

CITY OF OGDENSBURG, NEW YORK

CITY HALL • 330 FORD STREET • OGDENSBURG, NY 13669 • (315) 393-6100



Office of the City Manager

MEMORANDUM

MEMO TO: City Council
FROM: Sarah Purdy, City Manager
DATE: August 11, 2016
SUBJECT: Update 16/30

DEPARTMENT OF PUBLIC WORKS UPDATES –

Waste Water Treatment Plant (WWTP) Update

- One of the two primary sludge settling tanks is still under repair. All maintenance and repairs will be completed and the unit will be brought back on-line.
- The larger of our two digesters is being taken down. We are pressing sludge directly from this digester. Our secondary digester is almost empty in case we need additional capacity. We will thoroughly clean and evaluate the digester when empty.
- We started taking down one of the two aeration lagoons last Monday. We uncovered significant issues when the lagoon was emptied. We are cleaning and evaluating on how best to move forward with the repairs. DANC will be providing pictures in their July or August report. I want to stress that the plant is operating properly even with these items being taken off-line.
- We are working closely with DANC to determine our staffing needs. With the uncertainty of knowing the future rating of our plant, we are trying to formulate how best to move forward. We are trying to address the information voids that have been created in the past by cross training our entire staff.
- We have postponed any hiring for a 4A until we better know how we should proceed.
- With Council's approval at Monday's meeting, GHD will be starting the preliminary engineering report immediately.
- We are taking a serious look at the sewer budget so that we can position ourselves properly at the WWTP and so that we can evaluate our collection system.

Water Filtration Plant Update

- Intake Pump Update – Drive # 2 is scheduled to be completed on August 11th. When complete, both intake pumps will be back up and functioning. We will be resuming cleaning of the filters on August 15th, 17th, 19th, and 22nd. We will then perform cleaning every other week.

Equipment

- Sweeper parts are on back order for coolant system.
- Truck # 332 – 1991 International – Red Tagged for broken main frame. Truck is not legal to operate under any conditions. We will keep it for a while to use for parts before we salvage it.

Road Cuts

- Local hot mix is limited with Hanson supporting airport project, but we continue to move forward when asphalt is available.

Paving / Milling / Streets

- Our second round of paving will include 5 blocks of traditional paving and 9 blocks of micro surfacing (similar to slurry). We are doing half of Elizabeth St in micro surfacing and half traditional so that we can see how the two applications compare head to head. We are completing 37 blocks this year which is an indication of the forward thinking and dedication of our City staff.
- Micro Surfacing was started today with the first application. The process will be completed tomorrow if the weather holds. Second round of milling was completed Monday.
- We are trying to identify and address sign issues. Replacing worn and missing signs.

Sidewalks

- Unit 7 continues to work every day on sidewalk projects.
- The concrete work list will be resumed once Chips and complaints are completed.

Unit "6"

- Has been digging every day.
- Working on manhole and drop repairs.
- Performing water and sewer services as they arise.

Brush Pickup

- Second Ward was successfully completed on Tuesday.

Paterson St

- Punch List work is moving forward slowly.
- NYS DOT drainage near Burger King is in final design. Sheehan is wrapping up the survey work.

Solar Array

- The electrical work resumed last week. Panels are being interconnected.
- Partial energization is scheduled for no later than September 30th, with full energization taking place by November 30th.
- We are starting some site preparation for a possible second phase of solar.
- We continue to move forward with the Tri-County Energy Consortium. The consortium is in the process of looking at wind power as well as solar, which could get us to our goal of 100% green energy sooner than originally projected.

Storm Drops / Cleaning Sewer Mains

- Crew is working on cleaning drops.

Mowing / Trimming

- Summer help will be leaving starting next week with all help gone by the 26th. Trying to hit sites one last time before they depart.

MISC.

- EAB – no new information.
- DPW Roof project was completed yesterday. Tisdell will review final inspection and approve payment.
- Summer help started the painting of hydrants to identify flow rates.

PARKS AND RECREATION UPDATES - Please find attached two memos from Matt Curatolo regarding the Summer Youth Camps and the Elsa Luksich Pool.

PLANNING UPDATES – Please find attached a memo from Andrea Smith with several updates from the Planning Department.

City of Ogdensburg
Parks & Recreation Department
Director: Matthew J. Curatolo
100 Riverside Ave.
Ogdensburg, N.Y., 13669



MEMORANDUM

TO: Sarah Purdy, City Manager
FROM: Director
CC: Coralee Barrett,
DATE: 8/8/2016
SUBJECT: 2016 Summer Camp breakdown

The department's annual summer sports programs have come to an end. Below is a comprehensive breakdown of each camp. The department is currently reviewing each camp for the 2017 budget. One camp that will not be brought back for 2017 is the softball camp due to poor numbers for the second straight year. We will combine softball with our baseball camp in the future.

| CAMP | RENT | COACHING SALARY | # PARTICIPANTS | TOTAL \$ | +/- |
|--------------------|--------------|------------------------|-----------------------|-----------------|--------------|
| Baseball | \$0 | \$540 | 25 | \$625 | \$85 |
| Soccer Session 1 | \$0 | \$780 | 31 | \$775 | (\$5) |
| Soccer Session 2 | \$0 | \$780 | 28 | \$700 | (\$80) |
| Track | \$0 | \$300 | 20 | \$500 | \$200 |
| Football | \$0 | \$360 | 16 | \$400 | \$40 |
| Lacrosse | \$0 | \$480 | 25 | \$625 | \$145 |
| Cheering Session 1 | \$0 | \$660 | 21 | \$525 | (\$135) |
| Cheering Session 2 | \$0 | \$660 | 12 | \$300 | (\$360) |
| Gymnastics | \$495 | \$660 | 47 | \$1,175 | \$20 |
| Softball | \$0 | \$480 | 5 | \$125 | (\$355) |
| Basketball | \$330 | \$600 | 57 | \$1,425 | \$495 |
| Wrestling | \$0 | \$0 | 30 | \$750 | \$750 |
| Hockey | \$0 | \$660 | 22 | \$550 | (\$110) |
| TOTALS: | \$825 | \$6,960 | 339 | \$8,475 | \$690 |

City of Ogdensburg
Parks & Recreation Department
Director: Matthew J. Curatolo
100 Riverside Ave.
Ogdensburg, N.Y., 13669



MEMORANDUM

TO: Sarah Purdy, City Manager
FROM: Director
CC: Coralee Barrett,
DATE: 8/9/2016
SUBJECT: Pool Closing Date

The Elsa Luksich Municipal Pool will be closing on August 20, 2016 at noon.

New York State Department of Health requires a head lifeguard to be working when the pool is open to the public. All of the head lifeguards currently working at the pool are leaving for college, so there will be no qualified supervision of the pool after this date.

A complete breakdown on pool activities and attendance will be provided in early September.

MEMORANDUM

TO: Sarah Purdy, City Manager
FROM: Andrea Smith, DPD Director
DATE: August 10, 2016
SUBJECT: Planning Department Update

Following the August 8, 2016 City Council Meeting below is an update from the Planning Department:

Community Development Block Grant – The City has completed Phases I and II of the New York Avenue CDBG Program. This includes the completion of 7 total units, 3 units in Phase I and 4 units in Phase II. The funding remaining in the program is \$224,831.84.

Currently with the 5 projects proposed under Phase III, we will be on track to meet our goal of assisting 12 owner-occupied, and otherwise program eligible units in the New York Ave target area. The updated projected timeline for completing this project is as follows:

| | |
|-------------------|---------------------------|
| August 4, 2016 | Pre Bid Walk-Through |
| August 18, 2016 | Bid Openings at City Hall |
| August 31, 2016 | Contract Signing |
| September 6, 2016 | Notice to Proceed |
| November 30, 2016 | Last 5 projects completed |

Once we have the bids back for the Phase III projects we will have a more accurate idea of what funds *may* remain. At that time we will reevaluate any unfunded eligible applications.

Zombie Properties – The Planning Department in consultation with the Code Office is preparing a grant application for funding through the Local Initiatives Support Corporation “Zombie” and Vacant Properties Remediation and Prevention Initiative.

At this time City staff have identified 551 properties that are vacant and abandoned that *could* be classified as “zombie” properties in accordance with grant guidelines. Funding through this application will be used to help the City further analyze these properties to determine which properties have been abandoned, as well as those that are at risk of abandonment. It is our desire to develop a database that will enable the City to inventory these properties to assist our Code Enforcement with compliance with the New York State Abandoned Property Neighborhood Relief Act of 2016 (the “Zombie Law”), and also connect at risk homeowners with resources that can assist them in foreclosure prevention. This two prong approach will support the City’s efforts to address and combat issues related to housing vacancy and blight, while also connecting

homeowners to programs and resources that can provide information and assistance with tax delinquency and mortgage assistance.

Specifically, the City intends to apply for \$150,000 to conduct the following:

1. Develop a plan to connect homeowners at risk of foreclosure to services such as the NY Attorney General's Homeowner Protection Program (HOPP) and Mortgage Assistance Program (MAP) as well as other foreclosure prevention programs which are available in the region.
2. Create a local "zombie" and/or vacant properties database and/or map that will be integrated with the City's current GIS system, to be used to coordinate with state agencies including DFS and the OAG to ensure compliance with New York State's new "zombie" property registry.
3. Increase capacity within the Code Enforcement Department, and Housing Office to assist with enforcement issues related to vacant and/or blighted properties.

In addition, we will look at the feasibility of developing a local policy to address housing vacancy and blight.

315 Gates Street – The City Council will hold a public hearing on the request for an adaptive reuse district permit for 315 Gates Street on September 12, 2016 at 7 PM. The Zoning Board of Appeals held their required public hearing on Tuesday, August 9, 2016 for which the unapproved minutes are attached hereto.

Prior to the City Council meeting on September 12th, a formal report from the ZBA will be issued with their recommendation for approval with conditions. Following the public hearing on September 12th the City Council will be able to take final action should they chose to do so, the Council will have up to 62 days to complete their review and make a determination.

CITY OF OGDENSBURG
ZONING BOARD OF APPEALS

UNAPPROVED MINUTES FOR
AUGUST 9, 2016

| | |
|-------------------------|---|
| Members Present: | William Flynn, Chair, Patricia Redden Sargent, Malcolm Casselman, Scott Thomas, Bonnie Franz, Jamie Amo, and Chris Lalone |
| Members Absent: | Steve Schlieter |
| Staff Present: | Andrea Smith, Director Planning & Development, Gregg Mallette, Code |
| Others Present: | Mari Cecil, BCA Architects & Engineers; Fr. Morgan, and Fr. O'Brien Applicant |
| Press: | None |

THIS MEETING WAS DIGITALLY RECORDED. ALL RECORDS ARE KEPT ACCORDING TO NYS STATUES BY THE CITY CLERK.

4:32 PM Mr. Flynn called the **Special Meeting** of the ZBA to order. All members present introduced themselves along with Ms. Smith and Mr. Mallette. Mr. Flynn provided an overview of the meeting stating that this would differ from the standard variance review process. He asked Ms. Smith to provide an overview of the process for reviewing the Adaptive Reuse Permit Application. Ms. Smith stated that this is among the properties rezoned in July 2015 being less than 2-acres. The property was formerly MDR and is now Adaptive Reuse District (ARD). She read "The following regulations shall apply to all land within the Adaptive Reuse District. No building, structure, premises or part thereof shall be constructed, erected, converted, enlarged, extended, reconstructed or relocated except in conformity with these regulations and for uses permitted by this article and until the proposed Adaptive Reuse Permit has been filed with and approved on behalf of the City Council; and Zoning Board of Appeals ("ZBA") as hereinafter provided."

The purpose of the district is: (§221-23) is to "(i) recognize the public, quasi-public, and institutional nature of particular parcels of land and provide standards and guidelines for their continued use and future adaptive reuse; (ii) to ensure that the developments within the district will be compatible with surrounding zoning districts and uses; and (iii) promote development, community compatibility and economic development by allowing the adaptive reuse of existing buildings and/or land uses, which may have become obsolete, after public review. Adaptive Reuse permits a wider range of land uses to be available to existing buildings and uses for the purpose of extending their useful life."

She proceeded to read aloud the requirements of an ARD permit:

ADAPTIVE REUSE DISTRICT SITE AND DEVELOPMENT REQUIREMENTS:

1. Be so designed as to create improved land use and development over the existing land use and development and in conformity with the Comprehensive Plan (LWRP) of the City of Ogdensburg, New York, including the applicable Brownfield Opportunity Area plan;
2. Promote economic development, create and maintain compatible land uses within the Adaptive Reuse District and with the surrounding area, promote land use and development having a functional and aesthetic value which is compatible with neighborhood and/or

- 1 community character;
- 2 3. Provide sufficient and adequate access, parking and loading areas as prescribed by Off-street
- 3 parking, §221-51;
- 4 4. Provide traffic control and street plan integration with existing and planned public streets and
- 5 interior access roads;
- 6 5. Provide adequately for drainage and public utilities; and
- 7 6. Allocate adequate sites for all uses proposed - the design, character, grade, location and
- 8 orientation thereof to be appropriate for the uses proposed, logically related to existing and
- 9 proposed topographical and other conditions, and consistent with the Comprehensive Plan
- 10 (LWRP).
- 11 7. Provide sidewalks along public streets, and other full control of access frontages including,
- 12 but not limited to, recreational trails as determined by the ZBA. Sidewalks shall consist of
- 13 the walkway and any curb ramps or blended transitions. If required to be installed, the ZBA
- 14 shall be guided by the provisions of Chapter 189, Streets and Sidewalks and all relevant ADA
- 15 accessibility requirements.
- 16 8. Other factors to be considered.
 - 17 a. *Personal problems. If the hardship complained of is due to personal problems, as*
 - 18 *opposed to use of the land or buildings, then the Permit must be denied. All land use*
 - 19 *within the Adaptive Reuse District shall be limited to the use or uses existing on the*
 - 20 *effective date of Article VII or approved by the application for an Adaptive Reuse*
 - 21 *Permit.*
 - 22

23 Ms. Smith noted that the Planning Board has conducted their initial overview, and the City Council
24 has called for a public hearing to be held on September 12th at 7 PM. Lastly, she stated that tonight
25 the ZBA is charged with conducting a thorough analysis of the Application, the applicant's request,
26 and its impact on the neighborhood in accordance with the ordinance to make a recommendation to
27 the City Council. Ms. Smith noted that the City Council will ultimately make the decision to
28 approve, disapprove or approve with conditions the requested permit. If approval is made, the
29 applicant will proceed with standard site plan review with the Planning Board.

30
31 Mr. Flynn added that as this is a special meeting, the board would only be discussing the items on the
32 agenda and all other comments/discussion must be reserved for the regular August meeting,
33 8/23/2016.

34 35 1. Correspondence –

- 36 a. **Ex Parte Communication** – Mr. Flynn asked the board if there was any ex-parte
37 communication to be disclosed. There was none.

38 39 2. Adaptive Reuse Permit Application Requests –

- 40 a. 315 Gates Street: Mr. Flynn asked the Applicant to provide a verbal overview of
41 the request. Ms. Mari Cecil of BCA spoke on behalf of the Notre Dame Church.
42 Ms. Cecil stated that the Church does not intent to make any site improvements,
43 additions, or changes to the exterior of the former school, adding that much of the
44 noted development requirements may not apply. Ms. Smith responded adding
45 that the ARD is specifically drafted to address the reuse of public, quasi-public,
46 and institutional nature of particular parcels; most specifically, the Adaptive Reuse
47 process is intended to address existing buildings to permit a wider range of land
48 uses for the purpose of extending their useful life.

1 Ms. Cecil stated that the churches of Notre Dame and St. Mary's desire to reuse the former
2 elementary school to house their joint Parish Offices. She added that the hours of operation would
3 be Monday – Friday, 8 am to 4 pm with 2 – 4 staff members. She also stated that this would
4 account for approximately 500 SF of office space in phase I and 500 SF of office space in Phase II.
5 She continued, the building is still being used for educational purposes including religious
6 education on Sunday for up to 125 students from 9 am – 11 am, and Head Start programs will also
7 remain and active use.

8 Ms. Smith asked the Applicant to clarify the amount of space being requested for professional
9 office space – Ms. Cecil stated that ultimately the Church is planning for 1000 to 1760 SF of office
10 space for the Parish Offices. Ms. Smith noted that this was not clear in the application materials,
11 noting that the only square footage referenced is the total building 17,500.

12 Discussion with the Applicant and the Board ensued regarding the implications on parking and the
13 need to comply with §221-51 as described in the ARD permit application. The Board also
14 discussed the potential for a subsequent office use to follow if the Church were to sell without the
15 need for additional review under this process. Ms. Smith noted that the ordinance for off-street
16 parking for office use requires 1 parking space per every 400 SF of office space which would equal
17 44 spaces if all 17,500 SF were to be used for office. Ms. Cecil stated that if the entire building
18 was converted to office, which is not the intent of Notre Dame, it could roughly accommodate 80
19 10'x10' office stations. Further discussion ensued regarding the parking demand for the SF
20 proposed by the Applicant.

21
22 PUBLIC COMMENT: Mr. Robert Bird of Albany Avenue inquired about the height of the fence
23 around the parking area and the screening that would be provided

24 Ms. Cecil stated the fence is ~5' in height and would be screened with chain link inserts to meet
25 the city's code requirements and comply with the recommendations of the Planning Board.

26 Mr. Bird asked is the parking lot would be fenced.

27 Ms. Cecil stated that the fence and parking area would remain unlocked as it is now.

28 Mr. Bird inquired about the time frame for the project.

29 Fr. Morgan stated that they had hoped for this summer before knowing the extent of the review
30 process, so it is more likely that it may be a year until it is complete.

31
32 Mr. Flynn asked Ms. Smith to review the recommendation from the Planning Board and any
33 staff comments:

34
35 Ms. Smith read aloud the following:

36 Zoning District: Permitted Uses and Actual Character of the Neighborhood:

37 The proposed property is approximately 1.8 acres of which no additional site improvements or
38 disturbance is proposed.

39
40 Surrounding uses include: The surrounding neighborhood is composed of residential
41 development (both single and multiple family) in nature. Immediately adjacent to this property
42 is property owned by Claxton-Hepburn Medical Center Foundation, used for professional
43 offices.

44
45 Comments:

1 **Ogdensburg Planning and Development Board** – The Planning Board issued the
2 following comments:

- 3 • Screening should be installed due to the nature of the ADR and the ability of the
4 parcel to function broadly under the Professional Office category. This may not
5 always be restricted to the ownership of the Church, nor the hours of operation
6 described. Therefore, the screening will uphold the spirit of the ordinance and
7 provide some visual buffer for adjacent residential uses.
- 8 • When the property functioned as a school there was some conflict in the traffic flow
9 patterns. While the flow is anticipated to be less, the Planning Board requested that
10 the flow be restricted to one entrance and one exit only with pavement markings to
11 illustrate this.
 - 12 ○ The Applicant has revised the site plan to reflect this comment.

13 **St. Lawrence County Planning Board - Not Required**

14
15 City Staff Recommendation:

16
17 City Staff (Andrea L. Smith, Planning; Gregg Mallette, Code Enforcement) reviewed in
18 accordance with §221-24.

- 19
20 • **B 2(iii)** - 221-51 G3 (o) states that off-street parking for office use shall be
21 calculated at: “one parking space per 400 square feet of gross floor area.” With
22 17,500 SF this equates to 44 spaces of which 5% must be handicap accessible (2).
 - 23 ○ The site development plan shows 24 spaces with 2 handicap
- 24 • **B 2 (vii)** - Provide sidewalks along public streets, and other full control of access
25 frontages including, but not limited to, recreational trails as determined by the
26 ZBA.
 - 27 ○ The site development plan illustrates the existing sidewalks along Gates
28 Street, and Mansion Ave, as well as Spring Street, but does not illustrate
29 that sidewalks will be added along Albany Ave.

30
31 Further discussion among the Board followed regarding the need to address parking and
32 sidewalks. It was determined that the Applicant would submit revisions to the application to
33 clarify the portion of the building and SF to be used for office use not to exceed 4000 SF which
34 would require 10 parking spaces. This combined with the existing educational facility at 13,500
35 SF would not require the addition of any new parking. Extensive discussion regarding the need
36 to supply sidewalks followed.

37 Mr. Bird stated that he felt strongly that the Applicant should comply with the requirement to
38 provide sidewalks along Albany Ave. He noted that he has been witness to young families that
39 get to this block via the sidewalks otherwise adjoining this property and then walk in the road
40 with children and strollers because there is no sidewalk. He added that the request for sidewalk
41 implementation here is necessary and would improve the neighborhood.

42 Discussion regarding the cost of sidewalks to the Applicant ensued and whether or not sidewalks
43 could be phased in. The Applicant noted that they would be amenable to the addition of
44 sidewalks. The Board discussed the recommendation of adding language to the resolution that
45 would recommend a time period of 12 months from the time of the issuance of a building permit
46 to complete the sidewalks.

1 Chairman Flynn asked if there was more discussion by the Board, having none he requested a
2 motion.

3
4 Motion by Mr. Thomas to recommend approval of the proposed ARD Permit Application at 315
5 Gates Street with conditions to the Ogdensburg City Council, I so move.”

6
7 The motion for approval as requested was seconded by Mr. Amo.

8
9 Mr. Thomas read aloud the following resolution:

10
11 CITY OF OGDENSBURG ZONING BOARD OF APPEALS

12
13 RESOLUTION RECOMENDING APPROVAL WITH CONDITIONS OF THE
14 ARD PERMIT APPLICATION FOR 315 GATES STREET

15
16 RESOLUTION No. 2016-011

17
18 **WHEREAS**, an application has been filed with the Ogdensburg Department of Planning and
19 Development, City of Ogdensburg, St. Lawrence County, New York (“City”) seeking an Adaptive Reuse
20 District Permit for 315 Gates Street. Where the Adaptive Reuse District requires Zoning Board of
21 Appeals (“Board”) review and recommendation to the City Council for final action. Requested by the
22 Notre Dame Church (“Applicant”) for tax map parcel 59.022-10-5.1, Ogdensburg, New York; and,
23

24 **WHEREAS**, the Board, acting on said application, duly advertised in the Ogdensburg Journal and sent
25 written notice to all persons listed in the petition as owning property within 400 feet of the premises in
26 question and held a public hearing on said application at City Hall, 330 Ford Street, Ogdensburg, New
27 York today the 9th day of August, 2016. All those desired to be heard were heard and their testimony duly
28 recorded at this hearing; and
29

30 **WHEREAS**, in accordance with 239-m requirements, the application did not require review by the St.
31 Lawrence County Planning Offices; and
32

33 **WHEREAS**, the Ogdensburg Zoning Board Appeals, as Lead Agency conducting SEQR has determined
34 this a Type II Action under SEQRA pursuant to 6 NYCRR 617.5(c)(7) and is not subject to further
35 environmental review; and
36

37 **NOW BE IT THEREFORE RESOLVED** that the Zoning Board of Appeals hereby recommends **Final**
38 **approval with conditions** to the Ogdensburg City Council of the applicant’s request for an adaptive
39 reuse district permit to convert the former 17,500 SF elementary school into 4,000 SF of professional
40 offices with 13,500 SF of educational facility to remain, at 315 Gates Street.

41
42 Conditions of approval are as follows:

- 43 1. Applicant revise site development plan and ARD permit application to include:
44 a. Sidewalks along Albany Ave in accordance with the standards prescribed by OMC
45 Chapter 189.
46 i. Applicant shall be given 12 months from the time of the issuance of a building
47 permit to complete the sidewalk installation.
48 b. Installation of screening within the existing parking area chain link fence as per the
49 recommendation of the Planning Board

1 The applicant agreed these were reasonable conditions and would resubmit a revised site plan as
 2 requested for the review by City Council.

3 **No further discussion**

4 Chairman Flynn asked that Ms. Smith call the role on the motion:

5 The Board finds:
 6

| | | | | | |
|--------------------|------------|------------|----------------|---------------|---|
| Moved: | Thomas | | | | |
| Second: | Amo | | | | |
| VOTE | Aye | Nay | Abstain | Absent | Reason |
| Mr. Flynn | X | | | | Yes, I believe with the conditions in place this will uphold the spirit of the ARD and be an improvement to the neighborhood |
| Ms. Redden-Sargent | X | | | | Yes, I agree with Mr. Flynn, with the conditions of the sidewalk and screening this will be a betterment to the neighborhood. |
| Mr. Schlieter | | | | X | |
| Mr. Amo | X | | | | Yes, the conditions will be in keeping with the ARD. |
| Mr. Thomas | X | | | | Yes, the conditions will be in keeping with the ARD. |
| Mrs. Franz | X | | | | Yes, the conditions of approval will improve the neighborhood in keeping with the ARD be so designed as to create improved land use and development over the existing land use. |

| | | | | | |
|-----------------|---|--|--|--|---|
| Mr. Casselman | X | | | | Yes, I agree with the statement made by Mrs. Franz. |
| Alt. Mr. Lalone | X | | | | Yes, I agree with the statement made by Mrs. Franz and seconded by Mr. Casselman. |

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After reviewing the application, sketches and plans submitted, testimony at the hearings, and other documents submitted by the Applicant, the Zoning Board of Appeals unanimously (7/0) supports a recommendation of approval with conditions to the Ogdensburg City Council.

Ms. Smith explained next steps to the Applicant noting that the City Council will hold a public hearing on this request September 12, 2016 at 7 PM. She suggested that it may be beneficial to bring a presentation board with the proposed development for Council, but noted this is not a requirement. Ms. Smith asked if the Applicant had any questions of the Board or Staff. The Applicant inquired about how to submit revisions – Ms. Smith replied that an email of a PDF at this point will suffice.

3. Adjournment –

The Chairman noted that as this is a special meeting there is no other business to address. Motion to adjourn by Mr. Amo, 2nd by Ms. Redden-Sargent.

Discussion – Ms. Smith did note that there will be a need for the Regular August 23rd ZBA meeting.

No further discussion.

Vote – The board voted in favor 7/0, meeting adjourned at 6:08 PM.

City of Ogdensburg
Department of Planning & Development

Ogdensburg City Hall
330 Ford Street - Room 11
Ogdensburg, New York 13669
<http://www.ogdensburg.org>



DPD Director:
Andrea L. Smith

August 10, 2016

Notre Dame Church
415 Hamilton Street
Ogdensburg, NY 13669

BCA Architects & Engineers
ATTN: Mari Cecil
327 Mullin Street
Watertown, NY 13601

RE: Tax Parcel #59.022-10-5.1
Adaptive Reuse Permit Request

A public hearing on the above referenced application was held by the City Ogdensburg Zoning Board of Appeals on Tuesday, August 9, 2016. Present at that time were Chairman William Flynn, Patricia Redden Sargent, Malcolm Casselman, Scott Thomas, Jamie Amo, Bonnie Franz, and Chris Lalone. From staff Andrea L. Smith, Director of Planning & Development was also present. On behalf of the Applicant Fr. Morgan, Fr. O'Brien, and Ms. Mari Cecil were present.

Motion by Thomas to recommend approval with conditions to the Ogdensburg City Council, second by Mr. Amo.

The motion to recommend approval with conditions did received sufficient affirmative votes, 7/0. Accordingly, the draft minutes have filed with the City Clerk's office on August 10, 2016 and a copy has been enclosed with this letter.

The Ogdensburg City Council will hold a public hearing on this application on Monday, September 12, 2016 at 7 PM at 330 Ford Street, City Hall. At this time the Council will be presented with the recommendation from the ZBA and you will have the opportunity to present your request. Your attendance is requested for this meeting. If you have any additional questions please contact me.

Respectfully Submitted,
FOR THE CITY OF OGDENSBURG
ZONING BOARD OF APPEALS

Andrea L. Smith
Director of Planning & Development

cc: ZBA, Planning Board, City Clerk, Code Office, Assessor, City Attorney, City Manager