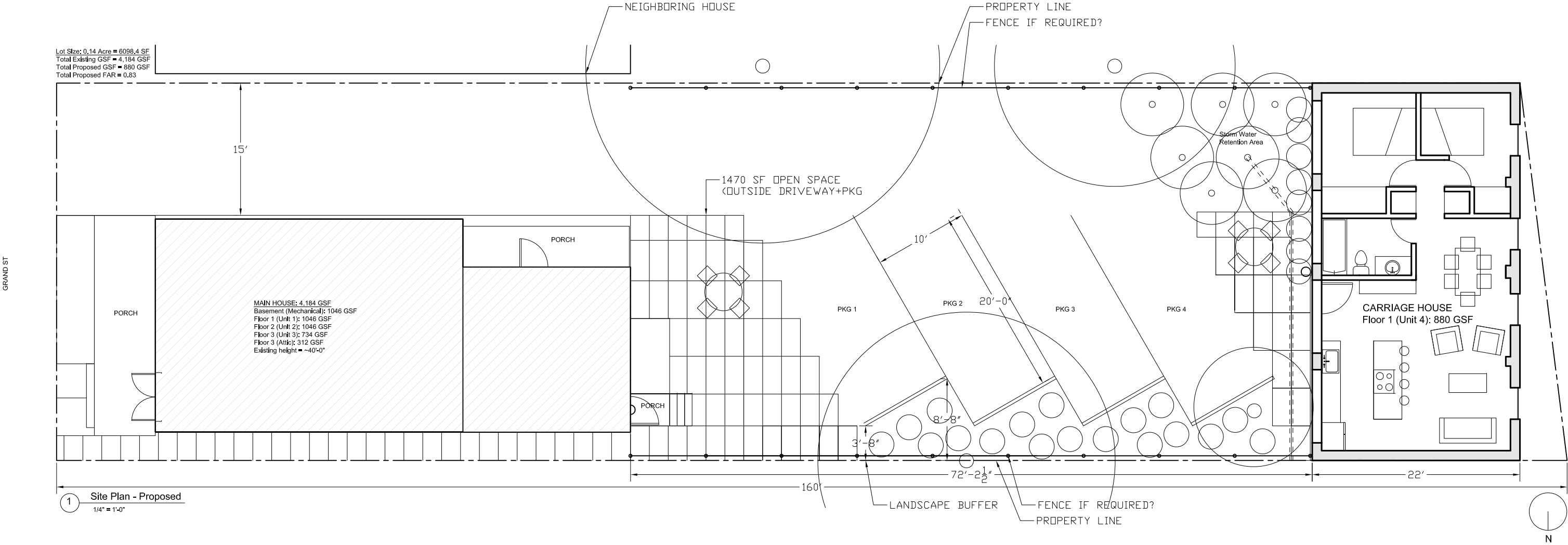
NOT FOR
CONSTRUCTION

PROJECT
14 Grand Street
Poughkeepsie, NY 12601

AX.01

DATE: 2/20/24

Note: Verify all dimensions in field.
Dimensions provided for scalar reference only.



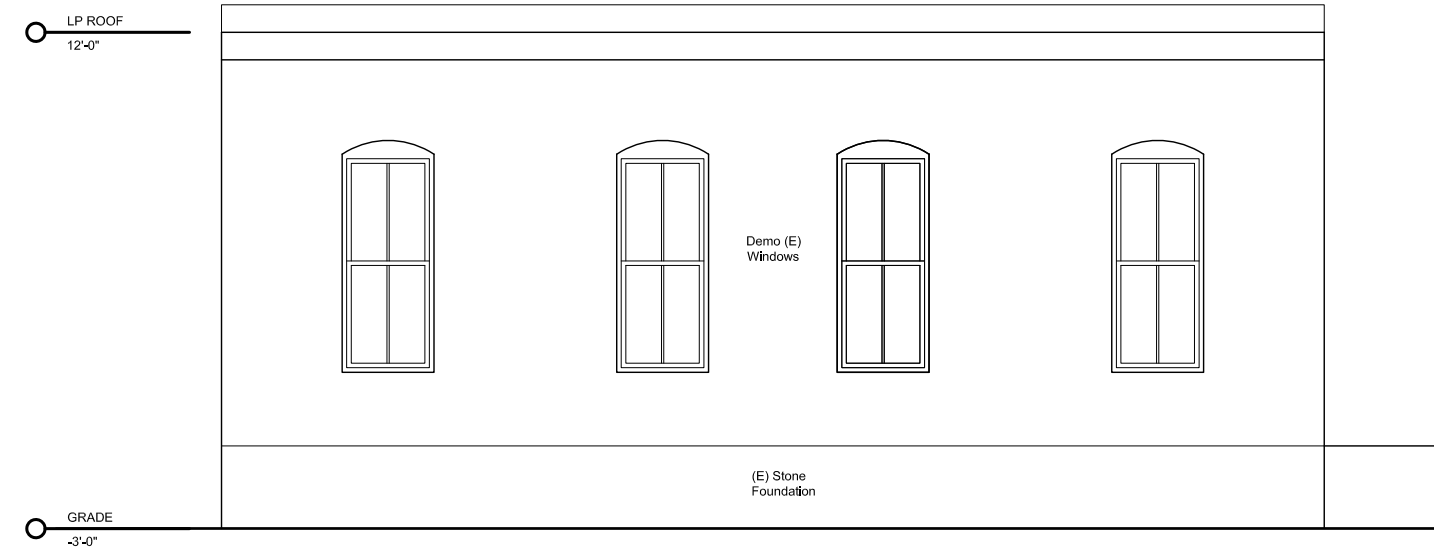
NOT FOR
CONSTRUCTION

PROJECT
14 Grand Street
Poughkeepsie, NY 12601

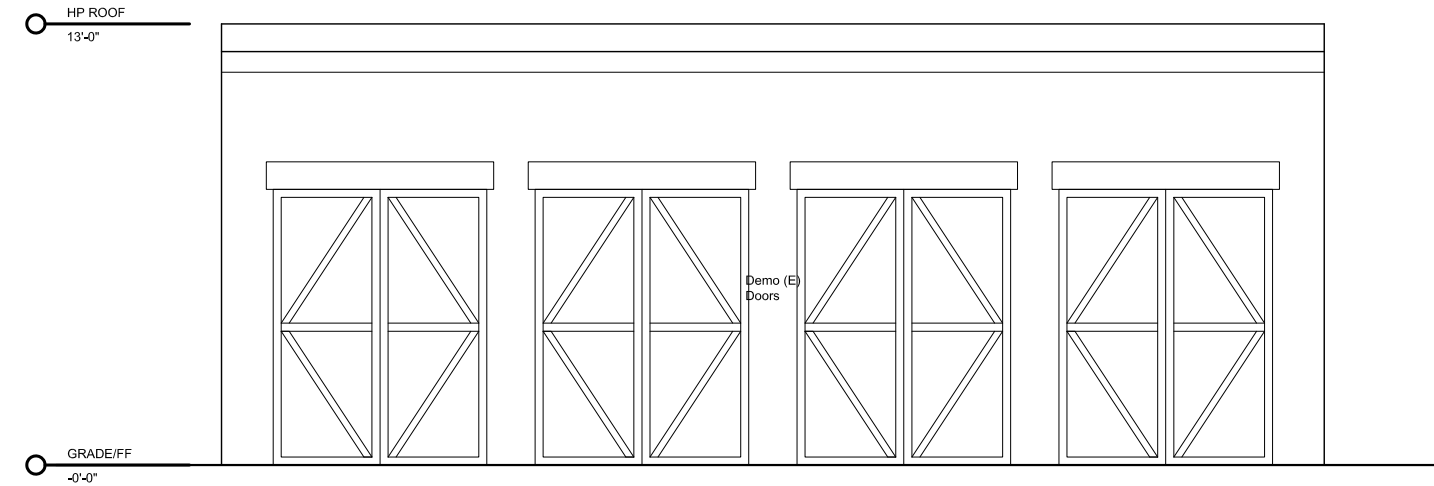
A.01

DATE: 2/20/24

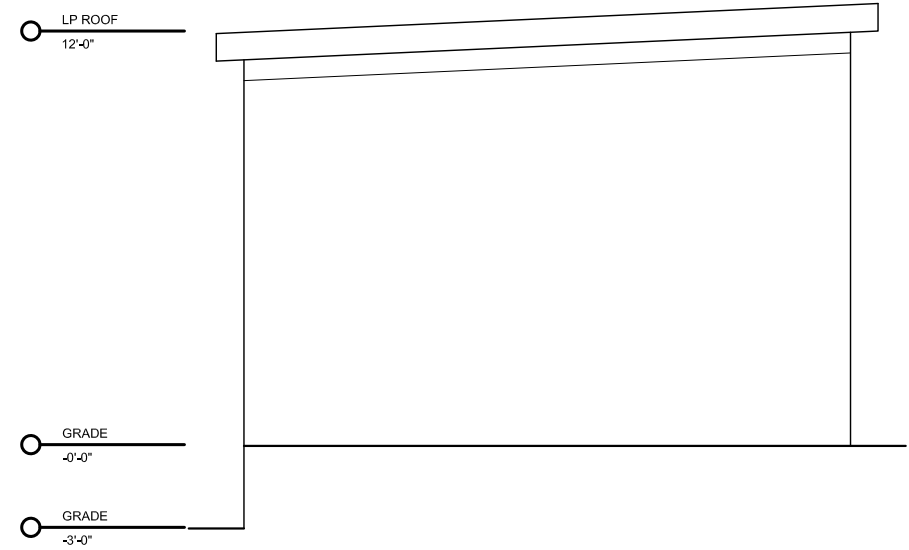
Note: Verify all dimensions in field.
Dimensions provided for scalar reference only.



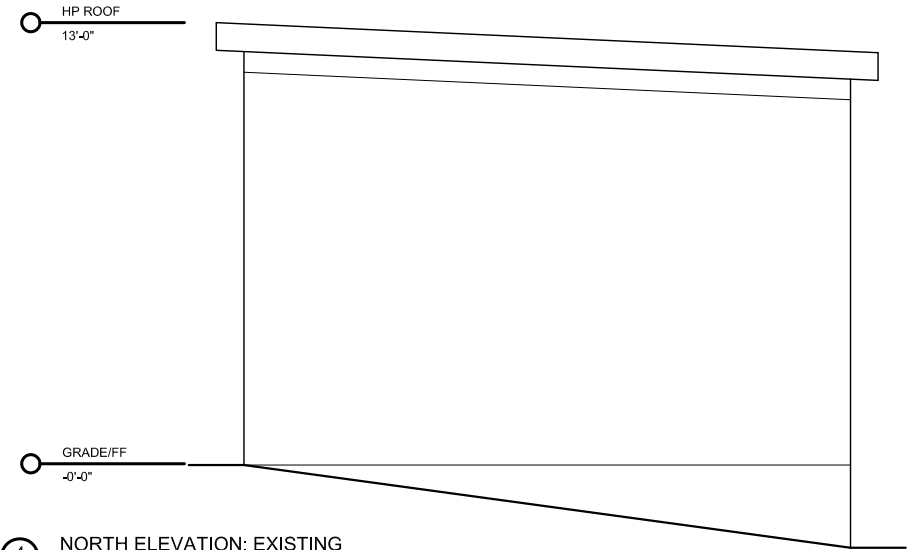
1 WEST ELEVATION: EXISTING
3/8" = 1'-0"



3 EAST ELEVATION: EXISTING
3/8" = 1'-0"



2 SOUTH ELEVATION: EXISTING
3/8" = 1'-0"



4 NORTH ELEVATION: EXISTING
3/8" = 1'-0"



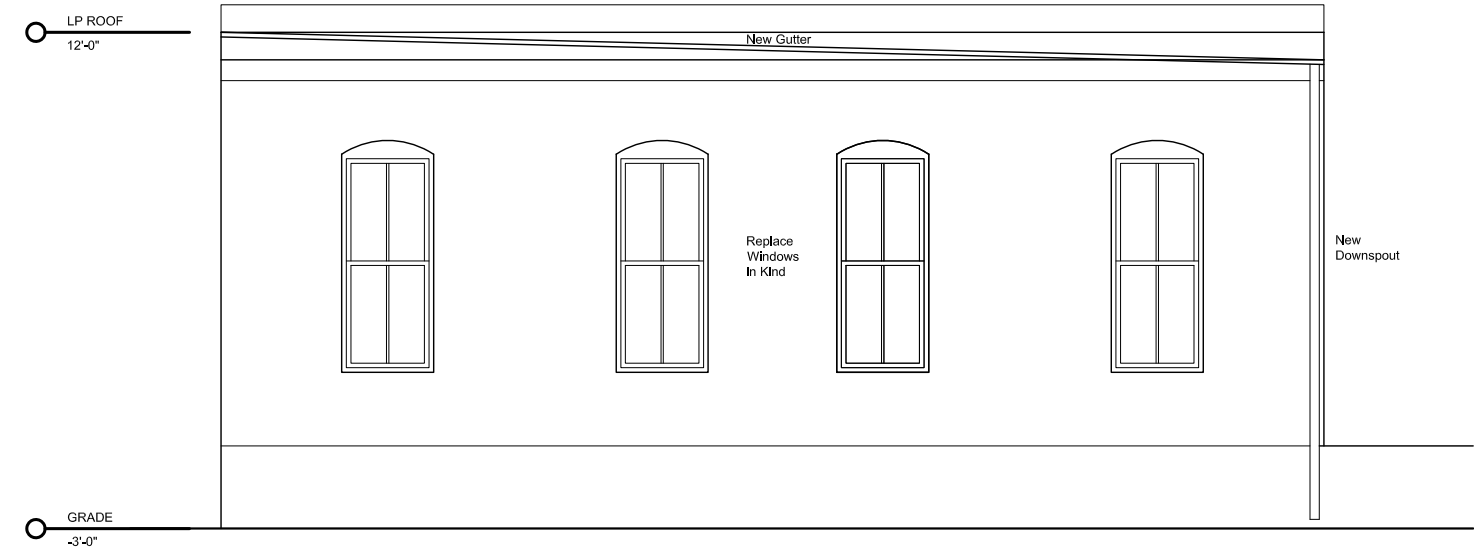
NOT FOR
CONSTRUCTION

PROJECT
14 Grand Street
Poughkeepsie, NY 12601

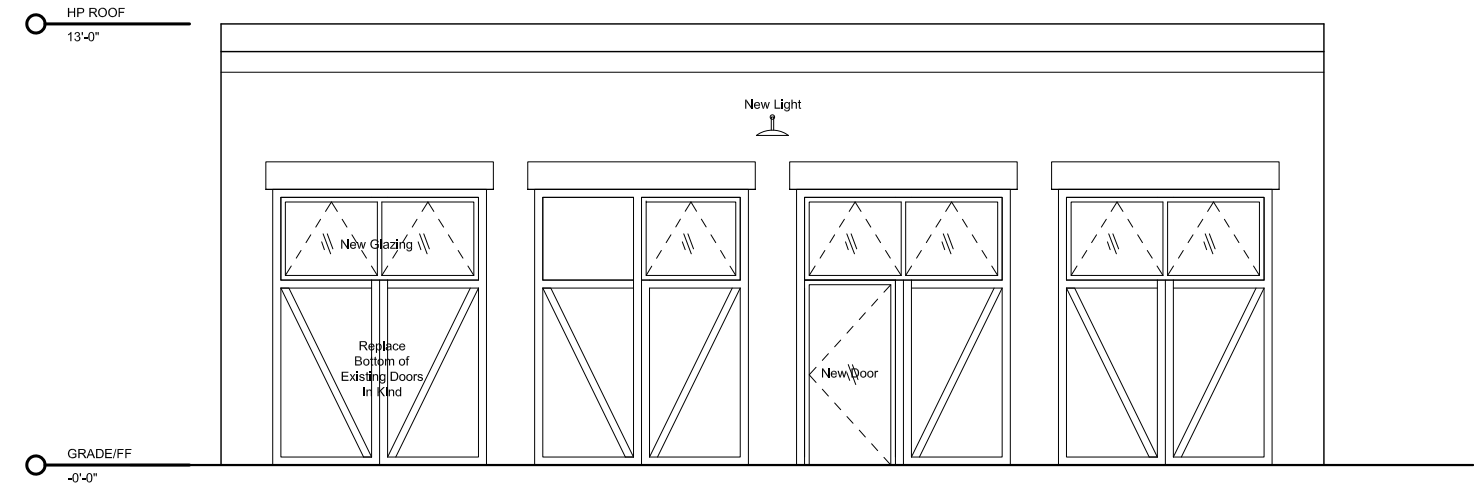
DATE: 2/20/24

AX.02

Note: Verify all dimensions in field.
Dimensions provided for scalar reference only.

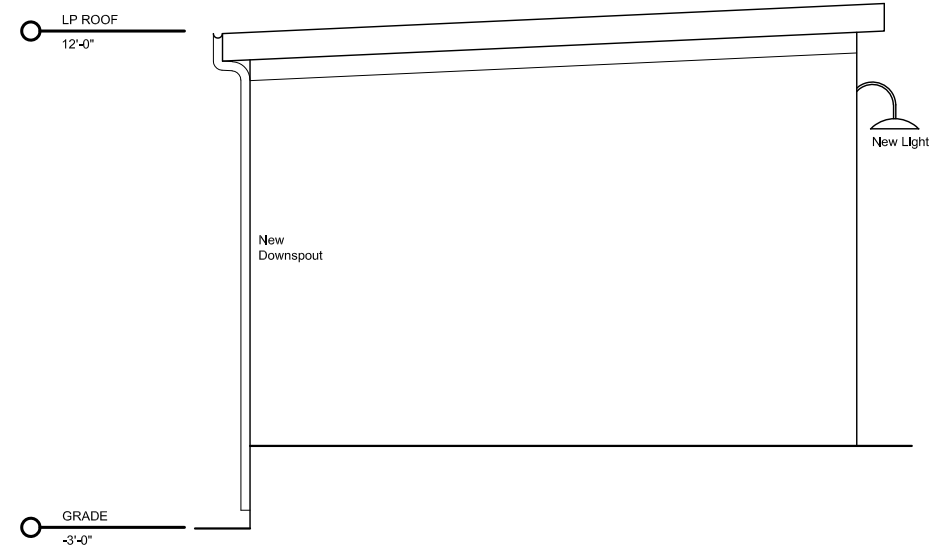


1 WEST ELEVATION: PROPOSED
3/8" = 1'-0"

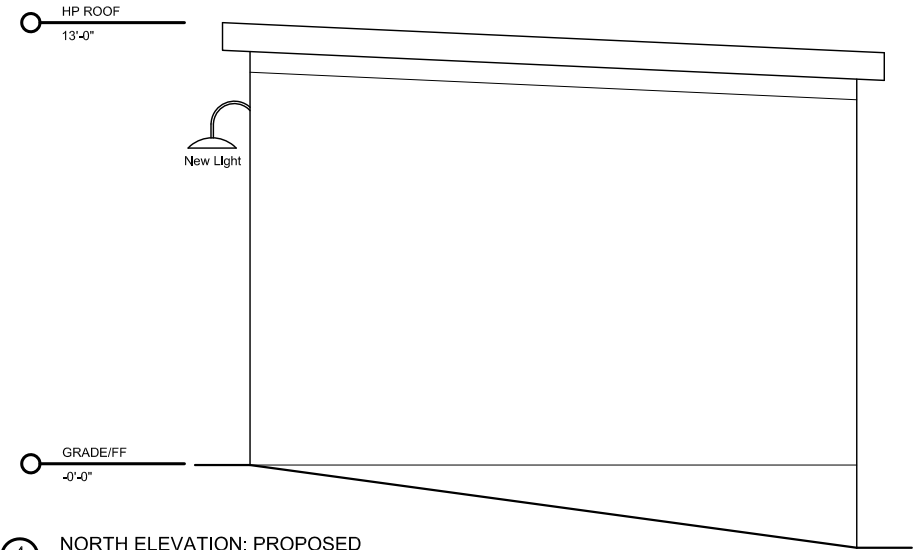


3 EAST ELEVATION: PROPOSED
3/8" = 1'-0"

New Gutter



2 SOUTH ELEVATION: PROPOSED
3/8" = 1'-0"



4 NORTH ELEVATION: PROPOSED
3/8" = 1'-0"



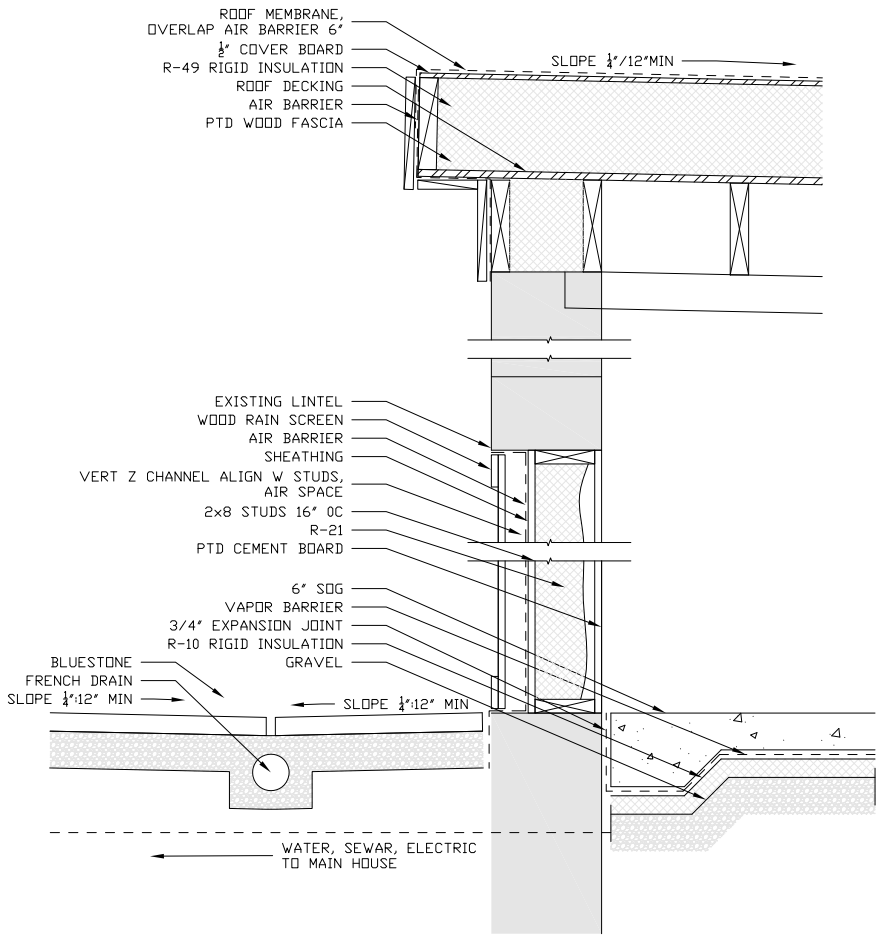
NOT FOR
CONSTRUCTION

PROJECT
14 Grand Street
Poughkeepsie, NY 12601

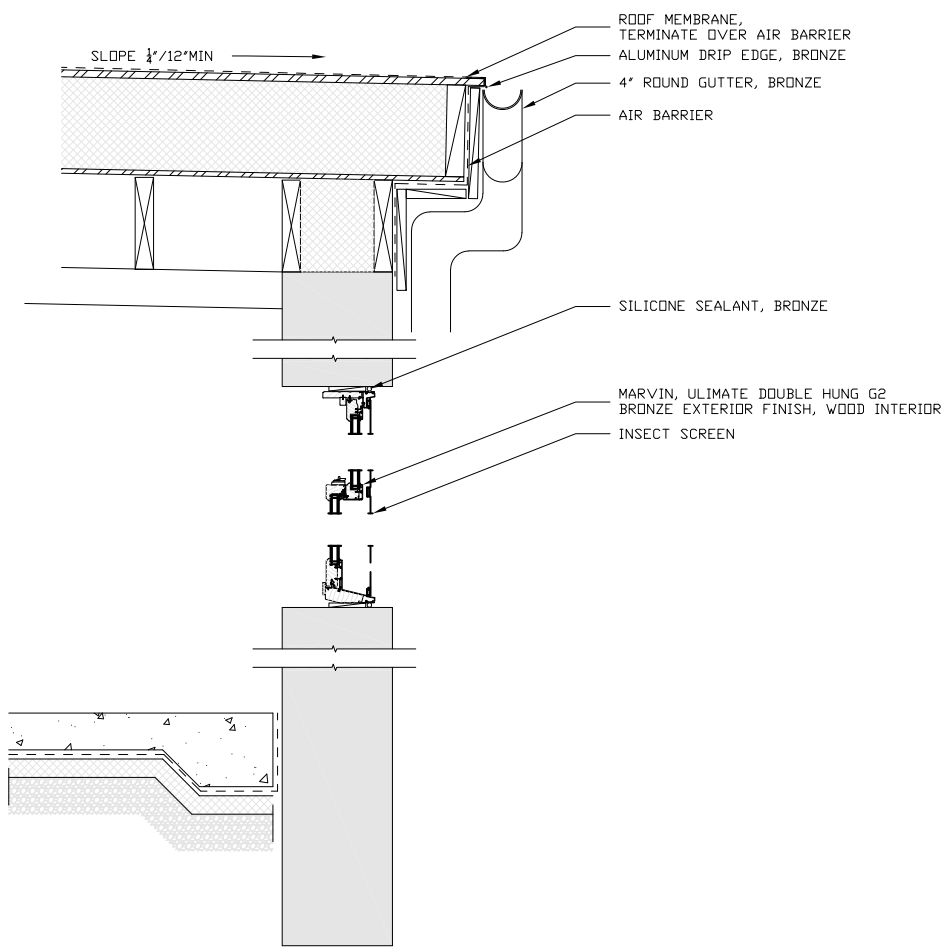
DATE: 2/20/24

A.02

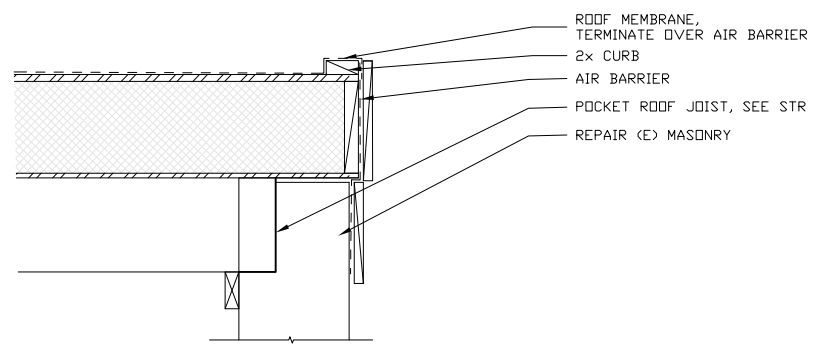
Note: Verify all dimensions in field.
Dimensions provided for scalar reference only.



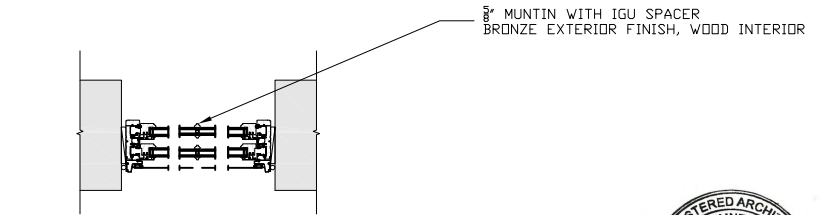
1 WALL SECTION
1-1/2" = 1'-0"



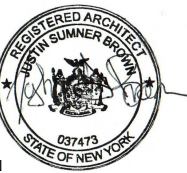
2 WALL SECTION
1-1/2" = 1'-0"



4 WALL SECTION
1-1/2" = 1'-0"



3 WALL SECTION
1-1/2" = 1'-0"



NOT FOR
CONSTRUCTION

PROJECT
14 Grand Street
Poughkeepsie, NY 12601

DATE: 2/20/24

A.03

Short Environmental Assessment Form

Part 1 - Project Information

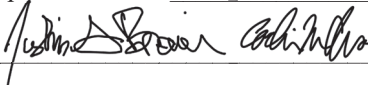
Instructions for Completing

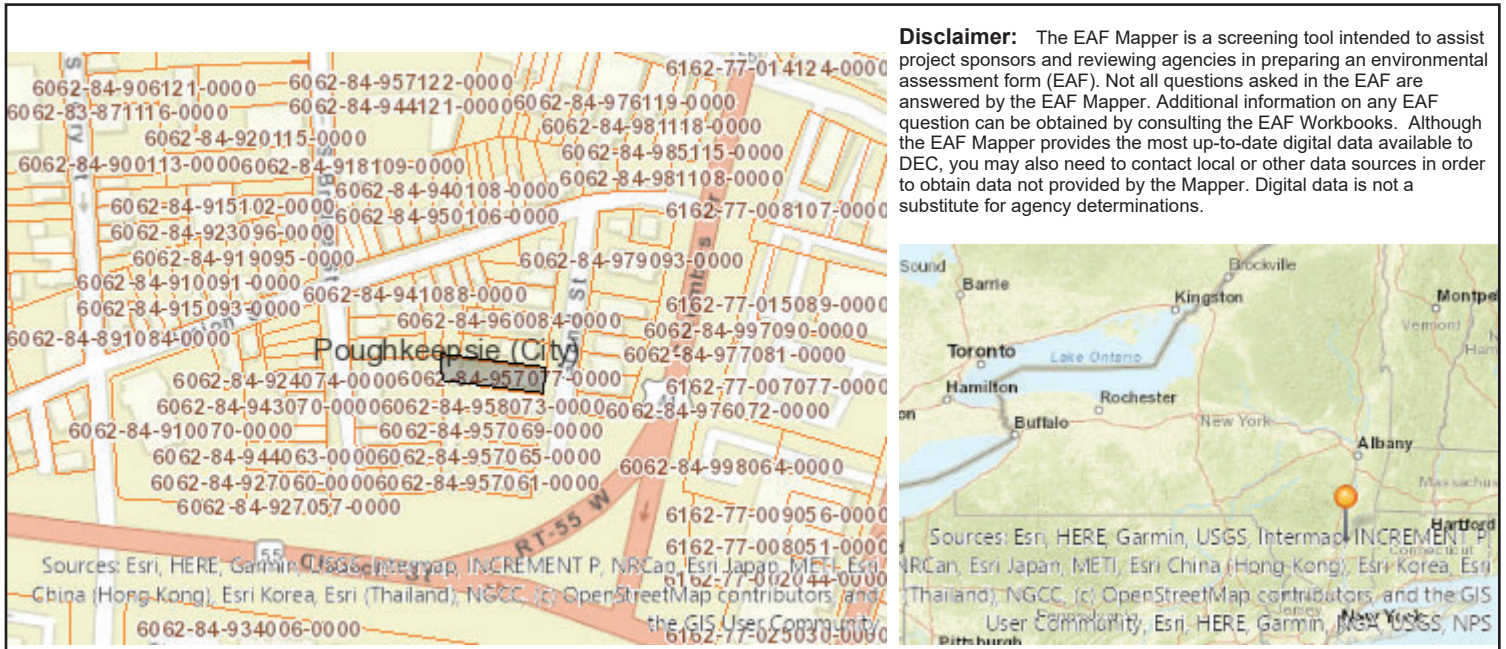
Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available.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

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

Part 1 – Project and Sponsor Information			
Justin Brown and Caroline Alsup			
Name of Action or Project: 14 Grand Street Carriage house			
Project Location (describe, and attach a location map): 14 Grand Street, Poughkeepsie NY, 12601			
Brief Description of Proposed Action: Conversion of the existing lot containing a Three-family dwelling with an existing detached carriage house, to a Three-family dwelling (unmodified) with a detached Single-family dwelling, constructed within the existing envelope of the carriage house.			
Name of Applicant or Sponsor: Justin Brown and Caroline Alsup		Telephone: 917-670-5288	
		E-Mail: justinsumnerbrown@gmail.com	
Address: 14 Grand Street apt 2			
City/PO: Poughkeepsie		State: NY	Zip Code: 12601
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO ☒	YES ☐
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: ZBA area variance (2), Planning Board waiver (2)		NO ☐	YES ☒
3. a. Total acreage of the site of the proposed action?		0.14 acres	
b. Total acreage to be physically disturbed?		0.09 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		0.14 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. ☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☒ Residential (suburban)			
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):			
☐ Parkland			

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

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☒ Urban ☐ Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? Atlantic Sturgeon, Shortnos...	NO	YES
	☐	☒
16. Is the project site located in the 100-year flood plan?	NO	YES
	☒	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
a. Will storm water discharges flow to adjacent properties?	☐	☒
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	☒	☐
Project will establish a 10-year storm water retention on site.		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	☒	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	☒	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
No record at Environmental Site Remediation Database	☐	☒
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: <u>Justin Brown and Caroline Alsup</u> Date: <u>3/13/24</u> Signature: <u></u> Title: <u>Owners</u>		



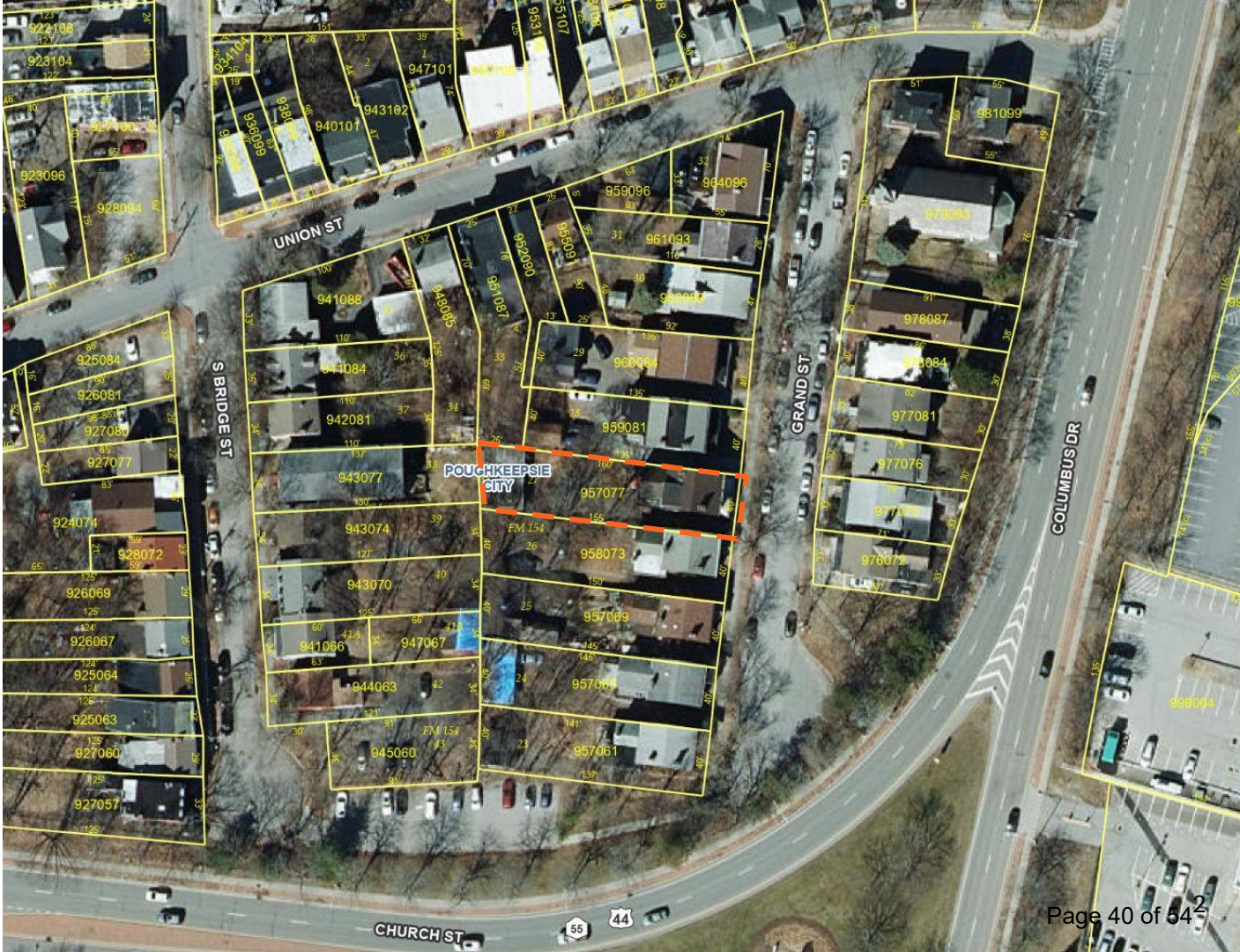
Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	Yes
Part 1 / Question 12b [Archeological Sites]	Yes
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	No
Part 1 / Question 15 [Threatened or Endangered Animal]	Yes
Part 1 / Question 15 [Threatened or Endangered Animal - Name]	Atlantic Sturgeon, Shortnose Sturgeon
Part 1 / Question 16 [100 Year Flood Plain]	No
Part 1 / Question 20 [Remediation Site]	Yes

2/20/24

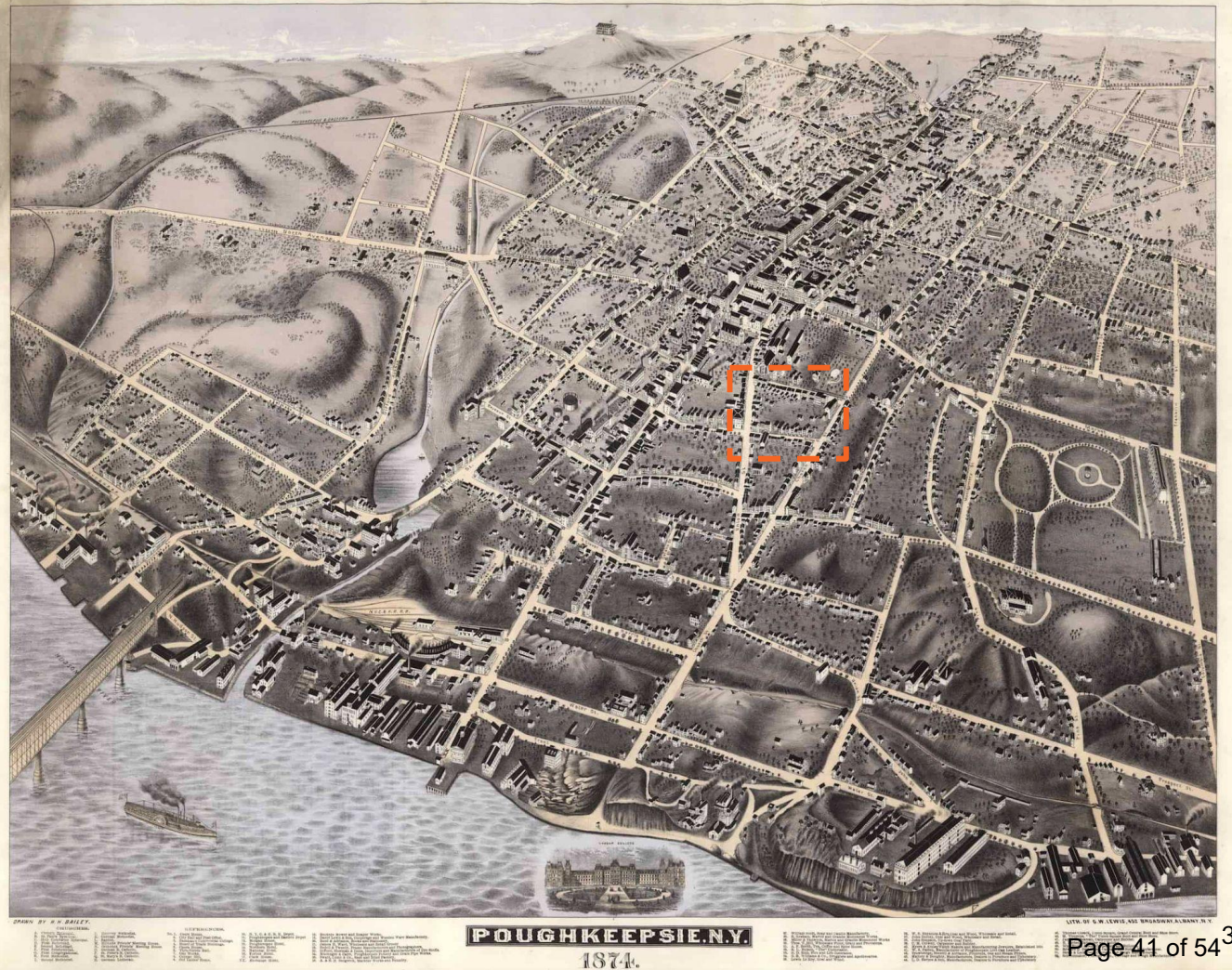
14 Grand Street Carriage House

Zoning Board of Appeals

14 Grand Street



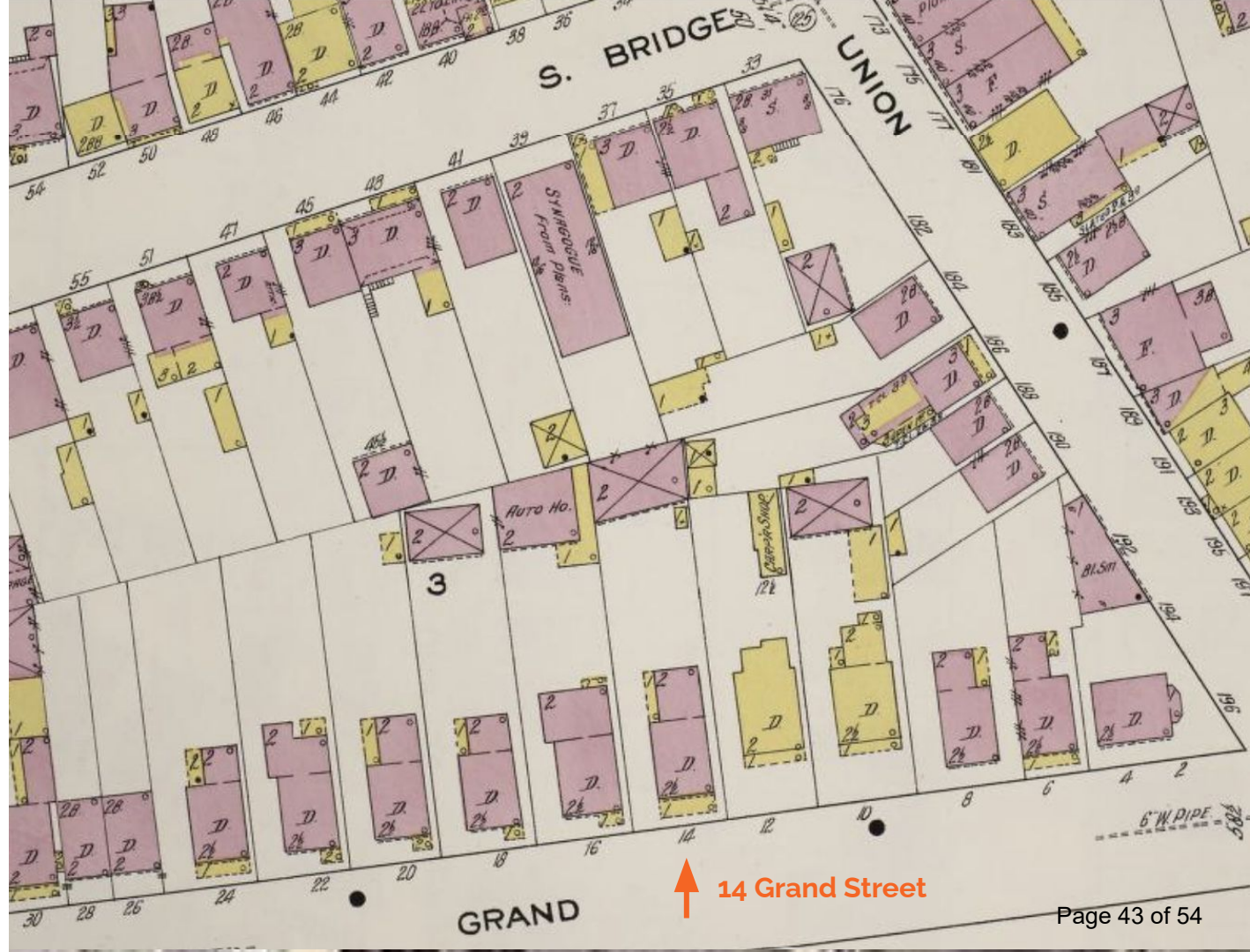
Poughkeepsie 1874



Carriage Houses were a defining characteristic of the homes on Grand St



1913 Sanborn Map



14 Grand Street

Parcel Access

Existing plot + Photo Key

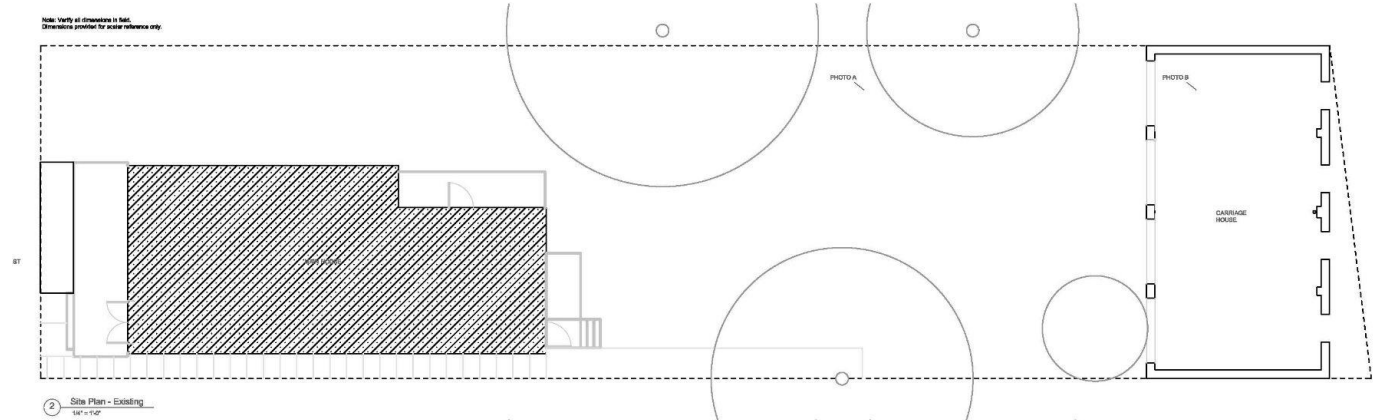


**Existing Carriage House
Today**



Existing:

3 family Main House and
vacant Carriage House

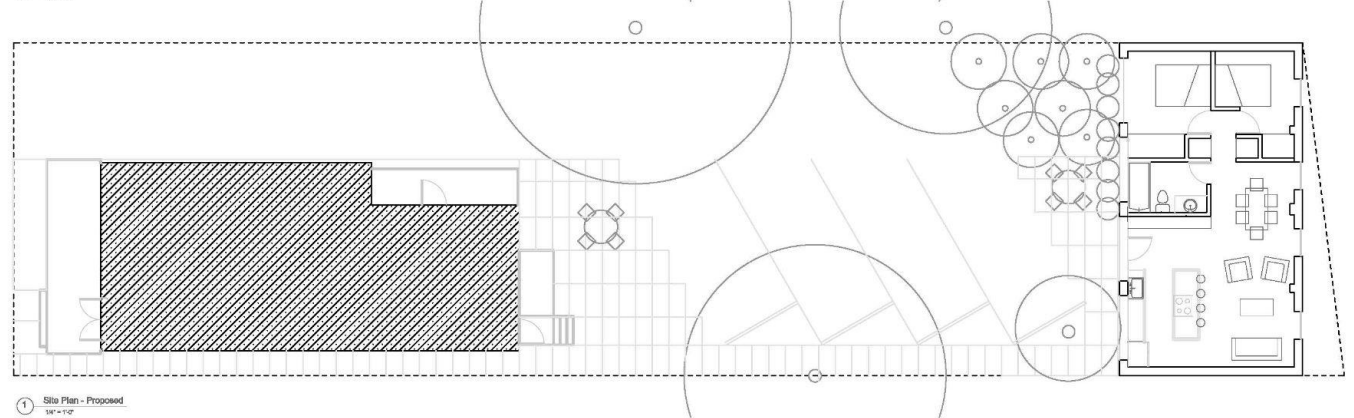


Proposed:

Main House Unaltered

Add 2 BR in existing
Carriage House and Site
Improvements

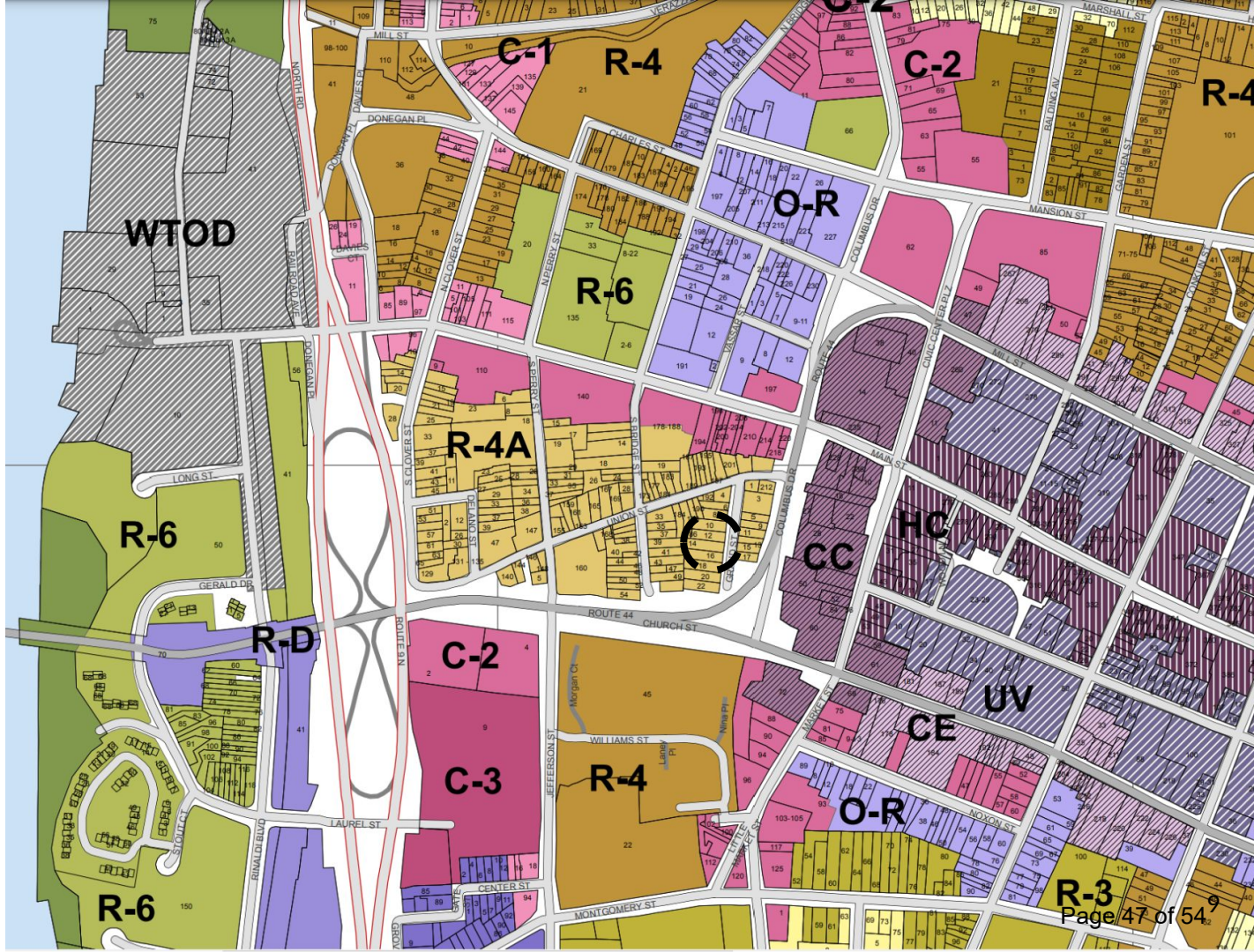
(See drawings dated
2/20/24)



PROJECT
14 Grand Street
Poughkeepsie, NY 12601
DATE: 1/5/24

A.01

This property is located within the Central Urban Density Residence District (R-4A) which does permit multifamily dwellings per code Section **19-3.15(2)(a)4** of the Zoning Ordinance, but would require the following Area Variances from the Zoning Board of Appeals:



1. **Section 19-3.19(4)f** *requires the minimum rear yard shall be half the height of the principal structure closest to the rear property line or 15 feet, whichever is greater.*
The distance between the existing structure and the rear lot line is 0'-0". As the carriage house is existing, compliance is not possible unless this historic artifact is demolished, which would be a loss to the character of the property and the neighborhood.
2. **Section 19-4.3(11)** *requires 7 parking spaces for the proposed use (2 for each two-bedroom and 1 for the studio). 4 parking spaces are proposed, one for each apartment.*
The proposed use is within 600 feet of a municipally operated off-street parking facility. Therefore according to **19-4.3(9)(a)** all or portions of the off-street parking requirement may be waived by the Planning Board.
3. **Section 19-4.11(1)(b) and Section 19-4.3(1) and 19-4.3(2)** *requires that landscape strips of minimum of 3'-0" width be provided along all property lines of multifamily uses with more than 3 parking spaces.*
This will be provided on the north edge but is not possible to provide on the south edge because of the existing 15' wide driveway. **Per 19-11(1)(b)(2)** an opaque wall or fence of location, height, design and materials approved by the Planning Board may be substituted for part or all of the required landscape strips.

Distance between carriage house and rear lot line cannot be increased without demolition of the existing structure.

Page 49 of 54¹¹

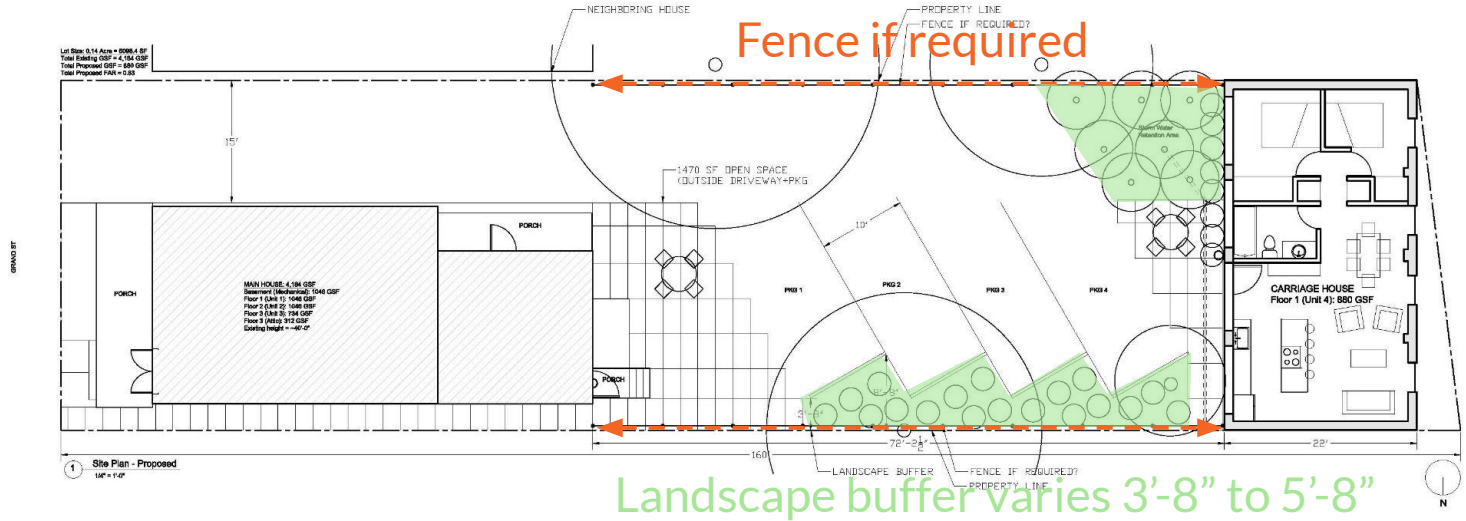
2:

4 spaces, one
for each unit is
proposed.
There is a
municipal lot
within 600 ft.



3:

Landscape
buffer possible
on North
property Line
but not South.
Fence may be
provided if
required.



PROJECT
14 Grand Street
Poughkeepsie, NY 12601

DATE: 9/20/24

A.01

THE CITY OF POUGHKEEPSIE NEW YORK

Daniel Vonknoblauch
Parking System Administrator
Hours: Mon., Wed. & Fri. 10-2



Yvonne Flowers
Mayor

March 14, 2024

Zoning Board
62 Civic Center PLZ
Poughkeepsie NY 12601

RE: 14 Grand St – Parking Waiver

To Whom It May Concern:

14 Grand St. is within 600 feet of two City Owned lots.

The closest being the Residential Parking lot located at the end of South Bridge St. At this time that parking lot is set up to house 18 parked vehicles, and we currently have 10 permits issued for it.

The next lot would be the Duro Municipal lot located at 197 Main St. It has 50 Parking Spaces, of which 21 are currently permitted.

If you have additional questions or concerns, feel free to reach out to the City of Poughkeepsie's Parking Division at 845-451-4120.

Thank you,

A handwritten signature in black ink, appearing to read "Daniel Vonknoblauch", is written over a faint, circular official stamp or watermark.

Daniel Vonknoblauch
Parking System Administrator



BUILDING DEPARTMENT

CITY OF POUGHKEEPSIE
62 CIVIC CENTER PLAZA, 2ND FLOOR
POUGHKEEPSIE, NY 12601
Phone: (845) 451-4007 Fax: (845) 451-4006

Eric Philipp
Building Inspector

January 12th, 2024

Justin Brown

Re: 14 Grand Street
ID: 195190
Zoning Review Request PD-2024-001

Dear Applicant,

The Development Department is in receipt of your zoning review request relative to the property at 14 Grand Street and the proposed conversion of the existing lot containing a Three-family dwelling with a detached carriage house to a Three-family dwelling with a detached Single-family dwelling. This property is located within the Central Urban Density Residence District (R-4A) which does permit Multifamily dwellings per code Section 19-3.15(2)(a)4 of the Zoning Ordinance but would require Site Plan approval from the Planning Board.

Although a plot plan was provided, it was not provided drawn to scale. Some possible deficiencies have been identified which would require Area Variances from the Zoning Board of Appeals which are as follows.

1. Section 19-3.19(4)(f) requires the minimum rear yard shall be half the height of the principal structure closest to the rear property line or 15 feet, whichever is greater. The rear yard appears to be 0'.
2. Section 19-3.19(4)(g) requires that the minimum distance between principal buildings on one site shall be 2/3 of the height of the taller principal building or 25 feet, whichever is greater. The provided plan was not drawn to scale to confirm compliance with this section.
3. Section 19-3.19(4)(i) states that the maximum allowable Floor Area Ratio is 1.0. A floor plan and plan plot drawn to scale will be required to determine the F.A.R. for this proposal.
4. Section 19-3.19(4)(k) requires 1,400sf of usable open space with a minimum dimension of 30'x40'. No open space appears to be proposed on the provided plan.
5. Section 19-4.3(1) requires that whenever a parking area containing three or more spaces faces a street or a property line, a planting area of a minimum width of three feet with plantings at least three feet high planted three feet on center shall be provided between the parking area and the street line or property line. No landscaping is proposed.



BUILDING DEPARTMENT

CITY OF POUGHKEEPSIE

62 CIVIC CENTER PLAZA, 2ND FLOOR

POUGHKEEPSIE, NY 12601

Phone: (845) 451-4007 Fax: (845) 451-4006

Eric Philipp
Building Inspector

6. **Section 19-4.3(2)** requires that a parking area for three or more vehicles abuts a residential property, it shall be screened from view by landscaping, opaque fence or wall. No such screening is proposed.
7. **Section 19-4.3(5)(a)** requires that access shall consist of at least one fifteen-foot wide lane for parking areas with fewer than 20 spaces. The provided plan was not drawn to scale to confirm compliance with this section.
8. **Section 19-4.3(5)(b)** requires that each parking space shall be not less than 20 feet long nor less than nine feet wide. The provided plan was not drawn to scale to confirm compliance with this section.
9. **Section 19-4.3(5)(c)** requires that off-street parking areas shall be adequately illuminated for convenience and safety, but no lighting for parking areas shall cause glare on adjoining property. The provided plan does show any proposed lighting.
10. **Section 19-4.3(11)** requires 8 parking spaces for the proposed use. 4 parking spaces are proposed.
11. **Section 19-4.11(1)(b)** requires that landscape strips shall be provided along all property lines of multifamily and nonresidential uses as detailed further in this section. No such screening is proposed.

After all Area Variances are granted by the Zoning Board of Appeals, you would then need to obtain Site Plan approval from the Planning Board. After that you would need to file all required Building permits and obtain an issued Certificate of Occupancy from the Building Department.

If you have any questions or comments, please feel free to contact me, info is listed below, thanks.

Joseph D. O'Brien

Deputy Zoning Administrator

Office - 845-451-4273

jobrien@cityofpoughkeepsie.com