

**TOWN OF MAMARONECK
TOWN BOARD AGENDA
WEDNESDAY, MAY 4, 2016**

THE TOWN BOARD WILL CONVENE – at 5:00 PM, In Conference Room A to discuss:

1. Update – Town Computer Systems
2. Update – Sewer System Evaluation Study
3. Update – 2016 Goals and Projects
4. Update – Town Center Parking Lot/Site Project
5. Residential Site Plan Law
6. Private Roads
7. Catch Basin Long Island Sound Markings
8. LMC-TV Space
9. New Business
10. Request for Executive Session re: Disposition of Property

8:00PM CALL TO ORDER – COURTROOM

SUPERVISOR’S SUMMARY REPORT

CITIZEN COMMENTS

PUBLIC HEARING – “Restricted and Metered Parking on Baldwin Avenue” Law

BOARD OF FIRE COMMISSIONERS

1. Other Fire Department Business

AFFAIRS OF THE TOWN OF MAMARONECK

1. Set Public Hearing – Residential Site Plan Law
2. Set Public Hearing – Accessible Parking Spaces - Washington Square
3. Authorization – 2016 Building Department/Land Use Fee Schedule
4. Authorization – Engineering Services- Town Center Parking Lot Projects
5. Consideration of Certiorari

APPROVAL OF MINUTES – April 6, 2016

REPORTS OF THE COUNCIL

TOWN CLERK’S REPORT

NEXT REGULARLY SCHEDULED MEETINGS – May 18, 2016 & June 1, 2016

Any physically handicapped person needing special assistance in order to attend the meeting should call the Town Administrator's office at 381-7810.

WORKSESSION

ITEM 1

NO ATTACHMENT

WORKSESSION

ITEM 2



Town of Mamaroneck

Town Center

740 West Boston Post Road, Mamaroneck, NY 10543-3353

OFFICE OF THE TOWN ADMINISTRATOR

TEL: 914/381-7810

FAX: 914/381-7809

townadministrator@townofmamaroneck.org

www.townofmamaroneck.org

Memorandum

To: Supervisor and Town Board

Re: Update Sewer System Evaluation Study

Date: April 27, 2016

The consortium of communities in the New Rochelle Sewer District (Town of Mamaroneck, City of New Rochelle, Village of Larchmont, and Village of Pelham Manor) issued a joint request for proposal for firms to conduct the sewer system evaluation study (SSES) as required under the agreement with Westchester County. Three proposals were received from: Woodard and Curran Engineering, GHD Engineering and Savin Engineering. Since the receipt of the proposals on April 1, the consortium has been conducting an evaluation and interview process of the firms that submitted proposals.

The focus of the project is for the evaluation and improvement of the municipal sanitary sewer systems located in Westchester County's New Rochelle Sewer District. However the inter-municipal agreement between the communities and the County of Westchester calls for each community to conduct an evaluation of their entire sanitary sewer systems. For the Town this means not only that portion of the system in the New Rochelle District but also the section in the Mamaroneck Valley Sewer District.

Attached is a schedule of the preliminary bids received based upon the work to be conducted in the New Rochelle Sewer District. By calculating the base bid in this fashion it created an even playing field upon which unit costs could be compared based upon estimated quantities. The lowest proposal was submitted by GHD Engineering at \$3,144,414. The base bid assumes the cleaning and televising of approximately 760,000 linear feet of sewer line and the inspection of 6,000 manholes. In addition there are various line items for flow metering of the sewers, smoke and dye testing and the preparation of the data that will be accumulated from the inspections. The cost would be apportioned to the four communities except that the line items for cleaning and televising the sewers do not apply to the Village of Pelham Manor since they conducted this work in 2015.

In addition to the based bid received we are evaluating additional costs for the following items:

- Complete the evaluation of those portions of the municipal sewer systems not specifically within the New Rochelle Sewer District
- Adding a Geographic Information System (GIS) component to the project. The GIS component would provide to each community a digital mapping of the



sanitary sewer system. The estimated cost for all four communities is between \$65K and \$100K.

- The additional cost for Rotfeld Engineering to manage the SSES project on behalf of the four communities.
- Estimated cost for minor sewer defects discovered during the evaluation process.

The financing of this project will be accomplished through the issuance of bonds. The Town Sewer District Budget Fund is considered a Special Improvement District which means the Town Board must hold a public hearing before final consideration of the bonding resolution.

At the May 18, 2016 Town Board meeting we will have prepared the completed cost estimates for the project and a proposed bonding resolution to set a public hearing.



Stephen V. Altieri
Town Administrator

**Consortium SSES
April 2016**

		BIDDERS NAME:		Woodard & Curran / D&B		GHD		Savin	
		ADDRESS:							
		CITY, STATE ZIP:							
		PHONE:							
		FAX:							
		DATE:							
				Alternative A				Alternate 1	
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1a	CCTV Inspection and Light Cleaning and Removal 6"-12" Diameter Pipe	LF	500,000	\$1.47	\$735,000.00	\$1.45	\$725,000.00	\$2.96	\$1,480,000.00
1b	CCTV Inspection and Light Cleaning and Removal 13"-24" Diameter Pipe	LF	150,000	\$1.47	\$220,500.00	\$1.47	\$220,500.00	\$2.96	\$444,000.00
1c	CCTV Inspection and Light Cleaning and Removal 25"-30" Diameter Pipe	LF	50,000	\$1.68	\$84,000.00	\$1.68	\$84,000.00	\$2.96	\$148,000.00
2a	Heavy Cleaning (Including root cutting and removal) 6"-12" Diameter Pipe	LF	50,000	\$1.63	\$81,500.00 ⁽¹⁾	\$1.60	\$80,000.00	\$8.31	\$415,500.00
2b	Heavy Cleaning (Including root cutting and removal) 13"-24" Diameter Pipe	LF	7,500	\$2.63	\$19,725.00 ⁽²⁾	\$2.63	\$19,725.00	\$11.09	\$83,137.50
2c	Heavy Cleaning (Including root cutting and removal) 25"-30" Diameter Pipe	LF	1,000	\$3.94	\$3,940.00 ⁽³⁾	\$3.94	\$3,940.00	\$16.62	\$16,620.00
2d	Protruding Pipe Lateral Removal	Ea	10	\$262.50	\$2,625.00	\$262.50	\$2,625.00	\$355.00	\$3,550.00
2e	Disposal of Debris	Ton	200	\$120.75	\$24,150.00	\$120.00	\$24,000.00	\$235.00	\$47,000.00
3a	MPT - Low Traffic Areas	Day	180	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3b	MPT - High Traffic Areas*	Day	80	\$1,942.50	\$155,400.00	\$1,942.50	\$155,400.00	\$3,636.00	\$290,880.00
4a	Flow Metering - Up to 4 Weeks	MH-Week	240	\$370.00	\$88,800.00	\$368.00	\$88,320.00	\$560.00	\$134,400.00
4b	Flow Metering - After 4 Weeks	MH-Week	1	\$275.00	\$275.00	\$299.00	\$299.00	\$560.00	\$560.00
4c	Flow Meter Installation (with Wireless Transmission)	Meter	60	\$1,464.75	\$87,885.00	\$1,464.75	\$87,885.00	\$925.00	\$55,500.00
4d	Flow Isolation	LF	700,000	\$0.20	\$140,000.00	\$0.26	\$182,000.00	\$0.00	\$0.00
4e	Rain Gauge Installation	Ea	4	\$1,921.50	\$7,686.00	\$1,207.50	\$4,830.00	\$450.00	\$1,800.00
4f	Ground Water Monitors in Manholes	Ea	10	\$1,043.00	\$10,430.00	\$845.00	\$8,450.00	\$350.00	\$3,500.00
5	Smoke Testing	LF	700,000	\$0.40	\$280,000.00 ⁽⁴⁾	\$0.52	\$364,000.00	\$0.51	\$357,000.00
6a	Dye Testing - Municipal Source	Setup	200	\$180.60	\$36,120.00	\$313.00	\$62,600.00	\$214.00	\$42,800.00
6b	Dye Testing - Private Source	Setup	500	\$180.60	\$90,300.00	\$313.00	\$156,500.00	\$214.00	\$107,000.00
7	Manhole Inspections	Ea	6,000	\$70.00	\$420,000.00	\$69.89	\$419,340.00	\$187.00	\$1,122,000.00
8a	Engineering, Reporting and Data Analysis**	LS	1	\$840,000.00	\$840,000.00	\$443,000.00	\$443,000.00	\$225,500.00	\$225,500.00
8b	Monthly Management Meetings	Meeting	12	\$3,600.00	\$43,200.00	\$1,000.00	\$12,000.00	\$2,000.00	\$24,000.00
TOTAL					\$3,371,536.00		\$3,144,414.00		\$5,002,747.50

* Includes lane closures, flaggers, MUTCD signage Police detail provided by Municipality

** Includes biweekly job meetings and providing all that is required in Sanitary Sewer Work Plan and Scope of Work Items 1-6

- (1) Value on Bidder's Proposal understated by \$125.00.
- (2) Value on Bidder's Proposal understated by \$37.50.
- (3) Value on Bidder's Proposal understated by \$2.50.
- (4) Value on Bidder's Proposal understated by \$700.00.

**WORKSESSION
ITEM 3**

NO ATTACHMENT

WORKSESSION
ITEM 4



Town of Mamaroneck

Town Center

740 West Boston Post Road, Mamaroneck, NY 10543-3353

OFFICE OF THE TOWN ADMINISTRATOR

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Memorandum

To: Supervisor and Town Board

Re: Authorization- Engineering Services

Capital Project 2016-48- Town Center Parking Lot

Capital Project 2016-4 – Town Center Improvements

In connection with the above listed projects the Town prepared a request for proposals for engineering and design services. To recap, Project 2016-48 is the complete restoration of the Town Center Parking Lot including the installation of green infrastructure, porous pavement and a rain harvesting system. The total budget for this project is \$597,120. Capital Project 2016-4 is a series of other Town Center improvements including site work in the rear of the building to rebuild deteriorating retaining walls, regrading of the rear grass area, installation of a dumpster enclosure and drainage improvements. The total budget for the latter project is \$371,250 of which \$135,000 has been assigned to the rear exterior site work. Therefore the total project budget for the Town Center Parking Lot and rear site work is \$732,120.

The scope of work for the engineering component of the project includes:

1. Preparation of a topographical survey of the property
2. Engineering for preliminary plans and specifications
3. Engineering for final design and contract documents
4. Bid Letting and Bid Evaluation
5. Construction Inspection

Seven engineering firms responded to the Town's request for proposal. Attached is a listing of the firms that responded and the evaluation of the proposals received. Based upon a review of the proposals and their compliance with our criteria for evaluation, the firm of Barton and Loguidice of Albany, New York is the preferred firm for this project. In addition to their qualifications to conduct the type of design needed for this project, theirs was the lowest total fee. Their fee for this project is \$47,750. The second attachment is a listing of the fee proposals received from all the firms that responded to the request for proposal. The range of fees was \$47,750 to \$97,350. The estimated time period for completion of the design and bid documents is six to seven weeks. Soon thereafter the project would be let for bid and the plan is to award a construction contract no later than the end of August.



ACTION REQUESTED: THAT THE TOWN BOARD ACCEPT THE PROPOSAL OF BARTON AND LOGUIDICE OF ALBANY NEW YORK FOR ENGINEERING AND DESIGN SERVICES FOR THE TOWN CENTER PARKING LOT AND SITE IMPROVEMENTS AT A COST OF \$47,750 AND AUTHORIZE THE TOWN ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH THE FIRM FOR THE WORK SPECIFIED IN THEIR PROPOSAL

A handwritten signature in black ink, appearing to read 'S. Altieri', written over a horizontal line.

Stephen V. Altieri
Town Administrator

WORKSESSION
ITEM 5

Local Law No. - 2016

This local law shall be known as the "Site Plan Approval of Residential Development Law of the Town of Mamaroneck" Law.

BE IT ENACTED by the Town Board of the Town of Mamaroneck

Section 1 – Purpose:

This chapter is enacted to ensure that proposed development and use of land will preserve and protect environmental features, have a harmonious relationship with existing or permitted uses of contiguous land and of adjacent neighborhoods, enhance the appearance of the community and make sure that the health, safety, comfort, convenience and general welfare of the public is fully considered.

Section 2 – Adoption of a new chapter of the Code of the Town of Mamaroneck:

The Code of the Town of Mamaroneck hereby is amended by creating a new chapter that provides as follows:

Chapter 178

Site Plan Review of Residential Development

§ 178-1. Title.

This chapter shall be known as the "Site Plan Approval for Residential Development Law of the Town of Mamaroneck" Law.

§ 178-2. Purpose.

This chapter is enacted to ensure that proposed development and use of land will preserve and protect environmental features, have a harmonious relationship with existing or permitted uses of contiguous land and of adjacent neighborhoods, enhance the appearance of the community and make sure that the health, safety, comfort, convenience and general welfare of the public is fully considered.

§ 178-3. Definitions.

As used in this chapter, the following terms shall have the meanings indicated below:

FOOTPRINT, BUILDING

The outline of the imaginary line formed by the vertical downward extension of the ends of the roof of a building or structure that is intended to shelter, house or enclose people, animals or property. This definition applies both to one-family and two-family dwellings and to accessory buildings or structures that have a roof.

FOOTPRINT, OTHER IMPROVED SURFACES

The outline of any improved surface that is not a building or a structure that is intended to shelter, house or enclose people, animals or property, such as, but not limited to driveways, patios, walkways, tennis courts and swimming pools.

FOOTPRINT, AREA

The square footage of the area lying within a footprint of a building or structure or the area lying within the footprint of an improved surface that is not a building or a structure.

MAP

A map of (a) the parcel, (b) the properties that abut the parcel, (c) the properties immediately across the street and (d) the streets that the parcel abuts. To determine whether a property is "immediately across the street from the parcel", the lot lines of the parcel shall be projected across the streets on which the parcel abuts. Any property that such extension touches shall be considered a property "immediately across the street from the parcel". If the parcel is a corner lot, the lot that is cater-cornered from the parcel also shall be considered a property that is "immediately across the street from the parcel".

PARCEL

The single lot that is the subject of a site plan application.

PRINCIPAL USE

A one-family or a two-family dwelling.

RESIDENTIAL SITE PLAN

A map prepared to the specifications, and containing the necessary elements required by the Town Code for either the development of a parcel with a one-family or a two-family dwelling and/or an accessory use for a one-family or a two-family dwelling or (b) the regrading of a parcel only. The map shall show the arrangement, layout, grading, landscaping and design of the proposal and the other elements required to be shown by this chapter. In this chapter the words "site plan" is synonymous with "residential site plan".

SITE DISTURBANCE, AREA

The square footage of the area of a parcel where construction and/or regrading is proposed.

§ 178-4. Proposed Improvements Subject to this Chapter; Proposed Improvements Exempt from this Chapter.

A. The following improvements shall be subject to this chapter:

- (1) Any construction on a vacant parcel unless exempted by § 178-4 C. (1). A vacant parcel includes an improved parcel whose principal use has been removed.
- (2) Construction on an improved parcel where seventy (70%) percent or more of the square footage of the existing principal use has been or is proposed to be removed.
- (3) Where the area of site disturbance of the parcel when divided by the area of the parcel equals or exceeds for parcels in the:

R-6 zoning district	45%
R-7.5 and R-10 zoning districts	40%
R-20, R-30 and R-50 zoning districts	35%.

B. Notwithstanding § 178-4 A, if within three (3) years after a certificate of occupancy or a certificate of compliance is issued with respect to a parcel for work that did not require site plan approval, an application is made by or on behalf of one or more of the owners for a permit to do more work on that parcel, and if the work proposed by that application, when combined with the work for which such certificate had been issued, would have required site plan approval if both projects had been proposed at the same time, the work proposed shall require site plan approval.

C. The following activities shall be exempt from this chapter:

- (1) Construction on a parcel created by a subdivision plat that was approved by the Planning Board on or after November 1, 2013 but before January 1, 2016. This exemption shall not apply to a parcel meeting the description contained in the preceding sentence for construction that is proposed to be done after the initial certificate of occupancy or certificate of compliance for improvements on such parcel is issued.
- (2) Repairs to any stormwater management practice or facility deemed necessary by the Stormwater Management Officer.
- (3) Routine landscaping maintenance activity in areas that already have been cultivated.
- (4) Repair or repaving of existing walls, driveways, patios, walkways, tennis courts and swimming pools, provided the parcel is not regraded in the process.

(5) Emergency activity needed to be done immediately in order to protect life, property or natural resources.

(6) Reconstruction of a principal use that has been destroyed by fire or other casualty provided the reconstructed principal use is located within the same footprint of the destroyed principal use.

(7) Construction undertaken pursuant to a building permit issued before the day on which this law becomes effective.

D. This law shall not apply to a parcel for which an application for a building permit, complete in all respects, was filed with the building department before the day on which this law becomes effective.

§ 178-5. Designation of the Planning Board.

The Town Board grants the Planning Board the authority to review and approve, approve with modifications and/or specific conditions or disapprove site plans and the other powers set forth in § 274-a, Subdivision 1a, of the Town Law of the State of New York.

§ 178-6. Application procedure.

The procedure for site plan approval shall involve a three-stage process: a conference prior to the submission of a site plan application, attendance at meetings of the Planning Board to allow it to consider the site plan application and to advise the applicant of any other information that the applicant must supply in order for the Planning Board to have all of the information it needs in order to make a decision and a public hearing before the Planning Board. The Planning Board may adopt such rules and regulations as it deems necessary to implement this procedure.

§ 178-7. Pre-submission conference.

Prior to submitting a site plan application:

(1) the applicant shall meet in person with the Building Inspector or the Director of Building Code Enforcement and Land Use Administration, the Town Engineer and such other members of the Town staff or outside consultants as the Town staff considers appropriate based upon the nature of the application to discuss the applicant's proposal in order that subsequent steps be undertaken with a clear understanding of the Planning Board's requirements for reviewing the site plan application, and

(2) the applicant must show that any variance or special permit required in order to develop the parcel in accordance with the proposed site plan has been granted or, in the case of a special permit that an application therefor has been submitted. If an application for a required special

permit has not been submitted, the applicant must represent that an application therefor will be submitted to the Planning Board when the site plan application is submitted.

§ 178-8. Contents of application; filing.

A. Within six months of the pre-submission conference, 19 copies of the application for site plan approval shall be filed with the Building Inspector or the Director of Building Code Enforcement and Land Use Administration, accompanied by a detailed development plan prepared by a licensed architect or professional engineer, under professional seal, drawn upon a certified survey of the parcel, prepared by a licensed surveyor. The plan shall contain:

(1) A deed recorded in the office of the Westchester County Clerk showing that the applicant is the owner of the parcel. If the applicant is not the owner, the owner shall submit a letter authorizing a representative or a contract vendee to proceed with the application and consenting to the application for site plan approval.

(2) The Map which shall show all of the improvements on the parcel and on the other properties shown on the Map.

(3) The location of any zoning district lines lying within the area shown on the Map.

(4) The length, width, height, location and design of the existing buildings and structures on the parcel that are not designated for demolition or removal. The length and width of the other improved surfaces on the parcel. The area of the footprint of the existing buildings and structures on the parcel. The area of the footprint of the other improved surfaces on the parcel.

(5) The length, width, height, location and design of the buildings and structures proposed for the parcel. The length and width of the other improved surfaces proposed for the parcel. The area of the footprint of the buildings and structures proposed for the parcel. The area of the footprint of the other improved surfaces proposed for the parcel.

(6) Any proposed division of any building into units for separate occupancy.

(7) The distances between existing buildings or structures on the parcel and the distances between existing buildings and structures and other improved surfaces on the parcel.

(8) The distances between the buildings or structures that will exist on the parcel after all construction or regrading is completed and the distances between the buildings and structures and other improved surfaces that will exist on the parcel after all construction or regrading is completed.

(9) A topographical map showing (a) both the existing topography and the proposed final grade elevations at intervals of two feet or less and the existing grade on properties that abut the parcel for a distance of ten (10) feet from each of the parcel's lot lines, and (b) detailed information on the methods proposed to be used to retain, stabilize and/or refurbish regraded areas.

(10) The location of all existing watercourses, intermittent streams, wetland areas, rock outcrops, wooded areas and other significant existing features that lie within the perimeter of the Map.

(11) The location of all existing and proposed parking areas and driveways.

(12) The location and description of all existing and proposed site improvements, including but not limited to drainage pipes, drains, culverts, ditches, bridges or other drainage works, retaining walls and medians, dividers, fences, utilities, septic systems, lighting, generators, central air conditioning equipment and mechanical equipment for swimming pools. Drainage information shall be provided under seal, by either a New York State licensed professional engineer or a New York State licensed landscape architect.

(13) The location of all existing and proposed easements.

(14) The location, height, quality and design of all landscaping and buffer areas.

(15) Letters or permits from other agencies having jurisdiction containing comments on the proposed site plan, as well as a certification from the Building Inspector or the Director of Building Code Enforcement and Land Use Administration that the proposed site plan meets all requirements of Chapter 240, Zoning, of the Town Code or, if it fails to meet all such requirements, those variances or special permits that are necessary in order for the applicant to obtain a building permit if a site plan application is approved.

B. If the site plan indicates that the total proposed action will not be constructed at the same time, a supplementary plan shall be submitted simultaneously with the site plan, indicating what portions of the proposed action shall be constructed in the future.

C. No building permit can be issued after the first anniversary of the date that the Planning Board approves a site plan application. If there is no substantial change in the condition of the parcel and/or its environs, the Planning Board, after conducting a public hearing, may authorize the issuance of a building permit after the first anniversary of the date that the Planning Board approved a site plan application but before the second anniversary thereof.

§ 178-9. Referral of applications.

The Secretary of the Planning Board shall forward one copy of the site plan application to the Town Engineer, the Building Inspector, the Director of Building Code Enforcement and Land Use Administration, the Westchester Joint Water Works, and other local, state, county, regional and federal agencies having jurisdiction, as well as to any consultants that the Planning Board, in its discretion, deems necessary or appropriate for a thorough review of the application. The Planning Board may, but is not compelled to, consider the failure of the Westchester Joint Water Works, to submit comments upon the site plan application within forty-five (45) days after such application

is forwarded to them to be an indication that such non-responding entity has no objection to the site plan application.

§ 178-10. Public hearing and action by Planning Board.

A. Public hearing

(1) The Planning Board shall conduct a public hearing on a site plan application within sixty-two (62) days after a properly completed site plan application has been received.

(2) In its discretion the Planning Board may waive the public hearing but to do so, the Planning Board must make written findings setting forth the reasons why such waiver will not be deleterious to the public health, safety or general welfare, is appropriate for the particular site plan and is not inconsistent with the purpose of this chapter.

(3) Before the public hearing can be opened, the applicant must demonstrate compliance with the notification procedures contained in Chapter 144.

B. Action by Planning Board

(1) Within sixty-two (62) days from the date that the public hearing is closed or waived, the Planning Board shall approve, disapprove or approve with modifications and/or specific conditions the site plan application.

(2) Planning Board disapproval shall include written findings explaining the grounds for disapproving the site plan application.

(3) An application to amend an approved site plan shall follow the same three-stage process as the original application but need only contain documents and information which directly relate to the amendment under consideration. However, the amendment will be considered in the context of the entire site plan previously approved. The fact that a public hearing was waived upon the original application does not automatically mean that a public hearing on the amendment will be waived. Each application will be judged on its own merits and by its potential impacts.

§ 178-11. Integration of other procedures.

The Planning Board shall, where practical, integrate the site plan review process with the requirements of other applicable local laws, ordinances and requirements.

§ 178-12. Standards for Reviewing Site Plans.

The Planning Board shall consider the following standards in reviewing a site plan application and may modify or add those restrictions or conditions to its approval that it determines to be necessary or prudent when applying these standards to the site plan application.

A. Screening and landscaping. All structures, recreational and parking areas shall be reasonably landscaped and/or screened so as to minimize, to the extent practical, the impact on the peace, comfort or repose of reasonable persons of normal sensitivities residing on the lots shown on the Map. The scale and quality of the landscaping and screening on the parcel shall be harmonious with the character of, and serve to enhance the neighborhood.

B. Environmental quality. All bodies of water, wetlands, steep slopes, hilltops, ridge lines, major stands of trees, outstanding natural topography, significant geological features and other areas of scenic, ecological and historic value shall be preserved insofar as possible. Soil erosion shall be prevented insofar as possible. Flood hazard shall be minimized. Air quality shall be within legal limits. The Planning Board shall require that all potentially ecological disruptive elements of site preparation, such as blasting, diversion of watercourses and the like, be conducted according to the highest standards of professional care.

C. Drainage. There shall be a stormwater pollution prevention plan or surface water and erosion control plan that complies with the requirements of Chapter 95 of the Town Code.

D. Location and dimension of buildings. The location, arrangement, size and design of the buildings and structures shall be comparable to each other and with the parcel as a whole.

E. Impact of the proposal on adjacent land uses. The impact of noise, glare or other features that disrupt the peace, comfort or repose of reasonable persons of normal sensitivities residing on adjacent and neighboring properties shall be minimized to the extent practical both during construction and after construction is complete.

F. Trees. The proposed site plan shall specify the trees exceeding six (6) inches in diameter at a height of four (4) feet above the ground that the applicant proposes to cut down and must demonstrate to the Planning Board's satisfaction why he or she wishes to remove each such tree as it is the Planning Board's duty to minimize the number of trees of the aforementioned caliper that will be removed.

G. Regrading. Regrading shall comply with the conditions set forth in § 95-11 of the Town Code and shall be designed so that the final grade of the parcel does not alter the natural drainage patterns in such a way as to increase or concentrate current runoff from the parcel onto the street or onto the lots that border the parcel.

H. Staging. The Planning Board shall designate the area of the parcel where the materials and the equipment to be used shall be stored during construction and the location of portable sanitary facilities that may be installed during construction. The area so designated shall be the area that in the judgment of the Planning Board, will minimize, to the extent practical, the impact on the peace, comfort or repose of persons residing on adjacent and neighboring properties and will reasonably protect the remainder of the parcel from being disturbed.

§ 178-13. Filing of approved site plan.

A. The applicant shall submit 5 hardcopies, and one digital copy (both in pdf and tiff format) of an approved site plan.

B. If a site plan is approved with modifications and/or specific conditions, the approved site plan shall be revised by the applicant to include all modifications and conditions imposed by the Planning Board.

C. Approved site plans shall be signed and dated by the Town Engineer who shall submit one signed copy of the approved site plan to the Building Inspector or the Director of Building Code Enforcement and Land Use Administration.

§ 178-14. Fees.

Every application for site plan approval shall be accompanied by the fee set forth in § A250-1. Should the Planning Board consider it necessary to hire consultants for technical review and/or on-site inspection, the applicant shall be required to reimburse the Town for such services or pay those consultants directly.

§ 178-15. Waiver of requirements.

If due to the particular character or the limited nature of the development for which site plan is sought, or due to special conditions peculiar to the parcel, or if strict compliance with this chapter will cause extraordinary and unnecessary hardship, the Planning Board may waive or vary the submission of a site plan application or of certain information otherwise required as part of the application. The Planning Board also may waive or vary such submission or requirements if, in its opinion, to do so will be consistent with the goal of promoting the public health, safety, comfort, convenience and general welfare of the public. The findings for granting such waiver or a variance shall be entered into the public record.

§ 178-16. Minor Revisions.

The Town Engineer or the Building Inspector or the Director of Building Code Enforcement and Land Use Development may approve minor revisions to an approved site plan, necessitated by field conditions encountered during the course of construction that could not have been anticipated during the approval process, so long as such revision will not materially change the approved site plan and will not adversely impact the neighboring properties or the environment.

§ 178-17. Approval required for issuance of permits.

A. No building permit shall be issued for the development of a parcel that requires site plan approval until a signed site plan is delivered to the Building Inspector or the Director of Building Code Enforcement and Land Use Administration.

B. No certificate of occupancy or compliance for any structure or use upon or within the parcel shall be issued until all of the required conditions of the site plan approval have been met. The Building Inspector or the Director of Building Code Enforcement and Land Use Development may revoke any such certificate if the parcel ceases to conform to the approved site plan and conditions attached thereto.

§ 178-18. Penalties for offense.

Any violation of this chapter shall constitute a violation and be punishable by a fine not less than two hundred fifty and no/100ths (\$250.00) dollars and not more than five hundred and no/th (\$500.00) dollars for each such violation, except that commencing construction of, or placing any structure on a parcel which requires site plan approval or an amendment to an approved site plan without first obtaining site plan approval shall constitute a violation and be punishable by a fine not less than five hundred and no/th (\$500.00) dollars and not more than two thousand five hundred and no/100ths (\$2,500.00) dollars.

Section 3 – Severability:

Should any provision of this Local Law be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration of unconstitutionality or invalidity shall not affect any other provisions of this Local Law, which may be implemented without the invalid or unconstitutional provisions.

Section 4 – Effective Date:

This Local Law shall become effective upon its filing with the Secretary of State.

04/08/16

WORKSESSION
ITEM 6



Town of Mamaroneck

Town Center

740 West Boston Post Road, Mamaroneck, NY 10543-3353

OFFICE OF THE TOWN ADMINISTRATOR

TEL:
FAX:
townadministrator@townofman
www.townofmamaroneck.com

Memorandum

To: Supervisor and Town Board

Re: Private Roads

Date: April 18, 2016

Recently the Town Supervisor and I met with representatives of the Bonnie Briar Association in regards to the condition of the roads in their section of the Town. Specifically the roads include: Rebeau Road, Stafford Road, Bonnie Briar Lane, Highland Road and Roxborough Road. The Association requested the meeting to ask for some form of relief on the issue of permanent road repairs.

The homes in this section of Town were built primarily in the 1930's by a single developer whose last name was Moody. The Town at that time was considering the construction of a road that would connect the Bonnie Briar section of Town to Fenimore Road. Since the developer did not want a connector road constructed through his development, he never sought dedication of the roads back to the Town and as such are designated as private roads. Some of the roads in this neighborhood are quite narrow and are bounded by walls right up to the edge of the pavement. For the most part the roads do not meet Town standards. Also in some cases the property owners own right up to the center line of the road. There is no designated Town right-of-way.

The Town has never repaved these roads as far we can tell from our records. There have been times when the Town has repaired serious potholes however that has been to protect our own emergency response vehicles and public works vehicles from serious damage. The neighborhood does receive all other Town services.

However in considering whether or not we should address the Bonnie Briar neighborhoods concerns, it raises the bigger issue of how to treat other private roads in the Town. Deerfield Lane and Bruce Road, both off of Old White Plains Road, are also private roads. Like the Bonnie Briar neighborhood, residents of these streets receive all Town services but the Town has never resurfaced the streets.

There are several factors that should be considered in this matter most importantly is consistency in how we address the question of whether the Town should resurface private roads and if so what would the conditions for such an arrangement. There are also additional issues of cost, liability, and impact upon the Town. Therefore the purpose of this memorandum is to provide a brief background on the issue and to open a policy discussion as to whether further action should be taken on this matter.

Stephen V. Altieri
Town Administrator

WORKSESSION
ITEM 7

To: Town Board

From: Nancy Seligson

Re: Don't Dump – Drains to Long Island Sound! (Catch Basin Decals)

Date: April 29, 2016

FYI and Update:

I'm sure you have all seen decals on certain catch basins that say "Don't Dump - Drains to Long Island Sound" This has been a long-term region-wide program implemented at various intervals by different organizations over the past 20 years. We have an opportunity to do it again here.

Three women in our area contacted Save the Sound (STS) to express interest in implementing a catch basin decal program. One of the individuals lives in the Village of Mamaroneck, the others may live in either the Town or Rye. They told STS they wanted to work with the Town of Mamaroneck. They have amassed a group of volunteers and high school students who want to work over the summer applying the hard plastic decals on appropriate catch basins in the Town.

Save the Sound will supply the decals and train them how to apply them. The decals come with a ten year guarantee. STS has a baseline map of catch basins and storm drains in the Town. They could use assistance from the Town identifying more precise areas and locations.

The benefit of the program is to inform and educate people who both apply the decals and those who see them that catch basins are not places to dispose of litter, dog poop, or liquid wastes.

Please see sample of decal on next page.



WWW.SAVETHESOUND.ORG

RAINING THE SOUND

WORKSESSION
ITEM 8

NO ATTACHMENT

WORKSESSION
ITEM 9

NO ATTACHMENT

PUBLIC HEARING

#1

NOTICE OF PUBLIC HEARING

LEGAL NOTICE IS HEREBY GIVEN that pursuant to Section 130 of the Town Law of the State of New York, and pursuant to a resolution of the Mamaroneck Town Board adopted on April 20, 2016 a Public hearing will be held on Wednesday, May 4, 2016 at 8:00 PM or as soon thereafter as is possible at the Town Center, 740 W. Boston Post Road, Mamaroneck, New York to consider "Restricted and Metered Parking on Baldwin Avenue" Law.

Section 1 – Purpose.

Baldwin Avenue presents a unique situation. It is within walking distance of the Larchmont Metro-North train station, making it attractive to drivers who periodically travel by rail to New York City. Baldwin Avenue also is walking distance to Memorial Park and the recreational facilities run by the Town in that park. This law aims to strike a balance among the needs of the Baldwin Avenue residents, occasional train travelers and users of memorial Park by creating a mixture of two hour time parking spaces and longer term metered parking spaces on Baldwin Avenue. The goal is to accommodate persons who require short term parking when they engage in recreational activities, like tennis, at Memorial Park, and longer term parking for persons who wish to travel to New York City to shop, visit museums or keep appointments with physicians, etc.

The full text of this Amendment is stated below and can also be examined and copies obtained at the Town Clerk's office during regular hours, Mon-Fri, 8:30 AM to 4:30 PM, and in June, July and August until 4:00 PM at 740 W. Boston Post Road Mamaroneck, NY.

PLEASE TAKE FURTHER NOTICE that at the Public hearing all persons interested will be given an opportunity to be heard and that all persons are invited to submit written comments at or prior thereto.

BY ORDER OF THE TOWN BOARD
OF THE TOWN OF MAMARONECK

CHRISTINA BATTALIA

TOWN CLERK

Published: April 28, 2016

Local Law No. - 2016

This local law shall be known as the "Restricted and Metered Parking on Baldwin Avenue" Law.

BE IT ENACTED by the Town Board of the Town of Mamaroneck

Section 1 – Purpose:

Baldwin Avenue presents a unique situation. It is within walking distance of the Larchmont Metro-North train station, making it attractive to drivers who periodically travel by rail to New York City. Baldwin Avenue also is walking distance to Memorial Park and the recreational facilities run by the Town in that park. This law aims to strike a balance among the needs of the Baldwin Avenue residents, occasional train travelers and users of Memorial Park by creating a mixture of two hour time parking spaces and longer term metered parking spaces on Baldwin Avenue. The goal is to accommodate persons who require short term parking when they engage in recreational activities, like tennis, at Memorial Park, and longer term parking for persons who wish to travel to New York City to shop, visit museums or keep appointments with physicians, etc.

Section 2 – Creation of Paid Parking on a section of Baldwin Avenue:

The Town Board designates the eight parking spaces on the southerly side of Baldwin Avenue that are closest to Myrtle Boulevard as spaces where during certain times of the day, payment is required for the right to park a motor vehicle. By resolution passed from time to time, the Town Board shall establish for those parking spaces the cost for parking, the days and the time of day when payment for parking is required and the method by which parking is paid.

Section 3 – Creation of Restricted Parking on a section of Baldwin Avenue:

It shall be a violation of this law if on a day, other than a Sunday, a motor vehicle is parked on Baldwin Avenue for more than 2 consecutive hours between the hours of 8:00 AM and 7:00 PM (prevailing time) in a parking space where payment for parking a motor vehicle is not required.

Section 4 – Sign(s) and Collection Devices to be Erected and Painting to be Done:

An appropriate sign or signs shall be erected on and/or above, and/or striping shall be painted on the surface of Baldwin Avenue indicating where and when parking is restricted by this law. In addition, parking meters or other collection devices shall be erected in front of, or in the vicinity of the parking spaces where payment for the right to park a motor vehicle is, at times, required.

Section 5 – Severability:

Should any provision of this Local Law be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration of unconstitutionality or invalidity shall not affect any

other provisions of this Local Law, which may be implemented without the invalid or unconstitutional provisions.

Section 6 – Effective Date:

This Local Law shall become effective upon filing with the Secretary of State.

April 15, 2016

FIRE COMMISSION

ITEM 1

NO ATTACHMENT

AFFAIRS OF THE TOWN

ITEM 1

AFFAIRS OF THE TOWN

ITEM 2

Local Law No. - 2016

This local law shall be known as the "Adding Two Accessible Parking Spaces on Washington Square" Law.

BE IT ENACTED by the Town Board of the Town of Mamaroneck as follows:

Section 1 – Purpose.

The purpose of this local law is to act to create two new, accessible parking spaces on Washington Square.

Section 2 – Creation of accessible parking spaces on Washington Square

In addition to the accessible parking space created by Local Law No. 3-2014, there shall be two (2) more accessible parking spaces on Washington Square. One shall be on the west side of Washington Square, 25 feet from the intersection of the west side of Washington Square and the south side of North Chatsworth Avenue. The other also shall be on the west side of Washington Square and shall be 25 feet north of the entrance to the property known by the postal address of 2 Washington Square. These two accessible parking spaces shall be in addition to, not replace, the accessible parking space created by Local Law No. 3-2014.

Section 3 – Signs to be erected and painting to be done

An appropriate sign or signs shall be erected on Washington Square indicating the location of each accessible parking space. If deemed appropriate by the Superintendent of Highways, any of the accessible parking spaces also may be painted to indicate the area restricted to accessible parking.

Section 4 – Severability

Should any court of competent jurisdiction declare any provision of this Local Law invalid or unconstitutional, such declaration of unconstitutionality or invalidity shall not affect any other provisions of this Local Law, which may be implemented without the invalid or unconstitutional provisions.

Section 5 – Effective Date

This Local Law shall become effective on the date that it is filed in the office of the Secretary of State.

AFFAIRS OF THE TOWN

ITEM 3



Town of Mamaroneck

Town Center

740 West Boston Post Road, Mamaroneck, NY 10543-3353

OFFICE OF THE TOWN ADMINISTRATOR

TEL: 914/381-7810

FAX: 914/381-7809

townadministrator@townofmamaroneck.org

Memorandum

To: Supervisor & Town Board

From: Stephen V. Altieri

Subject: Proposed Schedule of Fees – Building Department – Land Use Permits

Date: April 29, 2016

Following up on the April 20th work session, attached is the final fee schedule recommended for adoption by the Town Board. We are proposing increases in certain fees comparable to those in surrounding communities. Fee adjustments are also being proposed to reflect the costs for the operation of the Building Department and Land Use Administration function.

ACTION REQUESTED: THAT THE TOWN BOARD ADOPT THE NEW FEE SCHEDULE FOR THE BUILDING DEPARTMENT AND LAND USE PERMITS, AND THAT SUCH FEES BE EFFECTIVE JUNE 1, 2016.

Stephen V. Altieri
Town Administrator

BUILDING DEPARTMENT

SCHEDULE OF FEES

Original Certificate of Occupancy for one- and two-family dwellings, Residential additions, alterations, and accessory structures ...	\$100.00
Original Certificate of Occupancy for all others	\$100.00
Temporary Certificate of Occupancy	\$300.00
Plus Bond as required by Building Inspector	
File Searches (File Review) and Letter	\$175.00

To Raze Any Structure:

Residential Demo	\$100.00 filing fee plus \$15.00 per thousand
Commercial Demo	\$200.00 filing fee plus \$15.00 per thousand

NOTE: FEES FOR PERMITS ISSUED AFTER CONSTRUCTION HAS STARTED OR WHERE IT HAS BEEN COMPLETED SHALL DOUBLE CALCULATED FEE.

PERMIT RENEWALS: A FEE EQUAL TO THE NOW CURRENTLY CHARGED FEE SHALL BE PAID FOR EACH RENEWAL.

TOTAL VALUATION OF CONSTRUCTION OR OTHER ACTIVITY TO BE UNDERTAKEN:

\$100.00 FILING FEE PLUS \$15.00 PER THOUSAND (RESIDENTIAL).
\$100.00 FILING FEE PLUS \$20.00 PER THOUSAND (COMMERCIAL).

SOLAR:

PV Systems up to 4KW	\$200.00
PV Systems >4KW to 10KW	\$400.00
PV Systems >10KW to 50KW	\$400.00 plus \$25 per KW over 10KW

ELECTRICAL PERMITS:

TBD

SIGNS:

For erecting, placing or painting a new sign.....	\$150.00
For altering, reconstructing, enlarging or relocating On the same premises, an existing sign.....	\$100.00
Temporary signs as approved by the Building Department	\$60.00
Temporary signs as approved by the Town Board	\$200.00

PLANNING BOARD:

Site Plan Review:	\$350.00
Plus 25.00 for each parking space required by the Zoning Ordinance	
Subdivision:	
Up to two lots.....	\$300.00

Plus for each additional lot shown on the application \$150.00

ENGINEERING FEES:

Six (6) percent of the total performance bond or Two Dollars per lineal foot of road surface, whichever is the highest.

ZONING BOARD OF APPEALS

Area Variance: for first requested variance..... \$200.00
Each additional requested variance \$100.00

Use Variance \$300.00

ZONING VARIANCE EXTENSION..... \$200.00

MECHANICAL ROCK REMOVAL \$100.00 filing fee plus \$15.00 per thousand.

SPECIAL PERMIT:

Each application..... \$300.00
Each renewal..... \$150.00

PLUMBERS FEES:

Residential..... \$75.00 filing fee plus \$15.00 per thousand
Commercial..... \$150.00 filing fee plus \$20.00 per thousand
Gas Piping and Test..... \$100.00

Each oil burner, hourly rated capacity up to 2 gallons.... \$100.00

Over 2 gallons and up to 10 gallons \$150.00

Over 10 gallons..... \$200.00

*No permit needed for removal

STORAGE TANK INSTALLATION:

Up to 275 gallons \$100.00
Over 275 gallons and up to 550 gallons..... \$125.00
Over 550 gallons and up to 1,000 gallons \$150.00
Over 1,000 gallons and up to 2,000 gallons..... \$350.00
For each 1,000 gallons over 2,000 gallons.... \$30.00 per thousand

REMOVAL OR ABANDONMENT OF A TANK IN PLACE:

Up to 550 gallons ... \$75.00
Over 550 gallons (OVER 1,000gal. NEED COUNTY PERMIT FIRST) \$100.00
REMOVAL OF UNDERGROUND TANKS REQUIRE A 1,200.00 BOND

FRESH WATER WETLANDS PERMIT..... \$200.00

BLUEPRINT OR PLAN PHOTOCOPY.....	\$2.00 PER SQ. FT.
BLUEPRINT OR TRACING REPRODUCED ONTO MYLAR OR SEPIA	\$6.00 PER SQ. FT
<u>BLASTING PERMIT APPLICATIONS:</u>	\$350.00
(Bond in the amount of \$100,000.00 as well as public liability insurance naming the Town of Mamaroneck as co-insured in an aggregate amount of not less than Two Million (\$2,000,000.00) dollars to accompany application)	
Supplemental blasting at the same site.....	\$100.00
<u>OPERATING PERMITS:</u>	\$150.00
<u>TREE REMOVAL PERMITS:</u>	
One to four trees	\$75.00
Each additional tree.....	\$15.00
<u>DANCE HALL LICENSE:</u>	
Annual inspection	\$200.00
<u>EROSION & SEDIMENT CONTROL:</u>	
Filling Fees: Addition/Alteration Residence & pool	\$250.00
New Residence.....	\$400.00
All Commercial.....	\$400.00
Modification by Applicant, (Work not started)	\$100.00
(Work in Progress)	\$150.00
<u>EROSION PERMIT FEES:</u>	
Addition/ Alteration, Residence and Pool.....	\$200.00
New Residence.....	\$300.00
All Commercial.....	\$400.00

and where controls exceed 5,000.00 anticipated costs, then 6% fee additional for all costs in excess of \$5,000.00.

DOUBLE ALL FEES FOR WORK STARTED WITHOUT PERMIT

AFFAIRS OF THE TOWN

ITEM 4

AFFAIRS OF THE TOWN OF MAMARONECK

#4 - Authorization – Engineering Services-

Town Center Parking Lot Projects

Is located in your work session packet

AFFAIRS OF THE TOWN

ITEM 5

**ATTACHMENT NOT
AVAILABLE**