

1. Agenda

Documents:

[AGENDA.07.03.2018.PDF](#)

2. Supporting Documents

Documents:

[CC SUPPORTING DOC. 2018.07.03.PDF](#)

COMMON COUNCIL AGENDA July 3, 2018

- Call Meeting to Order
- Salute to the Flag of the United States
- Public Comments
- Ward Reports
- Mayor’s Report
- Minutes – Approval of minutes

AGENDA:

Item #1 – Consideration of a Resolution to approve the Special Event Application including all permits for the Dairy Dash 5k on July 14, 2018 8:30AM – 9:30AM. (Mayor Tobin)

Item #2 – Consideration of a Resolution to waive the application fees for the Dairy Dash 5k. (Mayor Tobin)

Item #3 – Consideration of a Resolution to approve the Special Event Application including all permits for the Mid-Summer Nights Dream play in Courthouse Park on August 10, 2018 from 4:30PM-10PM. (Mayor Tobin)

Item #4 – Consideration of a Resolution to waive the application fees for Mid-Summer Nights Dream. (Mayor Tobin)

Item #5 – Consideration of a Resolution to approve the Street Closure Application for the Brockway Truck Show August 11, 2018 from 8:30 AM – 4 PM. (Mayor Tobin)

Item #6 – Consideration of a Resolution to waive the application fees for the Brockway Truck Show. (Mayor Tobin)

Item #7 – Consideration of a Resolution to accept, recognize and appropriate the following to the Fire Department. (Chief Glover)

<u>From</u>	<u>Amount</u>	<u>Recognized Budget Line</u>	<u>Appropriated Budget Line</u>
Cortland County	\$1,103.00	A3410-44389	A3410-542002
Cortland County	\$2,452.75	A3410-44389	A3410-542002
Cortland County	\$11,789.99	A3410-44389	A3410-510403
Contentos	\$2,500	A3410-42665	

Item #8 – Consideration of a Resolution to accept, recognize and appropriate the following donations in the Fire Department trust and Agency Account. (See attached list of donations) (Chief Glover)

Item #9 – Consideration of a Resolution to approve the Local Law regarding Sidewalk regulations. (Mayor Tobin)

Item #10 – Consideration of a Resolution to appoint Diane Chu to the Environmental Advisory Committee. (Mayor Tobin)

Item #11 – Consideration of a Resolution to grant permission for the Cortland City Police Department to conduct their annual sale of abandoned bicycles turned into the department over the past year on July 7, 2018 from 8:00 AM to 11:00 AM at the drill area of the Armory on Wheeler Ave. All bicycles will be \$25 and all proceeds from the sale will be split evenly between the Water Works Deer Fund and the 9/11 Memorial Foundation. (DC Sandy)

Item #12 – Consideration of a Resolution to authorize submission of a Local Waterfront Revitalization Program grant for the Northeast Gateway/Clinton Avenue streetscape improvements. (Thoma Consultants)

Item #13 – Consideration of a Resolution to authorize submission of Local Waterfront Revitalization Program grant for an update and adoption of the Tioughnioga River Local Waterfront Revitalization Program Plan. (Thoma Consultants)

Item #14 – Consideration of a Resolution to authorize submission of a Public Infrastructure Community Development Block Grant for Phase 2 of the Clinton Avenue Water Main Replacement Project. (Thoma Consultants)

Item #15 – Consideration of a Resolution to authorize submission of an Economic Development Community Development Block Grant for a Microenterprise Assistance Program (MAP). (Thoma Consultants)

Item #16 – Consideration of a Resolution to authorize submission of a Public Facilities Community Development Block Grant for renovation of the Randall Park Tennis Courts. (Thoma Consultants)

Item #17 – Consideration of a Resolution to authorize submission of New York Main Street Anchor Grant for the redevelopment of 83-85 Main Street. (Thoma Consultants)

Item #18 – Consideration of a Resolution to authorize submission of a 2018 CFA Local Government Efficiency Grant jointly with the village of Homer for \$400,000 to fund phase 4 of the smart water meter project. (Mack Cook)

Item #19 – Discussion on Chapter 300-11 of the City Zoning. (Alderman Silliman)

Adjournment

City of Cortland Special Event Application

Event Name: Dairy Dash 5K Today's Date: 6-13-18
 Event Contact: Amanda Young CDP Member? Yes No
 Address: 1654 Oshea Rd. Homer NY 13077 New Event Existing Event
 Email: a.young.07@yahoo.com Phone: 607-483-4199
 Will proceeds of your event benefit a charitable cause that provides service to Cortland residents? Yes No If yes, name the charitable causes: Cortland county
Jr. Fair Youth Non-profit Tax ID: _____

Event Information

NAME OF EVENT: Dairy Dash 5K
 TYPE OF EVENT (i.e., walkathon, street fair, festival, etc.): 5K Race/Walk
 EVENT LAYOUT If the event is a walkathon, run, etc., attach a map of route and/or street closures. If the event is a festival or street fair, attach a map to indicate location of street blockages requested, booth alignment and type of merchandise vended from each booth.

DATE DAY 1:	DATE DAY 2:
<input type="checkbox"/> STREET CLOSURE: Start Time: <u>8:30am</u> End Time: <u>9:30am</u> Street: <u>Wilson Place (Smith School)</u>	<input type="checkbox"/> STREET CLOSURE: Start Time: _____ End Time: _____ Street: _____
<input type="checkbox"/> LOT CLOSURE: Start Time: _____ End Time: _____ Lot: _____	<input type="checkbox"/> LOT CLOSURE: Start Time: _____ End Time: _____ Lot: _____
<input checked="" type="checkbox"/> AMPLIFIED MUSIC: Start Time: <u>8:30am</u> End Time: <u>9:30am</u>	<input type="checkbox"/> AMPLIFIED MUSIC: Start Time: _____ End Time: _____

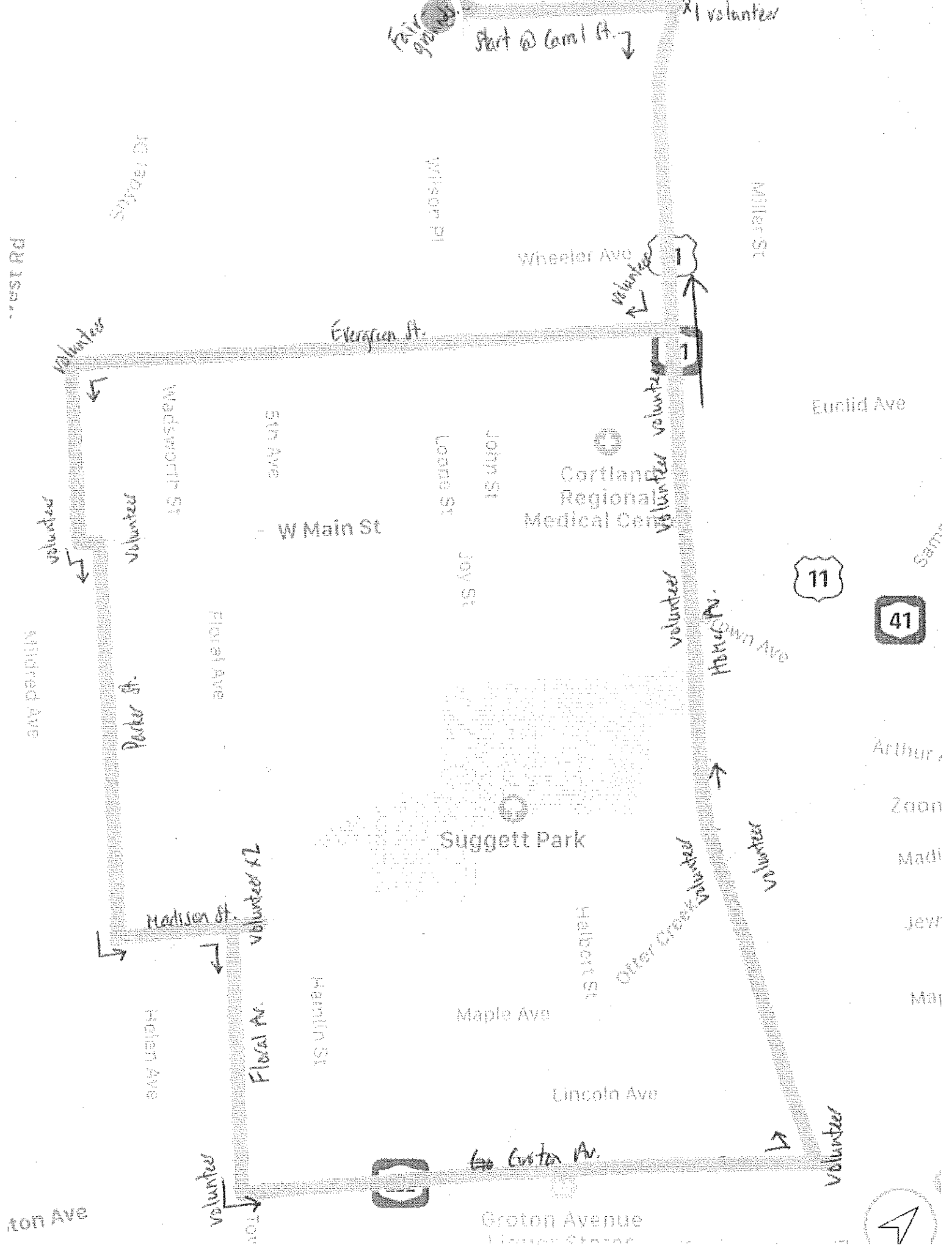
START LOCATION: _____ END LOCATION: _____
 EXPECTED # OF PARTICIPANTS: _____ # OF SPECTATORS: _____ # OF VEHICLES: _____
 HOTELS: Is this event expected to generate area overnight stays? If so, estimated # of rooms: _____

Event Components

- | | | |
|--|---|--|
| Location/Safety
<input type="checkbox"/> City park use
<input checked="" type="checkbox"/> City streets blocked (2)
<input type="checkbox"/> City sidewalks blocked
<input type="checkbox"/> City parking lots closed
<input checked="" type="checkbox"/> City barricades
<input checked="" type="checkbox"/> City cones
<input type="checkbox"/> Animal ban
<input type="checkbox"/> Animals are part of the event
<input type="checkbox"/> EMTs needed on site
<input checked="" type="checkbox"/> Police escort requested
Waste Management
<input type="checkbox"/> City litter pickup
<input type="checkbox"/> City street sweeping
Other components not listed: _____ | Structures
<input type="checkbox"/> Temporary structures
<input checked="" type="checkbox"/> Canopies up to 10' x 10'
<input type="checkbox"/> Grounded tents over 10' x 10'
<input type="checkbox"/> Beer and/or wine garden
<input type="checkbox"/> Street banner requested
<input type="checkbox"/> Rides or amusements
<input type="checkbox"/> Showmobile rental requested
<input type="checkbox"/> Portable restrooms
<input type="checkbox"/> Seating area
Sound
<input type="checkbox"/> Fireworks
<input type="checkbox"/> Amplified sound or music
<input type="checkbox"/> Ceremonial Gun Salute | Food
<input type="checkbox"/> Food cooked on-site
Alcohol
<input type="checkbox"/> Alcohol sold on-site
<input type="checkbox"/> Alcohol served
Vending
<input type="checkbox"/> Vending of goods
<input type="checkbox"/> Vending of food
Power Source
<input type="checkbox"/> City electricity use
<input checked="" type="checkbox"/> Generator use
Insurance
<input type="checkbox"/> General Liability insurance certificate
<input type="checkbox"/> Liquor Liability insurance certificate |
|--|---|--|

Marketing budget: _____ Admission Fee: 85.00 @ time of.

Fire Approval: _____
 CPD Approval: _____
 Council Approval: _____



Fair Grounds

Start @ Canal St.

X1 volunteers

West Rd

Snyder Dr

Wilbur Pl

Wheeler Ave

Miller St

Eversgreen St

Eunlid Ave

Wadsworth St

5th Ave

Loane St

John St

Cortland Regional Medical Center

W Main St

Joy St



Sam's

volunteers

volunteers

volunteers

volunteers

volunteers

volunteers

Mildred Ave

Parker St

Floral Ave

Suggett Park

Arthur

Zoon

Madi

Jew

Mar

Madison St

volunteers KZ

volunteers

volunteers

Helen Ave

Floral Av.

Marlin St

Maple Ave

Halbert St

volunteers

Lincoln Ave

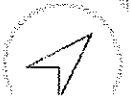
Groton Av.

volunteers

ton Ave

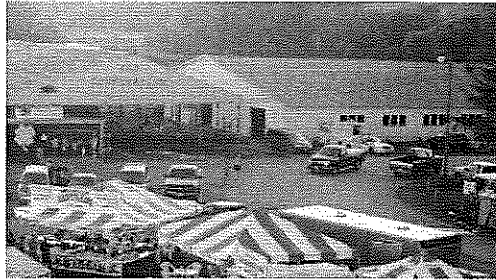
volunteers

Groton Avenue Limey Station



The County of Cortland Agricultural Corporation
Cortland, New York 13045

June 19, 2018



2018 Cortland County
Youth Fair
July 10-14, 2018

Dear City of Cortland Common Council

Plans for the Cortland County Junior Fair are well underway and we would like to ask for your support this year as we focus on new and fresh programming. This year we have a new added attraction **"Dairy Dash 5K"** Run on Saturday, July 14th starting at 8:00 a.m. At this point we will be providing the insurance one-million-dollar liability coverage and the expectant of 200 participants. The route for the event will be provided with the permit request.

This event will raise money to provide additional funding for youth programming, fair events and education. The Cortland County Ag. Corporation is a non-profit organization consisting of a group of volunteers with a goal to create a place for youth to exhibit projects they have worked on during the past year. This is a free event to all Cortland county residents whom come to the fair, as we do not charge any entrance fee for the grounds.

A full-page ad will be placed in the Cortland Standard newspaper advertising our fair's special events, patrons, and a calendar of the fair themes and activities.

This summer, our fair celebrates its 65th Year and the Fairboard will also be hosting on Thursday evening, "Challenge of Champions" dairy showman and our annual apple pie social. The Cortlandville town board will also conduct their monthly meeting on Wednesday at the fairgrounds.

In this regard, may we ask your permission to allow us to conduct this fun 5K run, we're hoping to make it extra special. Thank you for your consideration.

Sincerely,

Jackie Hartnett, Secretary
for The Cortland County Ag. Corporation
60 Central Avenue, Cortland, NY 13045
607-749-3051

Mid Summer Night Dream

City of Cortland Special Event Application

Event Name: Center Players present Today's Date: 6/21/18
 Event Contact: Tom Corey S. Main St CDP Member? Yes No
 Address: Center 4 The Arts, HOMER 13077 New Event Existing Event
 Email: tomcorey@hotmail.com Phone: 607-339-9557
 Will proceeds of your event benefit a charitable cause that provides service to Cortland residents? Yes No
 If yes, name the charitable causes: CENTER 4 ARTS HOMER Non-profit Tax ID: 54-2098298

Event Information

NAME OF EVENT: Mid Summer Nights DREAM
 TYPE OF EVENT: A PLAY by Wm. Shakespeare
 (i.e., walkathon, street fair, festival, etc.):
 EVENT LAYOUT If the event is a walkathon, run, etc., attach a map of route and/or street closures. If the event is a festival or street fair, attach a map to indicate location of street blockages requested, booth alignment and type of merchandise vended from each booth:

DATE DAY 1: <u>8/10/18</u>	DATE DAY 2:
<input type="checkbox"/> STREET CLOSURE: Start Time: _____ End Time: _____ Street: _____	<input type="checkbox"/> STREET CLOSURE: Start Time: _____ End Time: _____ Street: _____
<input checked="" type="checkbox"/> LOT CLOSURE: Start Time: <u>4:30 pm</u> End Time: <u>10 pm</u> <u>PARK</u> tot: <u>Court House Park</u>	<input type="checkbox"/> LOT CLOSURE: Start Time: _____ End Time: _____ Lot: _____
<input type="checkbox"/> AMPLIFIED MUSIC: Start Time: _____ End Time: _____	<input type="checkbox"/> AMPLIFIED MUSIC: Start Time: _____ End Time: _____

START LOCATION: Court House Park X END LOCATION: _____
 EXPECTED # OF PARTICIPANTS: 180 # OF SPECTATORS: 100 # OF VEHICLES: 0 HOTELS: Is this event expected to generate area overnight stays? If so, estimated # of rooms: 0

Event Components

- | | | |
|---|--|--|
| Location/Safety
<input checked="" type="checkbox"/> City park use
<input type="checkbox"/> City streets blocked
<input type="checkbox"/> City sidewalks blocked
<input type="checkbox"/> City parking lots closed
<input type="checkbox"/> City barricades
<input type="checkbox"/> City cones
<input type="checkbox"/> Animal ban
<input type="checkbox"/> Animals are part of the event
<input type="checkbox"/> EMTs needed on site
<input type="checkbox"/> Police escort requested
Waste Management
<input type="checkbox"/> City litter pickup
<input type="checkbox"/> City street sweeping
Other components not listed: _____ | Structures
<input type="checkbox"/> Temporary structures
<input type="checkbox"/> Canopies up to 10' x 10'
<input type="checkbox"/> Grounded tents over 10' x 10'
<input type="checkbox"/> Beer and/or wine garden
<input type="checkbox"/> Street banner requested
<input type="checkbox"/> Rides or amusements
<input type="checkbox"/> Showmobile rental requested
<input type="checkbox"/> Portable restrooms
<input type="checkbox"/> Seating area
Sound
<input type="checkbox"/> Fireworks
<input checked="" type="checkbox"/> Amplified sound or music <u>(very loud)</u>
<input type="checkbox"/> Ceremonial Gun Salute | Food
<input type="checkbox"/> Food cooked on-site
Alcohol
<input type="checkbox"/> Alcohol sold on-site
<input type="checkbox"/> Alcohol served
Vending
<input type="checkbox"/> Vending of goods
<input type="checkbox"/> Vending of food
Power Source
<input checked="" type="checkbox"/> City electricity use <u>for sound amp 20 A.</u>
<input type="checkbox"/> Generator use
Insurance
<input checked="" type="checkbox"/> General Liability insurance certificate
<input type="checkbox"/> Liquor Liability insurance certificate |
|---|--|--|

Marketing budget: \$1000 Admission Fee: FREE

Fire Approval: _____
 CPD Approval: _____
 Council Approval: _____

* Event to be held in East End of park adjacent to Greenbush (From Memorial to Street)

APPLICATION

For Street Closings

PLEASE PRINT ALL INFORMATION

Today's Date: 8/27/2018

Address of Street Closing: Three blocks of one way Main Street

Describe Event: Brooklyn Street Stop

Applicant: Rice James

Last

First

MI

Ph #:

(home)

(work)

Address: 7 W Longden Dr

Street

E-mail address: jeRice92@guad.com

City

State

Zip Code

Date of Street Closing: August 11

Alternate Rain Date: August 11

Start time: 8:30 a.m.

Finish time: 4:00 p.m.

*(no earlier than 9:00 a.m.)

*(no later than 8:00 p.m.)

(*-unless altered by Common Council)

Estimated # of persons attending: Unknown

Will amplified music be provided? NO

(if yes, refer to requirement #8 for compliance)

City Ordinance Sect. 193-5 requires Common Council permission; Sect. 193-7 requires \$250 fee

Will alcohol be available? NO

If so, which address(es) will have alcohol? _____

Alcohol is only allowed on private property. All state and city alcohol laws still apply during Street Closings.

A Street Closing permit does not allow the sale of alcohol or the consumption of alcohol on public property or by persons younger than 21 years of age.

Aug 11

Para de Street
at CNY Living
History Center
at 8:30

City of Cortland
Fire Department



Wayne C. Friedman
Deputy Fire Chief

21 Court Street
Cortland, New York 13045

Phone: 607-758-8383
607-756-5612

Fax: 607.758.8385

Email: friedman02@hotmail.com

To: Members of the Common Council
From: D/C Friedman
RE: Fire Department Appropriations
Date: June 28, 2018

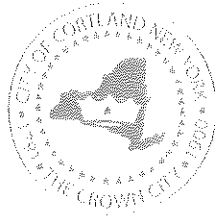
Members of council,

We have the following items that need to be recognized and appropriated to the following lines:

- 1- \$1,103 (Check # 646675) from Cortland County. Recognize in A3410-44389; Federal Grant FD
Appropriate to A3410-542002 Special Ops.
This is to reimburse us for equipment purchased for County Tech Rescue grant. They manage this grant. This is for Tech Rescue Equipment we have purchased for our special operations. This is reimbursement.
- 2- \$2,452.75 (Check# 646579/partial) from Cortland County. Recognize in A3410-44389; Federal Grant FD
Appropriate to A3410-542002 Special Ops.
This is to reimburse us for equipment purchased for County Tech Rescue grant. They manage this grant. This is for Tech Rescue Equipment we have purchased for our special operations. This is reimbursement.
- 3- \$11,789.99 (Check # 646579/partial) from Cortland County. Recognize in A3410-44389; Federal Grant FD
Appropriate to A3410-510403 Personnel Services- Training.
This is to reimburse us for personnel service costs for training and backfill. This again is part of the Tech Rescue Grant managed by the county. This covers off duty training costs and filling in for on duty personnel.
- 4- \$2,500 from Contentos. Recognize in A3410-42665; sales of equipment (+1000). This is for the sale of retired engine 205. This unit was deemed unserviceable last year with a cracked frame. Revenue from this unit will be applied to the future bond payments of our new apparatus.

If you have any questions please call the Fire Chief or myself.

City of Cortland
Fire Department



Charles S. Glover
Fire Chief

21 Court Street
Cortland, New York 13045

Phone: 607.756.5613
Fax: 607.758.8585
Email: cglover@cortland.org

TO: Mayor Tobin, Members of the Common Council
FROM: Fire Chief Charles Glover
DATE: June 26, 2018
RE: Agenda Items for 6/3/18

1- Consideration of a Resolution to accept, recognize and appropriate the following donation in the Fire Department Trust and Agency Account (TEO-2104)

<u>Business</u>	<u>Amount</u>
3rd Alarm Paint Ball	\$100.00
Bird Dog Properties	\$125.00
Blitman&King	\$25.00
Bru 64	\$175.00
Calabro Properties	\$175.00
Career Fire Chiefs	\$100.00
Chobani	Donated 300 yogurts for kids (\$500 Value)
Company #1-Water Witch	\$500.00
Company #2-Orris Hose	\$250.00
Company 3-Excesior Hook Ladder	\$500.00
Company 6-Hitchcock Hose	\$500.00
Contento Auto Sales	\$100.00
CPFFA	\$500.00
Deli Down town	\$175.00
Frosted	Donated 400 cookies (\$250 Value)
Gutchess Lumber	\$250.00
KIK Corpotation	\$500.00
Lion Apparel	\$250.00
Lowes	\$250.00 Gift Card
M&M Tents	Donated Big Tent (\$200.00 Value)
Max Graphics	Donated Banner & Station Signs (\$600.00 value)
McGraw Fire Department	Donated Push Ball Equip
McNeil & Company	\$500.00
Moe's	\$100.00
NBT Bank	\$175.00
P&C Fresh	\$40.00 Gift Card
Poole's Drive In	\$250.00
Price Chopper	Donated water, Gatorade, granola (\$250 value)

Rex's Pasta Inc	\$100.00
Royal Chevrolet	\$100.00
Seven Valley Agency	\$100.00
Sysco	Donated Plates, Napkins & Spoon (\$150.00 Value
Tops Friendly Market	\$50.00 Gift Card
Truxton Fire Dept	\$100.00
Virgil Fire Dept.	\$250.00
Walmart	\$50.00 Gift Card
Tenkate Grant Services	\$100.00

\$6,000.00

These donations received by the department go into this account as it is used for our Firefighter For A Day Camp, and these donations help keep this event free for our children whom attend.

CITY OF CORTLAND, NEW YORK
LOCAL LAW NO. _____ OF THE YEAR 2018
SIDEWALK § 245

Section 1. Enactment and Title.

This Local Law shall be entitled "Sidewalk Amendment to §245 Streets, Sidewalks & Public Places". This local law shall amend as follows: § 245-7, 245-8

Section 2. Authorization, Purpose and Intent.

The City has determined that the sidewalks need to be kept clean of snow, ice or any other obstructions. The local law should be amended to provide authority to the Department of Public Works.

Section 3. Amendment of §245-7, 245-8

§245-7 shall be amended by adding the following

B) It shall be the duty and responsibility of the owner of any lot fronting upon any public street, alley, park or place within the City to maintain the entire width of the sidewalk in front of the premises and street crossing access on corner lots free and clear from snow, ice and other obstructions including but not limited to cracks, uneven slabs or tree roots. Such removal shall be completed by 6:00 p.m. the following day. In the event of a continuous long-term snowfall or blowing and drifting of snow, removal shall occur on a minimum of twenty-four-hour intervals. A sidewalk deemed by the Superintendent to be a hazard or injurious to the general public, and the expense thereof shall be assessed and collected in the same manner as described above.

§245-8 shall be amended by adding the following:

A. Authority. Upon the failure of an owner or occupant of property to remove snow, ice and obstructions including but not limited to cracks, uneven slabs or tree roots as prescribed in §247-7, the Superintendent of Public Works shall have the power to remove the same and charge the cost thereof to the owner of said property. Such charge shall be in addition to any penalties for violation.

B. Collection of cost. Thereupon, the Department of Administration and Finance shall mail a statement to said owner or occupant to pay such cost, plus an administrative fee of \$25, which shall become due and payable within 30 days from the mailing thereof. If such cost is not paid within such time, interest shall be charged thereon at the same rate as delinquent property taxes, per annum, and, if such cost with interest and administrative fee is not paid by December 31 of the year in which it is incurred, such cost and interest shall be added to the real property City tax rolls chargeable to said property and shall be collected in the same manner as any unpaid real property City tax.

Effective Date.

This Local Law shall take effect immediately upon filing in the Office of the New York Secretary of State in accordance with the Municipal Home Rule Law.

I hereby certify that the Local Law annexed hereto, designated as Local Law No. ____ of 2018 of the City of Cortland was duly passed by the City Council on _____, 2018, in accordance with the applicable provisions of law.

From: noreply@civicplus.com
Sent: Tuesday, June 12, 2018 10:57 AM
To: mayorofc
Subject: Online Form Submittal: Application to Serve on a Board or Commission

Application to Serve on a Board or Commission

Name	Diane S. Chu
Email	dianesmithchu@aol.com
Phone	607-753-1001
Address	41 Morningside Drive
City	Cortland
State	NY
Zip Code	13045-1413
Commission or Board You Would Like to be Considered For	Environmental Advisory Committee
Why are you interested in this position?	For the past 6 years I have sampled stream water around Cortland County, testing for water conductivity, Total Dissolved Solids and benthic macroinvertebrates. I hope that involvement in the EAC will better educate me to the environmental needs of the city and county. I hope I can be of help.
What qualifications do you have for this position?	Civil Servant (retired): U.S. Fish & Wildlife Service - Migratory Bird Research. Volunteer Activities with Sierra Club NY Water Sentinels, NYDEC - Water Assessment by Volunteer Evaluators (WAVE), and Community Science Institute (CSI - Ithaca). BS - Cornell (Science & Environmental Education); MA - U. Michigan (Environmental Studies)
Resume Upload	Resume20APR18.docx

Email not displaying correctly? [View it in your browser.](#)



CITY OF CORTLAND
OFFICE OF COMMUNITY DEVELOPMENT
THOMA DEVELOPMENT CONSULTANTS

25 Court Street, Cortland, New York 13045 Ph. 607.753.1433 Fx. 607.753.6818
www.cortland.org

MEMORANDUM

TO: Mayor Brian Tobin and Common Council Members

FROM: Thoma Development Consultants

DATE: June 27, 2018

SUBJECT: 2018 Local Waterfront Revitalization Program - Implementation

Attached please find a resolution that we are asking you to adopt at your July 3, 2018 Common Council meeting. This resolution authorizes the Mayor to sign and submit a Local Waterfront Revitalization Program (LWRP) implementation application we are preparing on behalf of the City, and further, for the Mayor to enter into an agreement with the State should the grant be awarded. Applications are due July 27, 2018.

The City will be requesting +/- \$1.5M to assist in the redevelopment of Clinton Avenue, specifically streetscape level improvements including bike lanes, sidewalks, curbing, etc. The program requires a minimum 20% local match. That match will be provided via the City's \$2M Climate Smart grant that was awarded in December, 2017.

If anyone has any additional questions prior to your meeting, please do not hesitate to contact Rich Cunningham at 753-1433 or rich@thomadevelopment.com.

Attachment – Draft Resolution

PROPOSED CERTIFIED RESOLUTION
Local Waterfront Revitalization Program Application

RESOLVED:

That the Mayor of the City of Cortland is hereby authorized and directed to file an application for funds from the New York State Department of State's Local Waterfront Revitalization Program (LWRP) in an amount not to exceed \$1,500,000 for the Clinton Avenue Corridor Enhancement project; to authorize the Mayor of the City of Cortland to sign said application on behalf of the City; and upon approval of said request, to enter into and execute a grant agreement with the State for such financial assistance to the City of Cortland.

Signed: City Clerk
Dated:

Municipal Seal



CITY OF CORTLAND
OFFICE OF COMMUNITY DEVELOPMENT
THOMA DEVELOPMENT CONSULTANTS

25 Court Street, Cortland, New York 13045 Ph. 607.753.1433 Fx. 607.753.6818
www.cortland.org

MEMORANDUM

TO: Mayor Tobin and Members of the Common Council

FROM: Thoma Development Consultants

Re: Local Waterfront Revitalization Program Application for Update to the
Toughnioga Local Waterfront Revitalization Program

DATE: June 27, 2018

Attached you will find a resolution we are asking you to adopt at your July 3, 2018 Common Council Meeting. This resolution authorizes the submission of a Local Waterfront Revitalization Program (LWRP) application and for the Mayor to enter into a grant agreement with the State should a grant be awarded. The grant will fund the City as the lead municipality in a multi-municipal effort to update and adopt the Toughnioga River Local Waterfront Revitalization Program that was prepared in 2010.

Estimated total cost for the Plan update and adoption process is \$65,000. The grant will cover 75% of the cost, at \$48,250, and the 25% match of \$16,250 will be divided among the participating municipalities. The City will need to contribute approximately \$3,000 in matching funds.

The Toughnioga River Local Waterfront Revitalization Program was prepared in 2010 for the New York State Department of State with funds under Title 11 of the Environmental Protection Fund Act. This plan, which included the City of Cortland and 11 municipalities within Cortland County is the official statement of land use and development policy along the Toughnioga River's waterfront. The Local Waterfront Revitalization Plan (LWRP) includes land and water use plans, as well as proposed projects that will guide development along the Toughnioga River. While access to LWRP funds in the past has been available with the draft LWRP in place, the State will now require an adopted LWRP plan to be eligible for future funds.

While the plan was prepared in 2010, it was not officially adopted and certified by the New York State Department of State. In an effort to complete the certification process, the City wishes to update the existing 2010 plan with the cooperation of as many of the original municipalities cited, and have it officially certified. The update is anticipated to include five primary municipal partners.

Please don't hesitate to contact Rich if you have any questions regarding this application or the project as a whole.

"The Crown City"

PROPOSED CERTIFIED RESOLUTION
Local Waterfront Revitalization Program Application

RESOLVED:

That the Mayor of the City of Cortland is hereby authorized and directed to file an application for funds from the New York State Department of State's Local Waterfront Revitalization Program (LWRP) in an amount not to exceed \$50,000, with a required 25% match, to update and adopt the Tioughnioga River Local Waterfront Revitalization Program plan; to authorize the Mayor of the City of Cortland to sign said application on behalf of the City; and upon approval of said request to enter into and execute a project agreement with the State for such financial assistance to the City of Cortland.

Signed: _____

Dated: _____

Municipal Seal



CITY OF CORTLAND
OFFICE OF COMMUNITY DEVELOPMENT
THOMA DEVELOPMENT CONSULTANTS

25 Court Street, Cortland, New York 13045 Ph. 607.753.1433 Fx. 607.753.6818
www.cortland.org

MEMORANDUM

TO: Mayor Brian Tobin and Common Council Members

FROM: Thoma Development Consultants

DATE: June 27, 2018

SUBJECT: 2018 Community Development Block Grant (CDBG) Application -
Public Infrastructure

Attached please find a resolution that we are asking you to adopt at your July 3, 2018 Common Council meeting. This resolution authorizes the Mayor to sign and submit a Community Development Block Grant (CDBG) application we are preparing on behalf of the City, and further, for the Mayor to enter into an agreement with the State should the grant be awarded. Applications are due July 27th.

The City submitted a successful application to replace the water main on Clinton Avenue under the Consolidated Funding Application process in 2016. The City has also already been awarded funds to replace the sewer main on Clinton Avenue by the Environmental Facilities Corporation. The proposed CDBG application will focus on funding for phase 2 of the water main replacement project on Clinton Avenue. Phase 2 will be constructed from the railroad tracks to Pomeroy Street. The City will be applying for \$750,000, the maximum amount of funding that can be awarded under the CDBG Public Infrastructure program.

If anyone has any additional questions prior to your meeting, please do not hesitate to contact Rich Cunningham at 753-1433 or rich@thomadevelopment.com.

Attachment – Draft Resolution

PROPOSED CERTIFIED RESOLUTION
Community Development Block Grant Public Infrastructure Program

WHEREAS, the City of Cortland intends to file a Community Development Block Grant application through the 2018 CFA for funding consideration with the Office of Community Renewal to fund a Public Infrastructure project to replace water lines on Clinton Avenue, and

WHEREAS, \$750,000 will be requested from the Office of Community Renewal in the form of a grant, and

WHEREAS, The City is committed to providing all necessary additional funds to undertake the project, therefore

BE IT RESOLVED, that Brian Tobin, Mayor of the City of Cortland, is hereby authorized and directed to file an application for funds from the New York State Office of Community Renewal in an amount not to exceed \$750,000, and upon approval of said request to enter into and execute a project agreement with the State for financial assistance to the City of Cortland for the Clinton Avenue Water Line Replacement Project and, if appropriate, take actions necessary to implement the proposed project upon approval from the State.



CITY OF CORTLAND
OFFICE OF COMMUNITY DEVELOPMENT
THOMA DEVELOPMENT CONSULTANTS

25 Court Street, Cortland, New York 13045 Ph. 607.753.1433 Fx. 607.753.6818
www.cortland.org

MEMORANDUM

TO: Mayor Brian Tobin and Common Council Members

FROM: Thoma Development Consultants

DATE: June 27, 2018

SUBJECT: 2018 Community Development Block Grant (CDBG) Application for
Microenterprise assistance

Attached you will find a resolution we are asking you to adopt/approve at your July 3, 2018 Common Council meeting. This resolution authorizes the submission of a Community Development Block Grant (CDBG) application on behalf of the City and for the Mayor to enter into a grant agreement with the State should the grant be awarded. This resolution is to authorize the submission of an application seeking Microenterprise funding in the amount of \$200,000, the maximum allowed under the Program, with \$170,000 in direct assistance to microenterprise businesses and \$30,000 in program delivery and administration.

The City applied for and received a Microenterprise CDBG in 2010, 2014 and 2016. Under those Programs, the City assisted thirteen microenterprises. A microenterprise is a business that employs or will employ five or fewer persons, including the business owner or owners. To be eligible for assistance, an existing or new microenterprise must meet a low-to-moderate income test; that is the business owner(s) must be low-to-moderate in income (based on family size and gross, annual income) or a majority of the jobs to be created or retained must be low-to-moderate income jobs and/or available to low-to-moderate income persons. At least 50% of the funds provided to the City have to be used for "start-ups". The funds are provided to the microenterprise are provided in the form of a grant. Applicants can request up to \$35,000 and must provide a 10% match. There is no local match required for the Program. All applicants/owners must go through State approved business training. The Program will be available City-wide.

We are currently seeking pre-applications. The City must show that there is adequate interest and need for this Program to be successful in the application process. If you know of anyone that might be interested, they should contact Thoma Development immediately. There is no cost or obligation to submit a one-page pre-application.

If anyone has any questions prior to your meeting, please contact Laura Meagley at Thoma Development at laura@thomadevelopment.com.

Attachment (resolution)

PROPOSED CERTIFIED RESOLUTION
Community Development Block Grant Microenterprise Program

RESOLVED:

That the City of Cortland is hereby authorized and directed to file an application for Microenterprise Assistance Program (MAP) funds from the New York State Office For Community Renewal under the U.S. Department of Housing and Urban Development's Small Cities Community Development Block Grant Program for Fiscal Year 2018, in an amount not to exceed \$200,000; to authorize the Mayor of the City of Cortland to sign said application on behalf of the City; and upon approval of said request, to enter into and execute a grant agreement with the State for such financial assistance to the City of Cortland;

Signed: City Clerk

Dated:

Municipal Seal



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MEMORANDUM

TO: Mayor Brian Tobin and Common Council Members

FROM: Thoma Development Consultants

DATE: June 27, 2018

SUBJECT: 2018 Community Development Block Grant (CDBG) Application -
Public Facilities

Attached please find a resolution that we are asking you to adopt at your July 3, 2018, Common Council meeting. This resolution authorizes the Mayor to sign and submit a Community Development Block Grant (CDBG) application we are preparing on behalf of the City, and further, for the Mayor to enter into an agreement with the State should the grant be awarded. Applications are due July 27th.

The City will be applying for up to \$300,000 to renovate the deteriorated tennis courts in Randall Park. The courts have been in need of renovation for a number of years. The total project cost is estimated at \$320,000, therefore the City will responsible for \$20,000 in local funding or in-kind labor in order to complete the project. Of the \$300,000 grant, \$250,000 will be used for construction, and \$50,000 for engineering, administration, and program delivery.

If anyone has any additional questions prior to your meeting, please do not hesitate to contact Rich Cunningham at 753-1433 or rich@thomadevelopment.com.

Attachment – Draft Resolution

“The Crown City”

PROPOSED CERTIFIED RESOLUTION
Community Development Block Grant Public Facilities Program

RESOLVED:

That the City of Cortland is hereby authorized and directed to file an application for Public Facilities funds for the Randall Tennis Court renovation project from the New York State Office For Community Renewal under the U.S. Department of Housing and Urban Development's Small Cities Community Development Block Grant Program for Fiscal Year 2018, in an amount not to exceed \$300,000; to authorize the Mayor of the City of Cortland to sign said application on behalf of the City; and upon approval of said request, to enter into and execute a grant agreement with the State for such financial assistance to the City of Cortland;

Signed: City Clerk

Dated:

Municipal Seal



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MEMORANDUM

TO: Mayor Brian Tobin and Common Council Members

FROM: Thoma Development Consultants

DATE: June 27, 2018

SUBJECT: 2018 New York Main Street Anchor Grant

Attached please find a resolution that we are asking you to adopt at your July 3, 2018, Common Council meeting. This resolution authorizes the Mayor to sign and submit a New York Main Street Anchor grant application we are preparing on behalf of the City, and further, for the Mayor to enter into an agreement with the State should the grant be awarded. Applications are due July 27th.

The City will be applying for up to \$500,000 to provide a deferred payment loan (grant) to the developers of 83-85 Main Street. The project includes the renovation of the long vacant upper floors into 11 market rate apartments. The project costs are estimated at +/- \$2M. The program requires a minimum 25% match that will be paid by the developer. Up to \$35,000 of the grant may be used for administrative costs.

The program requires that the developers own and maintain the property for 5 years following construction, and that rents are maintained at a level that is affordable to a household earning 90% of the County median income. Student housing is prohibited under the program. The developer is responsible for repaying a pro-rated portion of the funds if they fail to meet these requirements during the five-year regulatory period.

If anyone has any additional questions prior to your meeting, please do not hesitate to contact Rich Cunningham at 753-1433 or rich@thomadevelopment.com.

Attachment - Draft Resolution

"The Crown City"

PROPOSED CERTIFIED RESOLUTION

RESOLVED:

That the City of Cortland is hereby authorized and directed to file an application to the New York State Office For Community Renewal under the New York Main Street (NYMS) Anchor Funds program for the purpose of providing financial assistance in the adaptive reuse and redevelopment of 83-85 Main Street, in an amount not to exceed \$500,000; to authorize the Mayor of the City of Cortland to sign said application on behalf of the City; and upon approval of said request, to enter into and execute a grant agreement with the State for such financial assistance to the City of Cortland;

Signed: City Clerk

Dated:

Municipal Seal

Chapter 300-11 R-1 Residential District

A. The purpose of the R-1 District is to enhance and protect stable developing single-family neighborhoods.

Resolution 1:

Be it resolved that the operation of a rental business in an R-1 District in the City of Cortland is not now nor ever has been a "Use by Right", regardless of the character of the tenant, as there is no business use "By Right" in an R-1 District.

Furthermore, be it resolved that the unregulated operation of such business can/may result in the erosion of a "traditional family" neighborhood, a "traditional family" home owner's "peaceful and quiet enjoyment" of their property, a general loss of the "quality of life", contradict the concept of an R-1 District, and the intentions of the City's Comprehensive Plan. It is critical, for the success of any city, to protect R-1 Districts as areas where "traditional families" can confidently live and prosper.

Henceforth, be it resolved that all current and future rental of a property, to any degree, in an R-1 District in the City of Cortland must obtain a "Special Use Permit".

Be it also resolved that Article II, 300-11. C. of "Chapter 300 Zoning City of Cortland" be amended to add 5. "Single-Family Rental"

Minimum Criteria:

- a. Tenancy must conform to this chapter's definition of "Family".
- b. Tenancy must conform to all Federal, State, & Local laws, codes, and ordinances as they may pertain.

Notes: All current and proposed definitions of "single-family dwelling" and "family" support all of the above. "Rental Property" is not addressed anywhere in Chapter 300, so therefore should not be assumed.

Revised 6/13/18