



**City of Poughkeepsie
Waterfront Advisory Committee
Meeting Agenda**

Common Council Chambers
Wednesday, June 5, 2024
5:30 PM

I. APPROVAL OF MEETING MINUTES

1. Approval of May 1, 2024 Meeting Minutes

II. OLD BUSINESS

1. 9 Dutchess

CONSTRUCTION WASTE MANAGEMENT PLAN

CONSTRUCTION WASTE MANAGEMENT PRACTICES ARE DESIGNED TO MAINTAIN A CLEAN AND ORDERLY WORK ENVIRONMENT. THIS WILL REDUCE THE POTENTIAL FOR SIGNIFICANT MATERIALS TO COME INTO CONTACT WITH STORMWATER. A MAINTENANCE SCHEDULE SHALL BE DEVELOPED FOR THESE AREAS. THE GENERAL CONTRACTOR SHALL IMPLEMENT THE FOLLOWING PRACTICES:

1. MATERIAL RESULTING FROM THE CLEARING AND GRUBBING OPERATION WILL BE STOCKPILED UP SLOPE FROM ADEQUATE SEDIMENTATION CONTROLS.
2. EQUIPMENT CLEANING, MAINTENANCE, AND REPAIR AREAS SHALL BE DESIGNATED AND PROTECTED BY A TEMPORARY PERIMETER BERM.
3. THE USE OF DETERGENTS FOR LARGE SCALE WASHING IS PROHIBITED (I.E., VEHICLES, BUILDINGS, PAVEMENT SURFACES, ETC.).

4. SPILL PREVENTION AND RESPONSE
A SPILL PREVENTION AND RESPONSE PLAN SHALL BE DEVELOPED FOR THE SITE BY THE GENERAL CONTRACTOR. THE PLAN SHALL DETAIL THE STEPS NEEDED TO BE FOLLOWED IN THE EVENT OF AN ACCIDENTAL SPILL AND SHALL IDENTIFY CONTACT NAMES AND PHONE NUMBERS OF PEOPLE AND AGENCIES THAT MUST BE NOTIFIED.

THE PLAN SHALL INCLUDE MATERIAL SAFETY DATA SHEETS (MSDS) FOR ALL MATERIALS TO BE STORED ON-SITE. ALL WORKERS ON-SITE WILL BE REQUIRED TO BE TRAINED ON SAFE HANDLING AND SPILL PREVENTION PROCEDURES FOR ALL MATERIALS USED DURING CONSTRUCTION. REGULAR TAILGATE SAFETY MEETINGS SHALL BE HELD AND ALL WORKERS THAT ARE EXPECTED ON THE SITE DURING THE WEEK SHALL BE REQUIRED TO ATTEND.

5. MATERIAL STORAGE
CONSTRUCTION MATERIALS SHALL BE STORED IN A DEDICATED STAGING AREA. THE STAGING AREA SHALL BE LOCATED IN AN AREA THAT MINIMIZES THE IMPACTS OF THE CONSTRUCTION MATERIALS EFFECTING STORMWATER QUALITY.

CHEMICALS, PAINTS, SOLVENTS, FERTILIZERS, AND OTHER TOXIC MATERIAL MUST BE STORED IN WATERPROOF CONTAINERS. EXCEPT DURING APPLICATION, THE CONTENTS MUST BE KEPT IN TRUCKS OR WITHIN STORAGE FACILITIES. RUNOFF CONTAINING SUCH MATERIAL MUST BE COLLECTED, REMOVED FROM THE SITE, TREATED AND DISPOSED AT AN APPROVED SOLID WASTE OR CHEMICAL DISPOSAL FACILITY.

6. TEMPORARY CONCRETE WASHOUT FACILITY
TEMPORARY CONCRETE WASHOUT FACILITIES SHOULD BE LOCATED A MINIMUM OF 50 FT FROM STORM DRAIN INLETS, OPEN DRAINAGE FACILITIES, AND WATERCOURSES. EACH FACILITY SHOULD BE LOCATED AWAY FROM CONSTRUCTION TRAFFIC OR ACCESS AREAS TO PREVENT DISTURBANCE OR TRACKING. A SIGN SHOULD BE INSTALLED ADJACENT TO EACH WASHOUT FACILITY TO INFORM CONCRETE EQUIPMENT OPERATORS TO UTILIZE THE PROPER FACILITIES.

WHEN TEMPORARY CONCRETE WASHOUT FACILITIES ARE NO LONGER REQUIRED FOR THE WORK, THE HARDENED CONCRETE SHALL BE REMOVED AND DISPOSED OF. MATERIALS USED TO CONSTRUCT THE TEMPORARY CONCRETE WASHOUT FACILITIES SHALL BE REMOVED FROM THE SITE AND DISPOSED OF. HOLES, DEPRESSIONS OR OTHER GROUND DISTURBANCE CAUSED BY THE REMOVAL OF THE TEMPORARY CONCRETE WASHOUT FACILITIES SHALL BE BACKFILLED AND/OR REPAIRED AND SEEDED AND MULCHED FOR FINAL STABILIZATION.

7. SOLID WASTE DISPOSAL
NO SOLID MATERIALS, INCLUDING BUILDING MATERIALS, ARE ALLOWED TO BE DISCHARGED FROM THE SITE WITH STORMWATER. ALL SOLID WASTE, INCLUDING DISPOSABLE MATERIALS INCIDENTAL TO THE MAJOR CONSTRUCTION ACTIVITIES, MUST BE COLLECTED AND PLACED IN CONTAINERS. THE CONTAINERS WILL BE EMPTIED PERIODICALLY BY A CONTRACT TRASH DISPOSAL SERVICE AND HAULED AWAY FROM THE SITE.

SUBSTANCES THAT HAVE THE POTENTIAL FOR POLLUTING SURFACE AND/OR GROUNDWATER MUST BE CONTROLLED BY WHATEVER MEANS NECESSARY IN ORDER TO ENSURE THAT THEY DO NOT DISCHARGE FROM THE SITE. AS AN EXAMPLE, SPECIAL CARE MUST BE EXERCISED DURING EQUIPMENT FUELING AND SERVICING OPERATIONS. IF A SPILL OCCURS, IT MUST BE CONTAINED AND DISPOSED SO THAT IT WILL NOT FLOW FROM THE SITE OR ENTER GROUNDWATER, EVEN IF THIS REQUIRES REMOVAL, TREATMENT, AND DISPOSAL OF SOIL. IN THIS REGARD, POTENTIALLY POLLUTING SUBSTANCES SHOULD BE HANDLED IN A MANNER CONSISTENT WITH THE IMPACT THEY REPRESENT.

8. WATER SOURCE
NON-STORMWATER COMPONENTS OF SITE DISCHARGE MUST BE CLEAN WATER. WATER USED FOR CONSTRUCTION, WHICH DISCHARGES FROM THE SITE, MUST ORIGINATE FROM A PUBLIC WATER SUPPLY OR PRIVATE WELL APPROVED BY THE HEALTH DEPARTMENT. WATER USED FOR CONSTRUCTION THAT DOES NOT ORIGINATE FROM AN APPROVED PUBLIC SUPPLY MUST NOT DISCHARGE FROM THE SITE. IT CAN BE RETAINED IN THE PONDS UNTIL IT INFILTRATES AND EVAPORATES.

1 CONSTRUCTION WASTE MANAGEMENT PLAN
NOT TO SCALE

EROSION AND SEDIMENT CONTROL MEASURES:

1. ALL EROSION AND SEDIMENT CONTROL MEASURES ARE TO BE IN STRICT COMPLIANCE WITH "NEW YORK STATE STANDARDS AND SPECIFICATIONS FOR EROSION AND SEDIMENT CONTROL", NOVEMBER, 2016.

2. DAMAGE TO SURFACE WATERS RESULTING FROM EROSION AND SEDIMENTATION SHALL BE MINIMIZED BY STABILIZING DISTURBED AREAS AND BY REMOVING SEDIMENT FROM CONSTRUCTION SITE DISCHARGES.

3. AS MUCH AS IS PRACTICAL, EXISTING VEGETATION SHALL BE PRESERVED. FOLLOWING THE COMPLETION OF CONSTRUCTION ACTIVITIES IN ANY PORTION OF THE SITE, PERMANENT VEGETATION SHALL BE ESTABLISHED ON ALL EXPOSED SOILS.

4. SITE PREPARATION ACTIVITIES SHALL BE PLANNED TO MINIMIZE THE SCOPE AND DURATION OF SOIL DISRUPTION.

5. PERMANENT TRAFFIC CORRIDORS SHALL BE ESTABLISHED AND "ROUTES OF CONVENIENCE" SHALL BE AVOIDED. STABILIZED CONSTRUCTION ENTRANCES SHALL BE INSTALLED AT ALL POINTS OF ENTRY INTO THE PROJECT SITE.

6. SEEDED AREAS TO BE MULCHED WITH STRAW OR HAY MULCH IN ACCORDANCE WITH VEGETATIVE COVER SPECIFICATIONS.

7. THE CONTRACTOR IS RESPONSIBLE FOR THE INSTALLATION AND MAINTENANCE OF ALL EROSION AND SEDIMENT CONTROL MEASURES THROUGHOUT THE COURSE OF CONSTRUCTION.

8. THE CONTRACTOR IS RESPONSIBLE FOR CONTROLLING DUST BY SPRINKLING EXPOSED SOIL AREAS PERIODICALLY WITH WATER AS REQUIRED. THE CONTRACTOR IS TO SUPPLY ALL EQUIPMENT AND WATER.

2 EROSION & SEDIMENT CONTROL NOTES
NOT TO SCALE

PRE-CONSTRUCTION SEQUENCE:

1. NON-DISTURBANCE AREAS SHALL BE MARKED WITH 4-FT ORANGE SNOW FENCING TO TOWN ENGINEER'S SATISFACTION PRIOR TO SITE DISTURBANCE, AND SHALL BE MAINTAINED UNTIL ISSUANCE OF A C.O.

2. HOLD A PRE-CONSTRUCTION MEETING WITH THE OWNER/OPERATOR, SITE ENGINEER, TOWN ENGINEER, TRAINED CONTRACTOR.

3. ALL REQUIRED PERMITS SHALL BE OBTAINED INCLUDING BUT NOT LIMITED TO CITY OF Poughkeepsie BUILDING DEPARTMENT BUILDING PERMIT AND HIGHWAY WORK PERMIT.

CONSTRUCTION SEQUENCE:

1. INSTALL AND STABILIZE TEMPORARY EROSION & SEDIMENT CONTROL MEASURES AS SHOWN ON THE EROSION & SEDIMENT CONTROL PLAN.

2. INSTALL TRAFFIC MOVEMENT PROTECTION MEASURES AND TEMPORARY CONSTRUCTION SIGNS.

3. BEGIN SITE GRADING, DRIVEWAY GRADE CONSTRUCTION AND FOUNDATION EXCAVATION.

4. ROUGH OUT DRIVEWAYS AND PARKING AREA TO SUB-GRADE

5. POUR CONCRETE FOOTINGS AND FOUNDATIONS FOR PROPOSED BUILDING.

6. INSTALL REMAINING SITE UTILITIES AND/OR INFRASTRUCTURE.

7. ALL REQUIRED INSPECTIONS SHALL BE COMPLETED PRIOR TO BACKFILLING FOUNDATIONS AND UTILITIES ETC AS MAY BE REQUIRED.

8. PAVE DRIVEWAY AND INSTALL CURBING ONCE ALL MAJOR WORK ON SITE IS COMPLETE, AS REQUIRED.

9. TOPSOIL, SEED AND MULCH ALL DISTURBED AREAS THAT HAVE OBTAINED FINISHED GRADE ELEVATIONS AS PER THE SOIL RESTORATION DETAIL.

10. SEED AND MULCH ALL DISTURBED AREAS THAT WILL NOT BE RE-DISTURBED FOR AT LEAST 14 DAYS.

REMOVE SEDIMENT FROM THE UP-SLOPE FACE OF THE SEDIMENT CONTROL BARRIER BEFORE IT ACCUMULATES TO A HEIGHT EQUAL TO 1/3 THE HEIGHT OF THE SEDIMENT CONTROL BARRIER. IF SEDIMENT CONTROL BARRIER TEARS, BEGINS TO DECOMPOSE, OR IN ANYWAY BECOMES INEFFECTIVE, REPLACE THE AFFECTED SECTION OF SEDIMENT CONTROL BARRIER IMMEDIATELY. REVEGETATE DISTURBED AREA TO STABILIZE SOIL STOCK PILE. REMOVE THE SEDIMENT CONTROL BARRIER WHEN THE SOIL STOCKPILE HAS BEEN REMOVED.

E. INLET PROTECTION:
INSPECT INLET PROTECTION FOR DAMAGE EVERY SEVEN DAYS. MAKE ALL REPAIRS IMMEDIATELY. REMOVE SEDIMENT AS NECESSARY TO PROVIDE FOR ADEQUATE STORAGE VOLUME FOR SUBSEQUENT RAINS.

F. DUST CONTROL:
SCHEDULE CONSTRUCTION OPERATIONS TO MINIMIZE THE AMOUNT OF DISTURBED AREAS AT ANY ONE TIME DURING THE COURSE OF WORK. APPLY TEMPORARY SOIL STABILIZATION

PRACTICES SUCH AS MULCHING, SEEDING, AND SPRAYING (WATER), STRUCTURAL MEASURES (MULCH, SEEDING) SHALL BE INSTALLED IN DISTURBED AREAS BEFORE SIGNIFICANT BLOWING PROBLEMS DEVELOP. WATER SHALL BE SPRAYED AS NEEDED. REPEAT AS NEEDED, BUT AVOID EXCESSIVE SPRAYING, WHICH COULD CREATE RUNOFF AND EROSION PROBLEMS.

G. SILT FENCE:
INSPECT FOR DAMAGE EVERY SEVEN DAYS. MAKE ALL REPAIRS IMMEDIATELY. REMOVE SEDIMENT FROM THE UP-SLOPE FACE OF THE FENCE BEFORE IT ACCUMULATES TO A HEIGHT EQUAL TO 1/3 THE HEIGHT OF THE FENCE. IF FENCE FABRIC TEARS, BEGINS TO DECOMPOSE, OR IN ANY WAY BECOMES INEFFECTIVE, REPLACE THE AFFECTED SECTION OF FENCE IMMEDIATELY.

H. SOIL STOCKPILE:
INSPECT SEDIMENT CONTROL BARRIERS (SILT FENCE OR HAY BALE) AND VEGETATION FOR DAMAGE EVERY SEVEN DAYS. MAKE ALL REPAIRS IMMEDIATELY.

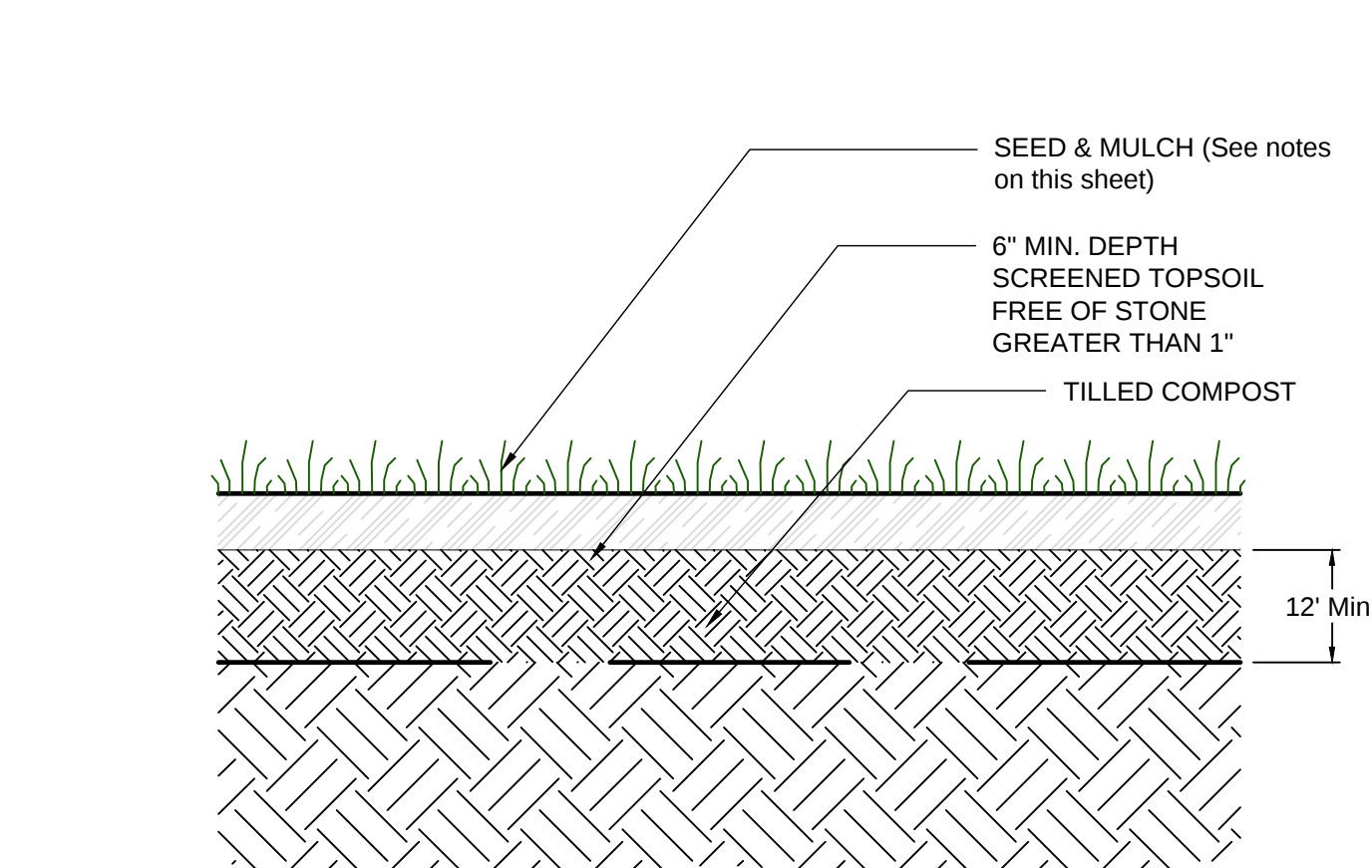
11. FINALIZE BUILDING CONSTRUCTION.

12. INSTALL ALL LANDSCAPED AREAS.

13. PAVE PARKING AREA AND DRIVES WITH FINAL TOP-COAT OF ASPHALT

14. ONCE ALL MAJOR SITE DISTURBANCE ACTIVITIES HAVE CEASED AND THE SITE HAS ACHIEVED FINAL STABILIZATION, ALL EROSION CONTROL MEASURES MAY BE TERMINATED.

5 CONSTRUCTION SEQUENCE
NOT TO SCALE



DURING PERIODS OF RELATIVELY LOW MODERATE SUBSOIL MOISTURE, THE DISTURBED SUBSOILS ARE RETURNED TO ROUGH GRADE AND THE FOLLOWING SOIL RESTORATION STEPS APPLIED:

1. APPLY 3 INCHES OF COMPOST OVER SUBSOIL
2. TILL COMPOST INTO SUBSOIL TO A DEPTH OF AT LEAST 12 INCHES USING A CAT-MOUNTED RIPPER, TRACTOR-MOUNTED DISC, OR TILLER, MIXING, AND CIRCULATING AIR AND COMPOST INTO SUBSOILS.
3. ROCK-PICK UNTIL UPLIFTED STONE/ROCK MATERIALS OF FOUR INCHES AND LARGER SIZE ARE CLEANED OF THE SITE.
4. APPLY TOPSOIL TO A DEPTH OF 6 INCHES.
5. VEGETATE AS REQUIRED BY APPROVED PLANS.

8 SOIL RESTORATION DETAIL
NOT TO SCALE

9 TEMPORARY SOIL STOCKPILE DETAIL
NOT TO SCALE

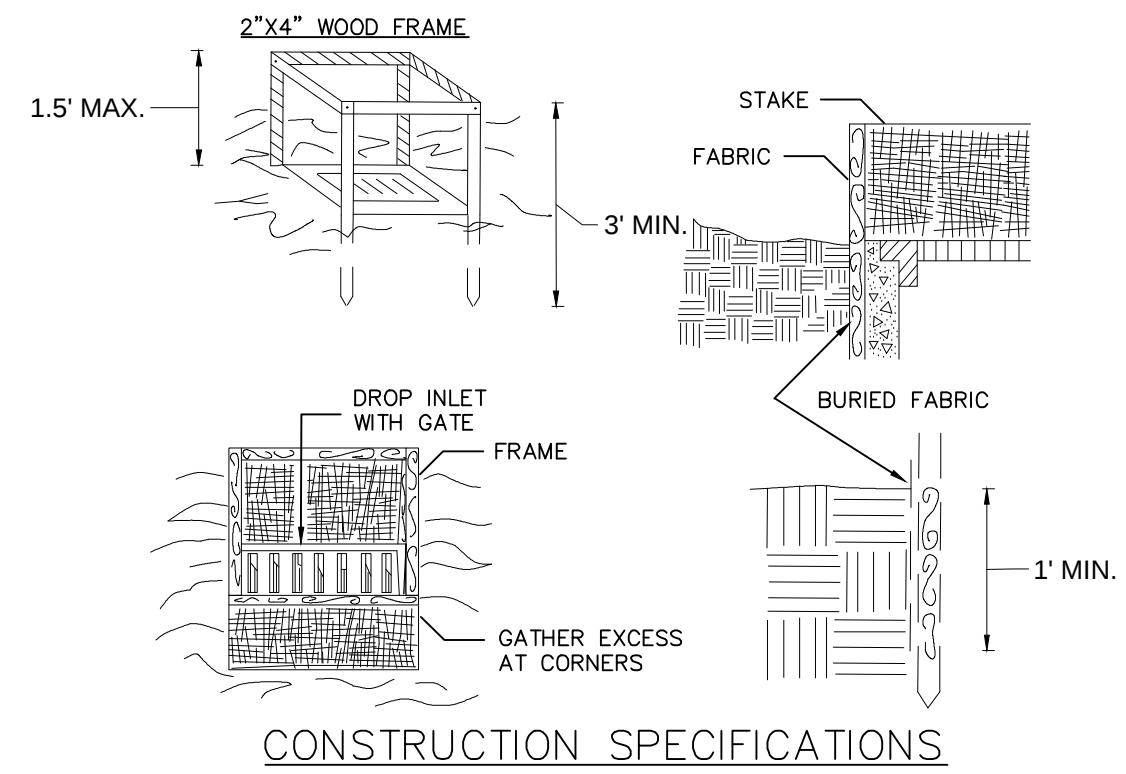
- NOTES:**
1. AREA CHOSEN FOR STOCKPIILING OPERATIONS SHALL BE DRY AND STABLE.
 2. MAXIMUM SLOPE OF STOCKPILE SHALL BE 1V:2H.
 3. UPON COMPLETION OF SOIL STOCKPIILING, EACH PILE SHALL BE SURROUNDED WITH SILT FENCING, THEN STABILIZED WITH VEGETATION OR COVERED.
 4. SEE SPECIFICATIONS FOR INSTALLATION OF SILT FENCE.
 5. HAYBALES TO BE USED WHERE STOCKPILES ARE LOCATED ON PAVED AREAS.

10 SEEDING & MULCHING NOTES
NOT TO SCALE

1. ALL SEDIMENT & EROSION CONTROL MEASURES SHALL BE INSTALLED IN ACCORDANCE WITH THESE PLANS & DETAILS. CHANGES, OMISSIONS AND/OR OTHER ALTERATIONS CAN NOT BE MADE TO THESE PLANS WITHOUT THE CONSENT OF THE DESIGN ENGINEER.
2. SILT FENCE SHALL BE INSTALLED AS SHOWN ON THIS DRAWING PRIOR TO BEGINNING ANY CLEARING, GRUBBING AND EARTHWORK.
3. EXPOSED SLOPES AND ALL GRADED AREAS SHALL BE SEEDED WITH THE FOLLOWING GRASS SEED MIX IMMEDIATELY UPON COMPLETION OF ITS CONSTRUCTION, OR IF PLANNED TO BE LEFT UNDISTURBED FOR MORE THAN 21 DAYS. GRASS SEED MIX TO BE APPLIED AT A RATE OF 50 POUNDS PER ACRE IN THE FOLLOWING PROPORTIONS:

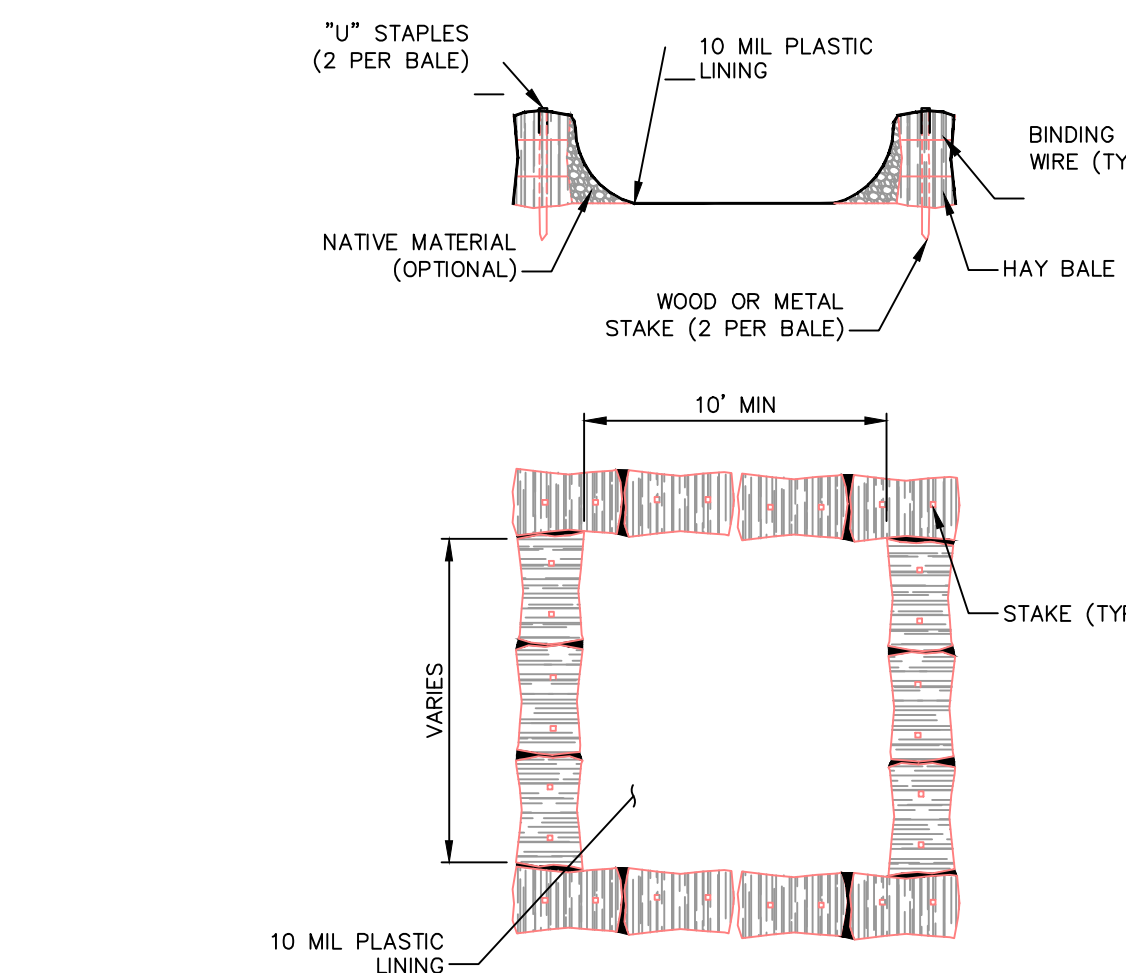
KENTUCKY BLUEGRASS	40%
CREeping RED FESCUE	40%
RYE GRASS	20%
4. GRASS SEED MIX MAY BE APPLIED BY EITHER MECHANICAL OR HYDROSEEDING METHODS. HYDROSEEDING SHALL BE PERFORMED IN ACCORDANCE WITH THE CURRENT EDITION OF THE NYSDOT STANDARD SPECIFICATIONS, CONSTRUCTION AND MATERIALS, SECTION 610-3.02, METHOD NO. 1.
5. SEEDED AREAS SHALL BE MULCHED WITH STRAW AT A RATE OF 2 TONS PER ACRE, OR 90 LBS. PER 1,000 SQUARE FEET, SUCH THAT IT FORMS A CONTINUOUS BLANKET.
6. SEDIMENTATION AND EROSION CONTROL MEASURES SHALL BE INSPECTED AND MAINTAINED ON A DAILY BASIS BY THE OWNER'S FIELD REPRESENTATIVE.
7. DUST SHALL BE CONTROLLED BY SPRINKLING OF WATER OR OTHER APPROVED METHODS AS NECESSARY AS DIRECTED BY THE OWNER'S FIELD REPRESENTATIVE.
8. CUTS AND FILLS SHALL NOT ENDANGER ADJOINING PROPERTY, NOR DIVERT SURFACE WATER ONTO ADJOINING PROPERTIES.
9. ALL FILLS SHALL BE COMPACTED TO PROVIDE STABILITY OF MATERIALS AND TO PREVENT SETTLEMENT.
10. EXCAVATIONS AND FILLS TO BE ROLLED, SEALED AND STABILIZED AT COMPLETION OF EACH DAY'S WORK.
11. THE OWNER'S FIELD REPRESENTATIVE SHALL INSPECT THE DOWNSTREAM CONDITIONS FOR EVIDENCE OF SEDIMENTATION ON A WEEKLY BASIS AND AFTER RAINSTORMS.
12. AS WARRANTED BY FIELD CONDITIONS, SPECIAL ADDITIONAL SEDIMENTATION AND EROSION CONTROL MEASURES MAY BE ADDED TO THIS PLAN BY THE SITE ENGINEER, TOWN ENGINEER AND HIGHWAY SUPERINTENDENT. ANY REVISIONS TO THIS PLAN MUST BE SUBMITTED TO THE SITE ENGINEER. ANY CHANGES DEEMED NECESSARY TO THIS PLAN SHALL BE DICTATED BY THE SITE ENGINEER AS NECESSARY TO CARRY-OUT THE INTENT OF THIS PLAN.

11 TEMPORARY CHAIN LINK FENCE
NOT TO SCALE



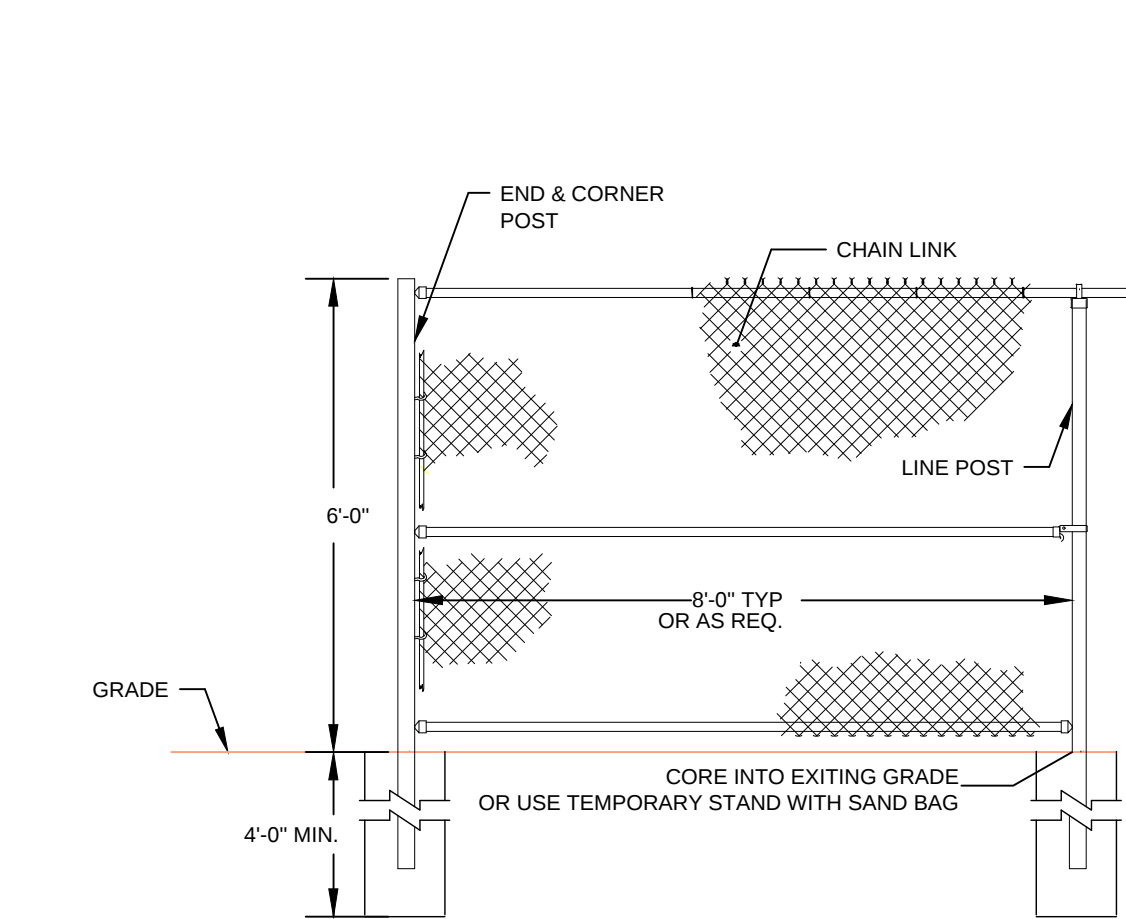
- CONSTRUCTION SPECIFICATIONS**
1. FILTER FABRIC SHALL HAVE AN EOS OF 40-85. BURLAP MAY BE USED FOR SHORT TERM APPLICATIONS.
 2. CUT FABRIC FROM A CONTINUOUS ROLL TO ELIMINATE JOINTS. IF JOINTS ARE NEEDED THEY WILL BE OVERLAPPED TO THE NEXT STAKE.
 3. STAKE MATERIALS WILL BE STANDARD 2" x 4" WOOD OR EQUIVALENT. METAL WITH A MINIMUM LENGTH OF 3 FEET.
 4. SPACE STAKES EVENLY AROUND INLET 3 FEET APART AND DRIVE A MINIMUM 18 INCHES DEEP. SPANS GREATER THAN 3 FEET MAY BE BRIDGED WITH THE USE OF WIRE MESH BEHIND THE FILTER FABRIC FOR SUPPORT.
 5. FABRIC SHALL BE EMBEDDED 1 FOOT MINIMUM BELOW GROUND, AND BACKFILLED. IT SHALL BE SECURELY FASTENED TO THE STAKES AND FRAME.
 6. A 2" x 4" WOOD FRAME SHALL BE COMPLETED AROUND THE CREST OF THE FABRIC FOR OVER FLOW STABILITY. MAXIMUM DRAINAGE AREA 1 ACRE

4 DROP INLET PROTECTION
NOT TO SCALE

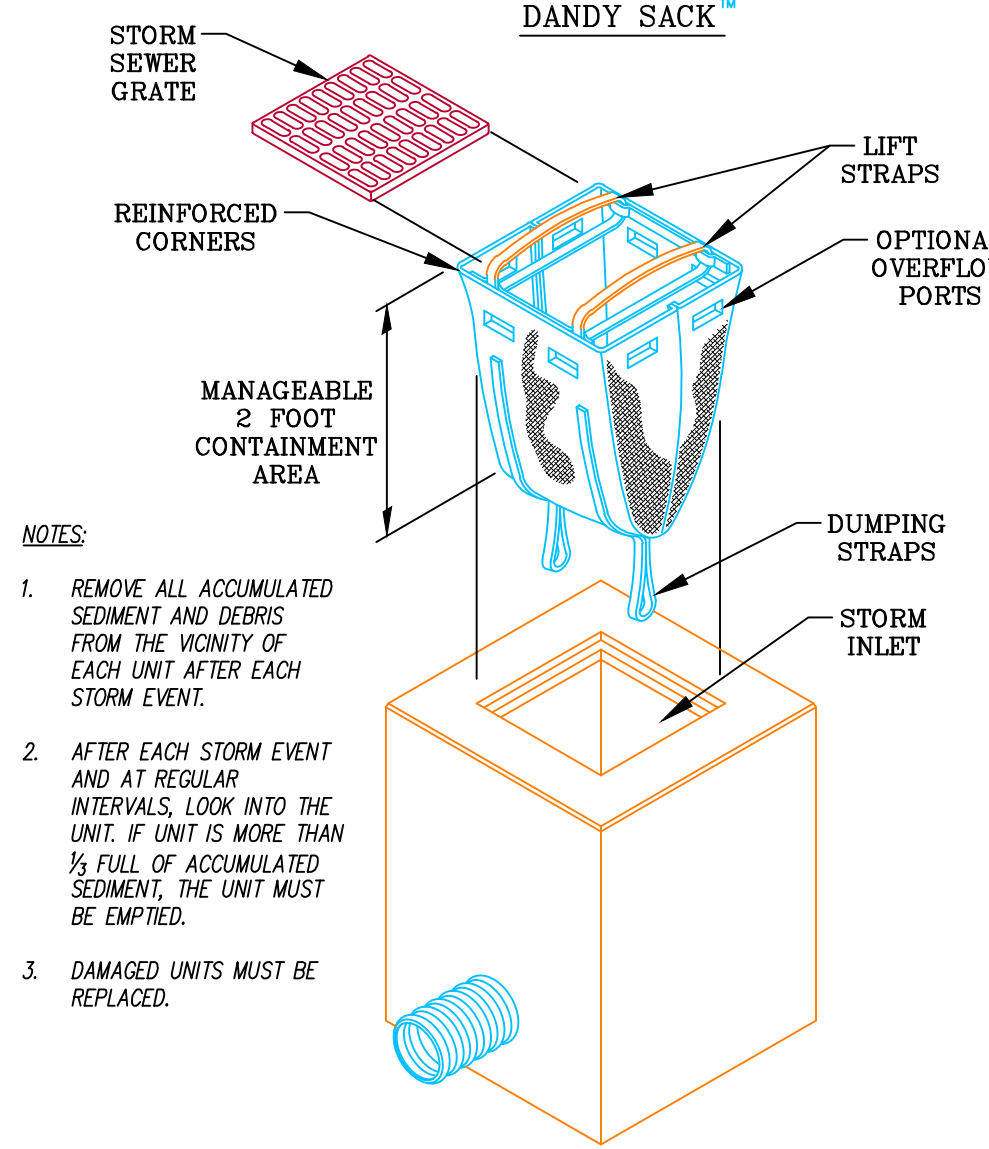


- NOTES:**
1. CONCRETE WASHOUT SIGN TO BE INSTALLED WITHIN 30 FEET OF THE TEMPORARY CONCRETE WASHOUT FACILITY.
 2. REMOVE HARDEN CONCRETE WHEN WITHIN 4" FROM TOP OF STRUCTURE.
 3. CONSTRUCT NEW FACILITIES ONCE CURRENT FACILITIES ARE TWO-THIRDS FULL.
 4. LINERS, HAYBALES, ETC SHALL BE INSPECTED FOR DAMAGE. ANY DAMAGE SHALL BE REPAIR PROMPTLY.

7 TEMPORARY CONCRETE WASHOUT DETAIL
NOT TO SCALE



- NOTES:**
1. FENCING, POSTS, & GATE SHALL BE GALVANIZED TO PREVENT CORROSION.
 2. GATE SHALL BE PROVIDED WITH A LOCKING MECHANISM.
 3. TOTAL HEIGHT OF FENCING SHALL BE 6'-0" FROM FINISHED GROUND ELEVATION.



- NOTES:**
1. REMOVE ALL ACCUMULATED SEDIMENT AND DEBRIS FROM THE VICINITY OF EACH UNIT AFTER EACH STORM EVENT.
 2. AFTER EACH STORM EVENT AND AT REGULAR INTERVALS, LOOK INTO THE UNIT. IF UNIT IS MORE THAN 1/2 FULL OF ACCUMULATED SEDIMENT, THE UNIT MUST BE EMPTIED.
 3. DAMAGED UNITS MUST BE REPLACED.

IT IS A VIOLATION OF NEW YORK STATE EDUCATION LAW FOR ANY PERSONS TO ALTER THESE PLANS, SPECIFICATIONS, OR REPORTS IN ANY WAY, UNLESS ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER OR LAND SURVEYOR.

Mark A. Day, PE	
Revised	
Project No.	2022.231
License No. 069646	
DAY STOKOSA ENGINEERING P.C.	
3 Van Wyck Lane Wappingers Falls, New York (845)-223-3202	
PROJECT 9 Dutchess	
City of Poughkeepsie Dutchess County, New York	
DRAWING Erosion Details	
SCALE AS NOTED	DRAWN BY BJW
DATE 10/11/23	CHECKED BY MAD
CE501 12 of 12	



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DAY STOKOSA
ENGINEERING P.C.

3 Van Wyck Lane
Wappingers Falls, New York
(845)-223-3202

PROJECT: 9 Dutchess		
City of Poughkeepsie Dutchess County, New York		
DRAWING: Utility and Grading		
SCALE: 1" = 10'	DRAWN BY: BJW	DRAWING NO.: CU101
DATE: 10/11/23	CHECKED BY: MAD	5 of 12



Bulk Regulations:	Required	Proposed
Lot Area (square feet)	27,600 ^(a)	22,694.76
Lot Frontage (feet)	50	197.8
Minimum Required Yard	None ^(b)	0.94-ft
Maximum Floor Area Ratio (FAR)	1.25	1.65
Maximum Lot Coverage	50%	89%
Maximum height of structures exclusive of rooftop mechanicals and ornamentation:	60-ft ^(c)	58.5-ft
Required Open Space (square feet)	9,600 ^(d)	

^(a) Minimum required lot per dwelling unit for multifamily dwelling Section 19-3.17: Efficiency/one bedroom units: 800 SF Two-bedroom units; 1,200 SF, Three-bedroom units; 1,600 SF

^(b) Except if provided must be at least six feet

^(c) (i) For structures on the west side of North Water Street between Main Street and the Fallkill Creek: 40 feet, except as provided in Subsection (4)(f)(ii) below

(ii) Elsewhere in the Waterfront District: 60 feet, except as provided in Subsection (4)(f)(ii) below;

(iii) Where structures of maximum height will adversely affect views from the following locations, public parks, the Poughkeepsie Railroad Station, Kaal Rock, the Mid-Hudson Bridge, Vassar Brothers Hospital, DeLaval, the steps of Our Lady of Mount Carmel Church, such structures must be reduced to a height that will not impact said views except that in no instance shall buildings be required to be reduced to less than 35 feet in height inclusive of rooftop mechanicals, water towers or ornamentation.

^(d) Section 19-3.15(i) -Required open space. There shall be provided in each multiple dwelling or townhouse development, excluding townhouses on fee simple lots, not less than 200 square feet of usable open space for each efficiency unit; 300 square feet of usable open space for each one-bedroom unit; 400 square feet of usable open space for each two-or-more-bedroom unit. For any development containing more than 15 units, such usable open space shall be devoted to improved and landscaped play and sitting areas for use of residents thereof, and the design and layout of the usable open space shall be subject to approval by the Planning Board.

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Revisions

Project No.

2022.231

Mark A. Day, PE

License No. 069646

DAYSTOKOSA

ENGINEERING P.C.

3 Van Wyck Lane
Wappingers Falls, New York
(845)-223-3202

PROJECT

9 Dutchess

CITY OF Poughkeepsie

Dutchess County, New York

DATE

10/11/23

CHECKED BY

MAD

DRAWN BY

BJW

DRAWING NO.

CS101

3 of 12

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

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

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

Part 1 – Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:			Telephone:	
			E-Mail:	
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?			NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			☐	☐
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO	YES
If Yes, list agency(s) name and permit or approval:			☐	☐
3. a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, are adjoining or near the proposed action:				
☐ 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: _____ _____	☐	☐	
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?	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:	☐	☐

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 ☐

49. 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 CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		



**THE CITY OF POUGHKEEPSIE
NEW YORK**

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

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

APPLICATION FOR SITE PLAN, SPECIAL PERMIT APPROVAL & FAÇADE REVIEW

The Zoning Ordinance of the City of Poughkeepsie requires site plan approval by the Planning Board for the following:

- (a) The erection or enlargement of all buildings in all districts other than one, two- or three-family residences, except as part of a subdivision and except as provided hereinafter or uses accessory thereto;
- (b) All uses of vacant land other than uses accessory to one, two- or three-family houses;
- (c) Any change in use or intensity of use which will affect the characteristics of the site in terms of parking, loading, access, drainage or utilities;
- (d) Any plan to alter or improve a building facade in any area designated by the Common Council as a landmark or a special historical, architectural or design improvement district;
- (e) Any application for a special use permit;
- (f) Any use or structure in a flood hazard area;
- (g) Any amendment of a previously approved plan;
- (h) Any modular construction, pursuant to Section 19-4.20 of the Zoning Ordinance.

Prior to any submission it is highly recommended that potential developers file a Zoning Review Request form and request a pre-submission conference by contacting the Building Planning and Zoning Department. For the Zoning Review Request form go to the Planning Board page on the City website (<http://cityofpoughkeepsie.com/planning-board/>), and look under *Applications*. The purpose of the form and pre-submission conference is to discuss the proposal so that necessary subsequent steps may be undertaken with a clear understanding of the city's requirements in matters relating to site development.

If Planning Board review is required, ONE (1) COPY of the application form and ONE (1) FULL-SIZE COPY of the proposed site plan must be submitted to the Building Planning & Zoning Department with the appropriate fees, in order to allow review and certification of completeness.

Once an application is deemed complete, six (6) full-size sets, four (4) 11"x17" copies, and one (1) electronic copy of the site plan will be requested by the Planning Department.

The site plan must be at a minimum scale of one (1) inch equals thirty (30) feet, prepared by an architect, landscape architect, civil engineer, surveyor, land planner or other competent person. The following information, in total, shall constitute the site plan:

(a) Legal data:

1. Name and address of the owner of record.
2. Name and address of person, firm or organization preparing the map.
3. Date, North arrow and written and graphic scale.
4. Names of owners of adjoining properties.
5. A statement indicating the financial capability of the applicant to carry out this proposed development.

(b) Natural features:

1. Existing contours with intervals of five (5) feet or less.
2. Approximate boundaries of any areas subject to flooding or storm water overflows.
3. Location of existing watercourses, marshes, wooded areas, rock outcrops, isolated trees with a diameter of eight (8) inches or more, measured three (3) feet above the base of the trunk, and any other significant existing natural features.
4. Indication of direction of scenic views.

(c) Existing structures and utilities:

1. Outlines of all structures and location of all uses not requiring structures.
2. Paved areas, walkways and vehicular access between the site and public streets.
3. Locations, dimensions, grades and flow direction of any existing sewers, culverts, water lines, as well as other underground and aboveground utilities within and adjacent to the property.
4. Other existing development, including fences, landscaping and screening.
5. Sufficient description or information to define precisely the boundaries of the property. All distances shall be in feet and tenths of a foot. All angles shall be given to the nearest ten (10) seconds or closer. The error of closure shall not exceed one (1) in ten thousand (10,000).
6. The locations and owners of all adjoining lands as shown on the latest tax records.
7. The locations, names and existing widths of adjacent streets and curb lines.
8. The location, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use within or adjacent to the property.
9. A complete outline of existing deed restrictions or covenants applying to the property.
10. Existing zoning.

(d) Proposed development:

1. The location of proposed buildings or structural improvements
2. The location and design of all uses not requiring structures (such as off-street parking and loading).
3. The location, direction, power and time of use for any outdoor lighting or public address systems.
4. The location and plans for any outdoor signs.

5. The location, arrangement and materials of proposed means of access and egress, including walkways, driveways or other paved areas. Profiles indicating grading and cross sections showing location and width of roadway and walkways. Any proposed direct pedestrian connection to public parking lots or structures will also be shown.
6. Proposed screening and other landscaping, in accordance with Section 19-4.11.
7. The location, size, direction of flow and connection to city facilities of all proposed water lines, valves and hydrants and of all sewer lines or alternate means of water supply and sewage disposal and treatment facilities.
8. Location of any fire alarm boxes and/or connections to the city fire alarm system.
9. An outline of any proposed easements, deed restrictions or covenants and a notation of any areas to be dedicated to a public agency.
10. Any contemplated public improvements on or adjoining the property.
11. Any proposed new grades, indicating clearly how such grades will meet existing grades of adjacent properties or the street.
12. Elevations of all proposed principal or accessory structures (such elevations should be detailed, noting all materials and colors).
13. Indication of how the site plan has considered energy consumption in the siting and layout of buildings and in proposed building services (heat, lighting, air conditioning, etc.).
14. If the site plan indicates a first stage, a supplementary plan shall indicate ultimate development.
15. Any other information deemed by the Planning Board necessary to determine conformity of the plan with the spirit and intent of this Chapter (including plans for storm water drainage and disposal).
16. The following note must be added on all site plans where existing trees are to be retained: "Prior to the start of construction or excavation, trees to be retained shall be protected by silt fence, snow fence, construction fence, or equal, which will be placed at the drip line or several feet beyond. However, the fencing shall not cross public sidewalks. No storage or stockpiling of construction materials, debris or equipment shall occur within the fenced area." In addition to the note, the location of the fencing must be shown on the site or landscape plan. Where proximity to a building, driveway, parking area, or construction roadway prevents installation of fencing at the drip line, modification of the fence position shall be shown on the plan and shall be subject to the approval of the Planning Board. Field modification of the fence position may be granted by the Building Inspector/Zoning Administrator or Deputy Building Inspector.

The applicant may make a written request for a waiver of any of the site plan elements listed above. Such a request must be addressed to the Planning Board and to the Building Inspector, must describe specifically the item(s) and fully explain the reason(s) why the applicant feels a waiver is justified. Further, unless waived by Building Inspector, plans for all required improvements must be signed by a professional engineer or registered architect or, if appropriate, a registered landscape architect.

Please note that all applications for new construction must be accompanied by a properly prepared Full Environmental Assessment Form (EAF). Other plans will require either a Full EAF or a Short EAF, depending on project's specifics. Please note that one, two and three family dwellings do not require a Full EAF.

SPECIAL PERMIT REQUEST

In all applications containing a request for special permit, the applicant must submit written and/or visual documentation addressing the following considerations:

- a) That all proposed structures, equipment or material shall be readily accessible for fire and police protection.
- b) That the proposed use is of such location, size and character that, in general, it will be in harmony with the appropriate and orderly development of the district in which it is proposed to be situated and will not be detrimental to the orderly development of adjacent properties in accordance with the zoning classification of such properties.
- c) That, in addition to the above, in the case of any use located in or directly adjacent to, a residential district:
 - The location and size of such use, the nature and intensity of operations involved in or conducted in connection therewith, its site layout and its relation to access streets shall be such that both pedestrian and vehicular traffic to and from the use and the assembly of persons in connection therewith will not be hazardous or inconvenient or incongruous with said residential district or conflict with the normal traffic of the neighborhood; and
 - The location and height of buildings, the location, nature and height of walls and fences and the nature and extent of screening and landscaping on the site shall be such that the use will not hinder or discourage the appropriate development and use of adjacent land and buildings or diminish the value thereof.

APPLICATION FEES

Upon submission of a site plan application, the applicant must pay a base fee \$500, plus \$35 per required off-street parking space and \$150 per 1000 square feet of development. If the applicant is also requesting special permit review, an additional \$500 must be paid at the time of application submission. In instances where an applicant is only requesting façade review for an existing building, a fee of \$350 must be paid at the time of application submission. Note, if façade review is pertaining to a proposed site plan, the façade review fee is not required in addition to the site plan review fee.

	FEES
Site Plan Review	\$500.00 and \$35.00 per required off-street parking space and \$150.00 per 1000 square feet
Special Permit Review	\$500.00
Façade Review (Only)	\$350.00

TIMING OF APPLICATION

Please remember that the Building Planning & Zoning Department must review all applications for site plan review to insure conformity with the requirements of the Zoning Ordinance, as well as to certify completeness of the submission. Since applications must be received by the Planning Department at least three Tuesday's prior to the Planning Board's Meeting, it is advisable that submissions be made to the Building Planning & Zoning Department no later than the second Tuesday of the month prior to Planning Board agenda on which the applicant plans to be considered. Once an application is conforming and complete, it will be forwarded to the Planning Board. Applicants filing incomplete applications will be informed of all deficiencies noted to exist in the submission in writing.

Only complete applications will be forwarded.

All applications for site plan, special permit and façade approval are required to be reviewed for comment by the Fire Chief, Police Chief, City Engineer, Superintendent of Public Works and Building Inspector. Copies of the application and accompanying information are forwarded to these officials by the Building Department simultaneously with transmission to the Planning Board. The complete application will be circulated, where required, to the Dutchess County Planning Department and to other appropriate agencies.

The Planning Board meets the third Tuesday of each month. Attendance by the applicant or the applicant's agent is required at these meetings. Should the applicant or representative fail to attend, the application will be removed from the agenda.

The Planning Board may hold a public hearing on site plan applications if the Board determines that such hearing would serve the public interest. The Board is required to hold a public hearing on all applications for Special Permit.

Upon completion of the review, the Planning Board will: approve, approve with conditions, or disapprove the site plan, special permit or façade application.

RESPONSIBILITY OF THE APPLICANT FOLLOWING APPROVAL

Approval by the Planning Board does not end the approval process, nor does it convey the right to build a project. Prior to commencement of the actual work, a Building Permit must be obtained. Prior to the actual occupancy of any building or land, a Certificate of Occupancy must be issued and all conditions of approval satisfied. Following approval by the Board, the applicant may either:

- 1) Circulate the original mylar or other acceptable original format of the approved site plan to the Fire Chief, Police Chief, Superintendent of Public Works/City Engineer and Building Inspector for their signatures;
- 2) Bring the mylar or other original to the Building, Planning & Zoning Department so that arrangements for these signatures can be made. The original, so signed, will then be sealed with the Planning Board's stamp of approval, provided that all conditions of the Board's approval have been met.

Seven (7) copies of the signed and stamped plan must be submitted to the Building Planning & Zoning Department prior to the issuance of any building permit for the proposed work.

CONTACT NUMBERS

BUILDING DEPARTMENT:	(845) 451-4007
PLANNING DEPARTMENT:	(845) 451-4047
FIRE CHIEF:	(845) 451-4079
POLICE CHIEF:	(845) 451-4132
CITY ENGINEER (CPL):	(845) 451-4021

APPLICATION TO THE PLANNING BOARD
CITY OF POUGHKEEPSIE, NEW YORK

Application for Site Plan, Special Permit & Facade Approval

I. PROPERTY ADDRESS: _____

II. PROPERTY OWNER: _____
ADDRESS: _____

_____ (state and zip code)

PHONE NUMBER: _____ (include area code)

III. NAME OF APPLICANT: _____

ADDRESS: _____

_____ (state and zip code)

PHONE NUMBER: _____ (include area code)

EMAIL ADDRESS: _____

(If applicant is NOT the owner, proof of owner's consent to the application MUST be provided.)

IV. CONSULTANT: _____

ADDRESS: _____

_____ (state and zip code)

PHONE NUMBER: _____ (include area code)

V. PROPOSED USE or FAÇADE CHANGE (Summarize proposed use or uses): _____

VI. ZONING DISTRICT: _____

OFFICE USE ONLY

CODE: PLSF

ID # _____

FEE: _____

Total, from:
\$500, plus
\$ _____
(\$150 per 1000
square feet of floor
area), plus
\$ _____
(\$35 per number of
required parking
spaces), plus
\$ _____
(\$500 for special
permit, if applicable)

(Proceed to XVII for special permit & façade approval only)

PROJECT INFORMATION

New construction: _____ (yes) _____ (no)

Change of use: _____ (yes) _____ (no)

Expansion/addition: _____ (yes) _____ (no)

Alteration: _____ (yes) _____ (no)

Cost of Construction: \$ _____

LOT AND BULK INFORMATION:

Lot area: _____ (acres) _____ (square feet)

Building Footprint: _____ (proposed square feet for new construction)

_____ (existing square feet for change of
use/expansion)

_____ (additional proposed square feet for expansion)

_____ (total building footprint, square feet)

Lot Coverage: _____ (percentage, building coverage only)

Gross Floor Area: _____ (proposed square feet for new construction)

_____ (existing square feet for change of
use/expansion)

_____ (additional proposed square feet for expansion)

_____ (total gross floor area, square feet)

Building Height: _____ (stories) _____ (feet)

Floor Area Ratio: _____ (ratio of gross floor area divided by lot area)

VIII. PROJECT PARKING INFORMATION

A) Number of Off-Street Parking Spaces required: _____

B) Number of Off-Street Parking Spaces provided: _____

C) Waiver Requested: _____ (Yes) _____ (No)

Is municipal parking available within 600 feet? _____ (Yes) _____ (No)

If yes, name all such municipal facilities: _____

(If a waiver is requested based on proximity to municipal facilities, a written request for such waiver, addressed to the City Planning Staff and the Chairman of the Planning Board, must be submitted with the application.)

If a private parking facility is to be utilized, is such facility within 600 feet?

_____ (Yes) _____ (No)

If yes, provide the address of the facility, name of the property owner, number of spaces in the lot, number of spaces available for lease, and length of lease. Attach copy of lease. Additional information may be required by the Planning Board):

IX. RESIDENTIAL PROPOSALS

A) Type of Development: _____
(Townhouse, condominium, multiple residence rental, etc.)

B) Unit Breakdown:
Number of efficiency or "studio" units: _____
Number of one (1) bedroom units: _____
Number of two (2) bedroom unit's _____
Number with three or more bedrooms: _____
Total number of units: _____

C) Is funding public? ____ Yes ____ No
If yes, describe funding source: _____

X. OFFICE PROPOSALS (____ Medical/Dental ____ Professional ____ Business)

A) Number of Employees: _____
B) Number of doctors/dentists/medical practitioners: _____
C) Days/Hours of Operation: _____

XI. SERVICE BUSINESS PROPOSALS

- A) Specify Business: _____
(e.g., laundromat, drycleaner, beauty parlor, travel agency, banks)
- B) Number of Employees: _____
- C) Number of Washing Machines (for laundromat): _____
- D) Days/Hours of Operation: _____

XII. MERCANTILE PROPOSALS (Retail _____ Wholesale _____)

- A) Type of Mercantile (specify): _____
- B) Number of Employees: _____
- C) Days/Hours of Operation: _____

XIII. STANDARD RESTAURANT/FAST FOOD RESTAURANT/COFFEE SHOP/DONUT SHOP/NIGHTCLUB/DISCOTHEQUE/BAR PROPOSALS

- A) Specify Use: _____
- B) Number of seats (excluding bar stools and outdoor seating): _____
- C) Meals served (i.e., breakfast, lunch, dinner): _____
- D) Type of Menu: _____
- E) Days/Hours of Operation: _____
- F) Entertainment (live and/or recorded): _____
- G) Will the restaurant contain a bar/lounge?: _____ Yes _____ No
- H) If yes, how many seats at the bar? _____
- I) Is a drive-through window proposed? _____
- J) Is a walk-up window proposed? _____
- K) Is an outdoor seating area proposed? _____
- L) If yes, how many seats are proposed? _____
- M) If yes, is outdoor cooking proposed? _____

XIV. INDUSTRIAL/COMMERCIAL PROPOSALS (Automobile repair, taxi, motor vehicle sales, warehouse, manufacturing, animal hospital, research facilities, etc.)

- A) Specify Use: _____
- B) Number of shifts (if any): _____
- C) Number of employees: _____
(If shifts are proposed, list number of employees per shift)
- E) Number of work bays (if automobile repair): _____
- F) Days/Hours of operation: _____

XV. EDUCATIONAL/INSTITUTIONAL/RECREATIONAL PROPOSALS (e.g., Museums, Theatres, Conference Centers, Hotels, Motels, Hospitals, Nursing Homes, Assisted Living Facilities, Nursery Schools, Private Schools, Day Care Centers, Places of Worship, Marinas, Membership Clubs, etc.)

A) Specify: _____

B) Number of shifts (if any): _____

C) Number of employees: _____
(If shifts are proposed, list number of employees per shift)

D) Number of beds (hospitals, nursing homes, etc): _____

E) Number of seats in largest assembly space: _____

F) Number of classrooms (schools): _____

G) Number of rental units (hotels, motels, etc.) _____

H) Number of boat slips/courts (e.g., tennis, handball, etc.), alleys: _____

I) Days/Hours of Operation: _____

XVI. PROPOSALS NOT MENTIONED ABOVE (Please be specific):

XVII. APPLICANT CERTIFICATION

I, _____, certify that the this application has addressed the objectives outlined in the Zoning Ordinance with consideration given to the public health, safety and welfare; the comfort and convenience of the public in general or the residents or users of the proposed development and of the immediate neighborhood.

The applicant certifies that all information contained herein is accurate and complete as of the date of this application.

Signature of Applicant

Date

**9 Dutchess, LLC
241 Hudson Street
Hackensack, NJ 07601**

**(201) 488-4455
Fax (201) 487-2504
lkaufman@onekeyllc.com**

December 11, 2023

Lori Garcia
Planning Board Administrator
City of Poughkeepsie
62 Civic Center Plaza
Poughkeepsie, NY 12601

Re: 9 Dutchess Ave Stop Work Order Rescission

Dear Lori:

Enclosed please find the following in connection with the rescission of the Stop Work order issued on Building Permit 22-0842 at 9 Dutchess Avenue:

1. Application;
2. Site Plan;
3. Grading Plan;
4. Soil Erosion Plan;
5. Soil Erosion details;
6. EAF; and
7. A check in the amount of \$500.00.

We have not included a Stormwater Management plan at this time. The lot is too small for a SWPPP plan. The lot is mostly impervious at present as it is primarily rock. Ultimately, the stormwater, which will be mostly generated from the roof, will be directed into an existing stormwater line and easement between this property and the property immediately to the east, where the O'Neill Pub is located.

We respectfully request that we be allowed to resume the removal of the rock ledge on the western side of the property. No development of the site can be accomplished without the removal of the rock ledge and bringing the grade to street level.

Thank you for all your consideration of this matter.

Very truly yours,
LP Kaufman

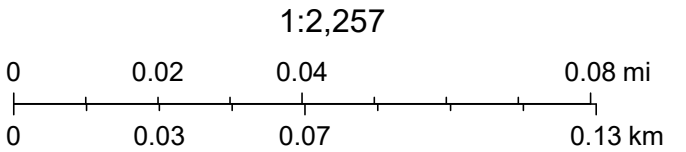
Poughkeepsie NRI Map



4/1/2024, 12:58:12 PM

- Parcel Boundaries
- City of Poughkeepsie Boundary
- Wetlands
- Hudson River

- Hudsonia Habitats
- Developed
 - Cultural
 - Estuarine rocky shore
 - Upland hardwood forest
 - Waste ground



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Poughkeepsie NRI Map



4/1/2024, 12:56:15 PM

- Parcel Boundaries

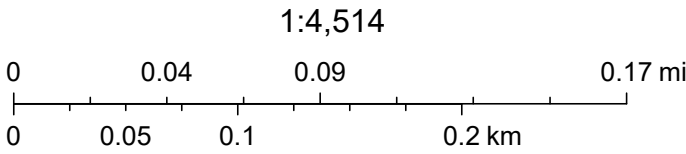
City of Poughkeepsie Boundary

Wetlands
- Surface Water

Streams

Perennial Stream or Not Classified
- Riparian Buffers

Flood Hazard Areas



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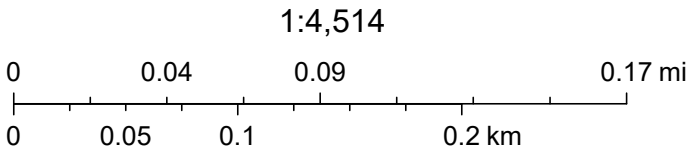
Poughkeepsie NRI Map



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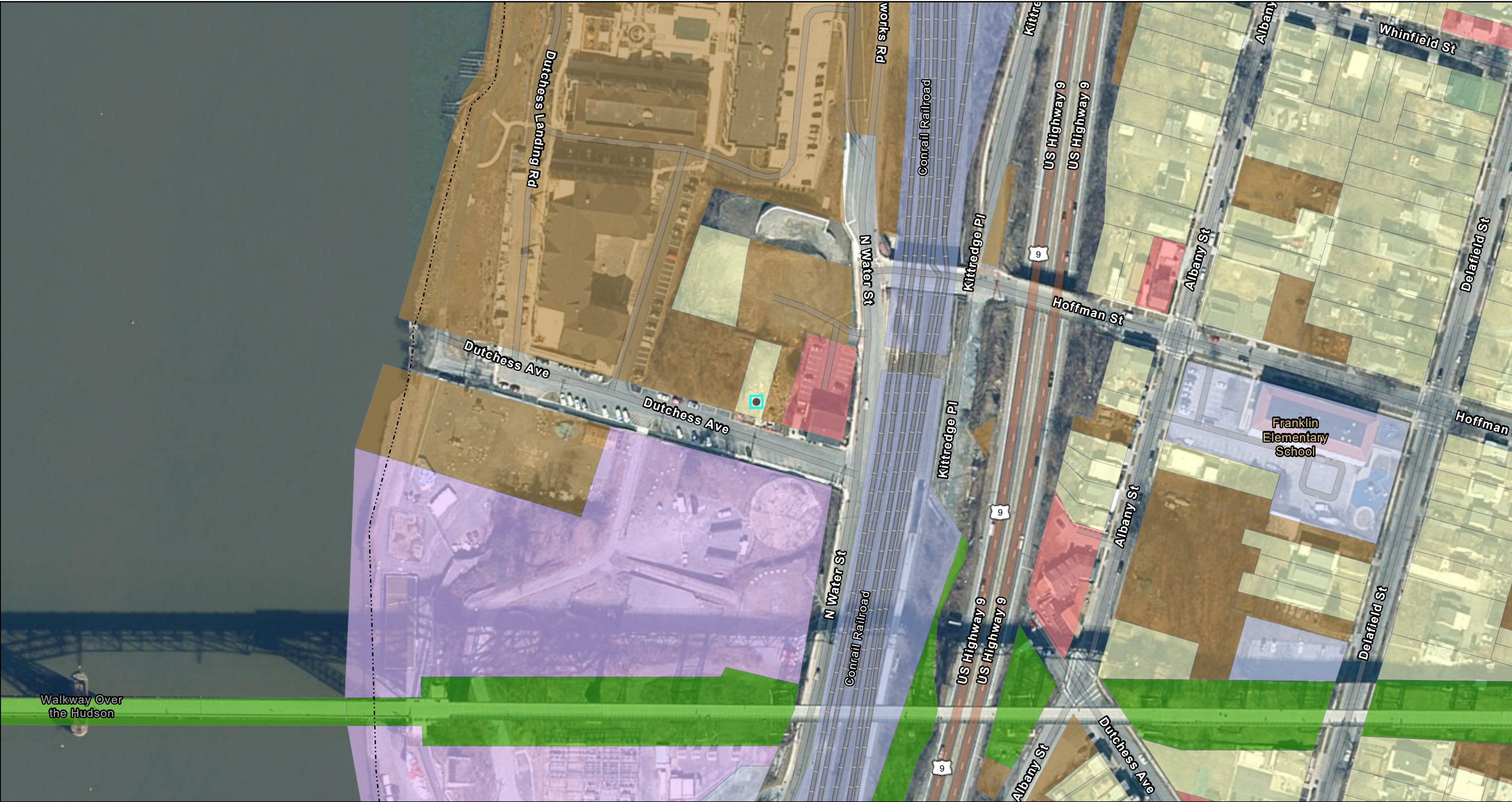
- City of Poughkeepsie Boundary
- Parcel Boundaries
- Soils

- Bedrock Geology
- Graywacke, shale (Oag)
 - Taconic melange (Otm)
 - Water



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ArcGIS Web Map



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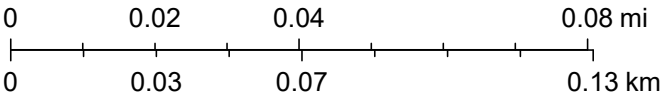
City of Poughkeepsie Boundary

Land Use by Parcel

- Commercial
- Community Services
- Industrial

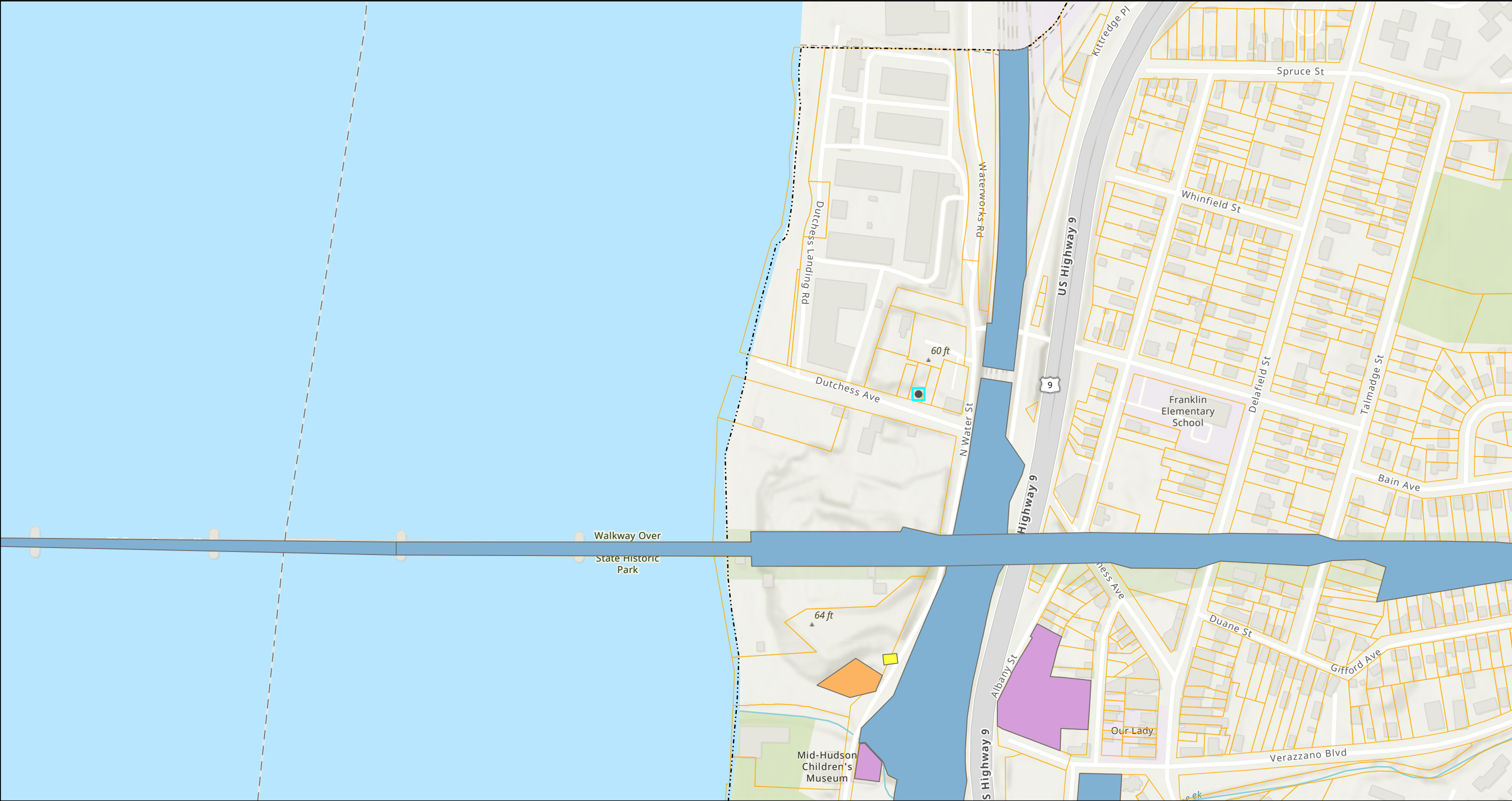
- Public Services
- Recreation and Entertainment
- Residential
- Vacant Land
- Wild, Forested, Conservation Lands and Pub. Parks

1:2,257



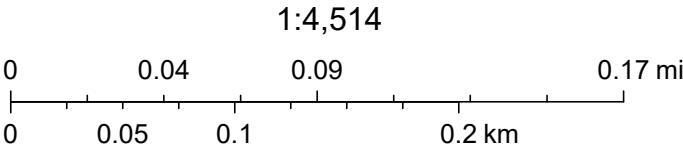
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ArcGIS Web Map



4/1/2024, 1:38:41 PM

- Parcel Boundaries
- Historic Sites (2021)
- Local
- Local, State, and National
- State
- State and National
- City of Poughkeepsie Boundary



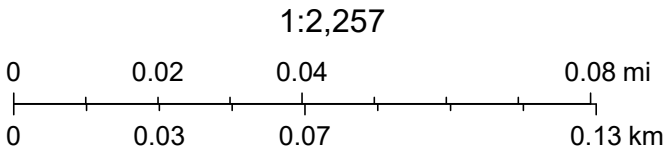
Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community, Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin,

Poughkeepsie NRI Map



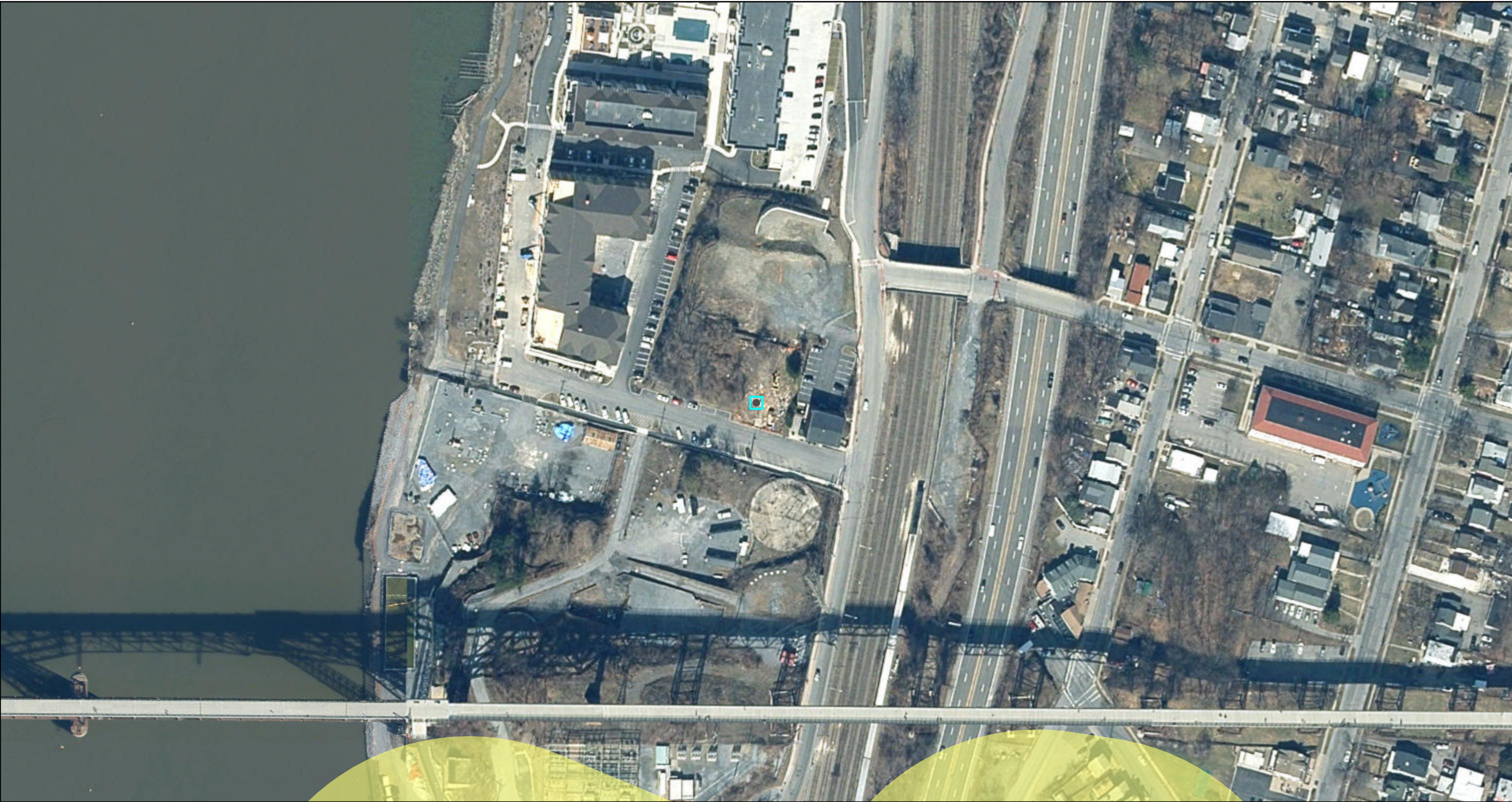
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- Parcel Boundaries
- City of Poughkeepsie Boundary
- Parks and Open Spaces



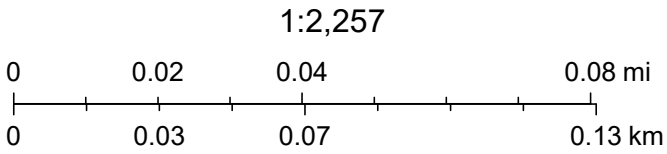
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ArcGIS Web Map



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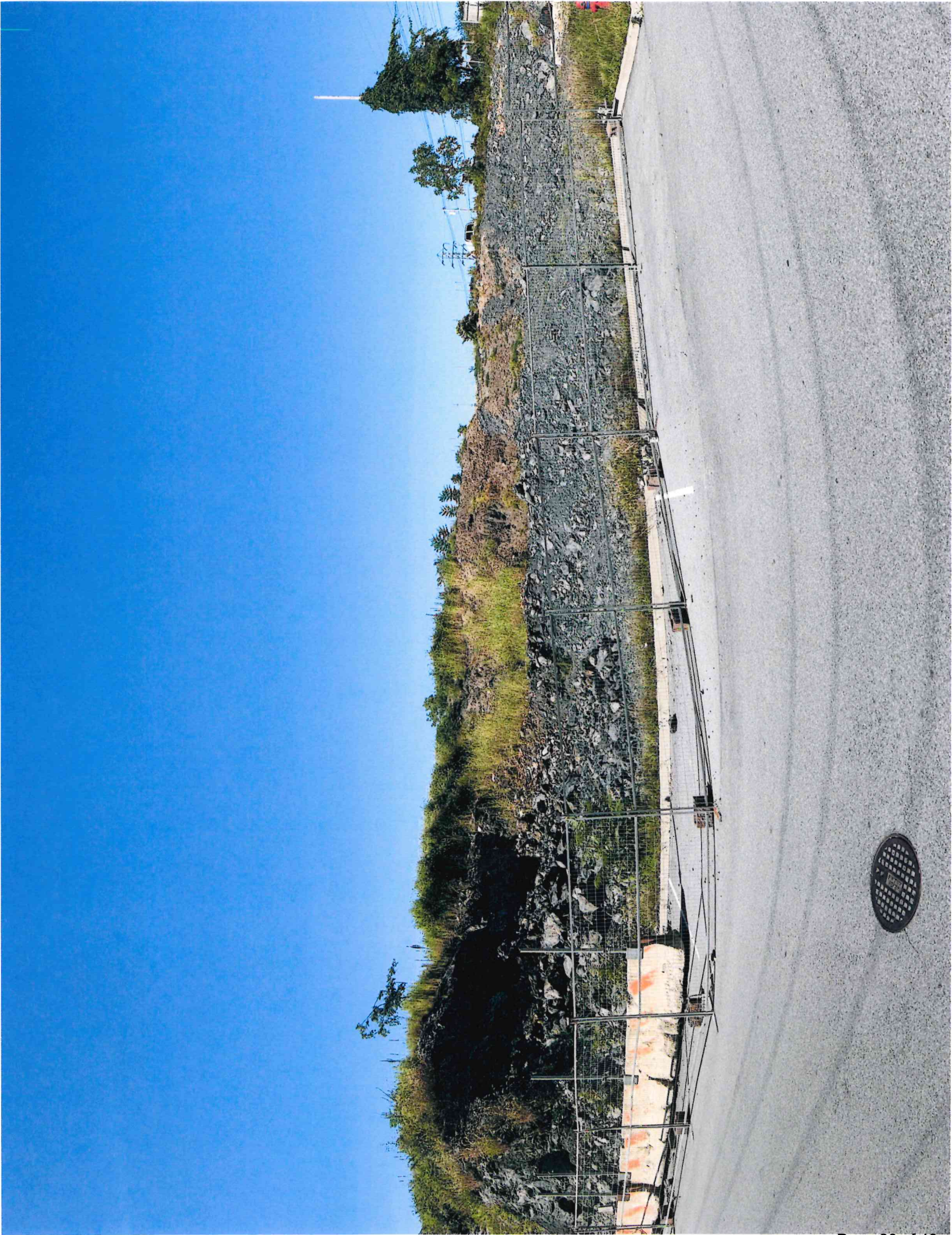
- Potential Pathway
- Poughkeepsie Boundary



New York State, Maxar, Microsoft











DUTCHESS COUNTY GOVERNMENT
DEPARTMENT OF PLANNING & DEVELOPMENT

January 29, 2024

To: Planning Board, City of Poughkeepsie
Re: **ZR23-388, 9 Dutchess Avenue Grading Plan – Site Plan**
Lots: 777390 / 781388 / 774390 / 768392, Dutchess Avenue

The Dutchess County Department of Planning and Development has reviewed the subject referral within the framework of General Municipal Law (Article 12B, §239-l/m).

ACTION

The applicant is seeking site plan approval for a grading plan to remove a rock outcropping and level-grade the parcels. The plan set also contains information about a proposed 6-story structure.

COMMENTS

According to the information submitted to our Department for review, the applicant was issued a “stop work” order when it was determined that grading work was taking place in the absence of an approved site plan from the City. Two SEQRA forms were submitted by the applicant – one related solely to the regrading, and a second related to a proposal for construction of a 6-story parking deck and apartment building (3 stories each, stacked) on the parcels. The plan set contains minimal information about the proposed 6-story structure.

The site plan application states that the “Proposed Use” is “rescission of Stop Work Order for Building permit 22-0842 allowing applicant to resume rock removal.” Brief mention is made of the 6-story structure in the application only in the section entitled “Proposals Not Mentioned Above.” In their cover letter to the Board, the applicant requests “that we be allowed to resume the removal of the rock ledge on the western side of the property. No development of the site can be accomplished without the removal of the rock ledge and bringing the grade to street level.” As no development has been fully proposed by the applicant nor considered by the Board, it would not appear to be necessary to be conducting rock removal at this time. Given that the grading work is related to the applicant’s stated intention to construct the 6-story building at some point, but not as part of this site plan approval request, it would appear that to entertain the grading work without also evaluating the full proposal for the building and sites would constitute segmentation under the State Environmental Quality Review Act. According to *The SEQRA Handbook 4th Edition 2020*, “...considering only a part, or segment, of an overall action is contrary to the intent of SEQRA.”

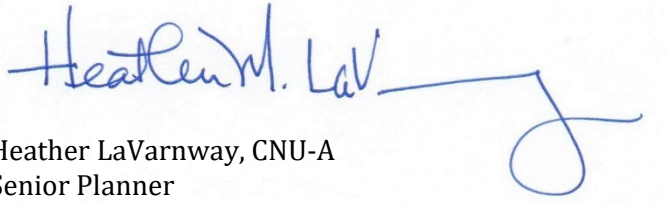
RECOMMENDATION

For the reasons stated above, we recommend the Board not grant the requested site plan approval for grading work until all project components, including the 6-story structure and related site amenities, are concurrently evaluated as required by SEQRA.

Voting and Reporting Requirements: If the Board acts contrary to our recommendation, the law requires that it do so by a majority plus one of the full membership of the Board and that it notify us of the reasons for its decision.

Eoin Wrafter, AICP, Commissioner

By

A handwritten signature in blue ink, appearing to read "Heather M. LaV", followed by a long horizontal line and a large circular flourish.

Heather LaVarnway, CNU-A
Senior Planner

Dutchess County Department of Planning and Development		Fax Info Only	To	Date	#pgs
			Co./Dept.	From	
			Fax #	Phone #	

239 Planning/Zoning Referral - Exemption Communities

Municipality: **City of Poughkeepsie**

Referring Agency: **Planning Board**

Tax Parcel Numbers(s): **7773900000, 7813880000, 7743900000, 7683920000**

Project Name: **9 Dutchess Avenue Grading Plan**

Applicant: **9 Dutchess, LLC**

Address of Property: **9 Dutchess Ave, Poughkeepsie, NY 12601**

**Exempt Actions:*
239 Review is NOT Required**

- Administrative Amendments (fees, procedures, penalties, etc.)
- Special Permits for residential uses (accessory apts, home occupations, etc.)
- Use Variances for residential uses
- Area Variances for residential uses
- Renewals/Extension of Site Plans or Special Permits that have no changes from previous approvals

No Authority to review these Actions

- Subdivisions / Lot Line Adjustments
- Interpretations

☐ Exempt Action submitted for informal review

Actions Requiring 239 Review

- ☐ Comprehensive/Master Plans
- ☐ Zoning Amendments (standards, uses, definitions, district regulations, etc.)
- ☐ Other Local Laws associated with zoning (wetlands, historic preservation, affordable housing, architectural review, etc.)
- ☐ Rezoning involving all map changes
- ☐ Architectural Review
- ☒ Site Plans (all)
- ☐ Special Permits for all non-residential uses
- ☐ Use Variances for all non-residential uses
- ☐ Area Variances for all non-residential uses
- ☐ Other (Describe):

Parcels within 500 feet of:

- ☒ State Road:
- ☐ County Road:
- ☒ State Property (with recreation area or public building)
- ☐ County Property (with recreation area or public building)
- ☐ Municipal Boundary
- ☐ Farm operation in an Agricultural District

Date Response Requested: **1/12/2024**

Entered By: **Knauss, Judith**

These actions are only exempt in municipalities that signed an intermunicipal agreement with Dutchess County to that effect.

For County Office Use Only			
Response From Dutchess County Department of Planning and Development			
No Comments: ☐ Matter of Local Concern ☐ No Jurisdiction ☐ No Authority ☐ Withdrawn ☐ Incomplete - municipality must resubmit to County ☐ Exempt from 239 Review ☐ None		Comments Attached: ☐ Local Concern with Comments ☐ Conditional ☒ Denial ☐ Incomplete with Comments- municipality must resubmit to County ☐ Informal Comments Only (Action Exempt from 239 Review)	
Date Submitted: 1/9/2024	Notes:	☒ Major Project	
Date Received: 1/9/2024		Referral #: ZR23-388	
Date Requested: 1/12/2024			
Date Required: 2/7/2024	☐ Also mailed hard copy	Reviewer:	
Date Transmitted: 1/29/2024			

To: Planning Board
Building Department

CC: Corporation Counsel

Background:

The City of Poughkeepsie Waterfront Advisory Committee (WAC) was asked to review a grading plan for 9 Dutchess Ave pursuant to our role under Chapter 18 ½ of the City of Poughkeepsie Code. For our initial review we received several documents partially describing a larger project incorporating a multi-level parking garage at the site. At that time, it was unclear to the Committee whether we were to assess only the grading of the site, or the larger project, and whether separate reviews would be considered segmentation under New York State's Environmental Quality Review Act (SEQRA). We requested clarification and reviewed several documents including the following:

Corporation Council letter to applicant - 12/12/2022

Discussing the possibility of impermissible segmentation under SEQRA

Dutchess County Response - 1/29/2024 (*see note¹*)

Noting that the plan would constitute segmentation under SEQRA.

Memorandum from Corporation Counsel - 4/26/2024

Noting that the Planning Board, as lead agency, declared this matter qualified as "justifiable segmentation".

Consistency Review:

We therefore continued to review only the proposed site grading action without regard to other potential development on the site. On May 1st 2024, the WAC reviewed the proposed site plan exclusively in regards to grading the site as to its consistency with the Local Waterfront Revitalization Program (LWRP) per Section 18 ½ - 6.b of City code.

The Committee did not find the proposed grading to be consistent with the LWRP. The WAC was unable to find a consistent reason to grade this site, in this way, at this time.

Advisory Opinion:

¹ The County letter included the following requirement: *"If the Board acts contrary to our recommendation, the law requires that it do so by a majority plus one of the full membership of the Board and that it notify us of the reasons for its decision."*

It is not clear to the WAC if such a vote was ratified by the Board and transmitted to the County per this requirement. The WAC suggests, for completeness, that the Planning Board record their response to this statement from the County.

The City of Poughkeepsie LWRP encourages development of the waterfront for appropriate uses (Policy 6) and the WAC does believe this site would benefit from thoughtful development that expanded public access to the waterfront area for water-oriented, water-dependent, and other compatible uses. However, the proposed grading simply levels the site in a way that risks increased erosion, damages a prominent bluff, and removes foliage without providing a recognizable benefit consistent with the LWRP.

The only grading plan submitted with the application included a proposed parking garage that was not in scope of our review. The WAC asked the applicant for clarification about the bluff on the westernmost portion of the site which appears to remain on the proposed plans adjacent to the flattened site area under the parking garage. The WAC also asked the applicant for clarity around the scope of the excavation planned for this grading activity; would the site be graded to align with the adjacent street level, and would the site be sloped to meet the adjacent property grade levels to the north and east? In response the applicant offered these details:

- The site would be flattened to a level surface at an elevation equal to the westernmost (lowest) grade of Dutchess Ave. The eastern portion of the site would be excavated to below street depth so that a future entrance at that location would enter the second story of a proposed structure out of scope for our review.
- The slopes and grades at the adjacent property lines had not yet been determined but would likely involve retaining walls or other structural measures as the end goal is to create a flat pad for future construction.
- The bluff and other bedrock on the site would be removed to create a level surface at an elevation equal to the lowest portion of Dutchess Ave.

Grading and excavation of a site are activities specifically identified as important within the LWRP. Policy 7 highlights concerns regarding grading, vegetation removal, surface runoff, soil erosion, excavation, channelization, and other areas which may impact wildlife habitats. Other policies including policies 12 and 17 address changes to bluffs and other landforms with respect to erosion, flooding, and water quality. Policy 17 specifically directs for the use of non-structural erosion control measures whenever possible.

The WAC believes that a development plan with a more complimentary focus on the existing landforms, and with a more thorough assessment of erosion, habitat, and visual aspects may fit within the guidelines of the Local Waterfront Revitalization Program. The WAC welcomes an opportunity to review such future plan proposals for this site.

Mike Young
Chair – Waterfront Advisory Committee



**THE CITY OF POUGHKEEPSIE
NEW YORK
DEVELOPMENT DEPARTMENT
62 CIVIC CENTER PLAZA, 2ND FLOOR
POUGHKEEPSIE, NY 12601
Phone: (845) 451-4007 Fax: (845) 451-4006**

MEMORANDUM

TO: PLANNING BOARD

FROM: JUDITH KNAUSS, DEPUTY ZONING ADMINISTRATOR

DATE: APRIL 24, 2024

SUBJECT: 9 DUTCHESS AVENUE

I have been asked for a zoning determination relative to the site plan for grading which is currently pending before the Planning Board.

Please be advised that Section 19-4.19(c) of the Zoning Ordinance states that "No grading or excavation shall occur and no tree with a caliper of eight inches measured three feet from the base shall be cut prior to the issuance of a building permit or a change of use permit unless specific permission is granted by the Planning Board, pursuant to the site plan and review process." This section has been interpreted over the years to allow the Planning Board to approve site plans specifically for the grading of properties for a variety of reasons, without requiring approval of a particular project at the same time.

Relative to the property at 9 Dutchess Avenue:

- The owners applied for and were granted a building permit to remove rock and grade the site in June of 2022;
- In December of 2022, work was stopped by the Building Inspector, as the rock removal and grading required site plan approval, pursuant to Section 19-4.19(c).
- On December 13, 2023, the owner filed an application for site plan review explicitly for the grading of the property, regardless of future plans for development, as those plans have apparently not been finalized but the site still requires stabilization.

To date, the following proposals for development have all been submitted, reviewed and denied:

- 3/15/22: a proposal to develop the parcel as a surface parking lot was submitted and denied on the basis of zoning deficiencies;
- 4/6/23: a proposal to develop the parcel as a two-story parking garage was submitted and denied on the basis of zoning deficiencies; and,
- 10/16/23: a proposal was submitted to develop the parcel as a 6 story building with 3 levels of residential use and 3 levels of parking. This proposal was reviewed and denied on the basis of zoning deficiencies.

No appeals for variances any of these proposals were ever filed, therefore there are no current/pending applications for site plan review other than the application for the grading of the site. Any future plans for development will require site plan approval by the Planning Board and will also be subject to review by the Waterfront Advisory Committee. It is likely, based on site characteristics and past proposals, that variances from the Zoning Board of Appeals will also be requested. Therefore, it seems entirely in keeping with the provisions of Section 19-4.19(c) that the Planning Board consider the instant application on its own merits, and that the WAC do the same.

Please advise if any additional information is required.

APPLICATION TO THE PLANNING BOARD
CITY OF POUGHKEEPSIE, NEW YORK

Application for Site Plan, Special Permit & Facade Approval

I. PROPERTY ADDRESS: _____

II. PROPERTY OWNER: _____
ADDRESS: _____

_____ (state and zip code)

PHONE NUMBER: _____ (include area code)

III. NAME OF APPLICANT: _____

ADDRESS: _____

_____ (state and zip code)

PHONE NUMBER: _____ (include area code)

EMAIL ADDRESS: _____

(If applicant is NOT the owner, proof of owner's consent to the application MUST be provided.)

IV. CONSULTANT: _____

ADDRESS: _____

_____ (state and zip code)

PHONE NUMBER: _____ (include area code)

V. PROPOSED USE or FAÇADE CHANGE (Summarize proposed use or uses): _____

VI. ZONING DISTRICT: _____

OFFICE USE ONLY

CODE: PLSF

ID # _____

FEE: _____

Total, from:
\$500, plus
\$ _____
(\$150 per 1000
square feet of floor
area), plus
\$ _____
(\$35 per number of
required parking
spaces), plus
\$ _____
(\$500 for special
permit, if applicable)

(Proceed to XVII for special permit & façade approval only)

PROJECT INFORMATION

New construction: _____ (yes) _____ (no)

Change of use: _____ (yes) _____ (no)

Expansion/addition: _____ (yes) _____ (no)

Alteration: _____ (yes) _____ (no)

Cost of Construction: \$ _____

LOT AND BULK INFORMATION:

Lot area: _____ (acres) _____ (square feet)

Building Footprint: _____ (proposed square feet for new construction)

_____ (existing square feet for change of
use/expansion)

_____ (additional proposed square feet for expansion)

_____ (total building footprint, square feet)

Lot Coverage: _____ (percentage, building coverage only)

Gross Floor Area: _____ (proposed square feet for new construction)

_____ (existing square feet for change of
use/expansion)

_____ (additional proposed square feet for expansion)

_____ (total gross floor area, square feet)

Building Height: _____ (stories) _____ (feet)

Floor Area Ratio: _____ (ratio of gross floor area divided by lot area)

VIII. PROJECT PARKING INFORMATION

A) Number of Off-Street Parking Spaces required: _____

B) Number of Off-Street Parking Spaces provided: _____

C) Waiver Requested: _____ (Yes) _____ (No)

Is municipal parking available within 600 feet? _____ (Yes) _____ (No)

If yes, name all such municipal facilities: _____

(If a waiver is requested based on proximity to municipal facilities, a written request for such waiver, addressed to the City Planning Staff and the Chairman of the Planning Board, must be submitted with the application.)

If a private parking facility is to be utilized, is such facility within 600 feet?

_____ (Yes) _____ (No)

If yes, provide the address of the facility, name of the property owner, number of spaces in the lot, number of spaces available for lease, and length of lease. Attach copy of lease. Additional information may be required by the Planning Board):

IX. RESIDENTIAL PROPOSALS

A) Type of Development: _____
(Townhouse, condominium, multiple residence rental, etc.)

B) Unit Breakdown:
Number of efficiency or "studio" units: _____
Number of one (1) bedroom units: _____
Number of two (2) bedroom unit's _____
Number with three or more bedrooms: _____
Total number of units: _____

C) Is funding public? ____ Yes ____ No
If yes, describe funding source: _____

X. OFFICE PROPOSALS (____ Medical/Dental ____ Professional ____ Business)

A) Number of Employees: _____
B) Number of doctors/dentists/medical practitioners: _____
C) Days/Hours of Operation: _____

XI. SERVICE BUSINESS PROPOSALS

- A) Specify Business: _____
(e.g., laundromat, drycleaner, beauty parlor, travel agency, banks)
- B) Number of Employees: _____
- C) Number of Washing Machines (for laundromat): _____
- D) Days/Hours of Operation: _____

XII. MERCANTILE PROPOSALS (Retail _____ Wholesale _____)

- A) Type of Mercantile (specify): _____
- B) Number of Employees: _____
- C) Days/Hours of Operation: _____

XIII. STANDARD RESTAURANT/FAST FOOD RESTAURANT/COFFEE SHOP/DONUT SHOP/NIGHTCLUB/DISCOTHEQUE/BAR PROPOSALS

- A) Specify Use: _____
- B) Number of seats (excluding bar stools and outdoor seating): _____
- C) Meals served (i.e., breakfast, lunch, dinner): _____
- D) Type of Menu: _____
- E) Days/Hours of Operation: _____
- F) Entertainment (live and/or recorded): _____
- G) Will the restaurant contain a bar/lounge?: _____ Yes _____ No
- H) If yes, how many seats at the bar? _____
- I) Is a drive-through window proposed? _____
- J) Is a walk-up window proposed? _____
- K) Is an outdoor seating area proposed? _____
- L) If yes, how many seats are proposed? _____
- M) If yes, is outdoor cooking proposed? _____

XIV. INDUSTRIAL/COMMERCIAL PROPOSALS (Automobile repair, taxi, motor vehicle sales, warehouse, manufacturing, animal hospital, research facilities, etc.)

- A) Specify Use: _____
- B) Number of shifts (if any): _____
- C) Number of employees: _____
(If shifts are proposed, list number of employees per shift)
- E) Number of work bays (if automobile repair): _____
- F) Days/Hours of operation: _____

XV. EDUCATIONAL/INSTITUTIONAL/RECREATIONAL PROPOSALS (e.g., Museums, Theatres, Conference Centers, Hotels, Motels, Hospitals, Nursing Homes, Assisted Living Facilities, Nursery Schools, Private Schools, Day Care Centers, Places of Worship, Marinas, Membership Clubs, etc.)

A) Specify: _____

B) Number of shifts (if any): _____

C) Number of employees: _____
(If shifts are proposed, list number of employees per shift)

D) Number of beds (hospitals, nursing homes, etc): _____

E) Number of seats in largest assembly space: _____

F) Number of classrooms (schools): _____

G) Number of rental units (hotels, motels, etc.) _____

H) Number of boat slips/courts (e.g., tennis, handball, etc.), alleys: _____

I) Days/Hours of Operation: _____

XVI. PROPOSALS NOT MENTIONED ABOVE (Please be specific):

XVII. APPLICANT CERTIFICATION

I, _____, certify that the this application has addressed the objectives outlined in the Zoning Ordinance with consideration given to the public health, safety and welfare; the comfort and convenience of the public in general or the residents or users of the proposed development and of the immediate neighborhood.

The applicant certifies that all information contained herein is accurate and complete as of the date of this application.

Signature of Applicant

Date

**9 Dutchess, LLC
241 Hudson Street
Hackensack, NJ 07601**

**(201) 488-4455
Fax (201) 487-2504
lkaufman@onekeyllc.com**

December 27, 2023

Lori Garcia
Planning Board Administrator
City of Poughkeepsie
62 Civic Center Plaza
Poughkeepsie, NY 12601

Re: 9 Dutchess Ave Stop Work Order Rescission

Dear Lori:

Enclosed please find the following additional document in connection with the rescission of the Stop Work order issued on Building Permit 22-0843 at 9 Dutchess Avenue:

1. 9 Dutchess-5-Short Form EAF

Please add this to our application to request a review of Building Permit 22-084 and rescission of the Stop Work Order on that permit. 9 hard copies of this cover letter and the short form EAF have been sent to you for distribution to the Planning Board.

Thank you for all your consideration of this matter.

Very truly yours,

Louis Kaufman



IT IS A VIOLATION OF NEW YORK STATE EDUCATION LAW FOR ANY PERSONS TO ALTER THESE PLANS, SPECIFICATIONS, OR REPORTS IN ANY WAY, UNLESS ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER OR LAND SURVEYOR.

Mark A. Day, PE	
Revised	
Project No.	2022.231
License No. 069646	

DAY STOKOSA ENGINEERING P.C.	
3 Van Wyck Lane Wappingers Falls, New York (845)-223-3202	
PROJECT 9 Dutchess	
City of Poughkeepsie Dutchess County, New York	
DRAWING Erosion Control Plan	
SCALE 1" = 10'	DRAWN BY BJW
DATE 10/11/23	CHECKED BY MAD
DRAWING NO. CE101 8 of 12	