



COMMON COUNCIL MEETING

Tuesday, July 14, 2026
Common Council Chambers
6:30 p.m.

- I. ROLL CALL**
- II. REVIEW OF MINUTES:**
- III. READING OF ITEMS by the City Chamberlain of any items not listed on the printed agenda.**
- IV. PRESENTATIONS OF PETITIONS AND COMMUNICATIONS:**
 - 1. FROM VEOLIA NORTH AMERICA**, a presentation regarding proposed city-wide Water Meter Replacement Program
- V. PUBLIC PARTICIPATION: Three (3) minutes per person up to 45 minutes of public comment on any agenda and non-agenda item**
- VI. NEW & UNFINISHED BUSINESS & ANNOUNCEMENTS**
- VII. REPORTS OF COMMITTEES AND BOARDS:**
 - CONSENT AGENDA:**
- VIII. MOTIONS AND RESOLUTIONS:**
 - 1. R-26-45**, Resolution Approving Certificates of Base Percentages, Current Percentage, Base Proportions and Certificate of Adjusted Base Proportions for the Levy of Taxes on 2026 Assessment Roll
- IX. ORDINANCES AND LOCAL LAWS:**
 - ACTION AGENDA:**
- X. MOTIONS AND RESOLUTIONS:**
 - 1. R-26-47**, Negative Declaration OF Environmental Significance Regarding a Local Law to Amend Certain Subsections Within the City of Poughkeepsie Code Section 19-5.47 “Short-Term Rental” City of Poughkeepsie Common Council

2. **R-26-48**, Resolution Introducing a Local Law Amending the Zoning Map of the City of Poughkeepsie (9 Austin Court, Known By Tax Grid #6161-67-790286) and Setting a Public Hearing

XI. ORDINANCES AND LOCAL LAWS:

1. **LL-26-08**, A Local Law To Amend Certain Subsections Within The City Of Poughkeepsie Code Section 19-5.47 “Short-Term Rental” And To Change The Use Table To Permit Short Term Rentals In All Zoning Districts
2. **First Read: O-26-06**, Ordinance Amending §13-126(C)(2) of Chapter 13 of the City of Poughkeepsie Code of Ordinances Entitled “Motor Vehicles And Traffic” Allowing Permit Parking on Both Sides of Vernon Terrace from 6:00 PM to 9:00 PM
3. **First Read: O-26-07**, Ordinance Amending §13-191.2 Of Chapter 13 Of The City Of Poughkeepsie Code Of Ordinances Entitled “Motor Vehicles And Traffic” Two-Hour Parking, 9:00 A.M. To 6:00 P.M. on Vernon Terrace Beginning at its Easterly Intersection with Bain Avenue (Between 10 Vernon Terrace and the Rear of 134 Washington Street) to the Cul-De-Sac that Ends Adjacent to Pulaski Park.

XII. MAYOR’S COMMENTS:

XIII. CHAIRMAN’S COMMENTS AND PRESENTATIONS:

XIV. ADJOURNMENT:

Modernizing Poughkeepsie's Water Infrastructure

A 10-Year Financial and Operation
Transformation Program

Meter Replacement Program Proposal | City of Poughkeepsie, New York
Presented by Veolia Water North America – Northeast, LLC



Non-Revenue Water (NRW)



Non-Revenue Water (NRW) is water that is produced but not accurately measured, billed or paid for.

With nearly **7,500 meters** approaching end of useful life, the City faces the increased risk of **estimated bills** that reduce the City's ability to recover the **true value of water it delivers**.



Aging meters (10–15 years old) lose accuracy



Inaccurate meters lead to estimated billing and unbilled water

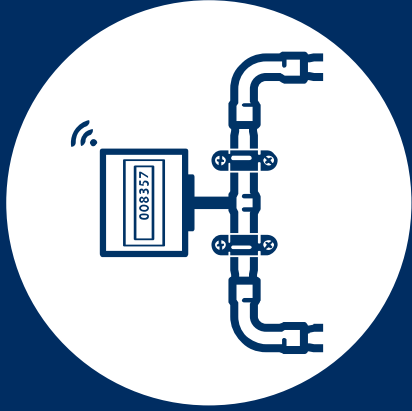


Reduced billing accuracy impacts revenue needed to maintain and improve the water system



Replacing aging meters transforms water data into revenue, creating a stronger water system future

The Infrastructure Imperative



7,500

Water meters are currently approaching their 10-15 year life expectancy.

A massive, aging infrastructure liability requiring proactive intervention.

20 Hours per Week

Currently trapped in reactive and manual meter work. *This work includes meter replacements, meter activations, final meter reads for property sales, and troubleshooting connection issues.*

The outdated loop drains municipal resources and limits revenue capture capabilities.

The Strategic Proposal

**400
Meters**
Replaced Annually
(Over a 10-year
dedicated program)



**100%
Elimination**
of Manual Reads
(Erasing the 20-hour
weekly service drain)



Improved City
Revenue
+
Lower Unit
Costs

Transferring the Operational Risk

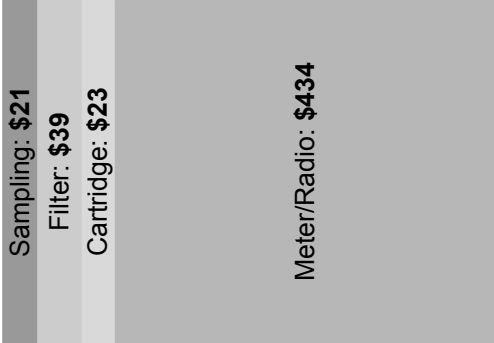


Labor	Veolia & Client	Veolia (2 dedicated FTEs)
Vehicles	Veolia	Veolia (Fleet Modernization)
Part-time / Manual Reading	20 Hours/Week	Eliminated (0 hours)
Materials & Outside Services	Client	Client (Via transparent pass-through at cost + 15%)

Poughkeepsie transfers the logistical burden of labor, vehicle leasing, and daily scheduling entirely to Veolia’s dedicated teams.

Client Savings Per Meter

Total Bundled Cost: \$517



\$188 Savings Per Meter

Veolia Total Cost: \$329



Current City Cost

Veolia Pass-Through Cost
(Note: Total reflects Veolia pricing structure)

Total Equipment Savings of \$75,346 Annually based on 400 Installations.

The Fully-Loaded Unit Economics

Current Operations (100 meters/year)

Meter Equipment Cost: **\$517**

Installation / Labor Cost: **\$800**

Fully-Loaded Cost:
\$1,317 per meter

Veolia 10-Year Program (400 meters/year)

Meter Equipment Cost: **\$329**
(Driven by procurement power)

Installation / Labor Cost: **\$830**
(Reflects shift to 2 dedicated FTEs)

Fully-Loaded Cost:
\$1,159 per meter

By dramatically driving down the physical equipment cost, the fully-loaded cost to install a single meter drops by \$158 – even while accelerating the replacement timeline and adding dedicated labor

The 10-Year Value Proposition

Infrastructure Health

4,000
Meters Replaced

Securing over half the City's aging water infrastructure over the next decade.

Operational Efficiency

1,040
**Manual Hours
Eliminated Annually**

Erasing the redundant 20-hours spent weekly on meter service work and reclaiming municipal time.

Financial Advantage

\$75,346
Annual Equipment Savings

Achieved through aggressive procurement leverage, lowering unit costs from \$1,317 down to \$1,159.

A turn-key modernization program that pays dividends through scale.

THANK YOU!

Ed Steeprock

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Meter Replacement Program Proposal | City of Poughkeepsie, New York



**RESOLUTION
(R 26-45)**

INTRODUCED BY CHAIR WILSON

BE IT RESOLVED, that the attached certificates of Base Percentages, Current Percentage, Base proportions and Certificate of Adjusted Base Proportions for the levy of taxes on the 2026 Assessment roll are hereby approved in accordance with Article 19 of the Real Property Tax Law.

SECONDED BY COUNCILMEMBER_____.

CERTIFICATE OF BASE PERCENTAGES, CURRENT PERCENTAGES AND
CURRENT BASE PROPORTIONS PURSUANT TO ARTICLE 19, RPTL, FOR THE
LEVY OF TAXES ON THE 2026 ASSESSMENT ROLL

Approved Assessing Unit City of Poughkeepsie, 131300
Name of Portion City of Poughkeepsie, 131300

CERTIFICATION

DETERMINATION OF BASE PERCENTAGES

(A)	(B)	(C)	(D)
2006 Taxable Assessed Value	2006 Class Equalization Rate	Estimated Market Value A(B/100)	Base Percentages C(sum of C)
Homestead 1,663,288,662	100.00	1,663,288,662	70.8173
Nonhomestead 685,416,541	100.00	685,416,541	29.1827
Total 2,348,705,203		2,348,705,203	100.0000

DETERMINATION OF CURRENT PERCENTAGES

(E)	(F)	(G)	(H)
2025 Taxable Assessed Value Including Special Franchise	2025 Class Equalization Rate	Estimated Market Value E(F/100)	Current Percentages G(sum of G)
Homestead 2,038,874,954	100.00	2,038,874,954	69.4901
Nonhomestead 895,174,445	100.00	895,174,445	30.5099
Total 2,934,049,399		2,934,049,399	100.0000

DETERMINATION OF CURRENT BASE PROPORTIONS

(I)	(J)	(K)	(L)	(M)	(N)	(O)
Local Base Proportion for the 2006 Assessment Roll	Updated Local Base Proportion	Prospective Current Base Proportion Column (L) Prorated to 100.00	Adjusted Base Proportion used for Prior Tax Levy	% difference between prior Adjusted Base Proportion and Prospective Current Base Proportion (K/L)-(I*100)	Maximum Current Base Proportion (L*1.05)	Current Base Proportions
Class	I*(H/D)	J(sum of J)				
Homestead 65,20854	63.98653	63.75689	62.41237	2.15		63.75689
Nonhomestead 34,79146	36.37365	36.24311	37.58763	-3.58		36.24311
Total 100.00000	100.36017	100.00000	100.000000			100.00000

I, the clerk of the legislative body of the approved
assessing unit identified above, hereby certify
that the legislative body determined on _____
* base percentages, current percentages, and
* current base proportions as set forth herein for the
* assessment roll and portion as identified above.

signature

title

date

CERTIFICATE OF ADJUSTED BASE PROPORTIONS PURSUANT TO ARTICLE 19, RPTL
FOR THE 2026 ASSESSMENT ROLL

CERTIFICATION

Approved Assessing Unit City of Poughkeepsie, 131300
Name of Portion City of Poughkeepsie, 131300
Reference Roll 2025
Levy Roll 2026

Section I DETERMINATION OF PORTION CLASS NET CHANGE IN ASSESSED VALUE DUE TO PHYSICAL AND QUANTITY CHANGES AND COMPUTATION OF CLASS CHANGE IN LEVEL OF ASSESSMENT FACTOR

	(A) Total Assessed Value on the Reference Roll (Special Franchise)	(B) Total Assessed Value of Physical and Quantity Increases Between the Reference Roll and Levy Roll	(C) Total Assessed Value of Physical and Quantity Decreases Between the Reference Roll and Levy Roll	(D) Net Assessed Value of Physical and Quantity Changes	(E) Surviving Total Assessed Value on the Reference Roll
Class				(B-C)	(A-C)
Homestead	2,084,473,395	7,949,925	1,299,700	6,650,225	2,083,173,695
Nonhomestead	1,939,099,529	26,395,600	310,550	26,085,050	1,938,788,979

I, the clerk of the legislative body of the approved assessing unit identified above, hereby certify that the legislative body determined on _____ base percentages, current percentages, and current base proportions as set forth herein for the assessment roll and portion as identified above.

Class		(F) Total Assessed Value of Equalization Increases Between the Reference Roll and Levy Roll	(G) Total Assessed Value of Equalization Decreases Between the Reference Roll and Levy Roll	(H) Net Equalization Changes	(I) Change in Level of Assessment Factor	(F-G) (H/I)*1	(H/I)*1
Homestead		166,862,194	4,545,889	162,316,305	1,07792		1.0024
Nonhomestead		37,064,678	4,625,125	32,439,552	1,01673		1.0197

Section II COMPUTATION OF PORTION CLASS ADJUSTMENT FACTOR

	(J) Taxable Assessed Value on the Levy Roll excluding Special Franchise	(K) Taxable Assessed Value on the Levy Roll at the Reference Roll Level of Assessment	(L) Assessed Value of Special Franchise on the Levy Roll at the Reference Roll Level of Assmnt	(M) Total Taxable Assessed Value on the Levy Roll at the Reference Roll Level of Assessment	(N) Taxable Assessed Value on the Reference Roll	(O) Class Adjustment Factor
Class		(J/I)		(K+L)		(M/N)
Homestead	2,207,153,480	2,047,608,348		2,047,608,348	2,036,874,954	1.00428
Nonhomestead	805,831,398	792,570,219	170,404,535	962,974,754	895,174,445	1.07574

Section III COMPUTATION OF ADJUSTED BASE PROPORTIONS

	(P) Current Base Proportions	(Q) Current Base Proportions adjusted for Physical and Quantity Changes (P-O)	(R) Adjusted Base Proportions
Class			(Q/sum of Q)
Homestead	63.75689	64.02999	62.16409
Nonhomestead	36.24311	38.96815	37.84591
Total	100.00000	103.01814	100.00000

Local Adjustments to the Adjusted Base Proportions

The municipality may make certain adjustments to the ABPs.
See Subsection 1903-4(c) of the Real Property Tax Law.

City of Poughkeepsie

2026

STEP 1 - Subtract the Adjusted Base Proportion for the Homestead Class from the Current Percentage for the Homestead Class

Current Percentage for Homestead Class
(part H of form RP-6701)

69.49014

Adjusted Base Proportion for Homestead Class
(part R of form RP-6703)

-

62.15409

Difference

7.33605

**STEP 2 - Take the Difference computed in STEP 1 and multiply it by 10%, 20%, 25%, 30%, 40%, 50%, 60%, 70%, 75%, 80%, and 90%.
Add this amount to the Homestead Adjusted Base Proportion.**

			POSSIBLE TAX SHARES WHICH MAY BE ADOPTED	
Select a Percentage	Amount to be added to Homestead ABP		Homestead	NonHomestead
			62.15409	37.84591
10%	0.73360		62.88769	37.11231
20%	1.46721		63.62130	36.37870
25%	1.83401		63.98810	36.01190
30%	2.20081		64.35490	35.64510
40%	2.93442		65.08851	34.91149
50%	3.66802		65.82211	34.17789
60%	4.40163		66.55572	33.44428
70%	5.13523		67.28932	32.71068
75%	5.50204		67.65613	32.34387
80%	5.86884		68.02293	31.97707
90%	6.60244		68.75653	31.24347
100%	7.33605		69.49014	30.50986

MEMORANDUM

City of Poughkeepsie Common Council

John Taylor/Assessor

July 7, 2026

Resolution to Certify and Adopt Adjusted Base Proportions for the 2026
Assessment Roll/2027 Tax Levy

I request that the Common Council adopt a Resolution certifying the Current Base Proportions and the Adjusted Base proportions for the City of Poughkeepsie 2026 assessment roll, pursuant to Article 19 of the New York State Real Property Tax Law.

The City of Poughkeepsie operates as an 'Approved Assessing Unit' utilizing a dual-class tax system: Homestead: residential units and condominiums and Non-Homestead: commercial, industrial, utility and all other real property.

The calculations used to determine these proportions have been prepared utilizing the attached worksheets provided by New York State Office of Real Property Tax Service and the adjustments with statutory limitations that protect taxpayers from sudden rate spikes.

Based on the Final 2026 Assessment Roll, the calculated shares for the allocation of the upcoming tax levy are, as follows:

Homestead Class: 62.15409%

Non-Homestead Class: 37.84591%

Total Allocation: 100%

I respectfully request that the City of Poughkeepsie Common Council approve and adopt the attached resolution certifying these Adjusted Base Proportions.

**NEGATIVE DECLARATION OF ENVIRONMENTAL SIGNIFICANCE REGARDING
A LOCAL LAW TO AMEND CERTAIN SUBSECTIONS WITHIN THE CITY OF
POUGHKEEPSIE CODE SECTION 19-5.47 “SHORT-TERM RENTAL”
CITY OF POUGHKEEPSIE COMMON COUNCIL**

(R-26-47)

JULY 14, 2026

BY COUNCILMEMBER PATTERSON THOMPSON, BROWN AND JAMES :

WHEREAS, the Common Council of the City of Poughkeepsie has introduced a local law to amend certain subsections within the City of Poughkeepsie Code Section 19-5.47 “Short-term Rental” and to change the use table to Permit short term rentals in all zoning districts; and

WHEREAS, the Common Council considers the proposed action to be an Unlisted Action under Title 6 NYCRR, Section 617.2 of the SEQRA regulations; and

WHEREAS, the Common Council has determined that there is no need for a coordinated review of this action as there are no other levels of government with jurisdiction over any part of the action as defined above; and

WHEREAS, Title 6 NYCRR, Section 617.6 specified that an agency will be the lead agency when it proposes to undertake or receives an application for funding or approval of a Type I Action that does not involve another agency; and

WHEREAS, the Common Council considers itself to be the only "involved agency" with respect to this proposed sale of properties; and

WHEREAS, the Common Council has considered the hereto attached long Environmental Assessment Form (EAF)

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. In accordance with Section 617.5(a)(4) of Title 6 NYCRR, the Common Council classifies the above described action as an unlisted action. The Common Council in making such classification considered Section 617.12 of Title 6 NYCRR and determined that the above action did not fall into any of the categories listed under Type I, and also considered Section 617.13 of NYCRR and determined that the above described action did not fit under any of the categories listed under Type II Actions, thus reaching the conclusion that it is to be considered an unlisted action; and

2. The reasons supporting this negative declaration are:

Evaluation of the Magnitude and Importance of Project Impacts

Description of Action: The proposed action is the adoption of a Local Law that amends Section 19-5.47 ‘Short-Term Rental’ of the City of Poughkeepsie Zoning Code. Readers are encouraged to consult the full text of the proposed Local Law to obtain a complete understanding of the action.

Impact on Land.

No construction or physical alteration of land is proposed as part of the action and therefore no impacts to land will occur. The City of Poughkeepsie is an urban area that primarily consists of developed lands. The Zoning Law already permits development throughout the City, and the proposed amendments will continue to permit development.

Under the amended code short term rentals would be limited as a use to single- and two-family dwellings, no significant impact to land is anticipated from their establishment.

Impact on Geological Features.

The City does not contain any unique or unusual landforms such as caves, cliffs, dunes, or geological features listed as a registered Natural Landmark, and therefore no impacts to geological features will occur. Based on the foregoing, the Common Council concludes that the proposed action will not result in a significant adverse environmental impact on geological features.

Impacts on Surface Water.

No specific development is proposed as part of the action and therefore no impacts to surface water will occur. This action would only permit short-term rentals in single- and two-family residences, uses which are exempt from SEQRA review. No impacts to surface water are anticipated.

Impact on Groundwater.

As no specific developments are proposed as part of this action, no impacts to groundwater are anticipated.

Impact on Flooding.

As no specific developments are proposed as part of this action, no impacts to flooding are anticipated. This action would only permit short-term rentals in single- and two-family residences, uses which are exempt from SEQRA review.

Impacts on Air and Climate.

The proposed action does not impact existing regulations concerning any uses involving state-regulated air emission sources. No impacts on air or climate are anticipated.

Impact on Plants and Animals.

The Kingson-Poughkeepsie Deepwater segment of the Hudson River is a designated Significant Coastal Fish and Wildlife Habitat. The designation is intended to protect coastal fish and wildlife habitats of significant value to coastal communities. According to the NYS Department of Environmental Conservation EAF Mapper, the city is located in an area that has been identified as potential habitat for the Bald Eagle, Indiana Bat, Golden Club, Peregrine Falcon, Atlantic Sturgeon, Shortnose Sturgeon and Blanding's Turtle. No development is proposed as part of the action and therefore the proposed action will not result in a direct loss of flora or fauna.

Impact on Agricultural Resources.

The City of Poughkeepsie is an urban center and does not include any lands in agricultural use or in a New York State certified Agricultural District. Based on the foregoing, the Common Council concludes that the proposed action will not result in a significant adverse environmental impact on agricultural resources.

Impact on Aesthetic Resources.

The City's Hudson River waterfront is within the Esopus/Lloyd Scenic Area of Statewide Significance as well as the Hudson Highlands Scenic Area of Statewide Significance. This amendment would only permit short-term rentals in single- and two-family residences in the City, uses which are exempt from SEQRA review. No significant impacts to aesthetic resources are anticipated.

Impact on Historic and Archaeological Resources.

No alteration of a historic and archeological resource is proposed as part of this action. The proposed law does not amend existing local regulations mandating alterations to locally registered historic properties be reviewed for historic appropriateness. No impact to historic or archaeological resources is anticipated.

Impact on Open Space and Recreation.

The proposed action makes no impact to recreational areas used as public open space. No impact is anticipated.

Impact on Critical Environmental Areas.

No Critical Environmental Areas are located in the City of Poughkeepsie. Based on the foregoing, the Common Council concludes that the proposed action will not result in a significant adverse environmental impact on resources within the CEA.

Impact on Transportation.

No development is proposed as part of the action. The proposed regulations do not permit any uses anticipated to create significantly more traffic than those uses currently permitted. Based on

the foregoing, the Common Council concludes that the proposed action will not result in a significant adverse environmental impact on transportation.

Impact on Energy.

No development is proposed as part of the action. The proposed regulations do not permit any uses anticipated to create significantly more traffic than those uses currently permitted. No significant impact to energy is anticipated.

Impact on Noise, Odor, and Light.

No development is proposed as part of the action. The proposed regulations do not permit any uses anticipated to create significantly higher noise, odor or light impacts than those currently permitted. No significant impacts to noise odor or light are anticipated.

Impact on Human Health.

No development is proposed as part of the action and therefore the proposed action will not result in impacts on human health.

Consistency with Community Plans.

The City of Poughkeepsie's adopted *Comprehensive Plan* sets as a priority, expanding access to good and affordable housing opportunities. The stated purpose of Section 19-4.7 is to regulate and limit the expansion of short-term rentals in order to preserve housing stock for permanent residents. The proposed amendments to that section would both improve the City's ability to enforce the existing regulations by expanding the list of documents necessary to prove primary residency and expand the number of properties eligible for the establishment of a short term rental. Through the course of enforcing Section 19-5.47 it was found that the number of existing vacation rentals in the City that meet the requirements of the section, is significantly less than the cap established in Section 19-5.47(3)(D)(b). It is anticipated that the expansion of short-term rentals to two family homes will provide a supplemental income to some owners of two family dwellings, making homeownership more accessible. Based on the foregoing, the Common Council concludes that the proposed action is not inconsistent with Community Plans.

Consistency with Community Character.

The amended regulations to short-term rentals would only impact single- and two-family dwellings, which are a long-established use in the City of Poughkeepsie. The maintenance of the cap on vacation rentals in Section 19-5.47(3)(D)(b) is sufficient to maintain the character of the City as one of long-term residents. Based on the foregoing, the Common Council concludes that the proposed action will not result in a significant inconsistency with community character.

Impact on Disadvantaged Communities.

The Disadvantage Communities Assessment Tool maintained by the New York State Department of Environment Conservation identifies City of Poughkeepsie Census Tracts

36027220100, 36027220201, 36027220300, 36027221100, 36027220700, 36027220801 and 36027220901 as designated 'Disadvantaged Communities' for the purposes of environmental justice. While the proposed action would take effect in all those communities, it is not anticipated to generate any significant negative impacts. The permitting of short-term rentals in a limited number of two-family dwellings is not anticipated to generate any environmental impacts other than those associated with two family dwellings in general, including noise or traffic impacts. Based on the foregoing, the Common Council concludes that the proposed action will not result in any significant impact to disadvantaged communities.

Future Physical Climate Risks

As no development is proposed as part of this action, no future physical climate risks are anticipated as part of this action. While this action would change certain land use regulations in areas within the 100-year floodplain, any new construction in those areas would still be beholden to local and state floodplain development regulations. Based on the foregoing, the Common Council concludes that the proposed action will not result in any significant future physical climate risks.

3. The Common Council officially makes a determination of non-significance in that the proposed local law is not expected to result in a significant adverse impact on the environment for the reasons stated above and, therefore, preparation of a draft environmental impact statement is not necessary; and
4. The City Chamberlain shall maintain a file of this determination as well as the attached EAF which is hereby made a part of this resolution.

SECONDED BY COUNCILMEMBER _____ .

Full Environmental Assessment Form
Part 1 - Project and Setting

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. 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; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either “Yes” or “No”. If the answer to the initial question is “Yes”, complete the sub-questions that follow. If the answer to the initial question is “No”, proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Applicant/Sponsor Information.

Name of Action or Project:		
Project Location (describe, and attach a general location map):		
Brief Description of Proposed Action (include purpose or need):		
Name of Applicant/Sponsor:		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Project Contact (if not same as sponsor; give name and title/role):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, or Village Board of Trustees ☐ Yes ☐ No		
b. City, Town or Village Planning Board or Commission ☐ Yes ☐ No		
c. City, Town or Village Zoning Board of Appeals ☐ Yes ☐ No		
d. Other local agencies ☐ Yes ☐ No		
e. County agencies ☐ Yes ☐ No		
f. Regional agencies ☐ Yes ☐ No		
g. State agencies ☐ Yes ☐ No		
h. Federal agencies ☐ Yes ☐ No		
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway?		☐ Yes ☐ No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		☐ Yes ☐ No
iii. Is the project site within a Coastal Erosion Hazard Area?		☐ Yes ☐ No

C. Planning and Zoning

C.1. Planning and zoning actions.

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? ☐ Yes ☐ No

- If Yes, complete sections C, F and G.
- If No, proceed to question C.2 and complete all remaining sections and questions in Part 1

C.2. Adopted land use plans.

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? ☐ Yes ☐ No

If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? ☐ Yes ☐ No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) ☐ Yes ☐ No

If Yes, identify the plan(s):

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? ☐ Yes ☐ No

If Yes, identify the plan(s):

C.3. Zoning

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. ☐ Yes ☐ No
If Yes, what is the zoning classification(s) including any applicable overlay district?

b. Is the use permitted or allowed by a special or conditional use permit? ☐ Yes ☐ No

c. Is a zoning change requested as part of the proposed action? ☐ Yes ☐ No

If Yes,

i. What is the proposed new zoning for the site? _____

C.4. Existing community services.

a. In what school district is the project site located? _____

b. What police or other public protection forces serve the project site?

c. Which fire protection and emergency medical services serve the project site?

d. What parks serve the project site?

D. Project Details

D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)?

b. 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

c. Is the proposed action an expansion of an existing project or use? ☐ Yes ☐ No

i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____

d. Is the proposed action a subdivision, or does it include a subdivision? ☐ Yes ☐ No

If Yes,

i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)

ii. Is a cluster/conservation layout proposed? ☐ Yes ☐ No

iii. Number of lots proposed? _____

iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will the proposed action be constructed in multiple phases? ☐ Yes ☐ No

i. If No, anticipated period of construction: _____ months

ii. If Yes:

- Total number of phases anticipated _____

- Anticipated commencement date of phase 1 (including demolition) _____ month _____ year

- Anticipated completion date of final phase _____ month _____ year

- Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____

f. Does the project include new residential uses? ☐ Yes ☐ No If Yes, show numbers of units proposed.				
	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? ☐ Yes ☐ No If Yes,	
i. Total number of structures _____	
ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length	
iii. Approximate extent of building space to be heated or cooled: _____ square feet	

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? ☐ Yes ☐ No If Yes,	
i. Purpose of the impoundment: _____	
ii. If a water impoundment, the principal source of the water: ☐ Ground water ☐ Surface water streams ☐ Other specify: _____	
iii. If other than water, identify the type of impounded/contained liquids and their source. _____	
iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres	
v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length	
vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____	

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? ☐ Yes ☐ No (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite) If Yes:	
i. What is the purpose of the excavation or dredging? _____	
ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?	
• Volume (specify tons or cubic yards): _____ • Over what duration of time? _____	
iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____ _____	
iv. Will there be onsite dewatering or processing of excavated materials? ☐ Yes ☐ No If yes, describe. _____ _____	
v. What is the total area to be dredged or excavated? _____ acres	
vi. What is the maximum area to be worked at any one time? _____ acres	
vii. What would be the maximum depth of excavation or dredging? _____ feet	
viii. Will the excavation require blasting? ☐ Yes ☐ No	
ix. Summarize site reclamation goals and plan: _____ _____ _____	

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? ☐ Yes ☐ No If Yes:	
i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____ _____	

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will the proposed action cause or result in disturbance to bottom sediments? Yes ☐ No ☐
If Yes, describe: _____

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation? ☐ Yes ☐ No ☐
If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? ☐ Yes ☐ No ☐
If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? ☐ Yes ☐ No ☐
If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? ☐ Yes ☐ No ☐
- Is the project site in the existing district? ☐ Yes ☐ No ☐
- Is expansion of the district needed? ☐ Yes ☐ No ☐
- Do existing lines serve the project site? ☐ Yes ☐ No ☐

iii. Will line extension within an existing district be necessary to supply the project? ☐ Yes ☐ No ☐
If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? ☐ Yes ☐ No ☐
If, Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? ☐ Yes ☐ No ☐
If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? ☐ Yes ☐ No ☐
If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? ☐ Yes ☐ No ☐
- Is the project site in the existing district? ☐ Yes ☐ No ☐
- Is expansion of the district needed? ☐ Yes ☐ No ☐

• Do existing sewer lines serve the project site? _____ • Will a line extension within an existing district be necessary to serve the project? _____ If Yes: • Describe extensions or capacity expansions proposed to serve this project: _____ _____ _____	☐ Yes ☐ No ☐ Yes ☐ No	
iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? _____ If Yes: • Applicant/sponsor for new district: _____ • Date application submitted or anticipated: _____ • What is the receiving water for the wastewater discharge? _____	☐ Yes ☐ No	
v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans): _____ _____ _____		
vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____ _____ _____		
e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? _____ If Yes: i. How much impervious surface will the project create in relation to total size of project parcel? _____ Square feet or _____ acres (impervious surface) _____ Square feet or _____ acres (parcel size) ii. Describe types of new point sources. _____ _____ iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)? _____ _____ • If to surface waters, identify receiving water bodies or wetlands: _____ _____ • Will stormwater runoff flow to adjacent properties? _____	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No	
iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? _____		
f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? _____ If Yes, identify: i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles) _____ ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers) _____ iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation) _____	☐ Yes ☐ No	
g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? _____ If Yes: i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) _____ ii. In addition to emissions as calculated in the application, the project will generate: • _____ Tons/year (short tons) of Carbon Dioxide (CO₂) • _____ Tons/year (short tons) of Nitrous Oxide (N₂O) • _____ Tons/year (short tons) of Perfluorocarbons (PFCs) • _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆) • _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs) • _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)		☐ Yes ☐ No ☐ Yes ☐ No

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? ☐ Yes ☐ No If Yes: i. Estimate methane generation in tons/year (metric): _____ ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____			
i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? ☐ Yes ☐ No If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____			
j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? ☐ Yes ☐ No If Yes: i. When is the peak traffic expected (Check all that apply): ☐ Morning ☐ Evening ☐ Weekend ☐ Randomly between hours of _____ to _____. ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____ iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____ iv. Does the proposed action include any shared use parking? Yes ☐ No ☐ v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____ vi. Are public/private transportation service(s) or facilities available within ½ mile of the proposed site? ☐ Yes ☐ No vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? ☐ Yes ☐ No viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? ☐ Yes ☐ No			
k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? ☐ Yes ☐ No If Yes: i. Estimate annual electricity demand during operation of the proposed action: _____ ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____ iii. Will the proposed action require a new, or an upgrade, to an existing substation? ☐ Yes ☐ No			
l. Hours of operation. Answer all items which apply. <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> i. During Construction: • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ </td> <td style="width: 50%; vertical-align: top;"> ii. During Operations: • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ </td> </tr> </table>		i. During Construction: • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____	ii. During Operations: • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____
i. During Construction: • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____	ii. During Operations: • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____		

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? ☐ Yes ☐ No If yes: i. Provide details including sources, time of day and duration: _____ _____	
ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? ☐ Yes ☐ No Describe: _____ _____	
n. Will the proposed action have outdoor lighting? ☐ Yes ☐ No If yes: i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures: _____ _____	
ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? ☐ Yes ☐ No Describe: _____ _____	
o. Does the proposed action have the potential to produce odors for more than one hour per day? ☐ Yes ☐ No If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____ _____ _____	
p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? ☐ Yes ☐ No If Yes: i. Product(s) to be stored _____ ii. Volume(s) _____ per unit time _____ (e.g., month, year) iii. Generally, describe the proposed storage facilities: _____ _____	
q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? ☐ Yes ☐ No If Yes: i. Describe proposed treatment(s): _____ _____ _____	
ii. Will the proposed action use Integrated Pest Management Practices? ☐ Yes ☐ No	
r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? ☐ Yes ☐ No If Yes: i. Describe any solid waste(s) to be generated during construction or operation of the facility: • Construction: _____ tons per _____ (unit of time) • Operation : _____ tons per _____ (unit of time) ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste: • Construction: _____ _____ • Operation: _____ _____ iii. Proposed disposal methods/facilities for solid waste generated on-site: • Construction: _____ _____ • Operation: _____ _____	

s. Does the proposed action include construction or modification of a solid waste management facility? ☐ Yes ☐ No
 If Yes:
 i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____
 ii. Anticipated rate of disposal/processing:
 • _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
 • _____ Tons/hour, if combustion or thermal treatment
 iii. If landfill, anticipated site life: _____ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? ☐ Yes ☐ No
 If Yes:
 i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

 ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

 iii. Specify amount to be handled or generated _____ tons/month
 iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

 v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? ☐ Yes ☐ No
 If Yes: provide name and location of facility: _____

 If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility:

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site			
a. Existing land uses. i. Check all uses that occur on, adjoining and near the project site. ☐ Urban ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Rural (non-farm) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____ ii. If mix of uses, generally describe: _____ _____			
b. Land uses and coverytypes on the project site.			
Land use or Coverytype	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____ _____			

c. Is the project site presently used by members of the community for public recreation? ☐ Yes ☐ No i. If Yes: explain: _____	
d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? ☐ Yes ☐ No If Yes, i. Identify Facilities: _____ _____	
e. Does the project site contain an existing dam? ☐ Yes ☐ No If Yes: i. Dimensions of the dam and impoundment: • Dam height: _____ feet • Dam length: _____ feet • Surface area: _____ acres • Volume impounded: _____ gallons OR acre-feet ii. Dam's existing hazard classification: _____ iii. Provide date and summarize results of last inspection: _____ _____	
f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? ☐ Yes ☐ No If Yes: i. Has the facility been formally closed? ☐ Yes ☐ No • If yes, cite sources/documentation: _____ ii. Describe the location of the project site relative to the boundaries of the solid waste management facility: _____ _____ iii. Describe any development constraints due to the prior solid waste activities: _____ _____	
g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? ☐ Yes ☐ No If Yes: i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred: _____ _____	
h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? ☐ Yes ☐ No If Yes: i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: ☐ Yes ☐ No ☐ Yes – Spills Incidents database ☐ Yes – Environmental Site Remediation database ☐ Neither database Provide DEC ID number(s): _____ Provide DEC ID number(s): _____ ii. If site has been subject of RCRA corrective activities, describe control measures: _____ _____ iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? ☐ Yes ☐ No If yes, provide DEC ID number(s): _____ iv. If yes to (i), (ii) or (iii) above, describe current status of site(s): _____ _____	

v. Is the project site subject to an institutional control limiting property uses? ☐ Yes ☐ No • If yes, DEC site ID number: _____ • Describe the type of institutional control (e.g., deed restriction or easement): _____ • Describe any use limitations: _____ • Describe any engineering controls: _____ • Will the project affect the institutional or engineering controls in place? ☐ Yes ☐ No • Explain: _____ _____	
E.2. Natural Resources On or Near Project Site	
a. What is the average depth to bedrock on the project site? _____ feet	
b. Are there bedrock outcroppings on the project site? ☐ Yes ☐ No If Yes, what proportion of the site is comprised of bedrock outcroppings? _____ %	
c. Predominant soil type(s) present on project site: _____ % _____ % _____ %	
d. What is the average depth to the water table on the project site? Average: _____ feet	
e. Drainage status of project site soils: ☐ Well Drained: _____ % of site ☐ Moderately Well Drained: _____ % of site ☐ Poorly Drained _____ % of site	
f. Approximate proportion of proposed action site with slopes: ☐ 0-10%: _____ % of site ☐ 10-15%: _____ % of site ☐ 15% or greater: _____ % of site	
g. Are there any unique geologic features on the project site? ☐ Yes ☐ No If Yes, describe: _____ _____	
h. Surface water features. i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? ☐ Yes ☐ No ii. Do any wetlands or other waterbodies adjoin the project site? ☐ Yes ☐ No If Yes to either <i>i</i> or <i>ii</i> , continue. If No, skip to E.2.i. iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? ☐ Yes ☐ No iv. For each identified regulated wetland and waterbody on the project site, provide the following information: • Streams: Name _____ Classification _____ • Lakes or Ponds: Name _____ Classification _____ • Wetlands: Name _____ Approximate Size _____ • Wetland No. (if regulated by DEC) _____	
v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? ☐ Yes ☐ No If yes, name of impaired water body/bodies and basis for listing as impaired: _____ _____	
i. Is the project site in a designated Floodway? ☐ Yes ☐ No	
j. Is the project site in the 100-year Floodplain? ☐ Yes ☐ No	
k. Is the project site in the 500-year Floodplain? ☐ Yes ☐ No	
l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? ☐ Yes ☐ No If Yes: i. Name of aquifer: _____	

m. Identify the predominant wildlife species that occupy or use the project site: _____ _____ _____	
n. Does the project site contain a designated significant natural community? ☐ Yes ☐ No If Yes: i. Describe the habitat/community (composition, function, and basis for designation): _____ ii. Source(s) of description or evaluation: _____ iii. Extent of community/habitat: • Currently: _____ acres • Following completion of project as proposed: _____ acres • Gain or loss (indicate + or -): _____ acres	
o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? ☐ Yes ☐ No If Yes: i. Species and listing (endangered or threatened): _____ _____ _____	
p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? ☐ Yes ☐ No If Yes: i. Species and listing: _____ _____ _____	
q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? ☐ Yes ☐ No If yes, give a brief description of how the proposed action may affect that use: _____ _____	
E.3. Designated Public Resources On or Near Project Site	
a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? ☐ Yes ☐ No If Yes, provide county plus district name/number: _____	
b. Are agricultural lands consisting of highly productive soils present? ☐ Yes ☐ No i. If Yes: acreage(s) on project site? _____ ii. Source(s) of soil rating(s): _____	
c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? ☐ Yes ☐ No If Yes: i. Nature of the natural landmark: ☐ Biological Community ☐ Geological Feature ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____ _____ _____	
d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? ☐ Yes ☐ No If Yes: i. CEA name: _____ ii. Basis for designation: _____ iii. Designating agency and date: _____	

e. 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? ☐ Yes ☐ No If Yes: i. Nature of historic/archaeological resource: ☐ Archaeological Site ☐ Historic Building or District ii. Name: _____ iii. Brief description of attributes on which listing is based: _____
f. 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? ☐ Yes ☐ No
g. Have additional archaeological or historic site(s) or resources been identified on the project site? ☐ Yes ☐ No If Yes: i. Describe possible resource(s): _____ ii. Basis for identification: _____
h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? ☐ Yes ☐ No If Yes: i. Identify resource: _____ ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____ iii. Distance between project and resource: _____ miles.
i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? ☐ Yes ☐ No If Yes: i. Identify the name of the river and its designation: _____ ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666? ☐ Yes ☐ No

F. Additional Information

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name _____ Date _____

Signature _____ Title _____

Full Environmental Assessment Form
Part 2 - Identification of Potential Project Impacts

Agency Use Only [If applicable]

Project :
Date :

Part 2 is to be completed by the lead agency. Part 2 is designed to help the lead agency inventory all potential resources that could be affected by a proposed project or action. We recognize that the lead agency's reviewer(s) will not necessarily be environmental professionals. So, the questions are designed to walk a reviewer through the assessment process by providing a series of questions that can be answered using the information found in Part 1. To further assist the lead agency in completing Part 2, the form identifies the most relevant questions in Part 1 that will provide the information needed to answer the Part 2 question. When Part 2 is completed, the lead agency will have identified the relevant environmental areas that may be impacted by the proposed activity.

If the lead agency is a state agency **and** the action is in any Coastal Area, complete the Coastal Assessment Form before proceeding with this assessment.

Tips for completing Part 2:

- Review all of the information provided in Part 1.
- Review any application, maps, supporting materials and the Full EAF Workbook.
- Answer each of the 18 questions in Part 2.
- If you answer “**Yes**” to a numbered question, please complete all the questions that follow in that section.
- If you answer “**No**” to a numbered question, move on to the next numbered question.
- Check appropriate column to indicate the anticipated size of the impact.
- Proposed projects that would exceed a numeric threshold contained in a question should result in the reviewing agency checking the box “Moderate to large impact may occur.”
- The reviewer is not expected to be an expert in environmental analysis.
- If you are not sure or undecided about the size of an impact, it may help to review the sub-questions for the general question and consult the workbook.
- When answering a question consider all components of the proposed activity, that is, the whole action.
- Consider the possibility for long-term and cumulative impacts as well as direct impacts.
- Answer the question in a reasonable manner considering the scale and context of the project.

1. Impact on Land Proposed action may involve construction on, or physical alteration of, the land surface of the proposed site. (See Part 1. D.1) <i>If “Yes”, answer questions a - j. If “No”, move on to Section 2.</i> ☐ NO ☐ YES			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may involve construction on land where depth to water table is less than 3 feet.	E2d	☐	☐
b. The proposed action may involve construction on slopes of 15% or greater.	E2f	☐	☐
c. The proposed action may involve construction on land where bedrock is exposed, or generally within 5 feet of existing ground surface.	E2a	☐	☐
d. The proposed action may involve the excavation and removal of more than 1,000 tons of natural material.	D2a	☐	☐
e. The proposed action may involve construction that continues for more than one year or in multiple phases.	D1e	☐	☐
f. The proposed action may result in increased erosion, whether from physical disturbance or vegetation removal (including from treatment by herbicides).	D2e, D2q	☐	☐
g. The proposed action is, or may be, located within a Coastal Erosion hazard area.	B1i	☐	☐
h. Other impacts:		☐	☐

2. Impact on Geological Features

The proposed action may result in the modification or destruction of, or inhibit access to, any unique or unusual land forms on the site (e.g., cliffs, dunes, minerals, fossils, caves). (See Part 1. E.2.g)

☐ NO

☐ YES

If "Yes", answer questions a - c. If "No", move on to Section 3.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Identify the specific land form(s) attached:	E2g	☐	☐
b. The proposed action may affect or is adjacent to a geological feature listed as a registered National Natural Landmark. Specific feature:	E3c	☐	☐
c. Other impacts:		☐	☐

3. Impacts on Surface Water

The proposed action may affect one or more wetlands or other surface water bodies (e.g., streams, rivers, ponds or lakes). (See Part 1. D.2, E.2.h)

☐ NO

☐ YES

If "Yes", answer questions a - l. If "No", move on to Section 4.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may create a new water body.	D2b, D1h	☐	☐
b. The proposed action may result in an increase or decrease of over 10% or more than a 10 acre increase or decrease in the surface area of any body of water.	D2b	☐	☐
c. The proposed action may involve dredging more than 100 cubic yards of material from a wetland or water body.	D2a	☐	☐
d. The proposed action may involve construction within or adjoining a freshwater or tidal wetland, or in the bed or banks of any other water body.	E2h	☐	☐
e. The proposed action may create turbidity in a waterbody, either from upland erosion, runoff or by disturbing bottom sediments.	D2a, D2h	☐	☐
f. The proposed action may include construction of one or more intake(s) for withdrawal of water from surface water.	D2c	☐	☐
g. The proposed action may include construction of one or more outfall(s) for discharge of wastewater to surface water(s).	D2d	☐	☐
h. The proposed action may cause soil erosion, or otherwise create a source of stormwater discharge that may lead to siltation or other degradation of receiving water bodies.	D2e	☐	☐
i. The proposed action may affect the water quality of any water bodies within or downstream of the site of the proposed action.	E2h	☐	☐
j. The proposed action may involve the application of pesticides or herbicides in or around any water body.	D2q, E2h	☐	☒
k. The proposed action may require the construction of new, or expansion of existing, wastewater treatment facilities.	D1a, D2d	☐	☐

l. Other impacts:		☐	☐
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4. Impact on groundwater The proposed action may result in new or additional use of ground water, or may have the potential to introduce contaminants to ground water or an aquifer. (See Part 1. D.2.a, D.2.c, D.2.d, D.2.p, D.2.q, D.2.t) <i>If "Yes", answer questions a - h. If "No", move on to Section 5.</i>			
		☐ NO	☐ YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may require new water supply wells, or create additional demand on supplies from existing water supply wells.	D2c	☐	☐
b. Water supply demand from the proposed action may exceed safe and sustainable withdrawal capacity rate of the local supply or aquifer. Cite Source:	D2c	☐	☐
c. The proposed action may allow or result in residential uses in areas without water and sewer services.	D1a, D2c	☐	☐
d. The proposed action may include or require wastewater discharged to groundwater.	D2d, E2l	☐	☐
e. The proposed action may result in the construction of water supply wells in locations where groundwater is, or is suspected to be, contaminated.	D2c, E1f, E1g, E1h	☐	☐
f. The proposed action may require the bulk storage of petroleum or chemical products over ground water or an aquifer.	D2p, E2l	☐	☐
g. The proposed action may involve the commercial application of pesticides within 100 feet of potable drinking water or irrigation sources.	E2h, D2q, E2l, D2c	☐	☐
h. Other impacts:		☐	☐

5. Impact on Flooding The proposed action may result in development on lands subject to flooding. (See Part 1. E.2) <i>If "Yes", answer questions a - g. If "No", move on to Section 6.</i>			
		☐ NO	☐ YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in development in a designated floodway.	E2i	☐	☐
b. The proposed action may result in development within a 100-year or a 500-year floodplain.	E2j, E5a, E5b	☐	☐
c. The proposed action may result in development in an area potentially affected by sea level rise.	E2k, E5c	☐	☐
d. The proposed action may result in, or require, modification of existing drainage patterns.	D2b, D2e	☐	☐
e. The proposed action may change flood water flows that contribute to flooding.	D2b, E2i, E2j, E2k	☐	☐
f. If there is a dam located on the site of the proposed action, is the dam in need of repair, or upgrade?	E1e	☐	☐

g. Other impacts:		☐	☐
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6. Impacts on Air and Climate

The proposed action may include a state regulated air emission source. (See Part 1. D.2.f., D.2.h, D.2.g) or generate greenhouse gas emissions over 10,000 metric tons of carbon dioxide equivalents (See Part 1. D.2.h)

☐ NO

☐ YES

If “Yes”, answer questions a - i. If “No”, move on to Section 7.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. If the proposed action requires federal or state air emission permits, the action may also have the potential to emit one or more regulated air contaminants at or above the following levels: i. More than 100 short tons/year of carbon monoxide (CO) ii. More than 100 short tons/year of oxides of nitrogen (NO _x) outside the NYC Metropolitan Area or Long Island OR 25 short tons/year within the NYC Metropolitan Area or Long Island iii. More than 100 short tons/year of particulate matter (PM-10, PM-2.5) iv. More than 50 short tons/year of volatile organic compounds (VOC) outside the NYC Metropolitan Area or Long Island OR 25 short tons/year within the NYC Metropolitan Area or Long Island v. More than 100 short tons/year of sulfur dioxide (SO ₂)	D2g D2g D2g D2g D2g	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
b. The proposed action has the potential to emit 10 short tons/year or more of any one designated hazardous air pollutant, or 25 short tons/year or more of any combination of such hazardous air pollutants.	D2g	☐	☐
c. The proposed action may include a heat source capable of producing more than 20 million BTUs per hour.	D2f, D2g	☐	☐
d. The proposed action may exceed 50% of any of the thresholds in “a” or “b”, _____ above.	D2g	☐	☐
e. The proposed action may result in the combustion or thermal treatment of solid, hazardous, or hospital/medical/infectious waste.	D2f, D2s	☐	☐
f. The proposed action is subject to the Nonattainment New Source Review or Prevention of Significant Deterioration requirements discussed in 6 NYCRR Part 231.	D2g	☐	☐
g. The proposed action will emit more than 10,000 metric tons of CO ₂ equivalents per year.	D2h	☐	☐
h. A municipality adopted comprehensive or individual plan addressing climate change applies to the proposed action and the proposed action would materially conflict with the achievement of one or more goals of the plan related to climate change.	C2d	☐	☐
i. Other impacts:		☐	☐

7. Impact on Plants and Animals The proposed action may result in a loss of flora or fauna. (See Part 1. E.2. m.-q.) ☐ NO ☐ YES <i>If “Yes”, answer questions a - j. If “No”, move on to Section 8.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may cause reduction in population or loss of individuals of any threatened or endangered species, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2o	☐	☐
b. The proposed action may result in a reduction or degradation of any habitat used by any rare, threatened or endangered species, as listed by New York State or the federal government.	E2o	☐	☐
c. The proposed action may cause reduction in population, or loss of individuals, of any species of special concern or conservation need, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2p	☐	☐
d. The proposed action may result in a reduction or degradation of any habitat used by any species of special concern and conservation need, as listed by New York State or the Federal government.	E2p	☐	☐

e. The proposed action may diminish the capacity of a registered National Natural Landmark to support the biological community it was established to protect.	E3c	☐	☐
f. The proposed action may result in the removal of, or ground disturbance in, any portion of a designated significant natural community. Source:	E2n	☐	☐
g. The proposed action may substantially interfere with nesting/breeding, foraging, or over-wintering habitat for the predominant species that occupy or use the project site.	E2m	☐	☐
h. The proposed action requires the conversion of more than 10 acres of forest, grassland or any other regionally or locally important habitat. Habitat type & information source: _____	E1b	☐	☐
i. Proposed action (commercial, industrial or recreational projects, only) involves use of herbicides or pesticides.	D2q	☐	☐
j. Other impacts:		☐	☐

8. Impact on Agricultural Resources The proposed action may impact agricultural resources. (See Part 1. E.3.a. and b.) ☐ NO ☐ YES <i>If "Yes", answer questions a - h. If "No", move on to Section 9.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may impact soil classified within soil group 1 through 4 of the NYS Land Classification System.	E2c, E3b	☐	☐
b. The proposed action may sever, cross or otherwise limit access to agricultural land (includes cropland, hayfields, pasture, vineyard, orchard, etc).	E1a, E1b	☐	☐
c. The proposed action may result in the excavation or compaction of the soil profile of active agricultural land.	E3b	☐	☐
d. The proposed action may irreversibly convert agricultural land to non-agricultural uses, either more than 2.5 acres if located in an Agricultural District, or more than 10 acres if not within an Agricultural District.	E1b, E3a	☐	☐
e. The proposed action may disrupt or prevent installation of an agricultural land management system.	E1 a, E1b	☐	☐
f. The proposed action may result, directly or indirectly, in increased development potential or pressure on farmland.	C2c, C3, D2c, D2d	☐	☐
g. The proposed project is not consistent with the adopted municipal Farmland Protection Plan.	C2c	☐	☐
h. Other impacts: _____		☐	☐

9. Impact on Aesthetic Resources The land use of the proposed action is obviously different from, or are in sharp contrast to, current land use patterns between the proposed project and a scenic or aesthetic resource. (Part 1. E.1.a, E.1.b, E.3.h.) <i>If "Yes", answer questions a - g. If "No", go to Section 10.</i>			
		☐ NO	☐ YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Proposed action may be visible from any officially designated federal, state, or local scenic or aesthetic resource.	E3h	☐	☐
b. The proposed action may result in the obstruction, elimination or significant screening of one or more officially designated scenic views.	E3h, C2b	☐	☐
c. The proposed action may be visible from publicly accessible vantage points: i. Seasonally (e.g., screened by summer foliage, but visible during other seasons) ii. Year round	E3h	☐ ☐	☐ ☐
d. The situation or activity in which viewers are engaged while viewing the proposed action is: i. Routine travel by residents, including travel to and from work ii. Recreational or tourism-based activities	E3h E2q, E1c	☐ ☐	☐ ☐
e. The proposed action may cause a diminishment of the public enjoyment and appreciation of the designated aesthetic resource.	E3h	☐	☐
f. There are similar projects visible within the following distance of the proposed project: 0-1/2 mile 1/2 -3 mile 3-5 mile 5+ mile	D1a, E1a, D1f, D1g	☐	☐
g. Other impacts:		☐	☐

10. Impact on Historic and Archeological Resources The proposed action may occur in or adjacent to a historic or archaeological resource. (Part 1. E.3.e, f. and g.) <i>If "Yes", answer questions a - e. If "No", go to Section 11.</i>			
		☐ NO	☐ YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may occur wholly or partially within, or substantially contiguous to, any buildings, archaeological site or district which is listed on the National or State Register of Historical 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.	E3e	☐	☐
b. The proposed action may occur wholly or partially within, or substantially contiguous to, an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory.	E3f	☐	☐
c. The proposed action may occur wholly or partially within, or substantially contiguous to, an archaeological site not included on the NY SHPO inventory. Source:	E3g	☐	☐

d. Other impacts:		☐	☐
If any of the above (a-d) are answered "Moderate to large impact may occur", continue with the following questions to help support conclusions in Part 3:			
i. The proposed action may result in the destruction or alteration of all or part of the site or property.	E3e, E3g, E3f	☐	☐
ii. The proposed action may result in the alteration of the property's setting or integrity.	E3e, E3f, E3g, E1a, E1b	☐	☐
iii. The proposed action may result in the introduction of visual elements which are out of character with the site or property, or that may alter its setting.	E3e, E3f, E3g, E3h, C2, C3	☐	☐

11. Impact on Open Space and Recreation The proposed action may result in a loss of recreational opportunities or a reduction of an open space resource as designated in any adopted municipal open space plan. (See Part 1. C.2.c, E.1.c., E.2.q.) If "Yes", answer questions a - e. If "No", go to Section 12.			
		☐ NO	☐ YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in an impairment of natural functions, or "ecosystem services", provided by an undeveloped area, including but not limited to stormwater storage, nutrient cycling, wildlife habitat.	D2e, E1b E2h, E2m, E2o, E2n, E2p	☐	☐
b. The proposed action may result in the loss of a current or future recreational resource.	C2a, E1c, C2c, E2q	☐	☐
c. The proposed action may eliminate open space or recreational resource in an area with few such resources.	C2a, C2c E1c, E2q	☐	☐
d. The proposed action may result in loss of an area now used informally by the community as an open space resource.	C2c, E1c	☐	☐
e. Other impacts:		☐	☐

12. Impact on Critical Environmental Areas The proposed action may be located within or adjacent to a critical environmental area (CEA). (See Part 1. E.3.d) If "Yes", answer questions a - c. If "No", go to Section 13.			
		☐ NO	☐ YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in a reduction in the quantity of the resource or characteristic which was the basis for designation of the CEA.	E3d	☐	☐
b. The proposed action may result in a reduction in the quality of the resource or characteristic which was the basis for designation of the CEA.	E3d	☐	☐
c. Other impacts:		☐	☐

13. Impact on Transportation

The proposed action may result in a change to existing transportation systems.

☐ NO

☐ YES

(See Part 1. D.2.j)

If "Yes", answer questions a - f. If "No", go to Section 14.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Projected traffic increase may exceed capacity of existing road network.	D2j	☐	☐
b. The proposed action may result in the construction of paved parking area for 500 or more vehicles.	D2j	☐	☐
c. The proposed action will degrade existing transit access.	D2j	☐	☐
d. The proposed action will degrade existing pedestrian or bicycle accommodations.	D2j	☐	☐
e. The proposed action may alter the present pattern of movement of people or goods.	D2j	☐	☐
f. Other impacts:		☐	☐

14. Impact on Energy

The proposed action may cause an increase in the use of any form of energy.

☐ NO

☐ YES

(See Part 1. D.2.k)

If "Yes", answer questions a - e. If "No", go to Section 15.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action will require a new, or an upgrade to an existing, substation.	D2k	☐	☐
b. The proposed action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two-family residences or to serve a commercial or industrial use.	D1f, D1q, D2k	☐	☐
c. The proposed action may utilize more than 2,500 MWhrs per year of electricity.	D2k	☐	☐
d. The proposed action may involve heating and/or cooling of more than 100,000 square feet of building area when completed.	D1g	☐	☐
e. Other Impacts:		☐	☐

15. Impact on Noise, Odor, and Light

The proposed action may result in an increase in noise, odors, or outdoor lighting.

☐ NO

☐ YES

(See Part 1. D.2.m., n., and o.)

If "Yes", answer questions a - f. If "No", go to Section 16.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may produce sound above noise levels established by local regulation.	D2m	☐	☐
b. The proposed action may result in blasting within 1,500 feet of any residence, hospital, school, licensed day care center, or nursing home.	D2m, E1d	☐	☐
c. The proposed action may result in routine odors for more than one hour per day.	D2o	☐	☐

d. The proposed action may result in light shining onto adjoining properties.	D2n	☐	☐
e. The proposed action may result in lighting creating sky-glow brighter than existing area conditions.	D2n, E1a	☐	☐
f. Other impacts:		☐	☐

16. Impact on Human Health

The proposed action may have an impact on human health from exposure to new or existing sources of contaminants. (See Part 1.D.2.q., E.1. d. f. g. and h.)
If "Yes", answer questions a - m. If "No", go to Section 17.

☐ NO

☐ YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action is located within 1500 feet of a school, hospital, licensed day care center, group home, nursing home or retirement community.	E1d	☐	☐
b. The site of the proposed action is currently undergoing remediation.	E1g, E1h	☐	☐
c. There is a completed emergency spill remediation, or a completed environmental site remediation on, or adjacent to, the site of the proposed action.	E1g, E1h	☐	☐
d. The site of the action is subject to an institutional control limiting the use of the property (e.g., easement or deed restriction).	E1g, E1h	☐	☐
e. The proposed action may affect institutional control measures that were put in place to ensure that the site remains protective of the environment and human health.	E1g, E1h	☐	☐
f. The proposed action has adequate control measures in place to ensure that future generation, treatment and/or disposal of hazardous wastes will be protective of the environment and human health.	D2t	☐	☐
g. The proposed action involves construction or modification of a solid waste management facility.	D2q, E1f	☐	☐
h. The proposed action may result in the unearthing of solid or hazardous waste.	D2q, E1f	☐	☐
i. The proposed action may result in an increase in the rate of disposal, or processing, of solid waste.	D2r, D2s	☐	☐
j. The proposed action may result in excavation or other disturbance within 2000 feet of a site used for the disposal of solid or hazardous waste.	E1f, E1g E1h	☐	☐
k. The proposed action may result in the migration of explosive gases from a landfill site to adjacent off-site structures.	E1f, E1g	☐	☐
l. The proposed action may result in the release of contaminated leachate from the project site.	D2s, E1f, D2r	☐	☐
m. Other impacts:		☐	☐

17. Consistency with Community Plans The proposed action is not consistent with adopted land use plans. (See Part 1. C.1, C.2. and C.3.) <i>If “Yes”, answer questions a - h. If “No”, go to Section 18.</i>			
		☐ NO	☐ YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action’s land use components may be different from, or in sharp contrast to, current surrounding land use pattern(s).	C2, C3, D1a E1a, E1b	☐	☐
b. The proposed action will cause the permanent population of the city, town or village in which the project is located to grow by more than 5%.	C2	☐	☐
c. The proposed action is inconsistent with local land use plans or zoning regulations.	C2, C2, C3	☐	☐
d. The proposed action is inconsistent with any County plans, or other regional land use plans.	C2, C2	☐	☐
e. The proposed action may cause a change in the density of development that is not supported by existing infrastructure or is distant from existing infrastructure.	C3, D1c, D1d, D1f, D1d, E1b	☐	☐
f. The proposed action is in an area characterized by low density development that will require new or expanded public infrastructure.	C4, D2c, D2d D2j	☐	☐
g. The proposed action may induce secondary development impacts (e.g., residential or commercial development not included in the proposed action)	C2a	☐	☐
h. Other:		☐	☐

18. Consistency with Community Character The proposed project is inconsistent with the existing community character. (See Part 1. C.2, C.3, D.2, E.3) <i>If “Yes”, answer questions a - g. If “No”, proceed to Part 3.</i>			
		☐ NO	☐ YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may replace or eliminate existing facilities, structures, or areas of historic importance to the community.	E3e, E3f, E3g	☐	☐
b. The proposed action may create a demand for additional community services (e.g. schools, police and fire)	C4	☐	☐
c. The proposed action may displace affordable or low-income housing in an area where there is a shortage of such housing.	C2, C3, D1f D1g, E1a	☐	☐
d. The proposed action may interfere with the use or enjoyment of officially recognized or designated public resources.	C2, E3	☐	☐
e. The proposed action is inconsistent with the predominant architectural scale and character.	C2, C3	☐	☐
f. Proposed action is inconsistent with the character of the existing natural landscape.	C2, C3 E1a, E1b E2g, E2h	☐	☐
g. Other impacts:		☐	☐

19. Impact on Disadvantaged Communities

The proposed project may impact a disadvantaged community.
(See Part 1. E.4)

☐ NO

☐ YES

If “Yes”, answer questions a - g. If “No”, proceed to Part 3.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Is the potentially affected disadvantaged community identified as having comparatively higher burdens or vulnerabilities by the Disadvantaged Community Assessment Tool ?	E.4.c	☐	☐
b. The proposed action may create new air emissions or increase existing air emissions within a disadvantaged community.	D.2.f-i, E.4	☐	☐
c. The proposed action may create new wastewater treatment or discharges, or expand existing wastewater treatment or discharges, within a disadvantaged community.	D.2.d	☐	☐
d. The proposed action creates or expands a solid or hazardous waste management facility, or involves the generation of solid or hazardous waste, within or near a disadvantaged community.	D.2.r, D.2.s, D.2.t, E.1.f, E.1.g	☐	☐
e. The proposed action may increase traffic within a disadvantaged community.	D.2.j	☐	☐
f. The proposed action affects or involves one or more of the following facility types: i. landfill; ii. other industrial, manufacturing, or mining land uses; iii. major oil or chemical bulk storage facility; iv. municipal waste combustor; v. power generation facility; vi. risk management plan site; vii. remediation site; or viii. scrap metal processor.	C.3.c, D.1.a, D.1.g, D.2.a, D.2.d, D.2.f, E.1.a, E.1.b, E.1.h, E.1.v, E.4	☐	☐
g. Other impacts:		☐	☐

20. Future Physical Climate Risks

The proposed project may be vulnerable to future physical climate risks or increase the vulnerability of human or ecological communities to future physical climate risks.

☐ NO ☐ YES

(See Part 1. E.5)

If “Yes”, answer questions a - e. If “No”, proceed to Part 3.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action is vulnerable to damage from a projected 100-year flood.	E2j, E5a	☐	☐
b. The proposed action is vulnerable to damage from a 500-year flood.	E2k, E5b	☐	☐
c. The proposed action is in an area potentially affected by sea level rise.	E5c	☐	☐
d. The proposed action may increase the vulnerability of human or ecological communities to the following: i. drought ii. temperature extremes (hot or cold) iii. extreme storms, including high winds iv. landslides v. coastal erosion vi. stormwater flooding vii. other climate or weather hazards? If yes, describe: _____	E5d	☐	☐
e. Other impacts:		☐	☐

Full Environmental Assessment Form
Part 3 - Evaluation of the Magnitude and Importance of Project Impacts
and
Determination of Significance

Part 3 provides the reasons in support of the determination of significance. The lead agency must complete Part 3 for every question in Part 2 where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.

Based on the analysis in Part 3, the lead agency must decide whether to require an environmental impact statement to further assess the proposed action or whether available information is sufficient for the lead agency to conclude the proposed action will not have a significant adverse environmental impact. By completing the certification on the next page, the lead agency can complete its determination of significance.

Reasons Supporting This Determination:

To complete this section:

- Identify the impact based on the Part 2 responses and describe its magnitude. Magnitude considers factors such as severity, size, or extent of an impact.
- Assess the importance of the impact. Importance relates to the geographic scope, duration, probability of the impact occurring, number of people affected by the impact, and any additional environmental consequences if the impact were to occur.
- The assessment should take into consideration any design element or project changes.
- Repeat this process for each Part 2 question where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.
- Provide the reason(s) why the impact may, or will not, result in a significant adverse environmental impact.
- For Conditional Negative Declarations identify the specific condition(s) imposed that will modify the proposed action so that no significant adverse environmental impacts will result.
- Attach additional sheets, as needed.

Determination of Significance - Type 1 and Unlisted Actions

SEQR Status: ☐ Type 1 ☐ Unlisted

Identify portions of EAF completed for this Project: ☐ Part 1 ☐ Part 2 ☐ Part 3

Upon review of the information recorded on this EAF, as noted, plus this additional support information

and considering both the magnitude and importance of each identified potential impact, it is the conclusion of the _____ as lead agency that:

☐ A. This project will result in no significant adverse impacts on the environment, and, therefore, an environmental impact statement need not be prepared. Accordingly, this negative declaration is issued.

☐ B. Although this project could have a significant adverse impact on the environment, that impact will be avoided or substantially mitigated because of the following conditions that will be required by the lead agency:

There will, therefore, be no significant adverse impacts from the project as conditioned, and, therefore, this conditioned negative declaration is issued. A conditioned negative declaration may be used only for UNLISTED actions (see 6 NYCRR 617.7(d)).

☐ C. This Project may result in one or more significant adverse impacts on the environment and an environmental impact statement must be prepared to further assess the impact(s) and possible mitigation and to explore alternatives to avoid or reduce those impacts. Accordingly, this positive declaration is issued.

Name of Action:

Name of Lead Agency:

Name of Responsible Officer in Lead Agency:

Title of Responsible Officer:

Signature of Responsible Officer in Lead Agency:

Date:

Signature of Preparer (if different from Responsible Officer)

Date:

For Further Information:

Contact Person:

Address:

Telephone Number:

E-mail:

For Type 1 Actions and Conditioned Negative Declarations, a copy of this Notice is sent to:

Chief Executive Officer of the political subdivision in which the action will be principally located (e.g., Town / City / Village of)

Other involved agencies (if any)

Applicant (if any)

Environmental Notice Bulletin: <http://www.dec.ny.gov/enb/enb.html>



**RESOLUTION
(R-26-48)**

**RESOLUTION INTRODUCING
A LOCAL LAW AMENDING THE ZONING MAP OF THE CITY OF POUGHKEEPSIE
(9 Austin Court, known by tax grid #6161-67-790286)**

INTRODUCED BY COUNCILMEMBER PATTERSON THOMPSON, BROWN AND JAMES :

BE IT RESOLVED that an introductory Local Law entitled, “**A LOCAL LAW AMENDING THE ZONING MAP OF THE CITY OF POUGHKEEPSIE (9 Austin Court, known by tax grid #6161-67-790286)**” be and hereby is introduced before the Common Council of the City of Poughkeepsie in the County of Dutchess and State of New York; and

BE IT FURTHER RESOLVED that copies of the aforesaid proposed local law are laid upon the desk of each member of the Council; and

BE IT FURTHER RESOLVED that the Council shall hold a public hearing on said proposed local law to receive comment from the public on Tuesday, _____ at _____ pm in the Common Council Chambers, Third Floor, City Hall, 62 Civic Center Plaza, Poughkeepsie, New York;

BE IT FURTHER RESOLVED that the Clerk publish or cause to be published a public notice in the official newspaper of the City of Poughkeepsie of said public hearing at least five (5) days prior thereto.

SECONDED BY COUNCILMEMBER _____ .

A LOCAL LAW AMENDING THE ZONING MAP OF THE CITY OF POUGHKEEPSIE

(9 Austin Court, known by tax grid #6161-67-790286)

(LL-26-)

INTRODUCED BY _____:

WHEREAS, PK Cedar Dev LLC has made application to the City of Poughkeepsie to rezone a certain 1.3-acre vacant parcel of land at 9 Austin Court, known by tax grid #6161-67-790286 from RNA to RC3; and

WHEREAS, the Planning Board served as lead agency for this application pursuant to the State Environmental Quality Review Act (SEQRA) and a negative declaration of environmental significance was adopted on June 23, 2026.

SECTION 1. BE IT ENACTED, by the Common Council of the City of Poughkeepsie, a local law amending the City of Poughkeepsie Zoning Map to change the zoning of the following parcel from Residential Neighborhood A (RNA) to Residential Community (RC3): **9 Austin Ct, known by tax grid #6161-67-790286, comprising approximately 1.3 acres**, subject to the following conditions:

- 1.) the rezoning does not imply any further land use approvals at the site regarding site plan approval and the property owner and/or the Applicant and/or any successor in interest is advised that further application, review and approval by the Planning Board is required; and
- 2.) The property owner and/or the Applicant and/or any successor in interest may not make application for any variances from the zoning code for the subject parcel (9 Austin Court) or any future parcel containing what is now 9 Austin Court. The property owner and/or the Applicant and/or any successor in interest shall prepare a project that complies in all respects with the RC3 zoning.
- 3.) If the property owner and/or the Applicant and/or any successor in interest has not obtained final site plan approval for a multi-family project within 5 years from the date this local law is adopted by the Common Council, the property shall revert to the RNA zoning classification. This 5 year term may not be tolled for any reason.

SECTION 2. This Local Law shall take effect immediately upon filing with the New York State Secretary of State.

SECONDED BY COUNCILMEMBER _____



PLANNING CONSULTANTS, INC.

February 5, 2026

Europa McGovern, Commissioner of Development
City of Poughkeepsie
62 Civic Center Plaza
Poughkeepsie, NY 12601

Da'Ron Wilson, Councilmember at Large
City of Poughkeepsie Common Council
62 Civic Center Plaza
Poughkeepsie, NY 12601

Re: 9 Austin Court
Parcel No. 131300-6161-67-790286
City of Poughkeepsie
Rezoning Application

Dear Commissioner McGovern and Chairman Wilson,

Per the request of the City Development Department, enclosed please find revised materials for the proposed development at 23 Cedar Avenue and 9 Austin Court.

As outlined in the Department's December 26, 2025, correspondence, the revised conceptual plan has been updated to: Clearly identify adjacent streets; Provide an estimated number of dwelling units; and Clarify the intent to merge the two parcels into a single lot of record. In addition, an updated letter of authorization for 9 Austin Court is enclosed.

Please note that the submitted materials remain conceptual in nature. Detailed engineering, architectural plans, and other site plan components will be developed if and when it is determined that rezoning 9 Austin Court from the Residential Neighborhood A (RNA) District to the Residential Community 3 (RC3) District is feasible. As described in our November 24, 2025 cover letter, the rezoning request is intended to align zoning across both parcels to support a unified development concept.

Please advise if any additional information is required at this time.

Sincerely,

A handwritten signature in blue ink, appearing to read "Natalie Quinn", is written over a horizontal line.

Natalie Quinn, Agent for Applicant

From: [Judith Knauss](#)
To: [Natalie Quinn](#)
Cc: [Europa McGovern](#); [Tyler Maegerle](#); [Jozlyn Young](#); [Lori Garcia](#)
Subject: 9 Austin Court
Date: Friday, December 26, 2025 2:57:22 PM

Dear Ms. Quinn:

The Development Department is in receipt of an application to rezone the parcel at 9 Austin Court from RNA to RC3. We have reviewed the materials submitted, and identified the following issues that

1. The "Conceptual Plan" submitted contains very minimal information, references only 23 Cedar Avenue, and does not identify or clearly show the streets involved: a revised plan will be required;
2. No indication as to the number of units proposed is provided: understanding that the project may evolve, an estimated number of units should be provided;
3. It is not entirely clear whether the properties would be combined into a single lot of record, or whether they would be maintained as two separate lots: clarification is required; and,
4. The lot at 9 Austin Court is under different ownership than the lot at 23 Cedar Avenue. The letter of authorization characterizes the owner of both parcels as PK Cedar Dev LLC, whereas 9 Austin Court is owned by Ryan Arket and Alyssa Nicole Arket. It will be necessary to update the authorization.

If the information outlined above is received by Friday, January 2, we anticipate transmitting the application for placement on the January 20 Agenda of the Common Council. Please note that additional information may be required at a later date.

Please feel free to reach out if you have any questions in this regard.

Very truly yours,

Judith Knauss

Deputy Zoning Administrator

(845) 451-4010

jknauss@cityofpoughkeepsie.com

PLEASE NOTE: There has been an ongoing scam involving fraudulent emails from a group impersonating City officials. These emails generally include fake invoices and request payment from land-use board applicants. The City of Poughkeepsie never requests and will not accept application fees via wire transfer, ACH, or credit/debit card over the phone or by email. Fees are accepted by check via mail or cash/check in person at City Hall.



PLANNING CONSULTANTS, INC.

November 24, 2025

Europa McGovern, Commissioner of Development
City of Poughkeepsie
62 Civic Center Plaza
Poughkeepsie, NY 12601

Da’Ron Wilson, Councilmember at Large
City of Poughkeepsie Common Council
62 Civic Center Plaza
Poughkeepsie, NY 12601

Re: 9 Austin Court
Parcel No. 131300-6161-67-790286
City of Poughkeepsie
Rezoning Application

Dear Commissioner McGovern and Chairman Wilson,

On behalf of PK Cedar Dev LLC, we respectfully submit this application requesting that the parcel at 9 Austin Court be rezoned from the Residential Neighborhood A (RNA) District to the Residential Community 3 (RC3) District.

PROJECT DESCRIPTION

The concept plan submitted with this application illustrates an initial development scenario in which two three-story multifamily buildings are located on 23 Cedar Avenue, supported by accessory parking and circulation areas accessed exclusively from Cedar Avenue. A portion of the accessory parking is shown on the adjoining parcel at 9 Austin Court, while the existing single-family home currently remains in this preliminary layout.

If the requested rezoning to RC3 is approved, the applicant anticipates refining the site plan to create a unified residential community across both parcels. This may include removal of the existing single-family home, redistribution of building footprints, and potential incorporation of townhouse-style or multifamily units on parts of 9 Austin Court. These refinements would allow for a less constrained design, improved internal circulation, and a more cohesive arrangement of buildings and open spaces.

Regardless of the final configuration, all primary vehicular access will remain on Cedar Avenue. Given the narrow width and residential character of Austin Court, that street would be reserved only for emergency access, if required by Fire Department standards.

REASON FOR THE REQUESTED REZONING

Rezoning 9 Austin Court to RC3 is appropriate and necessary to allow a residential form and density that match the character and development pattern of the immediate area. Although the parcel is presently mapped RNA, it is physically separated from the broader RNA neighborhood and instead sits within a small “island” of mixed zoning that includes MU3, RC3, and CD districts. This context already supports a range of higher-density residential uses, student housing, neighborhood-scale commercial activity, and several existing multifamily developments along Cedar Avenue. The RNA district, which is intended for lower-density single-family neighborhoods, does not reflect this established land use pattern.



The immediate corridor along Cedar Avenue, including parcels within a block of the site, contains several existing multifamily developments, including three-story apartment buildings, student housing associated with Vassar College, and other multi-unit properties that contribute to a distinctly more intense residential character than the single-family areas deeper within the RNA district. This established pattern demonstrates that higher-density residential is not only compatible but expected along Cedar Avenue.

Multi-Family Residences within 0.5 Miles of the Subject Property	
Address	Use
Brewers Lane (West Campus)	Student Housing
51 Watson Rd (Orchard Lane Apartments)	Student Housing
274 Hooker Ave	Apartments
310 Hooker Ave	Apartments
3400 Clubhouse Ct (Fox Hill Condominiums)	Condominiums
15 Knightsbridge (The Commons at Cedar)	Condominiums
Greenhouse Lane	Townhomes



PLANNING CONSULTANTS, INC.

Within this context, the RC3 District most closely aligns with how the neighborhood already functions. RC3 permits multifamily housing by right, supports a three-story residential scale, and does not allow new commercial uses, ensuring that the end of Austin Court retains a quiet, residential character. RC3 also provides the flexibility needed to design a cohesive residential community across 23 Cedar and 9 Austin, improving site layout, building placement, and circulation patterns in a way the RNA District cannot accommodate.

By contrast, rezoning to MU3 would introduce the potential for new commercial activity at the end of a narrow residential dead-end and would apply RNC-based lot area standards that create unnecessary regulatory hurdles for a purely residential project. MU3 is intended for mixed-use corridors rather than small residential streets like Austin Court. For these reasons, RC3 is the most context-sensitive and neighborhood-appropriate zoning outcome for both the City and the applicant.

ZONING COMPARISON		
ITEM	RNA DISTRICT	RC3 DISTRICT
Lot Area (min.)	6,000 sf	N/A
Lot Width (min.)	50 ft	30 ft
Lot Coverage (max.)	60%*	60%*
Primary Street Setback (min.)	avg. or 25 ft**	avg. or 20 ft**
Primary Street Build-to frontage	-	-
Secondary Street Setback (min.)	10 ft	20 ft
Secondary Street Build-to frontage	-	-
Side Setback (min.)	10 ft	5 ft
Rear Setback (min.)	15 ft	15 ft
Primary Building Height (max.)	2.5 stories / 35 ft	3 stories / 42 ft
Dwelling Units Per Lot	1	5+
*Includes all impervious surfaces		
**Within 2 feet of the average setback of the two lots on each side of the subject lot (4 lots total)		
***Refer to RNC lot area requirements for residential properties (1-2 units = 4,000 SF, 3 units = 5,000 SF, 4 units = 6,000 SF)		



PLANNING CONSULTANTS, INC.

CONSISTENCY WITH THE CITY'S COMPREHENSIVE PLAN

The request directly advances the City's Comprehensive Plan's goals for District E and the broader south-side neighborhoods, which emphasize:

- Expanding access to diverse housing options, including multifamily and middle-density forms.
- Reinforcing strong residential blocks while encouraging reinvestment in areas vulnerable to decline.
- Supporting the vitality of neighborhood-scale commercial corridors, such as Cedar and Hooker Avenues, by introducing nearby residential density that strengthens local businesses and walkability.

The subject parcel lies immediately adjacent to one of these "neighborhood-scale commercial blocks," identified by the Plan as a priority area for placemaking and targeted reinvestment. Allowing multifamily development at this strategic transition point will introduce high-quality new housing, support nearby commercial establishments, and improve pedestrian connections between residential blocks and the Cedar/Hooker commercial node.

The RC3 designation is therefore directly aligned with these policy objectives: it enables a residential density appropriate for this corridor, allows flexibility to design a cohesive site across both lots, and preserves the residential character of Austin Court by ensuring all primary access is directed to Cedar Avenue.

CONCLUSION

Rezoning 9 Austin Court to RC3 represents a modest but strategic zoning correction that reflects the actual development pattern and zoning fabric surrounding the site. The requested district avoids introducing commercial permissions at the end of a residential dead-end street, enables a unified and well-designed residential project across both parcels, and aligns directly with the Comprehensive Plan's goals for housing diversity, neighborhood stabilization, and corridor reinvestment. We respectfully request the opportunity to present this rezoning to the Common Council at its next available meeting.

Enclosed please find the following:

1. Rezoning Application Form
2. Parcel Map (500 ft)
3. Long form EAF pt 1
4. Concept Plan
5. Fee in the amount of \$1,000



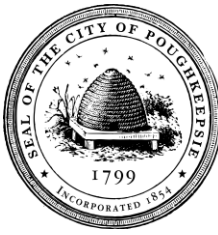
PLANNING CONSULTANTS, INC.

Please advise if you require anything further for your review.

Sincerely,



Natalie Quinn, agent for applicant



**THE CITY OF POUGHKEEPSIE
NEW YORK
PLANNING DEPARTMENT
62 CIVIC CENTER PLAZA, 2ND FLOOR
POUGHKEEPSIE, NY 12601
Phone: (845) 451-4010 Fax: (845) 451-4006**

OFFICE USE ONLY
CODE: _____
ID # _____
FEES: \$1,000,00

APPLICATION FOR REZONING

PROJECT ADDRESS(ES): 9 Austin Ct

GRID #(s): 131300-6161-67-790286

(ADD ADDITIONAL SHEETS IF NECESSARY)

APPLICANT: PK Cedar Dev LLC

Street: 162 Rinaldi Blvd Apt D

Town/Zip: Poughkeepsie, NY 12601

Phone: c/o 845-874-7166

Email: c/o natalie@karcpc.com

Applicant is: X Owner Contract Vendee

If Applicant is a Corporation, LLC, LP, PC, D/B/A or Partnership, provide the name of the principal(s) who will be representing the rezoning application: _____
Ryan Arket

If applicant is a Corporation, LLC, LP, PC, D/B/A or Partnership, provide names of all shareholders, members, partners and/or officers: _____
Ryan Arket

Date that Corporation, LLC, LP, PC D/B/A or Partnership was formed or registered to do business in New York State: August 14, 2024

IF THE APPLICANT IS NOT THE OWNER, DOCUMENTATION AUTHORIZING THE APPLICANT TO PURSUE APPROVALS, SUCH AS AN EXECUTED CONTRACT OF SALE OR OPTION TO PURCHASE, MUST BE SUBMITTED.

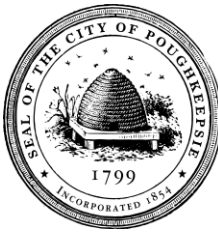
CONSULTANT: Natalie Quinn, KARC Planning Consultants, Inc.

Street: PO Box 924

Town/Zip: Poughkeepsie, NY 12602

Phone: 845-874-7166

Email: natalie@karcpc.com



**THE CITY OF POUGHKEEPSIE
NEW YORK**

**PLANNING DEPARTMENT
62 CIVIC CENTER PLAZA
POUGHKEEPSIE, NY 12601**

Phone: (845) 451-4010 Fax: (845) 451-4006

**APPLICATION FOR REZONING
PROJECT INFORMATION**

ADDRESS: 9 Austin Ct Poughkeepsie, NY 12601

CURRENT ZONING: RNA

PROPOSED ZONING: RC3

DESCRIBE THE PROJECT FOR WHICH THE REZONING IS REQUESTED: _____

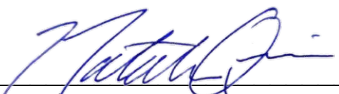
The applicant proposes a multifamily development with accessory parking on the 9 Austin Ct
parcel and the adjoining 23 Cedar Ave.

Will the project require any of the following approvals after rezoning? Please check all that apply:

- ☒ Site Plan from the Planning Board
- ☐ Special Permit from the Planning Board
- ☐ Subdivision (lot line adjustment)
- ☐ Use variance from the Zoning Board of Appeals
- ☒ Area variance(s) from the Zoning Board of Appeals (potential area variances)

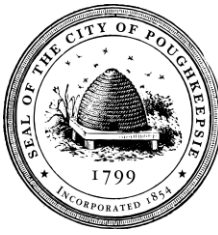
APPLICANT'S CERTIFICATION

By his/her signature, the applicant vows that: 1) He/She has read this application and is familiar with its contents and that the information provided herein is complete and true to the best of the applicant's knowledge; 2) He/She has read, is familiar with, and understands the requirements of the City of Poughkeepsie provision(s) affecting and/or regulating the project for which this application is made; 3) He/She agrees to comply with the requirements of the City of Poughkeepsie affecting and/or regulating the project for which this application is made, including any general or special conditions of permits or approvals granted by any board, agency or department of the City of Poughkeepsie; and, 4) He/She has read this statement and understands its meaning and terms.



Applicant's signature
Natalie Quinn, agent for applicant

11/24/2025
Date



**THE CITY OF POUGHKEEPSIE
NEW YORK**

**PLANNING DEPARTMENT
62 CIVIC CENTER PLAZA
POUGHKEEPSIE, NY 12601**

Phone: (845) 451-4010 Fax: (845) 451-4006

**APPLICATION FOR REZONING
INSTRUCTIONS FOR FILING APPLICATION FOR REZONING**

Complete the attached application (type or print legibly) and return to the Planning Department with the following information/documentation:

- 1) One (1) hard copy of a tax map illustrating the parcel or parcels under review, as well as all parcels within 500 feet, indicating the current zoning of all those properties;
- 2) One (1) hard copy of a site plan indicating the proposed development of the parcel or parcels under review.
- 3) One (1) hard copy of a Part 1 Long Form EAF.
- 4) Application fee (\$1000).
- 5) A CD, flash drive or SD Card with an electronic copy of all applications, forms, documents and maps. The digital copy shall be in a pdf, jpg, tiff or other suitable write-protected image format capable of being opened and view using any standard Windows software.

Once the application and supporting documentation has been received, the Planning Staff will review it for completeness and consistency with City planning objectives, and prepare an analysis for the Common Council, which body is charged with the authority to rezone parcels. At that time, you will be contacted relative to the number of copies required for circulation, and any other forms needed to secure a place on a Council agenda.



PLANNING CONSULTANTS, INC.

October 21, 2025

To whom it may concern:

Please accept this letter as written authorization that KARC Planning Consultants, Inc. is authorized to sign as Agent on behalf of PK Cedar Dev LLC property owner of 23 Cedar Avenue & 9 Austin Court Poughkeepsie, NY 12601, with respect to permits and applications before the City of Poughkeepsie.

Sincerely,

Ryan Arket
PK Cedar Dev LLC

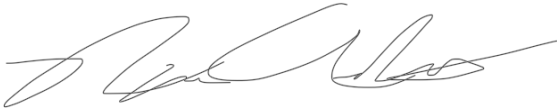
February 5, 2026

To whom it may concern:

Please accept this letter as written authorization from Ryan Arket & Alyssa Arket, owner of 9 Austin Court, permitting PK South Ave LLC, owner of 23 Cedar Avenue, to include the 9 Austin Court parcel (#131300-6161-67-790286) in all applications to the City of Poughkeepsie.

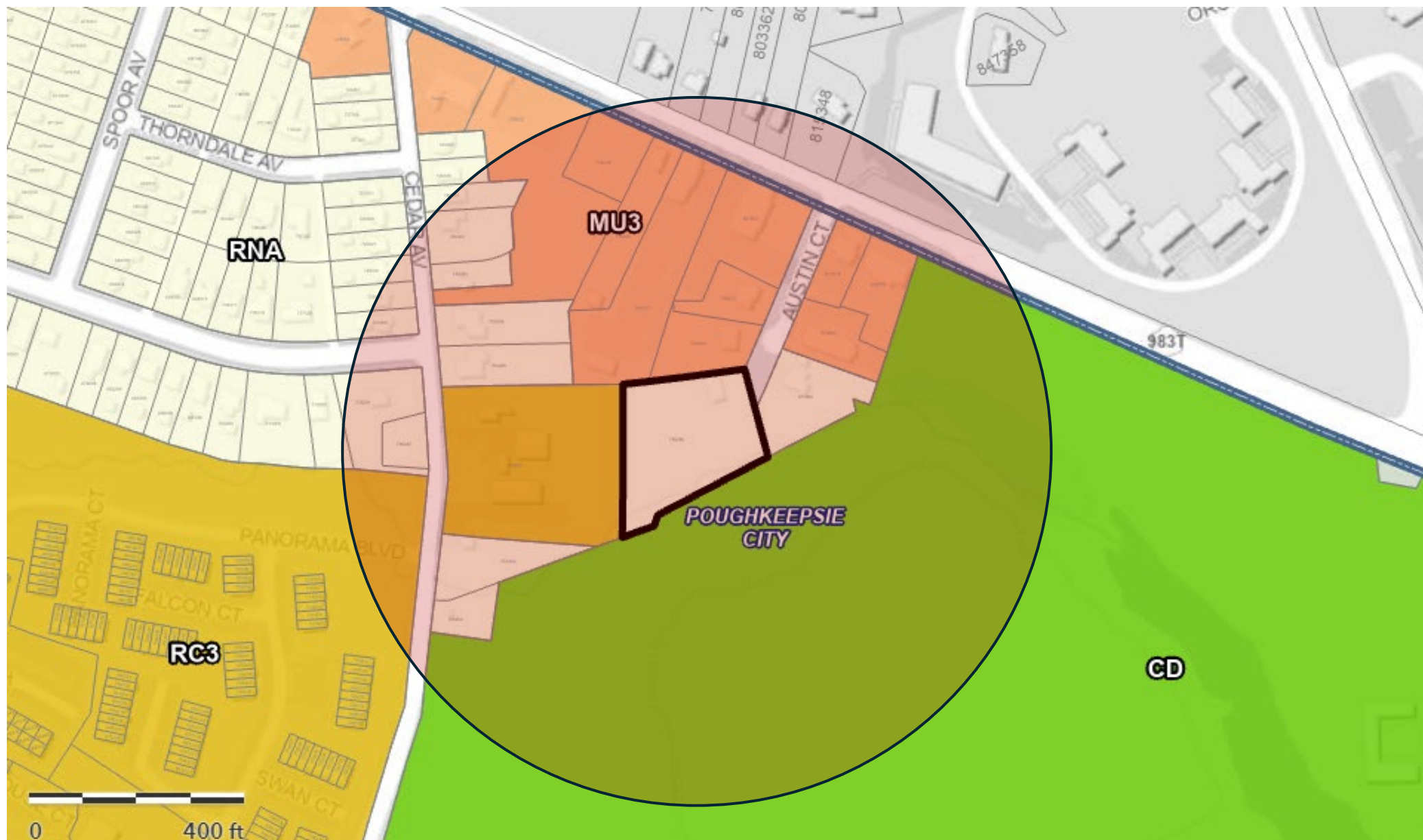
This letter also provides authorization that KARC Planning Consultants, Inc. is permitted to represent all applications to the City of Poughkeepsie that include the 9 Austin Court property.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ryan Arket', is written over a horizontal line.

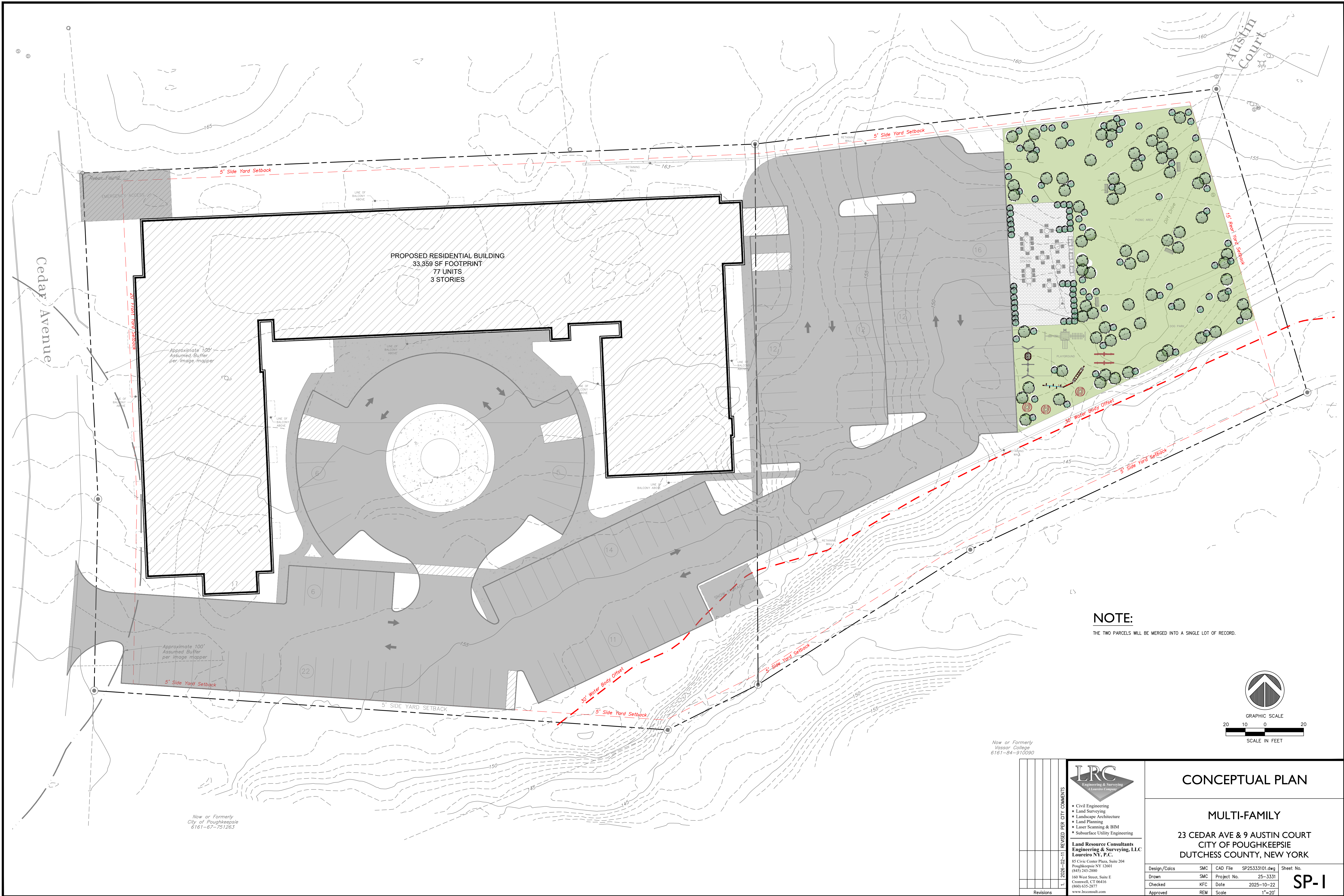
Ryan Arket
Owner of 9 Austin Court

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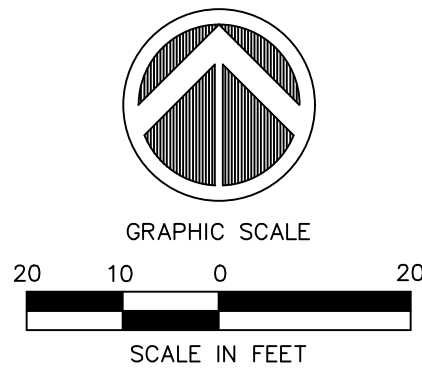


Parcels within 500 ft of 9 Austin Ct with Zoning Designation.

X:\JOBS\Jobs 2025\25-3331 - Aket- PK Cedar Dev., LLC -Rindell Blvd, Poughkeepsie, NY\DWG\SP25333101.dwg 2/5/2026 10:45 AM Surran



NOTE:
THE TWO PARCELS WILL BE MERGED INTO A SINGLE LOT OF RECORD.



Now or Formerly
Vassar College
6161-84-910090

Now or Formerly
City of Poughkeepsie
6161-67-751263

Revisions	
1.	2026-02-11 REVISED PER CITY COMMENTS

LRC
Engineering & Surveying
A Laurenti Company

- Civil Engineering
- Land Surveying
- Landscape Architecture
- Land Planning
- Laser Scanning & BIM
- Subsurface Utility Engineering

Land Resource Consultants
Engineering & Surveying, LLC
Laurenti NY, P.C.
85 Civic Center Plaza, Suite 204
Poughkeepsie NY 12601
(845) 243-2880
160 West Street, Suite E
Cromwell, CT 06416
(860) 635-2877
www.lrcnyc.com

CONCEPTUAL PLAN

MULTI-FAMILY

23 CEDAR AVE & 9 AUSTIN COURT
CITY OF POUGHKEEPSIE
DUTCHESS COUNTY, NEW YORK

Design/Calcs	SMC	CAD File	SP25333101.dwg	Sheet No.
Drawn	SMC	Project No.	25-3331	SP-1
Checked	KFC	Date	2025-10-22	
Approved	REM	Scale	1"=20'	

Full Environmental Assessment Form
Part 1 - Project and Setting

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. 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; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either “Yes” or “No”. If the answer to the initial question is “Yes”, complete the sub-questions that follow. If the answer to the initial question is “No”, proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Applicant/Sponsor Information.

Name of Action or Project:		
Project Location (describe, and attach a general location map):		
Brief Description of Proposed Action (include purpose or need):		
Name of Applicant/Sponsor:		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Project Contact (if not same as sponsor; give name and title/role):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Counsel, Town Board, or Village Board of Trustees ☐ Yes ☐ No		
b. City, Town or Village Planning Board or Commission ☐ Yes ☐ No		
c. City, Town or Village Zoning Board of Appeals ☐ Yes ☐ No		
d. Other local agencies ☐ Yes ☐ No		
e. County agencies ☐ Yes ☐ No		
f. Regional agencies ☐ Yes ☐ No		
g. State agencies ☐ Yes ☐ No		
h. Federal agencies ☐ Yes ☐ No		
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway?		☐ Yes ☐ No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		☐ Yes ☐ No
iii. Is the project site within a Coastal Erosion Hazard Area?		☐ Yes ☐ No

C. Planning and Zoning

C.1. Planning and zoning actions.

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? ☐ Yes ☐ No

- **If Yes**, complete sections C, F and G.
- **If No**, proceed to question C.2 and complete all remaining sections and questions in Part 1

C.2. Adopted land use plans.

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? ☐ Yes ☐ No

If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? ☐ Yes ☐ No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) ☐ Yes ☐ No

If Yes, identify the plan(s):

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? ☐ Yes ☐ No

If Yes, identify the plan(s):

C.3. Zoning

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. ☐ Yes ☐ No
If Yes, what is the zoning classification(s) including any applicable overlay district?

b. Is the use permitted or allowed by a special or conditional use permit? ☐ Yes ☐ No

c. Is a zoning change requested as part of the proposed action? ☐ Yes ☐ No

If Yes,

i. What is the proposed new zoning for the site? _____

C.4. Existing community services.

a. In what school district is the project site located? _____

b. What police or other public protection forces serve the project site?

c. Which fire protection and emergency medical services serve the project site?

d. What parks serve the project site?

D. Project Details

D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)?

b. 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

c. Is the proposed action an expansion of an existing project or use? ☐ Yes ☐ No

i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____

d. Is the proposed action a subdivision, or does it include a subdivision? ☐ Yes ☐ No

If Yes,

i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)

ii. Is a cluster/conservation layout proposed? ☐ Yes ☐ No

iii. Number of lots proposed? _____

iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will the proposed action be constructed in multiple phases? ☐ Yes ☐ No

i. If No, anticipated period of construction: _____ months

ii. If Yes:

- Total number of phases anticipated _____

- Anticipated commencement date of phase 1 (including demolition) _____ month _____ year

- Anticipated completion date of final phase _____ month _____ year

- Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____

f. Does the project include new residential uses? ☐ Yes ☐ No If Yes, show numbers of units proposed.				
	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? ☐ Yes ☐ No If Yes,	
i. Total number of structures _____	
ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length	
iii. Approximate extent of building space to be heated or cooled: _____ square feet	

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? ☐ Yes ☐ No If Yes,	
i. Purpose of the impoundment: _____	
ii. If a water impoundment, the principal source of the water: ☐ Ground water ☐ Surface water streams ☐ Other specify: _____	
iii. If other than water, identify the type of impounded/contained liquids and their source. _____	
iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres	
v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length	
vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____	

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? ☐ Yes ☐ No (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite) If Yes:	
i. What is the purpose of the excavation or dredging? _____	
ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?	
• Volume (specify tons or cubic yards): _____ • Over what duration of time? _____	
iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____ _____	
iv. Will there be onsite dewatering or processing of excavated materials? ☐ Yes ☐ No If yes, describe. _____ _____	
v. What is the total area to be dredged or excavated? _____ acres	
vi. What is the maximum area to be worked at any one time? _____ acres	
vii. What would be the maximum depth of excavation or dredging? _____ feet	
viii. Will the excavation require blasting? ☐ Yes ☐ No	
ix. Summarize site reclamation goals and plan: _____ _____ _____	

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? ☐ Yes ☐ No If Yes:	
i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____ _____	

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will the proposed action cause or result in disturbance to bottom sediments? Yes ☐ No ☐
 If Yes, describe: _____

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation? ☐ Yes ☐ No ☐
 If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? ☐ Yes ☐ No ☐
 If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? ☐ Yes ☐ No ☐
 If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? ☐ Yes ☐ No ☐
- Is the project site in the existing district? ☐ Yes ☐ No ☐
- Is expansion of the district needed? ☐ Yes ☐ No ☐
- Do existing lines serve the project site? ☐ Yes ☐ No ☐

iii. Will line extension within an existing district be necessary to supply the project? ☐ Yes ☐ No ☐
 If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? ☐ Yes ☐ No ☐
 If, Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? ☐ Yes ☐ No ☐
 If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? ☐ Yes ☐ No ☐
 If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? ☐ Yes ☐ No ☐
- Is the project site in the existing district? ☐ Yes ☐ No ☐
- Is expansion of the district needed? ☐ Yes ☐ No ☐

• Do existing sewer lines serve the project site? _____ • Will a line extension within an existing district be necessary to serve the project? _____ If Yes: • Describe extensions or capacity expansions proposed to serve this project: _____ _____ _____	☐ Yes ☐ No ☐ Yes ☐ No	
iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? _____ If Yes: • Applicant/sponsor for new district: _____ • Date application submitted or anticipated: _____ • What is the receiving water for the wastewater discharge? _____	☐ Yes ☐ No	
v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans): _____ _____ _____		
vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____ _____ _____		
e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? _____ If Yes: i. How much impervious surface will the project create in relation to total size of project parcel? _____ Square feet or _____ acres (impervious surface) _____ Square feet or _____ acres (parcel size) ii. Describe types of new point sources. _____ _____ iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)? _____ _____ _____ • If to surface waters, identify receiving water bodies or wetlands: _____ _____ _____ • Will stormwater runoff flow to adjacent properties? _____	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No	
iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? _____		
f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? _____ If Yes, identify: i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles) _____ ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers) _____ iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation) _____ _____	☐ Yes ☐ No	
g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? _____ If Yes: i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) _____ ii. In addition to emissions as calculated in the application, the project will generate: • _____ Tons/year (short tons) of Carbon Dioxide (CO₂) • _____ Tons/year (short tons) of Nitrous Oxide (N₂O) • _____ Tons/year (short tons) of Perfluorocarbons (PFCs) • _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆) • _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydroflourocarbons (HFCs) • _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)		☐ Yes ☐ No ☐ Yes ☐ No

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? ☐ Yes ☐ No If Yes: i. Estimate methane generation in tons/year (metric): _____ ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____			
i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? ☐ Yes ☐ No If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____			
j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? ☐ Yes ☐ No If Yes: i. When is the peak traffic expected (Check all that apply): ☐ Morning ☐ Evening ☐ Weekend ☐ Randomly between hours of _____ to _____. ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____ iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____ iv. Does the proposed action include any shared use parking? Yes ☐ No ☐ v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____ vi. Are public/private transportation service(s) or facilities available within ½ mile of the proposed site? ☐ Yes ☐ No vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? ☐ Yes ☐ No viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? ☐ Yes ☐ No			
k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? ☐ Yes ☐ No If Yes: i. Estimate annual electricity demand during operation of the proposed action: _____ ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____ iii. Will the proposed action require a new, or an upgrade, to an existing substation? ☐ Yes ☐ No			
l. Hours of operation. Answer all items which apply. <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> i. During Construction: • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ </td> <td style="width: 50%; vertical-align: top;"> ii. During Operations: • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ </td> </tr> </table>		i. During Construction: • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____	ii. During Operations: • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____
i. During Construction: • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____	ii. During Operations: • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____		

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? ☐ Yes ☐ No If yes: i. Provide details including sources, time of day and duration: _____ _____	
ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? ☐ Yes ☐ No Describe: _____ _____	
n. Will the proposed action have outdoor lighting? ☐ Yes ☐ No If yes: i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures: _____ _____	
ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? ☐ Yes ☐ No Describe: _____ _____	
o. Does the proposed action have the potential to produce odors for more than one hour per day? ☐ Yes ☐ No If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____ _____ _____	
p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? ☐ Yes ☐ No If Yes: i. Product(s) to be stored _____ ii. Volume(s) _____ per unit time _____ (e.g., month, year) iii. Generally, describe the proposed storage facilities: _____ _____	
q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? ☐ Yes ☐ No If Yes: i. Describe proposed treatment(s): _____ _____ _____	
ii. Will the proposed action use Integrated Pest Management Practices? ☐ Yes ☐ No	
r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? ☐ Yes ☐ No If Yes: i. Describe any solid waste(s) to be generated during construction or operation of the facility: • Construction: _____ tons per _____ (unit of time) • Operation : _____ tons per _____ (unit of time) ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste: • Construction: _____ _____ • Operation: _____ _____ iii. Proposed disposal methods/facilities for solid waste generated on-site: • Construction: _____ _____ • Operation: _____ _____	

s. Does the proposed action include construction or modification of a solid waste management facility? ☐ Yes ☐ No
 If Yes:
 i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____
 ii. Anticipated rate of disposal/processing:
 • _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
 • _____ Tons/hour, if combustion or thermal treatment
 iii. If landfill, anticipated site life: _____ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? ☐ Yes ☐ No
 If Yes:
 i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

 ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

 iii. Specify amount to be handled or generated _____ tons/month
 iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

 v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? ☐ Yes ☐ No
 If Yes: provide name and location of facility: _____

 If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility:

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site			
a. Existing land uses. i. Check all uses that occur on, adjoining and near the project site. ☐ Urban ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Rural (non-farm) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____ ii. If mix of uses, generally describe: _____ _____			
b. Land uses and coverytypes on the project site.			
Land use or Coverytype	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____ _____			

c. Is the project site presently used by members of the community for public recreation? i. If Yes: explain: _____	☐ Yes ☐ No
d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? If Yes, i. Identify Facilities: _____ _____	☐ Yes ☐ No
e. Does the project site contain an existing dam? If Yes: i. Dimensions of the dam and impoundment: • Dam height: _____ feet • Dam length: _____ feet • Surface area: _____ acres • Volume impounded: _____ gallons OR acre-feet ii. Dam's existing hazard classification: _____ iii. Provide date and summarize results of last inspection: _____ _____	☐ Yes ☐ No
f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? If Yes: i. Has the facility been formally closed? • If yes, cite sources/documentation: _____ ii. Describe the location of the project site relative to the boundaries of the solid waste management facility: _____ _____	☐ Yes ☐ No ☐ Yes ☐ No
iii. Describe any development constraints due to the prior solid waste activities: _____ _____	
g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? If Yes: i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred: _____ _____	☐ Yes ☐ No
h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? If Yes: i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: ☐ Yes – Spills Incidents database ☐ Yes – Environmental Site Remediation database ☐ Neither database Provide DEC ID number(s): _____ Provide DEC ID number(s): _____ ii. If site has been subject of RCRA corrective activities, describe control measures: _____ _____	☐ Yes ☐ No ☐ Yes ☐ No
iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? If yes, provide DEC ID number(s): _____ iv. If yes to (i), (ii) or (iii) above, describe current status of site(s): _____ _____	☐ Yes ☐ No

v. Is the project site subject to an institutional control limiting property uses? ☐ Yes ☐ No - If yes, DEC site ID number: _____ - Describe the type of institutional control (e.g., deed restriction or easement): _____ - Describe any use limitations: _____ - Describe any engineering controls: _____ - Will the project affect the institutional or engineering controls in place? ☐ Yes ☐ No - Explain: _____ _____
E.2. Natural Resources On or Near Project Site
a. What is the average depth to bedrock on the project site? _____ feet
b. Are there bedrock outcroppings on the project site? ☐ Yes ☐ No If Yes, what proportion of the site is comprised of bedrock outcroppings? _____ %
c. Predominant soil type(s) present on project site: _____ % _____ % _____ %
d. What is the average depth to the water table on the project site? Average: _____ feet
e. Drainage status of project site soils: ☐ Well Drained: _____ % of site ☐ Moderately Well Drained: _____ % of site ☐ Poorly Drained _____ % of site
f. Approximate proportion of proposed action site with slopes: ☐ 0-10%: _____ % of site ☐ 10-15%: _____ % of site ☐ 15% or greater: _____ % of site
g. Are there any unique geologic features on the project site? ☐ Yes ☐ No If Yes, describe: _____ _____
h. Surface water features. i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? ☐ Yes ☐ No ii. Do any wetlands or other waterbodies adjoin the project site? ☐ Yes ☐ No If Yes to either <i>i</i> or <i>ii</i> , continue. If No, skip to E.2.i. iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? ☐ Yes ☐ No iv. For each identified regulated wetland and waterbody on the project site, provide the following information: - Streams: Name _____ Classification _____ - Lakes or Ponds: Name _____ Classification _____ - Wetlands: Name _____ Approximate Size _____ - Wetland No. (if regulated by DEC) _____
v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? ☐ Yes ☐ No If yes, name of impaired water body/bodies and basis for listing as impaired: _____ _____
i. Is the project site in a designated Floodway? ☐ Yes ☐ No
j. Is the project site in the 100-year Floodplain? ☐ Yes ☐ No
k. Is the project site in the 500-year Floodplain? ☐ Yes ☐ No
l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? ☐ Yes ☐ No If Yes: i. Name of aquifer: _____

m. Identify the predominant wildlife species that occupy or use the project site: _____ _____ _____	
n. Does the project site contain a designated significant natural community? ☐ Yes ☐ No If Yes: i. Describe the habitat/community (composition, function, and basis for designation): _____ ii. Source(s) of description or evaluation: _____ iii. Extent of community/habitat: • Currently: _____ acres • Following completion of project as proposed: _____ acres • Gain or loss (indicate + or -): _____ acres	
o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? ☐ Yes ☐ No If Yes: i. Species and listing (endangered or threatened): _____ _____ _____	
p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? ☐ Yes ☐ No If Yes: i. Species and listing: _____ _____ _____	
q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? ☐ Yes ☐ No If yes, give a brief description of how the proposed action may affect that use: _____ _____	
E.3. Designated Public Resources On or Near Project Site	
a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? ☐ Yes ☐ No If Yes, provide county plus district name/number: _____	
b. Are agricultural lands consisting of highly productive soils present? ☐ Yes ☐ No i. If Yes: acreage(s) on project site? _____ ii. Source(s) of soil rating(s): _____	
c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? ☐ Yes ☐ No If Yes: i. Nature of the natural landmark: ☐ Biological Community ☐ Geological Feature ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____ _____ _____	
d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? ☐ Yes ☐ No If Yes: i. CEA name: _____ ii. Basis for designation: _____ iii. Designating agency and date: _____	

e. 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? ☐ Yes ☐ No If Yes: i. Nature of historic/archaeological resource: ☐ Archaeological Site ☐ Historic Building or District ii. Name: _____ iii. Brief description of attributes on which listing is based: _____
f. 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? ☐ Yes ☐ No
g. Have additional archaeological or historic site(s) or resources been identified on the project site? ☐ Yes ☐ No If Yes: i. Describe possible resource(s): _____ ii. Basis for identification: _____
h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? ☐ Yes ☐ No If Yes: i. Identify resource: _____ ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____ iii. Distance between project and resource: _____ miles.
i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? ☐ Yes ☐ No If Yes: i. Identify the name of the river and its designation: _____ ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666? ☐ Yes ☐ No

F. Additional Information

Attach any additional information which may be needed to clarify your project.

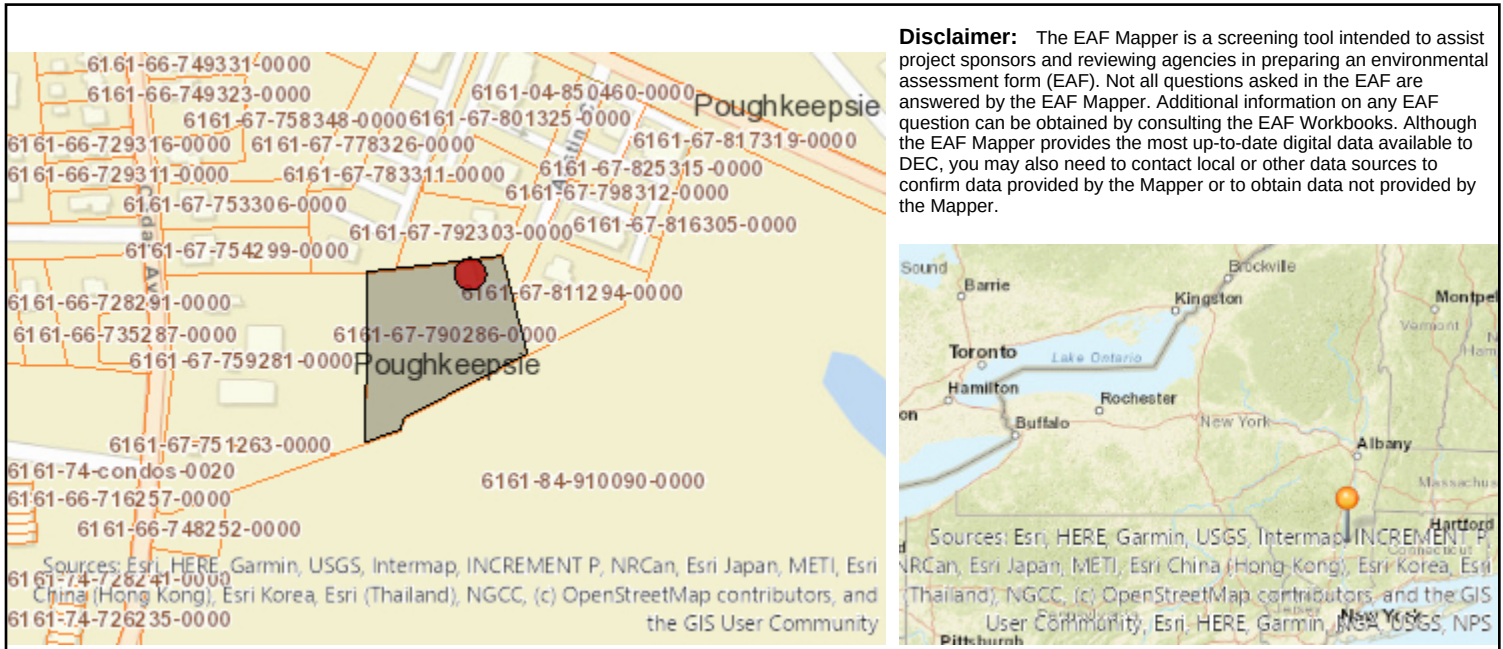
If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name _____ Date _____

Signature  _____ Title _____



B.i.i [Coastal or Waterfront Area]	No
B.i.ii [Local Waterfront Revitalization Area]	No
C.2.b. [Special Planning District]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h [DEC Spills or Remediation Site - Potential Contamination History]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.i [DEC Spills or Remediation Site - Listed]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.i [DEC Spills or Remediation Site - Environmental Site Remediation Database]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.iii [Within 2,000' of DEC Remediation Site]	No
E.2.g [Unique Geologic Features]	No
E.2.h.i [Surface Water Features]	Yes - Digital mapping information on local, New York State, and federal wetlands and waterbodies is known to be incomplete. Refer to the EAF Workbook.
E.2.h.ii [Surface Water Features]	Yes - Digital mapping information on local, New York State, and federal wetlands and waterbodies is known to be incomplete. Refer to the EAF Workbook.
E.2.h.iii [Surface Water Features]	Yes - Digital mapping information on local, New York State, and federal wetlands and waterbodies is known to be incomplete. Refer to the EAF Workbook.
E.2.h.iv [Surface Water Features - Stream Name]	862-387
E.2.h.iv [Surface Water Features - Stream Classification]	C
E.2.h.iv [Surface Water Features - Wetlands Name]	Federal Waters
E.2.h.v [Impaired Water Bodies]	No

E.2.i. [Floodway]	No
E.2.j. [100 Year Floodplain]	Yes
E.2.k. [500 Year Floodplain]	No
E.2.l. [Aquifers]	Yes
E.2.l. [Aquifer Names]	Principal Aquifer
E.2.n. [Natural Communities]	No
E.2.o. [Endangered or Threatened Species]	Yes
E.2.o. [Endangered or Threatened Species - Name]	Indiana Bat
E.2.p. [Rare Plants or Animals]	No
E.3.a. [Agricultural District]	No
E.3.c. [National Natural Landmark]	No
E.3.d [Critical Environmental Area]	No
E.3.e. [National or State Register of Historic Places or State Eligible Sites]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.3.f. [Archeological Sites]	No
E.3.i. [Designated River Corridor]	No



**THE CITY OF POUGHKEEPSIE
NEW YORK
DEVELOPMENT DEPARTMENT
62 CIVIC CENTER PLAZA, 2ND FLOOR
POUGHKEEPSIE, NY 12601
Phone: (845) 451-4263**

Europa McGovern
Commissioner

DATE: March 20th, 2026

TO: City of Poughkeepsie Corporation Counsel and Members of the Common Council

RE: **Austin Court Application for Rezoning**

The Development Department is in receipt of an application for rezoning of the property at 9 Austin Court, a 1.3-acre parcel containing a single-family dwelling, from RNA to RC3. The property is one of four single-family dwellings on Austin Court. While 9 and 6 are zoned RNA, the other two single family properties, 3 and 5, are zoned MU-3, as are the remaining parcels with Austin Court frontage (2 Austin, 375 Hooker Avenue and 383 Hooker Avenue), which are used for professional office buildings. On the west, the subject parcel is bound by 23 Cedar Avenue, currently zoned RC3.

9 Austin Court and 23 Cedar Avenue are both owned by Ryan and Alyssa Arket, 9 Austin in their own names and 23 Cedar through an LLC, PK Cedar Dev LLC. Included with the application is a preliminary plan and constructing a three-story multiple dwelling with 77 units, accessory parking and a tenant recreational space. This plan relies on combining the two parcels and the demolition of all existing buildings. As single family dwellings are the only residential use permitted in RNA Districts, and as Section 19-1.7(1) of the zoning code states that “In all cases where a district boundary divides a lot in one ownership, the provisions of the more restrictive district shall control, regardless of percentages,” the applicant seeks rezoning to a district which would permit the use proposed on the lot as combined. Access to the development is proposed to be from Cedar Avenue.

Please additionally note that the preliminary conceptual plan submitted with the rezoning application would additionally require area variances that would need to be approved by the Zoning Board of Appeals, in addition to the standard site plan approval process required via the Planning Board. This review is not intended to be conclusive, as the plan provided is conceptual and will likely change during the course of the review process. That said, the following deficiencies were noted:

- 1) Sections 19-2.5(2)(d) and (f) require that off-street parking be set-back a minimum of 5 feet beyond the building setback: the first two parking spaces along the south property line are not setback 5 feet beyond the building’s front yard set-back;
- 2) Section 19-2.5(2)(f) requires that parking areas be set-back 10 feet from side property lines: the parking is set-back 5 feet from the north and south property lines;
- 3) Section 19-2.5(2)(h) allows a maximum driveway width of 15 feet: the driveway appears to be 25 feet wide, +/-;
- 4) Sections 19-2.5(3)(e) and (f) prohibit location of accessory uses in the primary and secondary front yards: the property would be a through lot with two front yards, with the accessory recreational space is proposed for the Austin Court front yard;
- 5) Section 19-6.2(4) provides that not more than 12 parking spaces shall be permitted in a continuous row, and not more than 24 spaces shall be permitted in a single parking area without being interrupted by landscaping: there is one continuous row



**THE CITY OF POUGHKEEPSIE
NEW YORK
DEVELOPMENT DEPARTMENT
62 CIVIC CENTER PLAZA, 2ND FLOOR
POUGHKEEPSIE, NY 12601
Phone: (845) 451-4263**

Europa McGovern
Commissioner

with 22 spaces, one with 14 spaces and one with 16 spaces, while there are more than 24 spaces in the entire lot. No landscaping is indicated.

- 6) Section 19-6.5(3) requires that the interior of all parking lots containing 10 or more spaces be landscaped in accordance with the provisions of that section: no landscaping is indicated within the parking lot;

Also, although no elevations were provided, the conceptual site layout indicates the following requirements may not be met:

1. Section 19-2.5(4)(c) requires a street facing entrance: the entrance appears to be from an internal courtyard;
2. Section 19-2.5(4)(d) requires a sidewalk from the entrance to the public sidewalk: no such sidewalk is indicated (although there is no public sidewalk on the east side of Cedar Avenue at this point).

The Development Department stands ready to assist the Common Council in considering this application and can provide any additional information, context, and recommendations as requested.

(LL-26-08)

**A LOCAL LAW TO AMEND CERTAIN SUBSECTIONS WITHIN THE
CITY OF POUGHKEEPSIE CODE SECTION 19-5.47 “SHORT-TERM RENTAL” AND
TO CHANGE THE USE TABLE TO PERMIT SHORT TERM RENTALS IN ALL
ZONING DISTRICTS**

SPONSOR: COUNCILMEMBER PATTERSON THOMPSON, BROWN AND JAMES

WHEREAS, this local law is an unlisted action pursuant to SEQRA; and

WHEREAS, the Common Council adopted a negative declaration of environmental significance on July 14, 2026.

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

~~STRIKETHROUGH INDICATES DELETION~~
BOLD and UNDERLINE INDICATES ADDED LANGUAGE

SECTION 1: Section 19-5.47, subsection (1) “Purpose” is amended as follows:

1. **PURPOSE:** The Common Council of the City of Poughkeepsie finds that unregulated short-term rentals are likely to contribute to and exacerbate the housing crisis facing Poughkeepsie’s residents. Tenants and homeowners are facing increased prices while available housing stock is severely limited, making it extremely difficult for residents to find an apartment to rent or a home to purchase. Non-owner-occupied short-term rentals, commonly known as “vacation rentals” **may** contribute to the severely limited housing stock. These vacation rentals are often owned and operated by absentee investors, **whose** ~~who’s~~ primary interests are in short-term profits rather than the safety and security of our community. In addition to impacting housing availability and affordability, these vacation rentals **can** turn **entire** residential neighborhoods into **short-term** rental communities, harming public safety and **altering** the character of local communities. This law seeks to limit the number of vacation rentals in Poughkeepsie while allowing those who live here and who wish to use their residence for home-sharing to be able to do so through a comprehensive registration and enforcement process, ensuring neighborhoods are protected, homeowners can earn income, and the City can collect revenues. This law also seeks to put the burden of enforcement on the hosting platforms that profit from operating in our community by prohibiting them from facilitating transactions from unregistered listings and requiring them to collect appropriate occupancy taxes payable to the City.

SECTION 2: Section 19-5.47, subsection (2) “Definitions” is amended as follows:

2. **DEFINITIONS:**

The following terms shall have the meanings indicated below for purposes of this Section 19-5.47 only:

- A. Bedroom: any habitable space in a dwelling unit other than a kitchen or living room that is intended for or capable of being used for sleeping, is separated from other rooms by a door, is accessible to a bathroom without crossing another bedroom, and contains at least one egress window.
- B. Booking Transaction: any reservation or payment service provided by a Hosting Platform that facilitates a home-sharing or vacation rental transaction between a prospective visitor and a host.
- C. Dwelling Unit: one or more rooms designed, occupied, or intended exclusively for residency purposes with full cooking, sleeping, and bathroom facilities for the exclusive use of a single household. A dwelling unit includes a single-family residence, and each unit of an apartment, duplex, or multiple dwelling structure designed as a separate habitation for one or more Natural Persons but does not include lodging facilities such as city-approved hotels, as defined in Chapter 19 of the City of Poughkeepsie Code of Ordinances.

An accessory dwelling unit constitutes a separate dwelling unit for the purposes of this Section. **However, for an owner-occupied or host-occupied two-family dwelling where one of the dwellings is the primary residence of the owner or host, the second unit may be utilized as a vacation rental.**

Recreational Vehicles, tents, yurts, mobile homes, or any other structure that does not meet the requirements outlined in this subsection (C) do not constitute a separate dwelling unit.

- D. Eligible Resident: any Natural Person who:
 - 1. is either a resident of a ~~dwelling unit~~ **property** or ~~an the resident-owner of a dwelling unit~~ **property**; and
 - 2. uses that ~~dwelling unit~~ **property** as his or her primary residence.
- E. Exclusive transient use: When no eligible resident of the dwelling unit lives on-site, in the dwelling unit, throughout any visitor's stay.
- F. Home Sharing Rental: renting for a period of 30 consecutive days or less, one or more bedrooms in a dwelling unit that is the primary residence of the host, while the host lives on-site, in the dwelling unit, throughout the visitors' stay. A dwelling unit rented out for home-sharing is referred to as a "home-share."
- G. Host: any Natural Person who is an eligible resident of a ~~dwelling unit~~ **property** offered for use as a Short-Term Rental.
- H. Hosting Platform: a Natural Person, joint venture, joint stock company, partnership, association, club, limited liability company, corporation, business trust or organization of any kind who participates in the home-sharing or vacation rental business by collecting or receiving a fee, directly or indirectly through an agent or intermediary, for conducting a booking transaction using any medium of facilitation.
- I. "Lives On Site:" maintains a physical presence in the dwelling unit, including, but not limited to, sleeping overnight, preparing and eating meals, and engaging in other activities in the dwelling unit, of the type typically maintained by a Natural Person in the dwelling unit in which he or she is an eligible resident.

- J. Natural Person: a human being as distinguished from a “person” created by operation of law (such as a corporation).
- K. Owner: any person or entity who, alone or with others, has legal or equitable title to a **property or** dwelling unit. A person whose interest in a **property or** dwelling unit is solely that of a tenant, subtenant, lessee, or sublessee under an oral or written rental housing agreement shall not be considered an owner.
- L. Primary Residence: the primary location that an eligible resident inhabits for housing as documented by the requirements listed in Section 3 (A) of this Section. A Natural Person can only have one primary residence.
- M. Section: This Section 19-5.47 of the City’s Zoning Code entitled “Short-Term Rental Regulations.”
- N. Short-Term Rental: the renting of a dwelling unit for a period of **30 consecutive days or less** ~~less than a period of 30 consecutive days~~. In the City of Poughkeepsie, there are only two types of permitted short-term rentals: “Home Sharing Rental” or “Vacation Rental” both defined in this subsection.
- O. Vacation Rental: renting for a period of 30 consecutive days or less any dwelling unit **on a property that is the primary residence of the host**, in whole or in part, for exclusive transient use. ~~Rentals of units located within City approved hotels, motels, and bed and breakfasts shall not be considered vacation rentals.~~ **The following are not eligible to receive a permit for vacation rental for any portion of the structure: City-approved hotels motels and bed and breakfasts. Further, in properties containing more than two dwelling units, only the Eligible Resident’s Dwelling Unit is eligible as a vacation rental.**
- P. Visitor: a Natural Person who rents a home-share or vacation rental.

SECTION 3: Section 19-5.47, subsection (4) “Short-Term Rental Permit Conditions” is amended as follows:

- A. Application Requirements. Before any permit under this Section is issued, an application shall be submitted to the Development Department and signed by the Host under penalty of perjury. All applications shall be made on forms provided by the City. The Development Department, at its discretion, may require additional documentation associated with the application as may be necessary to enforce the requirements of this local law. In addition to any other requirements, applicants shall provide the following documentation:
 - 1. Information required for all Short-Term Rental Permits:
 - a. **Proof of Short-Term Rental property as primary residence:**
 - i. A valid New York driver’s license, valid New York State identification card or valid Municipal Identification card; **and**
 - ii. **At least one (1) of the following: documents:**
 - a. **Proof of valid motor vehicle registration;**
 - b. **Proof of voter registration;**

- c. **Federal or state tax returns or other financial documentation;**
 - d. **A utility bill**
 - b. Proof of possession of the Short-Term Rental, either by valid warranty deed, valid lease, or other verification of the applicant's right to possession of the premises. If the applicant does not own the dwelling unit, the applicant must also provide written documentation from the property owner allowing the applicant to conduct a short-term rental on the proposed licensed premises;
 - c. A sketch **plot** plan identifying **the location of** on-site parking **spaces in relation to the building. A survey may be submitted if available;**
 - d. A sketch floor plan identifying bedrooms, living spaces, emergency evacuation routes and locations of smoke detectors, carbon monoxide detectors and fire extinguishers;
 - e. The maximum number of visitors per night, which shall not exceed the maximum permitted in accordance with subsection 3 (A);
 - f. Proof of insurance;
 - g. A list of platforms that will be used to solicit bookings and correlating URL links, if any; and
 - h. Initial Short-Term Rental permit applications require an inspection of the rental by the City of Poughkeepsie Building Department and the City of Poughkeepsie Fire Inspector prior to granting of the initial permit;
 - i. Any other information required by regulations promulgated pursuant to this Section.
2. Information specifically required for Home-Sharing Rental Permit
- ~~a. At least two (2) of the following documents indicating that the short-term rental is the applicant's primary residence:~~
 - ~~i. Proof of valid motor vehicle registration;~~
 - ~~ii. Proof of voter registration;~~
 - ~~iii. Federal or state tax returns or other financial documentation;~~
 - ~~iv. A utility bill;~~
 - ~~v. The New York Driver's license, New York State Identification card or Municipal identification card required in subsection (1)(a) above may also serve as one of the two required forms of proof of primary residence.~~
 - a. The name and contact information for any other eligible residents of the proposed home-share who will be serving as hosts, together with proof that each identified host is an eligible resident of the proposed Home-Sharing Rental.
3. Information specifically required for Vacation Rental Permits:
- a. Renewal vacation rental permit applications require an inspection of the rental by the City of Poughkeepsie Building Department and the City of Poughkeepsie Fire Inspector prior to granting the renewal permit if the rental has not been inspected by the City of Poughkeepsie Building Department and the City of Poughkeepsie Fire Inspector in the previous 23 years.
- B. Certification. In submitting their application, the applicant shall self-certify under penalty of perjury under the laws of the State of New York that:

1. The information provided in the application is correct and the documentation submitted with the application is authentic; and
 2. They will comply with all provisions of this Section and all regulations promulgated pursuant to this Section or be subject to the revocation of their home-sharing permit.
 3. For Home-Sharing Rental Permits only: that the applicant lives on-site and will be present in the home-share throughout each visitor's stay;
- C. Application Fee Application fees shall be as set forth on the prevailing City of Poughkeepsie fee schedule adopted by resolution of the Common Council and as such schedule is modified from time to time by resolution of the Common Council.
- D. Issuance of Permit:
1. Home-Sharing Permit: If the Host satisfies the criteria of subsection (3), the Development Department shall issue a Home-Sharing Permit.
 2. Vacation Rental Permits:
 - a. Application Acceptance Window. The Development Department of the City of Poughkeepsie shall designate a 30-day window each year **starting on April 1st to accept consider applications for vacation rental permits (the "Applicant Acceptance Window") and will issue the permits starting April 1st through May 31st each year.** ~~and applications~~ **Applications** shall **may** only be accepted within this Application Acceptance Window **if the cap on the total number of vacation rental permits issued is not exceeded, in which case applications will continue to be accepted and permits issued for the current permit year. All permits will expire on May 31 of the following year, regardless of date of issuance.** The Development Department shall cause notice of the application acceptance window to be published at minimum once in the official newspaper at least ~~45~~**30** days prior to the opening of the application acceptance window each year.
 - b. Number of Vacation Rental Permits Issued. There shall be a cap on the total number of vacation rental permits issued each year. The cap shall be equal to one-half of one percent (0.5%) of the number of total housing units within the City of Poughkeepsie as determined by the most recent United States Decennial Census or United States Census Bureau's 5-year American Community Survey, whichever is more recent.
 - c. Vacation Rental Permit Lottery. If the City of Poughkeepsie receives more vacation rental applications during the annual vacation rental application window than the total number of vacation rental permits to be issued under this section, the Development Department shall conduct a lottery system of all valid applications to determine which applicants receive a vacation rental permit. The procedures for the lottery will be set forth in the regulations adopted for administration of this Section.
- E. Duty to Amend Application. If there are any material changes to the information submitted on a Short-Term Rental application, the Host shall submit an amended application on a form to be provided by the City and signed by the Host under penalty of perjury within 30 days of any such changes. For the purposes of this Section, any change to the information required to be included in a home-sharing permit application by subsection (4)(A) of this section shall constitute a material change. Failure to submit an amended application may result in revocation of the permit.

- F. Term of Permit. Notwithstanding any provision of this Code to the contrary, any Short-Term Rental permit shall be effective for ~~one year from the date of issuance~~ **until the expiration date as indicated on the permit** and require renewal annually.
- G. Renewal of Permit. A Host may renew his or her Short-Term Rental permit by submitting a completed permit renewal application on a form to be provided by the City and signed by the Host under penalty of perjury.
1. **T**he permit renewal application shall identify any information listed in subsection (4)(A) that has changed within the last year. The Development Department reserves the right to review any additional information required by subsection (4)(A), whether or not the information has changed.
 2. If the Host has received any notice of violation or been adjudicated guilty of any New York State Building and Fire Code requirements or of this section 19-4.23, the application for renewal shall include a copy of the notice of violation and/or guilty finding
 3. Renewal Home-Sharing Permit applications require an inspection of the rental by the City of Poughkeepsie Building Department and the City of Poughkeepsie Fire Inspector prior to granting the renewal permit if the rental has not been inspected by the City of Poughkeepsie Building Department and the City of Poughkeepsie Fire Inspector in the previous 5 years.
 4. Renewal Vacation Rental Permit applications require an inspection of the rental by the City of Poughkeepsie Building Department and the City of Poughkeepsie Fire Inspector prior to granting the renewal permit if the rental has not been inspected by the City of Poughkeepsie Building Department and the City of Poughkeepsie Fire Inspector in the previous 2 years.
 5. Submission of a renewal application for a Vacation Rental Permit does not guarantee the issuance of a renewed permit. All renewal applications are subject to the cap on the number of vacation rental permits issued each year and the vacation rental permit lottery.
- H. No Transfer or Assignment. A Short-Term Rental Permit may not be assigned or transferred to any other person or entity.
- I. Revocation of a permit.
1. The grounds upon which a Short-Term Rental permit can be revoked shall include but shall not be limited to:
 - a. The permit was issued in error, or issued in whole or in part as a result of a false, untrue, or misleading statement on the permit application or other document submitted for filing, including but not limited to the schematic or certification;
 - b. If a Home-Sharing permit has been issued and the eligible resident fails to continue to occupy the premises as his, her or their primary residence;
 - c. Use of the property as a Short-Term rental creates a hazard or public nuisance, threat to public safety or other condition which negatively impacts the use and/or enjoyment of surrounding properties, or threatens the peace and good order, or quality of life in the surrounding community;
 - d. Failure to comply with or violating the conditions of the permit or any requirement in Subsection (3);

2. Any permit issued pursuant to this section may be revoked or suspended by the Zoning Administrator or his/her designated agent, after written notice to the permit holder. Written notice shall be served by registered or certified mail, return receipt requested, and by regular mail, to the applicant at the address shown on the application. The notice shall describe the reasons why the City is revoking the permit.

J. Appeals.

1. Upon the denial, suspension or revocation of a permit, the applicant may, within 15 business days from the date of the written notice, file a request for a hearing before the Zoning Board of Appeals. Such request shall be filed with the Zoning Board of Appeals' Secretary. Notice of the date, place and time of the hearing shall be given in writing by mail to the applicant at the address shown on the application. In the event that demand for a hearing is not made within the prescribed time or in the event that the applicant does not timely appear for the hearing, the Building Inspector's decision shall be final and conclusive.
2. The hearing shall commence no later than 30 days after the date on which the request was filed **unless such time period is extended based upon the mutual consent of the applicant and the City.**
3. The applicant shall be given an opportunity to present evidence why such denial of application, or such suspension or revocation of the permit, shall be modified or withdrawn. The Zoning Administrator or his/her designated agent may also present evidence. Upon consideration of the evidence presented, the Zoning Board of Appeals shall sustain, modify or reverse the decision of the Building Inspector or his or her designated agent.
4. In the event the applicant is not satisfied with the decision of the Zoning Board of Appeals, such aggrieved party may file an Article 78 proceeding under the New York Civil Practice Law and Rules. The Article 78 proceeding must be filed within 30 days of the filing of the Zoning Board of Appeals' decision with the City Clerk of the City of Poughkeepsie and service of the same upon the applicant.

SECTION 4: Section 19-5.5 "Principal Use Table" is updated as attached at Exhibit A.

SECTION 5: This Local Law shall take effect immediately upon filing with the New York State Secretary of State.

SECONDED BY COUNCILMEMBER _____:

Article 5

Section
19-5.5Principal use
table

Principal use table.

	Residential Districts						Mixed Use Districts					Special Districts				
USES	RN-A	RN-B	RN-C	RN-D	RC-3	RC-5	MU-3	MU-5	PID-A	PID-B	I-M	WG	W	WTOD	C-D	Supplemental Regulations
RESIDENTIAL USES																
1 Unit	P	P	P	P	P	P	-	-	-	-	-	P	P	-	P	
2 Units	-	P	P	P	P	P	P	P	-	-	-	P	P	-	P	
3 Unit	-	-	P	P	P	P	P	P	-	-	-	P	SP	P	P	
4 Unit	-	-	P	P	P	P	P	P	P	P	-	P	SP	P	P	
5+ Unit	-	-	-	P	P	P	P	P	P	P	-	P	SP	P	P	
Accessory Apartments	-	P	-	-	-	-	-	-	-	-	-	P	-	-	-	19-5.7
Cluster Development	SP	SP	SP	SP	SP	SP	-	-	-	-	-	-	-	-	SP	19-5.10
Live-Work Housing	-	-	-	-	-	-	SP	SP	SP	SP	SP	SP	-	SP	-	19-5.28
Manufactured Home Park	-	-	-	-	SP	-	-	-	-	-	-	-	-	-	-	19-5.44
Professional Office in a Residence	SP	SP	SP	SP	SP	SP	-	-	-	-	-	-	-	-	SP	
Rooming and Boarding Home	-	-	-	-	SP	SP	-	-	-	-	-	-	-	-	-	19-5.45
Short-term Rental	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	19-5.47
Student Residence	-	-	P	P	P	P	P	P	P	P	-	-	-	-	P	19-5.48
Townhome	-	-	P	P	P	P	P	-	-	-	-	-	SP	P	P	
PUBLIC OR QUASI-PUBLIC USES																
Cemetery	-	-	SP	-	-	-	-	-	-	-	SP	-	-	-	-	
Cultural Center or Facility	-	-	-	-	-	-	P	P	P	P	P	P	-	P	P	
Golf, Tennis or Swimming Club	SP	SP	SP	SP	SP	SP	-	-	-	-	-	SP	-	-	SP	19-5.20
Park or Recreation Facility	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Parking Structure	-	-	-	-	-	-	-	-	SP	SP	-	SP	-	SP	-	19-5.38

**ORDINANCE AMENDING §13-126(C)(2)
OF CHAPTER 13 OF THE CITY OF POUGHKEEPSIE
CODE OF ORDINANCES ENTITLED “MOTOR VEHICLES
AND TRAFFIC”**

(O-26-06)

INTRODUCED BY COUNCILMEMBER HENRY :

BE IT ORDAINED, by the Common Council of the City of Poughkeepsie, as follows:

SECTION 1: §13-126(C)(2) is hereby amended by the following modification:

Section 13-126(C)(2).

DISTRICT 2: MOUNT CARMEL DISTRICT

Street	Side	Description	Parking Regulations	Time Regulations
<u>Vernon Terrace</u>	<u>Both</u>	<u>Beginning at its easterly intersection with Bain Avenue (between 10 Vernon Terrace and the rear of 134 Washington Street) to the cul-de-sac that ends adjacent to Pulaski Park</u>	<u>Permit parking</u>	<u>6:00 pm to 9:00 AM</u>

SECTION 2: This Ordinance shall take effect immediately.

SECONDED BY COUNCILMEMBER _____:

ADDITIONS denoted by **Underlining and Bold**

**ORDINANCE AMENDING §13-191.2
OF CHAPTER 13 OF THE CITY OF POUGHKEEPSIE
CODE OF ORDINANCES ENTITLED “MOTOR VEHICLES
AND TRAFFIC”**

(O-26-08)

INTRODUCED BY COUNCILMEMBER HENRY:

BE IT ORDAINED, by the Common Council of the City of Poughkeepsie, as follows:

SECTION 1: §13-191.2 is hereby amended by the following modification:

Section 13-191.2. **Two-hour parking, 9:00 a.m. to 6:00 p.m.**

When appropriate signs giving notice thereof are erected, parking on the following streets or parts of streets shall be limited to two hours between the hours of 9:00 a.m. and 6:00 p.m.:

Vernon Terrace beginning at its easterly intersection with Bain Avenue (between 10 Vernon Terrace and the rear of 134 Washington Street) to the cul-de-sac that ends adjacent to Pulaski Park.

SECTION 2: This Ordinance shall take effect immediately.

SECONDED BY COUNCILMEMBER _____:

ADDITIONS denoted by **Underlining and Bold**