

# **City of Mount Vernon, New York**

1 ROOSEVELT SQ. RM. 104  
CITY HALL, MOUNT VERNON, NEW YORK 10550  
& VIA FACEBOOK.COM/MOUNTVERNONNY



## **Referral Packet - Final**

**Wednesday, September 24, 2025**

**7:00 PM**

**CITY COUNCIL CHAMBERS  
CITY HALL**

### **City Council**

*NICOLE BONILLA, M.B.A.  
City Clerk*

*JORDAN A. RIULLANO, J.D.  
Deputy City Clerk*

**A REGULAR MEETING OF THE CITY OF THE MOUNT VERNON CITY COUNCIL  
HELD ON WEDNESDAY, SEPTEMBER 24, 2025.**

**Scheduled for 7:00 pm in the City Council Chambers, City Hall, Mount Vernon, New York.**

*\*\*\* This meeting was held in the City Council Chambers, with virtual participation via ZOOM and CMVNY Facebook. The meeting was not closed to the public.\*\*\**

PRESIDING: Danielle Browne, President

OTHERS: Nicole Bonilla, City Clerk; Jordan A. Riullano, Deputy City Clerk; Antoinette Anderson, Legislative Aide; Johan Powell, Deputy Corporation Counsel.

### **CALL TO ORDER / PLEDGE OF ALLEGIANCE**

Council President Danielle Browne called the meeting to order and provided general house-keeping rules, including encouraging citizens to share the meeting on social media and what to do “in case of emergency”. Council President Browne explained the 3-minute-plus-1 public comment rule. She then asked a Councilperson to lead the council in the Pledge of Allegiance. Council President then proceeded to the Public Speakers session of the evening (listed below as public comment).

### **PUBLIC COMMENT**

### **REFERRAL SESSION**

Roll Call administered by City Clerk Nicole Bonilla

### **REPORTS OF STANDING COMMITTEES AND ACTION THEREON**

**To the Council:**

#### **LEGISLATION AND PUBLIC WORKS**

1. Department of Management Services: An Ordinance Authorizing Approval for the Mayor to Enter into a One-Year Support Contract with SHI for Broadcom VMWare Support

**Code:** LPW

**Attachments:** [Approval of VMware support contract and payment Davenport group EstimateOnly-DG15765 - Mount Vernon NY - VMWare - 1 Year Term](#)

2. Office of the Mayor: An Ordinance Authorizing City Staff to Attend the OpenGov Long Island Permitting & Licensing User Group Event and Approving Reimbursement of Travel Expenses

**Code:** LPW

**Attachments:** [Authorization for the Mount Vernon City staff to attend OpenGov training](#)

3. Department of Public Works: An Ordinance Authorizing the Mayor to Enter into a Non-Binding Memorandum of Understanding with the Center for Economic and Environmental Partnership, Inc (CEEP)  
**Code:** LPW  
**Attachments:** [MOU with CEEP](#)  
[Pledge to Support and Participate in CAPI 2025](#)
4. Water Department: An Ordinance Authorizing Attendance to the Project Wet Facilitator Training  
**Code:** LPW  
**Attachments:** [Referral Letter 091925](#)  
[Supporting Docs 091925 - agenda\\_WET\\_FacilitatorAttendee\\_Sep25\\_Syracuse](#)
5. Office of the City Clerk: An Ordinance Authorizing Three (3) Office of the City Clerk Staff Members to attend OpenGov Permitting & Licensing User Group in Huntington, New York on October 1, 2025  
**Code:** LPW  
**Attachments:** [Referral letter for three staff to attend OpenGov training in Huntington on 10-01-2025](#)
6. City Council: A Resolution of the City Council of the City of Mount Vernon, New York, Honoring Brother George W. Brown for Exemplary Service and Community Leadership  
**Code:** LPW  
**Attachments:** [Resolution George Brown](#)
7. City Council: A Resolution of the City Council of the City of Mount Vernon, New York, Honoring Brother Curtis R. Nelson Jr.  
**Code:** LPW  
**Attachments:** [Resolution Curtis Nelson Jr.](#)

To the Council:

**HUMAN RESOURCES**

8. Department of Recreation: An Ordinance Authorizing the Department of Recreation to Sponsor the Annual Pumpkin Fest and Carving Event at Hartley Park and Directing Support from other City Departments

**Code:** HR

**Attachments:** [revised pumpkin fest letter](#)  
[PD Response](#)  
[DPW Response](#)  
[Recreation Response](#)

9. City Council: An Ordinance Authorizing the Co-Naming of the Corner of Primrose Avenue and Fredrick Place in Honor of Stephanie Mills

**Code:** HR

**Attachments:** [S.Mills Street conaming Referral ltr 9.22.2025](#)

**To the Council:**

**PUBLIC SAFETY AND CODES**

10. Department of Buildings: An Ordinance to Amend Legislation Regarding Building Safety Inspections Currently Conducted by the City's Third-Party Consultant

**Code:** PSC

**Attachments:** [Building Safety Inspections Referral Letter \(1\)](#)  
[Multi-dwelling-Legislation](#)

11. Department of Buildings: An Ordinance Authorizing the Department of Buildings, in Partnership with the Department of Public Safety to Host the Second Annual Trunk-or-Treat Event

**Code:** PSC

**Attachments:** [MVPD Trunk-or-Treat Authorization](#)  
[PD Trunk or Treat Letter](#)  
[Trunk or Treat DPW Response](#)

12. Fire Department: An Ordinance Authorizing a Leave of Absence Without Pay for Fire Inspector Taj Bridgers as he serves as a Probationary Firefighter

**Code:** PSC

**Attachments:** [Agenda Letter 9-15-25 Taj Bridgers .pdf](#)

13. Fire Department: An Ordinance Authorizing the Acceptance of a Temporary Loan of a Fire Engine (Pumper) from the City of Yonkers, New York

**Code:** PSC

**Attachments:** [Agenda Letter Engine Loaner.pdf](#)  
[Yonkers Fire Engine Loaner MOU](#)

14. Department of Public Safety: An Ordinance Authorizing the Mayor to Enter into a Memorandum of Understanding Between Westchester County and the City of Mount Vernon to Participate in the Mutual Aid and Rapid Response Plan for the Police Departments of Westchester County, New York from July 31, 2025, to July 30, 2030

**Code:** PSC

**Attachments:** [Mutual Aid and Rapid Response Plan Letter](#)

**To the Council:**

### **FINANCE AND PLANNING**

15. Assessor: An Ordinance Authorizing the Amendment of Ordinance No. 16, Adopted by the City Council on September 10, 2025, entitled "AN ORDINANCE AUTHORIZING THE REFUND OF TAXES PAID ON AN INCORRECTLY ASSESSED PROPERTY, PURSUANT TO RPTL SECTION 550 - (HUDSON GREENWICH LLC, 545 SOUTH FULTON AVENUE (169.40-4088-8))

**Code:** FP

**Attachments:** [MAP](#)  
[Amended CC letter for 545 So. Fulton Ave](#)

16. Department of Planning & Community Development: A Resolution of the City Council of the City of Mount Vernon Adopting a Negative Declaration and An Ordinance Amending the City Code to Enact Legislation Regarding Health Clubs and Fitness Centers in the MX-1, MVW-H, MVW-C, NB, OB, DB, CB, LI-7.5, LI-15, I, TOD-1, AND DTOAD DISTRICTS

**Code:** FP

**Attachments:** [Resolution - Adoption & Neg Dec \(Health Clubs\)](#)

17. Department of Planning & Community Development: An Ordinance Authorizing the Amendment of Chapter 267 (Zoning) of the Code of the City of Mount Vernon to Permit and Regulate Health Clubs and Fitness Centers in the MX-1, MVW-H, MVW-C, NB, OB, DB, CB, LI-7.5, LI-15, I, TOD-1, and DTOAD Districts

**Code:** FP

**Attachments:** [Referral Letter Concerning Municipal Code Amendment of Chapter 267 - Health Clubs Ordinance - Health Clubs](#)

18. Department of Planning & Community Development: A Resolution of the City Council of the City of Mount Vernon Adopting an Ordinance Amending the City Code to Extend the Expiration of Approvals from the City's Land Use Boards -- (see attached: An Ordinance Authorizing the Amendment of Chapter 10 (Architectural Review Board) and Chapter 267 (Zoning) of the Code of the City of Mount Vernon to Extend the Expiration of Approvals from the City's Land Use Boards from Tow Years to Thirty (30) Months)

**Code:** FP

**Attachments:** [Referral Letter Concerning Municipal Code Amendment of Chapter 10 and Chapter 267 - Expiration of approvals Resolution - Adoption \(Land Use Approval Expiration\) Ordinance - Land Use Approval Expiration REVISED](#)

19. Department of Planning & Community Development: A Resolution of the City Council of the City of Mount Vernon Designating Itself as Lead Agency for the Environmental Review of the Envision Mount Vernon Comprehensive Plan, Referring the Comprehensive Plan to the City Corporation Counsel, City Planning Board, and Westchester County Planning Board, and Scheduling a Public Hearing

**Code:** FP

**Attachments:** [Comp Plan 2025 Referral Letter PCD Final Full EAF Pt 1 \(Comp Plan\) Full EAF Pt 2 \(Comp Plan\) Resolution - Lead Agency, Referral, Public Hearing \(Comp Plan\)](#)

20. Department of Planning & Community Development: An Ordinance Authorizing the Department of Planning & Community Development Staff to Attend the OpenGov Permitting & Licensing User Group Event - (Huntington, NY on October 1, 2025)

**Attachments:** [Opengov Training Referral Letter 9.16.25](#)

**ADD-ON**

**LEGISLATION AND PUBLIC WORKS**

- 21. Melissa Cardany: An Ordinance Authorizing the Temporary Street Closure and Community Event Approval for "Frenchy Day" on Saturday, September 27, 2025 - (Block Party Memorial Event Honoring Michael "Frenchy" Bonéy)

**Code:** LPW

**Attachments:** [Frenchy Day](#)  
[DPW Response Frenchy Day](#)  
[PD Response Frenchy Day](#)  
[FD Response Frenchy Day](#)

**PUBLIC SAFETY AND CODES**

- 22. City Council: A Resolution of the City Council of the City of Mount Vernon, New York, Honoring Marvin Church for His Outstanding Leadership and Service

**Code:** PSC

**Attachments:** [Marvin Church](#)

- 23. City Council: A Resolution of the City Council of the City of Mount Vernon, New York, Honoring Dr. Diane Kaye Williams for Her Outstanding Service and Leadership in Environmental Education and Climate Justice

**Code:** PSC

**Attachments:** [Dr. Diana Williams](#)

**LEGISLATION AND PUBLIC WORKS**

- 24. Department of Public Works: An Ordinance Authorizing the Public Release of RFQ No. 08.25 for Professional Engineering and Management Services for the Rehabilitation of City-Owned Structures

**Code:** LPW

**Attachments:** [Release of RFQ NO08.25 copy](#)

25. Department of Public Works: An Ordinance Authorizing a Two-Year Agreement with County Excavating, LLC for Various Public Works / Construction Equipment Rentals, with a One-Year Renewal Option

**Code:** LPW

**Attachments:** [Bid Acceptance-Variou Public Works Construction Rentals](#)

26. City Council: An Ordinance Authorizing and Approving the City of Mount Vernon Honorary Street Co-Naming Policy

**Code:** LPW

**Attachments:** [Street Re Naming Referral](#)  
[Street Re Naming Policy](#)

**OTHER BUSINESS/CLOSING COMMENTS**



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
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10550  
& VIA  
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**File #:** TMP -1630

**Agenda Date:** 9/24/2025

**Agenda #:** 1.

### City Council:

#### **AN ORDINANCE AUTHORIZING APPROVAL FOR THE MAYOR TO ENTER INTO A ONE-YEAR SUPPORT CONTRACT WITH SHI FOR BROADCOM VMWARE SUPPORT**

**Whereas**, in correspondence dated September 18, 2025, the Commissioner of the Department of Management Services formally requested authorization for the Mayor to enter into a one-year support contract with SHI for Broadcom VMware support, in the amount of \$61,244.80, to ensure continued support for the City's critical VMware environment; and

**Whereas**, the Department of Management Services has requested approval from the City Council to enter into a one-year support contract with Broadcom through SHI for the City's VMware software environment; and

**Whereas**, the Broadcom VMware environment is essential to the critical operations of both City Hall and the Mount Vernon Police Department; and

**Whereas**, the existing support contract for Broadcom VMware expires on October 31, 2025, necessitating a timely renewal to ensure uninterrupted support for the City's production systems; and

**Whereas**, Broadcom, the owner of VMware, has implemented restrictions on authorized support providers, and SHI has submitted the most cost-effective quote among the three obtained by the Department of Management Services; and

**Whereas**, the one-year contract payment will be Sixty-One Thousand Two Hundred Forty-Four Dollars and Eighty Cents (\$61,244.80), to be paid from Budget Code 1680.215; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization.** The City Council hereby authorizes the Mayor to enter into a one-year support contract with SHI for Broadcom VMware support, in the amount of \$61,244.80, to ensure continued support for the City's critical VMware environment.

**Section 2. Funding.** Payment for the contract shall be made from Budget Code 1680.215 as allocated in the current fiscal year budget.

**Section 3. Execution.** The Mayor is hereby authorized and directed to execute all necessary documents to effectuate the terms of this ordinance and to take any other actions required to carry out the intent of this authorization.

**Section 4. Effective Date.** This ordinance shall take effect immediately upon adoption by the

City Council and subsequent approval by the Board of Estimate & Contract.



CITY OF MOUNT VERNON, N.Y.

Mayor Office

**SHAWYN PATTERSON-HOWARD, MPA**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
(914) 665-2362 – Fax: (914) 665-6173

**JUAN PEREZ**  
*Commissioner Management Services*

September 18, 2025

VIA EMAIL:  
Honorable City Council Members  
City of Mount Vernon  
1 Roosevelt Square  
Mount Vernon, New York 10550

**RE: Approval to Enter into support contract with SHI for 1 year for Broadcom's VMWare support. Contract payment to be \$61,244.80 to be paid from 1680.215.** for city council meeting to be held on September 24<sup>th</sup>, 2025.

Honorable Council members:

The Department of Management Services requests approval from the City Council for a resolution to enter a 1-year support contract with Broadcom through SHI for the support of our Broadcom VMware software environment. This environment is essential for the critical operations of both City Hall and the Police Department. The contract will be in the amount of \$61,244.80 and will be financed through budget code 1680.215.

The Broadcom VMware environment supports all critical operations in City Hall as well as the Police Department. The expiration of our existing support contract in on October 31, 2025 requires that we have a contract in place to ensure continued support for our production environment.

Broadcom, which now owns VMware, has placed restrictions on who can support their software environments. I have secured three quotes, and SHI has provided the most cost effective quote for our environment.

Should this request meet with the approval of the city council, we will enter into the one-year agreement and make payment from budget code 1680.215.

Thank you.  
Sincerely,  
Juan Perez

Commissioner Management Services  
cc: Mayors Office, Comptroller

*"The Jewel of Westchester"*



Pricing Proposal  
 Quotation #: 26646423  
 Created On: 9/17/2025  
 Valid Until: 10/10/2025

## NY-City of Mount Vernon

## Inside Account Executive

### Juan Perez

1 Roosevelt Square  
 Mount Vernon, NY 10550  
 United States  
 Phone: 914-665-3262  
 Fax:  
 Email: jperez@mountvernonny.gov

### Niall El-Adawy

300 Davidson Ave  
 Somerset, NJ 08873  
 Phone: 732-652-7686  
 Fax:  
 Email: niall\_eladawy@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 VMware Cloud Foundation VMware - Part#: VCF-CLD-FND Contract Name: OGS IT Umbrella Contract Contract #: PM67310 Coverage Term: 11/1/2025 – 10/31/2026 <b>Note:</b> Participant ID# 36400	128	\$332.00	\$42,496.00
2 VMware vSAN 8 - For 1 Year VMware - Part#: VCF-VSAN-8 Contract Name: OGS IT Umbrella Contract Contract #: PM67310 Coverage Term: 11/1/2025 – 10/31/2026 <b>Note:</b> Participant ID# 36400	93	\$201.60	\$18,748.80
		Total	\$61,244.80

### Additional Comments

Keep in mind, VMWare recently changed their approval process for reinstatement fees. A completed waiver form and valid business case are required in order to be considered for approval. Please make sure to send over all POs prior to you expiration date to avoid the reinstatement fee.

For any software items included on this quote for contract PM67310, the below terms will apply. If you do not agree with these terms, please let SHI know so we can reach out to VMware for a possible exception. Please note, the exception process will take time and there is no guarantee it will be approved.

Please note the following:

- 1) VMware EULA <https://docs.broadcom.com/docs/end-user-agreement-english>
- 2) VMware Does Not offer a standard return policy
- 3) Service offerings are non-refundable. For these products, orders are non-cancellable and non-returnable from point of order.
- 4) PSO Credits are only active for 1 Year

Please Note, Broadcom product lines have the following reinstatement fee policy:

- o Effective immediately, late orders will be charged a 25% reinstatement fee.
- o Every additional week late will result in an incremental 10% fee added

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.  
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

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*The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.*



# City of Mount Vernon, New York

## Staff Report

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104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1637

**Agenda Date:** 9/24/2025

**Agenda #:** 2.

### City Council:

#### **AN ORDINANCE AUTHORIZING CITY STAFF TO ATTEND THE OPENGOV LONG ISLAND PERMITTING & LICENSING USER GROUP EVENT AND APPROVING REIMBURSEMENT OF TRAVEL EXPENSES**

**Whereas**, in correspondence dated September 16, 2025, the Deputy Chief of Staff formally requested authorization for designated staff members from the Fire and Building Departments to attend the OpenGov Long Island Permitting & Licensing User Group scheduled for Wednesday, October 1, 2025, from 7:30 a.m. to 3:00 p.m. at 100 Main Street, Huntington, NY 11743, and is designed exclusively for municipal representatives engaged in permitting and licensing; and

**Whereas**, the City of Mount Vernon is committed to modernizing its permitting and licensing systems to improve efficiency, transparency, and service delivery for residents and businesses; and

**Whereas**, Attendance at this user group provides an opportunity to:

- Build local connections by networking with regional municipal peers;
- Learn from real-world successes through presentations by municipal leaders and OpenGov customers;
- Gain hands-on product training through interactive breakout sessions with OpenGov staff; and
- Preview upcoming product features and provide feedback to enhance implementation in Mount Vernon; and
- Participation will ensure the City is leveraging OpenGov effectively and aligning with regional best practices; and

**Whereas**, the following staff members are designated as liaisons for their respective departments:

- **Fire Department:** Sylver Jones; Dorothy Anderson; Alternate: Ted Beale
- **Building Department:** Hediye Mamak; Dawn Asbury; Jamie Pessin; and

**Whereas**, pursuant to the City's travel policy, reimbursement for mileage and tolls for travel beyond 35 miles requires both Council and Board of Estimate approval, and Huntington, NY, exceeds this limit; and

**Whereas**, the event itself is free to attend, and only mileage and toll expenses will be reimbursed from the following departmental budget lines:

- Fire Department - **A3410.451 Training**
- Building Department - **A3620.451 Training;**

**Now, Therefore, Be It Ordained By The City Council of the City of Mount Vernon, New York:**

**Section 1. Authorization to Attend.** The City Council hereby authorizes the designated staff members from the Fire and Building Departments to attend the OpenGov Long Island Permitting & Licensing User Group event on October 1, 2025, in Huntington, NY.

**Section 2. Reimbursement Approval.** Reimbursement for mileage and tolls associated with attendance at this event is hereby approved in accordance with the City's travel policy. Such reimbursement shall be made from the departmental budget codes listed in the Whereas clauses above.

**Section 3. Compliance with Travel Policy.** This authorization and reimbursement approval shall serve as compliance with the requirement for prior Council approval for travel exceeding the 35-mile threshold.

**Section 4. Effective Date.** This Ordinance shall take effect immediately upon adoption by the City Council and subsequent approval by the Board of Estimate & Contract.



## CITY OF MOUNT VERNON, N.Y.

Mayor Office

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
(914) 665-2360 – Fax: (914) 665-6173

**MALCOLM CLARK**  
*Chief of Staff*

**KHENDRA K. DAVID**  
*Deputy Chief of Staff*

September 16, 2025

**Re:** Authorization for the City of Mount Vernon staff to attend OpenGov Long Island Permitting & Licensing User Group.

**Agenda:** [https://go.opengov.com/UG-2025-10-01-PLC-LongIsland-NewYork-UserGroup\\_05.locationregpage.html](https://go.opengov.com/UG-2025-10-01-PLC-LongIsland-NewYork-UserGroup_05.locationregpage.html)

To the Honorable City Council,

This letter comes as a request that the City Council authorize permission for Mount Vernon City staff to attend OpenGov Long Island Permitting & Licensing User Group scheduled for Wednesday, October 1, 2025, from 7:30 AM – 3:00 PM at 100 Main Street, Huntington, NY 11743.

This full-day event is designed exclusively for municipal representatives engaged in permitting and licensing. It will provide an important opportunity to:

- **Build Local Connections:** Network with peers from regional municipalities addressing similar challenges.
- **Learn from Real-World Successes:** Hear directly from municipal leaders and OpenGov customers about best practices and outcomes.
- **Gain Hands-On Product Training:** Participate in interactive breakout sessions with OpenGov staff.
- **Preview Upcoming Features:** Review the product roadmap and provide direct feedback.

As the City continues to modernize its permitting and licensing systems, this user group will be an invaluable resource to ensure we are leveraging OpenGov effectively and aligning with regional best practices.

### Designated Department Liaisons

To ensure comprehensive representation, the following staff members will participate and serve as liaisons for their respective departments:

- **Fire Department:** Sylvester Jones; Dorothy Anderson; *Alternate:* Ted Beale
- **Building Department:** Hediye Mamak; Dawn Asbury; Jamie Pessin

*“The Jewel of Westchester”*



## CITY OF MOUNT VERNON, N.Y.

Mayor Office

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

City Hall, One Roosevelt Square  
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(914) 665-2360 – Fax: (914) 665-6173

**MALCOLM CLARK**  
*Chief of Staff*

**KHENDRA K. DAVID**  
*Deputy Chief of Staff*

Travel Policy Compliance:

According to the new travel policy, reimbursement for mileage and tolls requires both Council and Board of Estimate approval when travel exceeds the 35-mile threshold. Since Huntington, NY is beyond this limit, I am respectfully requesting approval in advance to ensure compliance.

The event itself is free to attend, and only travel-related expenses (mileage, food, and tolls) would be subject to reimbursement, not to exceed \$300.00 for each department. If available, the staff requests to use a city-owned vehicle.

- Fire Department – A3410.451 Training
- Building Department – A3620.451 Training

Thank you for your consideration of this request. We look forward to representing the City and bringing back insights that will strengthen our permitting and licensing operations.

Sincerely,

Khendra K. David  
Deputy Chief of Staff  
City of Mount Vernon

cc: Mayor Patterson-Howard  
Fire Department  
Building Department

*“The Jewel of Westchester”*



# City of Mount Vernon, New York

## Staff Report

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CITY HALL, MOUNT  
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**File #:** TMP -1624

**Agenda Date:** 9/24/2025

**Agenda #:** 3.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A NON-BINDING MEMORANDUM OF UNDERSTANDING WITH THE CENTER FOR ECONOMIC AND ENVIRONMENTAL PARTNERSHIP, INC. (CEEP)**

**Whereas**, in a letter dated September 8, 2025, the Director of Sustainability and the Commissioner of Public Works formally requested authorization for the Mayor to execute a non-binding Memorandum of Understanding with the Center for Economic and Environmental Partnership, Inc. (CEEP), enabling the City's participation in the Climate Action Planning Institute and enhancing Mount Vernon's ability to advance state-aligned climate objectives; and

**Whereas**, the City of Mount Vernon is committed to advancing sustainability, environmental justice, and climate resilience in alignment with New York State's climate and clean energy goals; and

**Whereas**, the Hudson Valley Regional Council's Climate Action Planning Institute (CAPI), with support from the New York State Department of Environmental Conservation's Climate Smart Communities program, provides structured technical assistance to municipalities for developing comprehensive climate action plans, greenhouse gas inventories, and resilience strategies; and

**Whereas**, the Center for Economic and Environmental Partnership, Inc. (CEEP), a nonprofit organization with decades of experience supporting municipalities across New York State, has secured grant funding through the New York Community Trust to provide technical and administrative support -including a part-time Sustainability Coordinator-through March 2026; and

**Whereas**, participation in CAPI and partnership with CEEP will enhance Mount Vernon's ability to:

- Engage fully in regional climate action planning;
- Advance Climate Smart Communities (CSC) and Clean Energy Communities (CEC) program goals;
- Position the City for state and federal recognition, technical assistance, and future grant opportunities;
- Demonstrate regional leadership in sustainability, environmental justice, and workforce development without imposing immediate financial burdens on the City budget; and

**Whereas**, entering into a non-binding Memorandum of Understanding with CEEP is necessary to formalize this strategic collaboration and ensure Mount Vernon maximizes its participation in CAPI; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization.** The Mayor of the City of Mount Vernon is hereby authorized to enter into a non-binding Memorandum of Understanding with the Center for Economic and Environmental Partnership, Inc. (CEEP) to facilitate the City's participation in the Climate Action Planning Institute and to strengthen Mount Vernon's capacity to implement state-aligned climate goals.

**Section 2. Scope of MOU.** The Memorandum of Understanding shall include, but not be limited to:

(a) Provision of a part-time Sustainability Coordinator (approximately eight hours per week) to assist with project management, reporting, and interdepartmental coordination.

(b) Technical assistance to advance Climate Smart Communities and Clean Energy Communities programs.

(c) Engagement and support for the City's full participation in the Climate Action Planning Institute.

(d) Confirmation that the agreement is non-binding and imposes no direct financial obligation on the City.

**Section 3. Term.** The authorization granted herein shall remain effective for the duration of the grant funding provided through the New York Community Trust, which is anticipated to extend through March 31, 2026, unless otherwise extended or modified by the City Council.

**Section 4. Implementation.** The Mayor, Corporation Counsel, and all appropriate City departments are authorized and directed to take any and all necessary actions to execute and implement the terms of the Memorandum of Understanding.

**Section 5. Effective Date.** This ordinance shall take effect immediately upon adoption by the City Council and subsequent approval by the Board of Estimate & Contract.



CITY OF MOUNT VERNON, N.Y.  
[DEPARTMENT NAME]

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 914-665-2339  
email:dpwconcerns@mountvernonny.gov

DAMANI L. BUSH  
*Commissioner*

JOHN NUCULOVIC  
*Deputy Commissioner*

September 8, 2025

Honorable City Council Members  
Of the City of Mount Vernon  
City Hall, Mount Vernon, New York  
(Through the Office of the Mayor)

**Re: Authorization for the Mayor to Enter into a Memorandum of Understanding (MOU) with the Center for Economic and Environmental Partnership, Inc. (CEEP)**

Dear Honorable City Council Members:

This referral requests authorization for the Mayor to enter into a non-binding Memorandum of Understanding with the Center for Economic and Environmental Partnership, Inc. (CEEP). The partnership will strengthen Mount Vernon's capacity to implement state-aligned climate goals, particularly through the City's participation in the Hudson Valley Regional Council's **Climate Action Planning Institute (CAPI)**.

The Climate Action Planning Institute, coordinated by the Hudson Valley Regional Council with support from the New York State Department of Environmental Conservation's Climate Smart Communities program, is a structured technical assistance initiative designed to help municipalities develop robust, data-driven climate action plans. Through CAPI, participating communities gain access to expert guidance, peer-to-peer learning, and analytical tools that support greenhouse gas inventories, vulnerability assessments, and the creation of strategies to reduce emissions and build climate resilience. The program emphasizes actionable steps that align with New York State's ambitious climate and clean energy goals, while also preparing municipalities to secure state and federal funding.

CEEP is a nonprofit with decades of experience assisting municipalities across New York State in developing and executing sustainability strategies. Under the draft Memorandum of Understanding (attached), CEEP would provide the City with a **Sustainability Coordinator**, supported through grant funding secured by The New York Community Trust through March 2026.

Entering into this non-binding MOU will provide the City with:

**Direct Support for CAPI Participation:** CEEP will assist the City in fully engaging with the Hudson Valley Regional Council's Climate Action Planning Institute, ensuring Mount Vernon's plans are data-driven, comprehensive, and actionable.

*"The Jewel of Westchester"*



CITY OF MOUNT VERNON, N.Y.  
[DEPARTMENT NAME]

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
(914) 914-665-2339  
email:dpwconcerns@mountvernonny.gov

DAMANI L. BUSH  
*Commissioner*

JOHN NUCULOVIC  
*Deputy Commissioner*

- **Enhanced Program Delivery:** CEEP will support the City in advancing both the CSC and CEC programs, positioning Mount Vernon for recognition, grant eligibility, and technical assistance.
- **Technical and Administrative Capacity:** A Sustainability Coordinator, working approximately 8 hours per week, will provide consistent project management, reporting, and coordination between departments and regional partners.
- **Grant-Supported Services:** The partnership has the potential to leverage future external funding, minimizing the need for immediate City budget allocations.
- **Regional Leadership:** By collaborating with CEEP, Mount Vernon will demonstrate leadership in environmental justice, workforce development, and climate action, aligning with the City's commitment to equity and sustainability.

I respectfully request that the City Council grant permission for the Mayor to enter into a non-binding Memorandum of Understanding with the Center for Economic and Environmental Partnership, Inc. This authorization will allow the City to move forward with this strategic partnership, supporting Mount Vernon's climate planning efforts and maximizing participation in the Climate Action Planning Institute.

Warm regards,

Handwritten signature of Shayne M. Brooks in blue ink.

Shayne M. Brooks  
Director of Sustainability  
SMB

Handwritten signature of Damani L. Bush in green ink.

Damani L. Bush  
Commissioner of Public Works  
DLB

Attachments:

1. Center for Economic Development (CEEP) x CMVNY Letter of Intent
2. Signed letter of commitment to participate via Mayor SPH

Cc: Mayor's Office  
Comptroller's Office  
Clerk's Office  
Building's Department  
Planning and Community Development

*"The Jewel of Westchester"*



## CITY OF MOUNT VERNON, N. Y.

Mayor Office

**SHAWYN PATTERSON-HOWARD, MPA**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
(914) 665-2360 – Fax: (914) 665-6173

**MALCOLM CLARK**  
*Chief of Staff*

**KHENDRA DAVID**  
*Deputy Chief of Staff*

July 15, 2024

To Whom It May Concern:

The City of Mount Vernon is pleased to pledge its support for and active participation in the 2025-2026 “Climate Action Planning Institute 2025” (CAPI 2025). For CAPI 2025, the City of Mount Vernon will act as a participant. In this 16-month-long innovative project, several local governments will collaborate to complete their individual local government operations GHG emissions inventories (GOGHGs) and draft their local government operations climate action plans (GOCAPs).

The Hudson Valley Regional Council (HVRC) will be the primary partner on this project, in conjunction with ICLEI staff (as well as the use of ICLEI software and templates for completion of the GOGHGs and GOCAPs). Participants on behalf of the City of Mount Vernon will include municipal staff, as well as a volunteer from a CBO.

The 16-month-long project will consist of the following meetings and milestones, which the pledges to commit to:

- Month 1: CAPI partner kick-off meeting.
  - Staff will provide HVRC with all Con Ed / NYPA account numbers.
- Month 2: CAPI Meeting 1. Kickoff & introduction of project with all partners & participants.
  - Introductions to HVRC, ICLEI, as well as staff and cohort participants
- Month 3: CAPI Meeting 2. Overview of GOGHGs.
  - HVRC to request of bulk energy data from Con Ed / NYPA
- Month 4: CAPI Meeting 3. Overview of data collection and status updates.
  - Data analysis and data entry into ClearPath.
- Month 5: Continued data collection for GHGs.
  - Participants to conduct stakeholder meetings to review GOGHGI results/data issues/etc.
- Month 6: CAPI Meeting 4. Participant’s GOGHGs presentations, data swap with participants & buddy system review.
  - Cohort presentations of GOGHGI findings.

*“The Jewel of Westchester”*



## CITY OF MOUNT VERNON, N.Y.

Mayor Office

**SHAWYN PATTERSON-HOWARD, MPA**  
*Mayor*

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**MALCOLM CLARK**  
*Chief of Staff*

**KHENDRA DAVID**  
*Deputy Chief of Staff*

- Month 7: CAPI Meeting 5. Continuation of participant's GOGHGs presentations.
  - Cohort presentations of GOGHG findings.
- Month 8: CAPI Meeting 6. GOGHGI reductions target setting & forecasting.
  - Participants conduct key stakeholder meetings and begin to draft report.
- Month 9: CAPI Meeting 7. Review of emissions reduction strategies & ClearPath Planning Module training part 1.
- Month 10: CAPI Meeting 8. Continued review of emissions reduction strategies & ClearPath Planning Module training part 2.
- Month 11: CAPI Meeting 9. Review of ICLEI GOCAP template
  - Participants will continue to revise the GOCAP & conduct additional stakeholder meetings as needed.
- Month 12: CAPI Meeting 10. Strategies for prioritizing GHG emissions reductions.
  - Participants finalize key stakeholder meetings and draft report.
- Month 13: CAPI Meeting 11: Revising of GOCAP: Prioritizations and Considerations.
  - GOCAP presentations.
- Month 14: Development of GOCAP.
  - GOCAP presentations.
- Month 15: CAPI meeting 12. Participant's presentation of draft GOCAPs.
  - Participants to publicly release GOCAP to municipal web site.
- Month 16: CAPI Final Meeting: CAPI Wrap-up and GOCAP Implementation
  - Participants upload GOCAP to Climate Smart Communities web site.



## CITY OF MOUNT VERNON, N.Y.

Mayor Office

**SHAWYN PATTERSON-HOWARD, MPA**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
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**MALCOLM CLARK**  
*Chief of Staff*

**KHENDRA DAVID**  
*Deputy Chief of Staff*

Upon completion of CAPI, the City of Mount Vernon anticipates having a completed GOGHGI, with data entered and maintained in the ClearPath tool, as well working draft of a GOCAP, and will present on these at a final working group meeting as well as to the City of Mount Vernon's Mayor's Office and City Council. The City of Mount Vernon will contribute volunteers and staff who will attend the monthly meetings, complete the data collection, data entry, report template, and other project support as needed, as well as participate in all project communications and meetings.

The City of Mount Vernon pledges that it has a minimum of three participants on behalf of the municipality will commit to participating in the above meetings and milestones schedule, with the understanding that this project will entail a contribution of an anticipated average of 6 hours of staff and volunteer time per person per month for the duration of the project (in addition to occasional meeting travel time). The City of Mount Vernon is promising that, over the next 16 months, it will contribute the equivalent of \$12,000—not in cash, but through the value of staff time and volunteer work—because state law requires this local contribution when applying for the funding. Appropriate Mount Vernon staff will also attend key meetings. This combination of dedicated volunteer and staff time will consist of the City of Mount Vernon's match for this funding opportunity.

Best Regards,

A handwritten signature in black ink, appearing to read "Shawyn Patterson-Howard".

Mayor Shawyn Patterson-Howard, MPA  
City of Mount Vernon

**Cc: Law**  
**Buildings**  
**HR**

*"The Jewel of Westchester"*





# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1644

**Agenda Date:** 9/24/2025

**Agenda #:** 4.

### City Council:

#### **AN ORDINANCE AUTHORIZING ATTENDANCE TO THE PROJECT WET FACILITATOR TRAINING**

**Whereas**, in correspondence dated September 19, 2025, the Commissioner of the Board of Water Supply formally requested authorization for one (1) employee of the Board of Water Supply to attend the Project WET Facilitator Training at the Onondaga Lake Visitors Center in Syracuse, NY, from September 23 to September 26, 2025; and

**Whereas**, the Board of Water Supply has requested authorization for one (1) employee to attend the Project WET Facilitator Training to be held at the Onondaga Lake Visitors Center in Syracuse, New York, from September 23 through September 26, 2025; and

**Whereas**, the Project WET training directly supports the City's WaterWise initiative, a new K-12 and community-focused water literacy program designed to expand educational outreach, engage underserved communities, align with statewide STEM and environmental education standards, and promote long-term curriculum development and grant partnerships; and

**Whereas**, certification as a Project WET facilitator will enable department personnel to train educators and community partners locally, thereby broadening the City's public engagement and environmental education efforts; and

**Whereas**, the total cost of attendance, including a \$30 registration fee, hotel accommodations, travel, and incidentals, shall not exceed \$1,300, to be charged to budget code 001-581-581001, Staff Development & Training; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization.** The City Council of the City of Mount Vernon hereby authorizes one (1) employee of the Board of Water Supply to attend the Project WET Facilitator Training at the Onondaga Lake Visitors Center in Syracuse, NY, from September 23 to September 26, 2025.

**Section 2. Funding.** All associated expenses, including registration, travel, lodging, and incidentals, not to exceed \$1,300, shall be paid from budget code 001-581-581001, Staff Development & Training.

**Section 3. Effective Date.** This ordinance shall take effect immediately upon adoption by the City Council and subsequent approval by the Board of Estimate & Contract.



# BOARD OF WATER SUPPLY

M O U N T V E R N O N , N E W Y O R K

MAYOR SHAWYN PATTERSON HOWARD

COMMISSIONER CARLTON C. SPRUILL

SUPERINTENDENT JOHN F. ARENA

CITY HALL – ROOM 2  
MOUNT VERNON, NY 10550

(914) 666-7820 PHONE  
(914) 666-2316 FAX

September 19, 2025

VIA EMAIL:

Honorable Members of the City Council  
(Through the Office of the Mayor)  
City Hall – 1 Roosevelt Square  
Mount Vernon, NY 10550

RE: REQUESTING FOR LEGISLATION AUTHORIZING ATTENDANCE TO THE  
PROJECT WET FACILITATOR TRAINING

Dear Honorable Council Members:

This letter serves as a formal request for the enactment of legislation authorizing one (1) employee of the Board of Water Supply to attend the Project WET Facilitator Training at the Onondaga Lake Visitors Center in Syracuse, NY, from September 23 to September 26, 2025.

The Project WET training directly supports our WaterWise initiative, the City’s new K-12 and community focused water literacy program. Certification as a Project WET facilitator enables department personnel to train other educators and communitiy partners locally, expand the City’s educational reach and public engagement—particularly in underserved communities—align our efforts with statewide STEM and environmental education standards, and establish a foundation for future curriculum development and grant partnerships across the region.

The registration fee is \$30 per attendee. Total expenses (including the registration fee) for hotel accommodations, travel and incidentals are not to exceed \$1,300. These costs will be charged to budget code 001-581-581001, Staff Development & Trainings.

Thank you for your consideration of this request. If you have any questions or concerns, please feel free to contact me.

Respectfully submitted,

Carlton Spruill  
Commissioner





## **Wednesday, 24 September: 10am to 5pm**

### **10:00 Welcome & Introductions (Where's Your Watershed? NYS Watershed Map)**

#### **Watershed Framing**

- Water “shed” as a framework for connecting culture, communities, people, and the natural world

#### **What is WET**

- History, Mission, & Goals of Project WET
- Hand out & Review guides
  - Updates/similarities from WET 2.0 to Foundations of Water Education & Waters in Earth Systems
- Re-familiarizing & Seeing new WET activities
  - Seeing Watersheds
  - Incredible Journey (Urbanized)
  - A Plume Problem
  - Freshwater Giants

### **NYSDEC's Role in WET, Conservation Ed, & EE**

#### **Facilitator Information and Expectations**

- Go through resources
- Expectations of NYSDEC
- Expectations of a Facilitator
- Types of Workshops

### **Facilitator Paperwork**

# Thursday, 25 September: 9am to 5pm

## 9:00 CTLE training

- Offering NY State Education “Continuing Teacher and Leader Education” (CTLE) credit
- Paperwork!! Is no joke! It’s **not just the Projects or DEC. This is State Ed.**
- **ASK QUESTIONS!!**

## The Nuts & Bolts: Going Through Workshop Logistics

- Organizing a Successful Workshop
  - The Ps: proposal, paperwork, promotion, & planning
  - Getting the A Right: Agenda Planning
  - Finishing Strong: Reporting

## Peer Teaching (getting your workshop started)

- Small groups plan a workshop and present back to the large group
  - Audience, location, agenda, two **marketing strategies, Workshop Proposal form**

## Working Lunch

## Peer Teaching cont. -activity time

## Resources from NYSDEC, International Project WET

- Online and other NYSDEC resources
  - Discover the Hudson, Hudson River Lesson Plans, I Fish NY Lesson Plans
  - Water Education Portal/ Online resources
  - SeaGrant Great Lakes Education
  - Research & Misc. Resources
- Share participant resources

## Facilitator Dilemmas

## Trainer in the “Hotseat” or “Ask ‘em while you got ‘em”

## 4:45-5:00pm Wrap-up & Evaluations

## Congratulations New York’s newest WET Facilitators, safe trip home!!!

Dth:9/10/25





# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1625

**Agenda Date:** 9/24/2025

**Agenda #:** 5.

### City Council:

#### **AN ORDINANCE AUTHORIZING THREE (3) OFFICE OF THE CITY CLERK STAFF MEMBERS TO ATTEND THE OPENGOV PERMITTING & LICENSING USER GROUP IN HUNTINGTON, NEW YORK, ON OCTOBER 1, 2025**

**Whereas**, in correspondence dated September 12, 2025, the City Clerk formally requested authorization for three Office of the City Clerk are hereby authorized to permit three (3) staff members -N'Quan Stephens, Megan Blades, and Jeralyn Escamilla-to attend the OpenGov Permitting & Licensing User Group in Huntington, New York, on October 1, 2025; and

**Whereas**, the Office of the City Clerk utilizes OpenGov's permitting and licensing platform to process all applications, permits, and licenses received by the Clerk's Office; and

**Whereas**, the City Clerk's staff seeks to make all applications, permits, and licenses fully accessible and managed through OpenGov to increase efficiency, transparency, and service to the residents of Mount Vernon; and

**Whereas**, OpenGov is hosting a Permitting & Licensing User Group on Wednesday, October 1, 2025, from 7:30 a.m. to 3:00 p.m. at 100 Main Street, Huntington, New York, to provide training and an opportunity for local governments to share best practices and strengthen community connections; and

**Whereas**, attendance at this event by three (3) Clerk's Office staff-N'Quan Stephens (Senior Accountant), Megan Blades (Administrative Aide), and Jeralyn Escamilla (Records Specialist)-is necessary to ensure the City fully utilizes OpenGov's solutions and continues to improve service delivery; and

**Whereas**, the event is free of charge, and reimbursement for mileage and tolls, not to exceed \$ 100.00, will be expensed from Budget Line A1410.402 (Travel Expense); **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization.** The City Council hereby grants authorization for three (3) staff members-N'Quan Stephens, Megan Blades, and Jeralyn Escamilla-to participate in the OpenGov Permitting & Licensing User Group event in Huntington, New York, on October 1, 2025.

**Section 2. Travel Expense.** The City Comptroller shall be authorized to reimburse mileage and toll expenses incurred by the attendees, not to exceed \$100.00, chargeable to Budget Line A1410.402 (Travel Expense).

**Section 3. Effective Date.** This Ordinance shall take effect immediately upon adoption by

the City Council and subsequent approval by the Board of Estimate & Contract.



**OFFICE OF THE CITY CLERK**  
ONE ROOSEVELT SQUARE NORTH  
MOUNT VERNON, NEW YORK 10550  
(914) 668-2352 \* [WWW.CMVNY.COM](http://WWW.CMVNY.COM)

**NICOLE BONILLA, MBA**  
City Clerk

September 12, 2025

Honorable City Council Members  
1 Roosevelt Square North  
Mount Vernon, New York 10550

Re: Authorization for three (3) Office of the City Clerk staff to attend OpenGov Permitting and Licensing User Group on October 1, 2025

Agenda: [OpenGov Permitting & Licensing User Group | OpenGov](#)

Honorable Body,

This letter respectfully requests that the City Council approve and enact legislation granting permission for three (3) Office of the City Clerk staff to attend the OpenGov Long Island Permitting & Licensing User Group training in Huntington, New York, on October 1, 2025. The three staff attending are OpenGov application developers, and they process all the applications received in the Clerk's Office.

The Office of the City Clerk's goal is to make all applications, permits, and licensing accessible on OpenGov, and this full-day, in-person event is the training necessary to achieve our goal and to fully utilize the platform. This user group is designed to unite local governments to share best practices, with the intent of building stronger community connections and exploring OpenGov's permitting and licensing solutions.

The event is free. Reimbursement for meals, mileage and tolls will be expensed from **A 1410.402 (Travel Expense) – not to exceed \$200.**

User Group Details

*Date: Wednesday, October 1, 2025*

*Time: 7:30 AM – 3:00 PM*

*Location: 100 Main Street, Huntington, NY 11743*

N'Quan Stephens – Senior Accountant  
Megan Blades – Administrative Aide  
Jeralyn Escamilla – Records Specialist

Thank you for the consideration of my request, and I appreciate the Council's support.

Sincerely,

Nicole Bonilla, MBA  
City Clerk



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1645

**Agenda Date:** 9/24/2025

**Agenda #:** 6.

### City Council:

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF MOUNT VERNON, NEW YORK,  
HONORING *BROTHER GEORGE W. BROWN FOR*  
EXEMPLARY SERVICE AND COMMUNITY LEADERSHIP**

**Whereas, Brother George W. Brown**, a proud native son of Mount Vernon, has devoted his life to public service, leadership, and community engagement, earning the respect and admiration of all who know him; and

**Whereas, Brother Brown's** distinguished career spans 32 years with the Consolidated Edison Company of New York, where he developed extensive expertise in Public and Customer Service; and

**Whereas, Brother Brown** has been an active and dedicated community leader, contributing his time and talents to organizations such as the YMCA, Delta Theta Sorority, the YCOP Organization, and the American Cancer Society; and

**Whereas,** he has further demonstrated his civic commitment as District Leader of the Mount Vernon Democratic City Committee, First Vice-President of the Black Democrats of Westchester, and Vice-President of the Mount Vernon Boys and Girls Club Board of Directors, earning recognition, including the prestigious Volunteer of the Year Award in 2002; and

**Whereas,** Brother Brown's service within the Masonic Order is equally distinguished, having served as Past Master of St. Joseph Lodge #117 F&AM, Past Patron of Adah Chapter #82 OES, Grand Lecturer of the MWPHGLNY, and as a recipient of the 33° of the United Supreme Council; and

**Whereas,** beyond his professional and fraternal achievements, Brother Brown remains a man of deep faith, shaped by the values instilled in him by his parents, Deacon George and Berth Brown, and continues to draw strength from his membership at Greater Centennial AME Zion Church; **Now, Therefore, Be It**

**Resolved,** that the City Council of the City of Mount Vernon, in partnership with Adah Chapter #82, Order of Eastern Star, proudly recognizes and honors **Brother George W. Brown** for his extraordinary service, steadfast leadership, and lifelong dedication to family, faith, community, and the Masonic Order.

# CITY COUNCIL OF MOUNT VERNON



## RESOLUTION

WHEREAS, BROTHER GEORGE W. BROWN, a proud native son of Mount Vernon, has dedicated his life to public service, leadership, and community engagement, earning the respect and admiration of all who know him; and

WHEREAS, Brother Brown's distinguished professional career includes 32 years with Consolidated Edison Company of New York, where he developed expertise in Public/Customer Service, organizations such as the YMCA, Delta Theta Sorority, the YCOP Organization, and the American Cancer Society, while also serving as District Leader of the Mount Vernon Democratic City Committee, First Vice-President of the Black Democrats of Westchester, and Vice-President of the Mount Vernon Boys and Girls Club Board of Directors; and

WHEREAS, Brother Brown has demonstrated extraordinary commitment to civic service, volunteering with Year Award in 2002, and continues to serve with honor as the Worshipful Master; and

WHEREAS, Brother Brown has been an active and devoted Mason and Eastern Star member, serving as Past Master of St. Joseph Lodge #117 F&AM, Past Patron of Adah Chapter #82 OES, Grand Lecturer of the MWPHGLNY, and receiving the 33<sup>o</sup> of the United Supreme Council; and

WHEREAS, beyond his professional and fraternal accomplishments, George has always lived as a man of faith, guided by the teachings instilled in him as the son of Deacon George and Berth Brown, and continues to draw strength from his membership at Greater Centennial AME Zion Church; and NOW, THEREFORE, BE IT

RESOLVED, that the City Council of the City of Mount Vernon, in partnership with ADAH CHAPTER #82, ORDER OF EASTERN STAR, proudly recognizes and honors GEORGE W. BROWN for his service, steadfast leadership, and lifelong dedication to family, faith, community, and the Masonic Order.

Councilperson

Councilperson

Councilperson

Councilperson

City Council President

Authenticated this **28th** day of **SEPTEMBER, 2025**

City Clerk



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1646

**Agenda Date:** 9/24/2025

**Agenda #:** 7.

### City Council:

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF MOUNT VERNON, NEW YORK,  
HONORING *BROTHER CURTIS R. NELSON JR.***

Whereas, **Brother Curtis R. Nelson Jr.**, the proud son of charter member and Past Patron Curtis Nelson Sr. of Adah Chapter #82, has faithfully upheld his father's legacy of service, leadership, and devotion to family, community, and the Masonic Order; and

Whereas, **Brother Nelson**, a lifelong Mount Vernon resident since 1974 and a graduate of Mount Vernon High School Class of 1994, has pursued personal and professional excellence, earning numerous certifications and serving with distinction as Sergeant at Sarah Lawrence College; and

Whereas, **Brother Nelson** has been a devoted member of St. Joseph Lodge #117 since 2001, where he was recognized as Father of the Year in 2002 and continues to serve honorably as Worshipful Master; and

Whereas, he became a dedicated member of Adah Chapter #82 in 2018, offering faithful service as Associate Patron, then as Worthy Patron from 2020 through 2023, and extending his commitment as District Deputy Grand Patron under PGWP Paul James and GWP Grant Valentine; and

Whereas, **Brother Nelson** has exemplified his passion for uplifting youth through coaching, mentoring, and leading championship youth sports teams, embodying the highest ideals of service and leadership both within and beyond the Lodge and Chapter; **Now, Therefore, Be It**

**Resolved**, that the City Council proudly honors **Brother Curtis R. Nelson Jr.** upon his presentation of the Apron by Adah Chapter #82, Order of the Eastern Star, in recognition of his steadfast service, faithful leadership, and unwavering dedication to his family, community, and the Masonic Order.

# CITY COUNCIL OF MOUNT VERNON



# RESOLUTION

WHEREAS, BROTHER CURTIS R. NELSON JR. is a proud son of charter member and Past Patron Curtis Nelson Sr. of Adah Chapter #82, and has followed in his father's legacy of service, leadership, and dedication to family, community, and the Masonic Order; and

WHEREAS, Brother Nelson, a lifelong resident of Mount Vernon since 1974 and graduate of Mount Vernon High School Class of 1994, has committed himself to personal and professional excellence, earning multiple certifications and serving with distinction at Sarah Lawrence College as Sergeant; and

WHEREAS, he has been a devoted member of St. Joseph Lodge #117 since 2001, receiving the Father of the Year Award in 2002, and continues to serve with honor as the Worshipful Master; and

WHEREAS, Brother Nelson became a dedicated member of Adah Chapter #82 in 2018, serving faithfully as Associate Patron, later as Worthy Patron from 2020 to 2023, and further extending his service as District Deputy Grand Patron under PGWP Paul James and GWP Grant Valentine; and

WHEREAS, he has consistently demonstrated his commitment to uplifting youth through coaching, mentoring, and leading championship youth sports teams, embodying the spirit of service and leadership beyond the walls of the Lodge and Chapter; and NOW, THEREFORE, BE IT

RESOLVED, that the City Council honors BROTHER CURTIS R. NELSON JR. for his presentation of APRON by the ADAH CHAPTER #82, ORDER OF THE EASTERN STAR, for his steadfast service, faithful leadership, and unwavering devotion to family, community, and the Masonic order.

Councilperson

Councilperson

Councilperson

Councilperson

City Council President

Authenticated this **28th** day of **SEPTEMBER, 2025**

City Clerk



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
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**File #:** TMP -1632

**Agenda Date:** 9/24/2025

**Agenda #:** 8.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE DEPARTMENT OF RECREATION TO SPONSOR THE ANNUAL PUMPKIN FEST AND CARVING EVENT AT HARTLEY PARK AND DIRECTING SUPPORT FROM OTHER CITY DEPARTMENTS**

**Whereas**, in correspondence dated September 2, 2025, the Commissioner of the Department of Recreation formally requested authorization to sponsor and conduct the Annual Pumpkin Fest and Carving Event at Hartley Park on the fourth Saturday of October of each year from 1:00 p.m. to 4:00 p.m., with a rain date on the following Sunday, from 1:00 p.m. to 4:00 p.m., beginning with the 8th Annual Pumpkin Fest on October 25, 2025; and

**Whereas**, the Department of Recreation has requested authorization to sponsor the 8th Annual Pumpkin Fest and Carving Event, a cherished community tradition featuring games, pumpkin carving contests, and family activities for all ages; and

**Whereas**, the event is scheduled for Saturday, October 25, 2025, from 1:00 p.m. to 4:00 p.m. at Hartley Park, with a rain date of Sunday, October 26, 2025, and is proposed to occur annually on the fourth Saturday of October each year; and

**Whereas**, the Department of Public Safety has reviewed the request and recommends approval, including deployment of Auxiliary Police, sector car coverage, and a supervisor's oversight, with the discretion to hire additional officers on an overtime basis if needed, at the event organizer's expense; and

**Whereas**, the Department of Public Works (DPW) has no objections and has agreed to provide post-event clean-up, including garbage trucks for removal of hay and pumpkins; and

**Whereas**, the Mount Vernon Youth Bureau (MVYB) has agreed to provide volunteers, cotton candy, and popcorn to enhance the festivities; and

**Whereas**, the Mount Vernon Fire Department has expressed full support for the event and its role in fostering community engagement; and

**Whereas**, funding for the event will be drawn from Budget Code A 7310.447 in the amount of \$2,500 for event materials and supplies; and

**Whereas**, the City Council recognizes the importance of community events that strengthen civic pride, promote recreation, and enrich the cultural life of Mount Vernon residents; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization of Event.** The Department of Recreation is hereby authorized to sponsor and conduct the Annual Pumpkin Fest and Carving Event at Hartley Park on the fourth Saturday of October of each year, with a rain date on the following Sunday, from 1:00 p.m. to 4:00 p.m., beginning with the 8th Annual Pumpkin Fest on October 25, 2025.

**Section 2. Department of Public Safety Support.** The Mount Vernon Police Department shall:

- (a) Deploy Auxiliary Police to patrol the event.
- (b) Assign a sector car and supervisor to provide special attention during the event.
- (c) Authorize the patrol supervisor to hire additional officers on an overtime basis if required, at the expense of the event organizer.

**Section 3. Department of Public Works Support.** The Department of Public Works shall:

- (a) Assist with post-event clean-up.
- (b) Provide garbage trucks to remove hay, pumpkins, and other event debris.

**Section 4. Youth Bureau Participation.** The Mount Vernon Youth Bureau shall provide volunteers, cotton candy, and popcorn to support the event.

**Section 5. Fire Department Support.** The Mount Vernon Fire Department shall provide necessary assistance to ensure public safety and support for this community event.

**Section 6. Funding.** Funding for the Annual Pumpkin Fest and Carving Event shall be appropriated Budget Code A 7310.447 in the amount of \$2,500 for materials and supplies.

**Section 7. Effective Date.** This Ordinance shall take effect immediately upon adoption by the City Council and subsequent approval by the Board of Estimate & Contract.



CITY OF MOUNT VERNON, NY  
DEPARTMENT OF RECREATION

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
(914) 665-2420 – Fax: (914) 665-2421

KATHLEEN WALKER- PINCKNEY  
*Commissioner*  
ANDRÉ G. EARLY  
*Deputy Commissioner*

September 15, 2025

Honorable City Council Members,  
Through the Office of the Mayor, City Hall  
One Roosevelt Square  
Mount Vernon, New York 10550

**Re: The Annual Pumpkin Fest**

Dear Honorable City Council Members,

This letter requests that the City Council enact legislation allowing the Department of Recreation to sponsor the 8<sup>th</sup> Annual Pumpkin Fest and Carving Event. This event will take place on the fourth Saturday of October every year, with a rain date on the Sunday, from 1:00 p.m. to 4:00 p.m. This event will take place at Hartley Park.

The entire community eagerly anticipates this extraordinary event. There will be games, pumpkin carving contests, and a variety of other activities for all ages.

We respectfully request authorization for the Department of Public Works (DPW) and the Mount Vernon Police Department to assist with the event. Specifically, we ask the deployment of auxiliary police to patrol the event, support from DPW for post-event clean-up, including the provision of garbage trucks to remove hay and pumpkins.

The funding for this event will come from the Budget Code A7310.447, which provides \$2,500 for additional materials and supplies.

Respectfully,

Kathleen Walker-Pinckney, Commissioner  
Department of Recreation



**CITY OF MOUNT VERNON  
POLICE DEPARTMENT  
SUPPORT SERVICES DIVISION**  
(914) 665-2500 FAX (914) 665-2559



*Lieutenant Juliet Evans*  
*Commanding Officer*

*Sergeant Daniel De Benedictis*  
*Executive Officer*

Date: September 9, 2025

To: Office of the Police Commissioner

From: Executive Officer, Support Services Division

**Subject: The Annual Pumpkin Fest at (Hartley Park)**

At your direction, the undersigned has reviewed the attached special event request submitted by the Recreation Department. This event is called "The Annual Pumpkin Fest at Hartley Park" which is scheduled for Saturday October 25, 2025, from the hours of 1300hrs to 1600hrs with a rain date of Sunday October 26, 2025. The Recreation Department has requested the use of Hartley Park to host the event. They are further requesting the event be an annual occurrence to take place every year on the fourth Saturday in October.

I recommend approval of the request and that Auxiliary Police be assigned, and the sector car and a supervisor give special attention to the event.

I also recommend the patrol supervisor be authorized to hire additional officers on an overtime basis should the need arise at the expense of the organizer.

Sgt De Benedictis #3  
Executive Officer  
Support Services Division

CC: Patrol Division



CITY OF MOUNT VERNON, N.Y.  
DEPARTMENT of PUBLIC WORKS

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
(914) 914-665-2343  
email:dpwconcerns@mountvernonny.gov

DAMIANI L. BUSH  
*Commissioner*

JOHN NUCULOVIC  
*Deputy Commissioner*

September 15, 2025

Honorable City Council  
The City of Mount Vernon  
Mount Vernon, New York, New York  
(Through the Office of the Mayor)

RE: The Annual Pumpkin Fest

Please be advised that the Department of Public Works has no objections to the Annual Pumpkin Fest event scheduled for Saturday October 25, 2025 (rain date Sunday October 26, 2025) at Hartley Park. The Department of Public Works will support in the following areas:

- Post-event clean-up, including the
- Provision of garbage trucks to remove hay and pumpkins

Best regards,

A handwritten signature in black ink, appearing to read "John Nuculovic".

John Nuculovic  
Deputy Commissioner of Public Works  
JN/dg



CITY OF MOUNT VERNON, N.Y.  
FIRE DEPARTMENT

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

Fire Headquarter – 470 East Lincoln Avenue  
Mount Vernon, NY, 10550  
(914) 665-2611 – Fax: (914) 665-2631

**Kevin B. Holt**  
*Fire Commissioner*  
**Theodore W. Beale Jr.**  
*Deputy Fire Commissioner*  
**Juan A. Peralta**  
*Chief of Operations*

Honorable City Council Members  
Through the Office of the Mayor, City Hall  
One Roosevelt Square  
Mount Vernon, New York 10550

Re: The Annual Pumpkin Fest

Dear Honorable City Council Members,

We fully support the Department of Recreation event Annual Pumpkin Fest to be held on Saturday October 25, 2025, in Hartley Park.

We will continue to support the community events that our constituents eagerly anticipate.

Respectfully,

Theodore W. Beale, Jr.  
Deputy Fire Commissioner

*"The Jewel of Westchester"*



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1638

**Agenda Date:** 9/24/2025

**Agenda #:** 9.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE CO-NAMING OF THE CORNER OF PRIMROSE AVENUE AND FREDRICK PLACE IN HONOR OF STEPHANIE MILLS**

**Whereas**, in a letter dated September 22, 2025, the Legislative Assistant to the City Council requested formal authorization to co-name the intersection of Primrose Avenue and Fredrick Place as “Stephanie Mills Way,” in recognition of Stephanie Mills’ remarkable life, enduring legacy, and significant contributions; and

**Whereas**, Stephanie Mills, a legendary singer, actress, and cultural icon, rose to national acclaim in her iconic role as Dorothy in the Broadway classic *The Wiz*, which celebrates its 50th Anniversary this year; and

**Whereas**, following her Broadway success, Ms. Mills and her family-her parents and five siblings-made their home on Primrose Avenue in Mount Vernon, residing in a Spanish-style home purchased with her earnings from *The Wiz*, thus establishing deep and enduring ties to the Mount Vernon community; and

**Whereas**, Stephanie Mills has inspired generations through her artistry, music, and unwavering connection to her roots in Mount Vernon, serving as a role model and source of pride for the City and its residents; and

**Whereas**, the City Council of Mount Vernon desires to honor Ms. Mills for her extraordinary contributions to the arts and to the Mount Vernon community by co-naming the corner of Primrose Avenue and Fredrick Place in her honor; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Title and Purpose.** This Ordinance shall be known as the “Stephanie Mills Corner Co-Naming Ordinance.” Its purpose is to commemorate Stephanie Mills’ artistic achievements and her historic connection to Mount Vernon by co-naming a designated corner in her honor.

**Section 2. Co-Naming Authorization.** The corner of Primrose Avenue and Fredrick Place is hereby co-named “Stephanie Mills Way” to honor the life, legacy, and contributions of Stephanie Mills.

**Section 3. Installation of Signage.** The Department of Public Works is authorized and directed to fabricate and install appropriate signage at the designated intersection, consistent with the City’s Street signage standards.

**Section 4. Administrative Actions.** All City departments and agencies are authorized and directed to take all necessary actions to effectuate the intent of this Ordinance.

**Section 5. Effective Date.** This Ordinance shall take effect immediately upon its adoption and approval by the City Council.



**CITY COUNCIL**  
**CITY OF MOUNT VERNON**  
ONE ROOSEVELT SQUARE  
MOUNT VERNON, NY 10550  
(914) 665-2352 · FAX (914) 668-6044

**CITY COUNCIL MEMBERS**

Danielle Browne, Esq., President  
Jaevon Boxhill  
Cathlin B. Gleason  
Edward Poteat  
Derrick Thompson

---

September 22, 2025

**The co-naming of the corner of Primrose Avenue and Fredrick Place in Honor of Stephanie Mills**

Dear Honorable Body:

I am writing to respectfully requests that the City Council approve legislation to co-name the corner of Primrose Avenue and Fredrick Place to honor legendary singer and actress Stephanie Mills, in recognition of her extraordinary contributions to the arts and her enduring ties to the Mount Vernon community.

This milestone celebration coincides with the *50th Anniversary of the Broadway classic The Wiz*, where Stephanie Mills rose to national acclaim in her iconic role as Dorothy. Following her Broadway success, Ms. Mills, along with her parents and five siblings, moved into a Spanish-style home on Primrose Avenue in Mount Vernon, a home purchased with her Broadway earnings from *The Wiz*.

Stephanie Mills has inspired generations through her music, her artistry, and her roots here in Mount Vernon. It is only fitting that a corner of Primrose Avenue the very street where she and her family made their home will forever carry her name.

If this meets with the City Council's approval, I ask that the necessary legislation be enacted to reflect this request. Thank you for your attention to this matter.

Respectfully submitted,

*Antoinette Anderson*  
Legislative Assistant to  
City Council



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

File #: TMP -1603  
A

Agenda Date: 9/24/2025

Agenda #: 10 -

### City Council:

#### AN ORDINANCE TO AMEND LEGISLATION REGARDING BUILDING SAFETY INSPECTIONS CURRENTLY CONDUCTED BY THE CITY'S THIRD-PARTY CONSULTANT

**Whereas**, in correspondence dated August 21, 2025, the Commissioner of the Department of Buildings formally requested authorization to revise the City's building safety inspection program, to adjust inspection fees, and to impose fines on property owners who fail to register for required inspections, thereby ensuring compliance with State and local building safety requirements and protecting public health, safety, and welfare; and

**Whereas**, the City Council of Mount Vernon previously enacted legislation, pursuant to Section 1203.2(d) of Title 19 NYCRR, authorizing the use of a third-party consultant to perform fire safety and property maintenance inspections of Multiple Dwelling and Nonresidential occupancies to ensure enforcement of the Uniform Code; and

**Whereas**, Multiple Dwelling and Nonresidential occupancies are required by law to register for such inspections to protect the health, safety, and welfare of residents and occupants; and

**Whereas**, despite extensive outreach efforts by the Building Department and Fire Department-including mailed notices, social media postings, Open Gov announcements, and door-to-door campaigns-less than ten percent (10%) of affected property owners have complied with the registration requirement; and

**Whereas**, the City has determined that this low compliance rate creates a serious risk to life safety, as these inspections address fire hazards and property maintenance issues that have not been consistently enforced for approximately two decades; and

**Whereas**, the initial implementation of the third-party inspection program has incurred greater costs than originally anticipated, necessitating adjustments to inspection fees and the establishment of fines for non-compliance to ensure sufficient resources for enforcement; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Purpose and Intent.** This Ordinance is enacted to revise the City's building safety inspection program, to adjust inspection fees, and to impose fines on property owners who fail to register for required inspections, thereby ensuring compliance with State and local building safety requirements and protecting public health, safety, and welfare.

**Section 2. Revision of Inspection Fees.**

A. The Department of Buildings' fee schedule is hereby amended to reflect the following inspection fees:

1. Inspection Fee - Multiple Dwelling or Nonresidential Building with fewer than ten (10) dwelling units: \$500.00 per building.
2. Additional Fee - For every additional ten (10) dwelling units or portion thereof: \$500.00.

**Section 3. Registration Requirement.**

A. Owners of all Multiple Dwelling and Nonresidential occupancies listed on the City's Inspection List are required to register their properties with the Department of Buildings or its designated third-party consultant for safety inspections.

B. Registration must be completed within forty-five (45) days after the third and final notice issued by the City.

**Section 4. Fines for Non-Compliance.**

A. Failure to Register:

1. Owners of multiple dwellings who do not complete registration for inspection within 45 days after receiving the third notice (scheduled for mid-September 2025) shall incur a fine of \$1,000 per month until compliance is achieved, to be deposited into Budget Code A2610.2 (Departmental Fines).

B. Continued Non-Compliance:

1. If the owner fails to register within twelve (12) months after the third notice, the property will remain subject to escalating enforcement measures as determined by the City.

2. The City may place a lien on the property for unpaid fines pursuant to applicable law.

**Section 5. Enforcement Authority.** The Commissioner of the Department of Buildings, in coordination with the Fire Department and the City's third-party consultant, shall have the authority to enforce this Ordinance and to adopt any necessary rules and procedures to implement its provisions.

**Section 6. Severability.** If any clause, sentence, paragraph, subdivision, section, or part of this Ordinance is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect, impair, or invalidate the remainder of this Ordinance.

**Section 7. Effective Date.** This ordinance shall take effect immediately upon adoption by

the City Council and subsequent approval by the Board of Estimate & Contract.



**CITY OF MOUNT VERNON, NY**  
**DEPARTMENT OF BUILDINGS**

**SHAWYN PATTERSON-HOWARD**  
Mayor

City Hall – One Roosevelt Square, Room 210  
Mount Vernon, NY 10550  
(914) 665-2483 Fax (914) 465-2988  
Email: [DOB@cmvny.com](mailto:DOB@cmvny.com)  
Website: [www.cmvny.com](http://www.cmvny.com)

**Patrick G. Holder, R.A.**  
Commissioner

**Hediye Mamak**  
1<sup>st</sup> Deputy Commissioner

**Dawn Asbury**  
2nd Deputy Commissioner

August 21, 2025

City Hall  
1 Roosevelt Square  
Mount Vernon, New York 10550

THROUGH THE OFFICE OF THE MAYOR.

**Re: Revising legislation in reference to Building Safety Inspections currently being carried out by our third-party consultant.**

To the Honorable Council Members:

Approximately a year ago, through the approval of this council, we implemented legislation to authorize a third-party to do safety inspection per section 1203.2(d) of Title 19 NYCRR enforcement of the Uniform Code in the City of Mount Vernon. Since then, we have contracted with a consultant to perform fire safety and property maintenance inspections of buildings on the Inspection List i.e. Multiple Dwelling and Nonresidential occupancies.

Multiple Dwelling and Nonresidential occupancies are required to first register for these inspections so they can be scheduled with the third-party consultant. The Building Department and Fire Department have expended significant city resources to send out notices via mail; social media; Open Gov and even a door-to-door campaign to inform owners of the requirement to register for these inspections. With all of this we have only received registration for less than 10% of the properties in our city that require these inspections over the last year. Again, these inspections are focused on life safety issues and required by the State of New York, this is compounded by the fact that they have not been done consistently over the last 20 years, and this department is concerned with the potential threat to life if they are not completed expeditiously.

The initial rollout of these inspections has also proved to be more costly than the city expected, thus we are requesting an increase in the Inspection Fees that were set to ensure that the Building Department has sufficient resources to enforce the Uniform Code, thereby safeguarding residents' health, safety, and welfare in multiple dwelling and non-residential properties. Further we strongly recommend a fine be levied to the Owners of those properties who refuse to register to have these inspections done.

The following fees shall be adjusted to the Department of Buildings fee schedule:

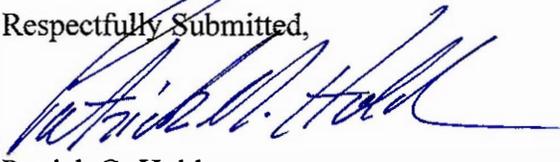
- Inspection per building with less than ten dwelling units: \$500.00
- Additional cost for every 10-dwelling unit: \$500.00

The following fine shall apply:

- Failure to Register: Owners of multiple dwellings who do not register for inspection within 45 days after the third notice (to be issued by mid-September 2025) will be subject to a \$1,000 monthly fine, which will go into budget code A2610.2 (Departmental Fines).
- Continued Non-Compliance: If the owner fails to register within 12 months of the notice, all outstanding fines will be added to the property tax bill. A lien may then be placed on the property.

If this meets with the approval of Your Honorable Body, kindly enact the necessary legislation to move forward with these third-party consultant firms.

Respectfully Submitted,



Patrick G. Holder  
Commissioner of Buildings

cc: Mayor, Corporation Counsel, City Clerk, The Comptroller

24

**AN ORDINANCE TO ESTABLISH MULTI-DWELLING INSPECTION FEES TO ENABLE THE BUILDINGS DEPARTMENT TO ENFORCE THE UNIFORM CODE**

Whereas, by letter dated June 21, 2024, the Commissioner for the Buildings Department has requested legislation authorizing the establishment of multi-dwelling inspection fees to ensure that the Buildings Department has sufficient resources to enforce the Uniform Code, thereby safeguarding residents' health, safety, and welfare in multi-dwelling properties; and

Whereas, the City of Mount Vernon has a growing population and an increasing number of multi-dwelling properties; and

Whereas, it is imperative to ensure the health, safety, and welfare of residents living in multi-dwelling properties by enforcing the Uniform Code through regular inspections; and

Whereas, the Buildings Department needs adequate resources to address deficiencies and perform all required code enforcement activities in the city; and

Whereas, the imposition of multi-dwelling inspection fees will provide the necessary funding for the Buildings Department to carry out these critical inspections and enforcement activities; and

Whereas, annual inspections of multi-dwelling structures will allow the city to maintain high standards of safety and quality of life for its residents; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain, and enact:

**Section 1. Purpose.** This ordinance aims to establish multi-dwelling inspection fees to ensure that the Buildings Department has sufficient resources to enforce the Uniform Code, thereby safeguarding residents' health, safety, and welfare in multi-dwelling properties.

**Section 2. Definitions.** For this ordinance, the following terms shall have the meanings indicated:

1. **"Multi-Dwelling Property"**: Any residential property containing three or more separate living units.
2. **"Buildings Inspection"**: An inspection conducted by the Buildings Department to ensure compliance with building codes and regulations.
3. **"Fire Inspection"**: An inspection conducted by the Buildings Department to ensure compliance with fire safety codes and regulations.

**Section 3. Inspection Fees.** The following fees shall be added to the Department of Buildings Fee Schedule:

1. **Buildings Inspection Fees:**
  - o Inspection per building with less than ten dwelling units: \$250.00
  - o Inspection per building with more than ten dwelling units: \$250.00 per 10 dwelling units
2. **Fire Inspection Fees:**
  - o Inspection per building with less than ten dwelling units: \$250.00
  - o Inspection per building with more than ten dwelling units: \$500.00

24

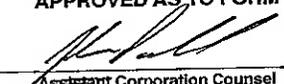
24

**Section 4. Enforcement.** The Buildings Department shall conduct annual inspections of all multi-dwelling properties to ensure compliance with the Uniform Code. The fees collected from these inspections shall fund the inspection program and other code enforcement activities.

**Section 5. Effective Date.** This ordinance shall take effect upon its approval by the Board of Estimate & Contract.

Vote Taken As Follows: 6/26/2024  
Boxhill: Yea    Browne: Absent  
Poteat: Yea    Thompson: Yea  
Gleason: Yea    Ordinance Adopted

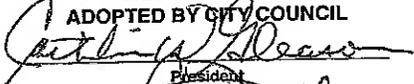
APPROVED AS TO FORM

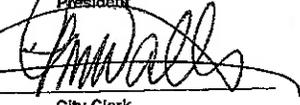
  
Assistant Corporation Counsel  
Deputy

APPROVED  
Dept. \_\_\_\_\_

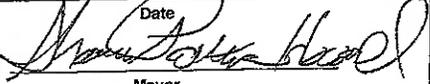
  
Councilperson

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL

  
President

ATTEST:   
City Clerk

APPROVED  
JUN 27 2024

Date  
By   
Mayor



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

File #: TMP -1610

Agenda Date: 9/24/2025

Agenda #: 11.

### City Council:

### AN ORDINANCE AUTHORIZING THE CITY OF MOUNT VERNON DEPARTMENT OF BUILDINGS, IN PARTNERSHIP WITH THE DEPARTMENT OF PUBLIC SAFETY, TO HOST THE SECOND ANNUAL TRUNK-OR-TREAT COMMUNITY EVENT

**Whereas**, in correspondence dated September 4, 2025, the Commissioner of the Department of Buildings, in partnership with the Department of Public Safety, has formally requested authorization to host the Second Annual Trunk-or-Treat Community Event on Friday, October 31, 2025, from 4:30 p.m. to 7:00 p.m., in front of Police Headquarters on a closed-off street and on a portion of City Hall Plaza; and

**Whereas**, the City of Mount Vernon values opportunities to promote community engagement, family-friendly activities, and positive relationships between residents and City departments; and

**Whereas**, the first annual Trunk-or-Treat event, hosted in 2024, was met with overwhelming enthusiasm and participation, fostering a safe and joyful celebration of Halloween for families and children throughout the City; and

**Whereas**, the Department of Buildings has requested authorization to host the Second Annual Trunk-or-Treat Event on Friday, October 31, 2025, from 4:30 p.m. to 7:00 p.m., in front of Police Headquarters on a closed-off street and a portion of City Hall Plaza; and

**Whereas**, the Department of Public Safety will partner in this effort, with both departments showcasing and decorating City vehicles to create a festive and engaging environment; and

**Whereas**, the event will require support from the Department of Public Works for cleanup of the street and City Hall Plaza area following the event; and

**Whereas**, there is no cost to the City for hosting this event other than in-kind staff support, and the event is expected to continue the success of last year's celebration in strengthening community ties and providing a safe venue for Halloween festivities;; now, therefore, **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization to Host Event.** The City Council hereby authorizes the Department of Buildings, in partnership with the Department of Public Safety, to host the Second Annual Trunk-or-Treat Event on Friday, October 31, 2025, from 4:30 p.m. to 7:00 p.m., in front of Police Headquarters on a closed-off street and on a portion of City Hall Plaza.

**Section 2. Department of Public Works Support.** The Department of Public Works is directed to assist with the cleanup of the street and City Hall Plaza area following the conclusion of the event.

**Section 3. Cost and Budget Impact.** No monetary appropriation is required for this event. Any in-kind support provided by City departments shall be managed within existing departmental resources.

**Section 4. Conditions and Requirements.** The Departments of Buildings and Public Safety shall

coordinate with the appropriate City agencies to ensure all necessary permits, street closures, safety measures, and logistical requirements are satisfied prior to the event.

**Section 5. Effective Date.** This Ordinance shall take effect immediately upon passage and approval by the City Council.



**CITY OF MOUNT VERNON, NY**  
**DEPARTMENT OF BUILDINGS**

**SHAWYN PATTERSON-HOWARD**  
 Mayor

City Hall – One Roosevelt Square, Room 210  
 Mount Vernon, NY 10550  
 (914) 665-2483 Fax (914) 465-2988  
 Email: DOB@cmvny.com  
 Website: www.cmvny.com

**Patrick G. Holder, R.A.**  
 Commissioner

**Hediye Mamak**  
 1<sup>st</sup> Deputy Commissioner

**Dawn Asbury**  
 2nd Deputy Commissioner

September 4, 2025

Honorable City Council Members 1 Roosevelt Square Mount Vernon, NY 10550

(Through the Office of The Mayor)

Re: Request for Authorization – MVPD Annual Trunk-or-Treat Event

Honorable Councilmembers:

On behalf of the Department of Buildings, I respectfully request that the Honorable City Council enact legislation authorizing our department to host the 2nd Annual Trunk-or-Treat Event on Friday, October 31, 2025, from 4:30 p.m. to 7:00 p.m. There is no money required.

This family-friendly community event will take place in the communal space outside Police Headquarters, extending onto a closed-off portion of the adjacent street and part of City Hall Plaza. Last year's celebration was met with tremendous enthusiasm, drawing significant participation and creating lasting memories for families and children throughout the city of Mount Vernon. It proved to be a joyful and meaningful way for our community to celebrate Halloween together.

The event will once again be hosted in partnership with the Department of Public Safety. Both departments will showcase and decorate city vehicles, contributing to a festive and engaging atmosphere for residents of all ages.

Accordingly, we respectfully seek the legislative approval of the City Council to plan and host this community event, subject to any requirements deemed necessary.

Thank you for your time, attention, and continued support in fostering safe and inclusive community traditions.

Respectfully submitted,

Commissioner Patrick Holder

Commissioner of The Department of Buildings



**DEPARTMENT OF PUBLIC SAFETY**

BUREAU OF POLICE  
ROOSEVELT SQUARE  
MOUNT VERNON, NY 10550  
(914) 665-2500

**DAVID GIBSON**  
COMMISSIONER

**MARCEL OLIFIERS**  
CHIEF OF OPERATIONS

**SHAWYN PATTERSON - HOWARD**  
MAYOR

September 9, 2025

Honorable City Council Members  
City of Mount Vernon  
1 Roosevelt Square  
Mount Vernon, NY 10550

**RE: MVPD Annual Trunk or Treat**

Honorable Councilmembers:

This Department of Public Safety requests the Honorable Members of the City Council enact legislation that would enable the department to host its Annual Trunk-or-Treat event on Friday October 31<sup>st</sup>, 2025 from 5:00pm to 7:00pm. This event takes place in front of police headquarters on the closed off street as well as a portion of City Hall Plaza.

We are requesting assistance from the Department of Public Works with clean-up of the street and City Hall Plaza area after the event.

If this request meets the approval of your Honorable Body, please enact legislation granting this approval.

Sincerely,

  
Marcel Olifiers  
Chief of Operations

CC: Mayor  
Comptroller  
Law Department



CITY OF MOUNT VERNON, N.Y.  
DEPARTMENT of PUBLIC WORKS

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 914-665-2343  
email:dpwconcerns@mountvernonny.gov

**DAMANI L. BUSH**  
*Commissioner*

**JOHN NUCULOVIC**  
*Deputy Commissioner*

September 15, 2025

Honorable City Council  
The City of Mount Vernon  
Mount Vernon, New York, New York  
*(Through the Office of the Mayor)*

RE: Second Annual Trunk or Treat

Please be advised that the Department of Public Works has no objections to the Second Annual Trunk or Treat scheduled for Friday October 31, 2025 4:30PM to 7:00PM (no rain date) at Police Headquarters adjacent to the City Hall Plaza. The Department of Public Works will support in the following areas:

- Post event Clean Up

Best regards,

John Nuculovic  
Deputy Commissioner of Public Works  
JN/dg

Cc: Buildings, Police department



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1628

**Agenda Date:** 9/24/2025

**Agenda #:** 12.

### City Council:

#### **AN ORDINANCE AUTHORIZING A ONE-YEAR LEAVE OF ABSENCE FOR FIRE INSPECTOR TAJ BRIDGERS TO SERVE AS A PROBATIONARY FIREFIGHTER AND PROVIDING FOR A PROVISIONAL APPOINTMENT TO THE VACANT FIRE INSPECTOR POSITION**

**Whereas**, in correspondence dated September 15, 2025, the Commissioner of the Fire Department formally requested authorization for a one-year leave of absence for Fire Inspector Taj Bridgers, effective August 27, 2025, through August 27, 2026, to permit him to serve as a probationary firefighter in the Mount Vernon Fire Department; and

**Whereas**, the City Council of the City of Mount Vernon recognizes the importance of maintaining adequate staffing levels within the Fire Department to ensure the safety and welfare of the public; and

**Whereas**, Fire Inspector Taj Bridgers has formally requested a one-year leave of absence from his current position to serve as a probationary firefighter within the Mount Vernon Fire Department; and

**Whereas**, such leave of absence is scheduled to commence on Wednesday, August 27, 2025, and conclude on Wednesday, August 27, 2026; and

**Whereas**, the City of Mount Vernon intends to provisionally fill the Fire Inspector position during the period of leave until the City of Mount Vernon Civil Service Commission establishes an eligible list for permanent appointment; and

**Whereas**, the City Council finds that granting this leave of absence is in the best interest of the Fire Department and the community it serves; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact

**Section 1. Authorization of Leave of Absence.** The City Council hereby authorizes a one-year leave of absence for Fire Inspector Taj Bridgers, effective August 27, 2025, through August 27, 2026, to permit him to serve as a probationary firefighter in the Mount Vernon Fire Department.

**Section 2. Provisional Appointment to Vacant Position.** The vacant Fire Inspector position shall be **provisionally filled** for the duration of the leave, subject to all applicable Civil Service regulations and procedures, until the City of Mount Vernon Civil Service Commission establishes a certified list of candidates for permanent appointment.

**Section 3. Administrative Authority.** The Mayor, Fire Commissioner, and appropriate City officials are hereby authorized and directed to take all necessary actions to implement the provisions of this ordinance, including executing any required documentation.

**Section 4. Effective Date.** This ordinance shall take effect immediately upon its adoption and approval by the City Council and in accordance with the City Charter.



CITY OF MOUNT VERNON, N.Y.  
FIRE DEPARTMENT

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

Fire Headquarter – 470 East Lincoln Avenue  
Mount Vernon, NY. 10550  
(914) 665-2611 – Fax: (914) 665-2631

**Kevin B. Holt**  
*Fire Commissioner*  
**Theodore W. Beale Jr.**  
*Deputy Fire Commissioner*  
**Juan A. Peralta**  
*Chief of Operations*

*Through the Office of the Mayor*

Honorable City Council Members  
Of the City of Mount Vernon  
City Hall, Mount Vernon, New York

September 15, 2025

Re: Leave of Absence

Dear Honorable City Council Members.

I hereby request a one-year leave of absence for Fire Inspector Taj Bridgers so that he may serve as a probationary firefighter in our department.

This week will commence on Wednesday August 27, 2025, and continue through Thursday August 27, 2026.

The vacant Fire Inspector position will be provisionally filled until the City of Mount Vernon Civil Service establishes a list of candidates.

Respectfully submitted:

Kevin B. Holt  
Fire Commissioner

*“The Jewel of Westchester”*



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1642

**Agenda Date:** 9/24/2025

**Agenda #:** 13.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF A TEMPORARY LOAN OF A FIRE ENGINE (PUMPER) FROM THE CITY OF YONKERS, NEW YORK**

**Whereas**, in correspondence dated September 18, 2025, the Commissioner of the Fire Department formally requested authorization for the City of Mount Vernon Fire Department to accept, on a ninety-day temporary basis, the loan of a fire engine (pumper) from the City of Yonkers, New York; and

**Whereas**, the City of Mount Vernon Fire Department maintains a fleet of seven (7) aged fire engine pumpers listed below to provide essential fire protection services to the residents and businesses of Mount Vernon:

- 2020 Pierce Sabre ( E203 )
- 2019 Pierce Sabre ( E204)
- 2010 Pierce Arrow XT (E205)
- 2010 Pierce Arrow XT (E206)
- 2005 Ferrara (Spare E201)
- 2005 Ferrara (Spare E202)
- 1993 Pierce Arrow (Reserve E207)

; and

**Whereas**, several of these engines are aged, including units manufactured in 2005 and 1993, and have experienced repeated mechanical breakdowns, including braking system failures, steering issues, and engine failure, resulting in delays due to the difficulty of obtaining replacement parts for older apparatus; and

**Whereas**, the Department's Motor Mechanic and Fire Leadership have determined that the current fleet's condition presents a risk to maintaining uninterrupted fire protection protocols; and

**Whereas**, the City of Yonkers, New York, has agreed to provide the City of Mount Vernon with a loaner fire engine (pumper) for a period of ninety (90) days on a temporary basis to serve as a reserve spare engine, for use only as needed to ensure adequate fire response coverage; and

**Whereas**, it is in the best interests of the City of Mount Vernon to accept this temporary loan in order to protect public safety while pursuing the procurement of new fire apparatus to replace aging units; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact

**Section 1. Authorization to Accept Loaner Apparatus.** The City Council hereby authorizes the City of Mount Vernon Fire Department to accept, on a ninety-day temporary basis, the loan of a fire engine (pumper) from the City of Yonkers, New York.

**Section 2. Use of the Loan Engine.** The loaned fire engine shall be designated as a reserve spare engine and shall be used solely to supplement the City's firefighting fleet on an occasional basis, as needed, to ensure uninterrupted fire protection services.

**Section 3. Terms and Conditions.** The acceptance of this loan shall be subject to any terms and conditions mutually agreed upon by the City of Mount Vernon and the City of Yonkers, including but not limited to maintenance responsibilities, insurance coverage, and return of the apparatus at the conclusion of the ninety-day loan period.

**Section 4. Effective Date.** This Ordinance shall take effect immediately upon adoption and approval in accordance with applicable law.



CITY OF MOUNT VERNON, N.Y.  
FIRE DEPARTMENT

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

Fire Headquarter – 470 East Lincoln Avenue  
Mount Vernon, NY, 10550  
(914) 665-2611 – Fax: (914) 665-2631

**Kevin B. Holt**  
*Fire Commissioner*  
**Theodore W. Beale Jr.**  
*Deputy Fire Commissioner*  
**Juan A. Peralta**  
*Chief of Operations*

Honorable Members of the City Council  
City of Mount Vernon  
One Roosevelt Square  
Mount Vernon, New York 10550

September 18, 2025

Dear Honorable Members

I hereby request permission to accept a “loaner” on a ninety-day temporary basis of a Fire Engine (Pumper) from the City of Yonkers, New York.

This request is due to a recent breakdown of our pumpers, this fire apparatus will be outfitted as a reserve spare engine, not to be used on a regular basis.

The City’s fleet of seven Engine (pumper) companies are aged they consist of the following:

- 2020 Pierce Sabre (E203)
- 2019 Pierce Sabre (E204)
- 2010 Pierce Arrow XT (E205)
- 2010 Pierce Arrow XT (E206)
- 2005 Ferrara (Spare E201)
- 2005 Ferrara (Spare E202)
- 1993 Pierce Arrow (Reserve E207)

Mechanical breakdowns recently have revealed a critical need to purchase three (3) new pumpers. Breakdown of first line apparatus and parts availability have forced the department to rely on our spare 20-year-old and 32-year-old equipment to ensure current fire protection protocols. But we are experiencing breakdowns with our spare and reserve equipment also.

2005 Ferrara (Spare E201) experienced an issue with the braking system and the availability of parts for a twenty-year-old fire apparatus was difficult to obtain.

2005 Ferrara (Spare E202) experienced a similar issue with the braking system and the availability of parts again participated in delays in the repairs.

2010 Pierce (E205) experienced an issue with the steering and the apparatus, steering box replacement is necessary availability of parts again played a major role, this apparatus is fifteen years old.

*“The Jewel of Westchester”*



CITY OF MOUNT VERNON, N.Y.  
FIRE DEPARTMENT

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

Fire Headquarter – 470 East Lincoln Avenue  
Mount Vernon, NY. 10550  
(914) 665-2611 – Fax: (914) 665-2631

**Kevin B. Holt**  
*Fire Commissioner*  
**Theodore W. Beale Jr.**  
*Deputy Fire Commissioner*  
**Juan A. Peralta**  
*Chief of Operations*

Page 2

2010 Pierce (E206) experienced major engine failure, diagnosis performed by both our Motor Mechanic and DPW Garage foremen concluded that an engine replacement is needed. Vendors have been contacted to quote for the engine to be replaced or repaired.

The department's Motor Mechanic along with Fire Leadership have reviewed the recent mechanical issues of the firefighting fleet, the following have been concluded. Purchasing replacement parts for these aged fire apparatus is becoming more difficult to obtain if not nearly impossible.

The request for a spare engine (pumper) from the City of Yonkers on a temporary basis is necessary to ensure present fire protection protocols, if our present fleet experiences again mechanical failure with our fleet.

Respectfully:

Kevin B. Holt  
Fire Commissioner

*"The Jewel of Westchester"*



Agreement is made as of the \_\_\_ day of September 2025, by and between:

**THE CITY OF YONKERS**, a municipal corporation organized and existing under the laws of the State of New York, acting by and through the Yonkers Fire Department ("YFD"), with offices located at 470 Nepperhan Ave., Yonkers, New York (or the "City"); and

**THE CITY OF MT. VERNON**, a municipal corporation organized and existing under the laws of the State of New York, with offices located at City Hall, 1 Roosevelt Square, Mt. Vernon, New York (or the "Municipality")

**WHEREAS**, the City of Mount Vernon is a neighboring City and shares an extensive western border with the City of Yonkers; and

**WHEREAS**, the health and welfare of the residents of the City of Mount Vernon is of regional concern; and

**WHEREAS**, the City of Mount Vernon is experiencing an emergency related to, *inter alia*, the unavailability of certain fire fighting apparatus within the Municipality which is significantly impacting its ability to provide timely fire suppression; and

**WHEREAS**, it is in the best interest of the City to offer mutual aid to our neighbors for the health and welfare of both their residents and our own; and

**WHEREAS**, accordingly the City agrees temporarily lend the following YFD vehicles not required for its own usage to the City of Mount Vernon while the City of Mount Vernon awaits delivery of necessary parts for repair of its own apparatus:

**NOW THEREFORE**, be it hereby agreed by and between the parties that:

1. For and in consideration of the sum of one (\$1) Dollar, the receipt of which is hereby acknowledged by the City, the City hereby agrees to make the following YFD vehicles available to the Municipality in "as is" condition for use by the Municipality to meet its municipal ~~garbage collection~~ obligations:

*fire protection*

20027 American LaFrance Fire Engine, 2007, model Eagle Pumper, Vin# 1AFAAACG07RY23907.

2. The term of this loan shall be 90 days from the date first stated above.

3. The Municipality shall attach a non-permanent cover over any writing or logos identifying the YFD vehicles as belonging to the City of Yonkers to the extent possible.

4. The City disclaims all warranties, whether expressed or implied, including but not limited to, any implied warranty of merchantability or fitness for a particular purpose. Notwithstanding the foregoing, the City acknowledges the trucks were fit upon delivery to the Municipality for the desired use by the Municipality.
5. The Municipality hereby releases and forever discharges the City and its elected officials, officers, employees, agents, successors and assigns and any and all persons, firms or corporations liable or who might be claimed to be liable, whether or not herein named, none of whom admit any liability to the undersigned, but all expressly denying liability, from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature whatsoever, which the Municipality may now have or may hereafter have, arising out of or in any way relating to any and all injuries and damages of any and every kind, to both person and property, and also any and all injuries and damages that may develop in the future, as a result of or in any way in connection herewith, including without limitation, the use of the YFD vehicles by the Municipality. This Release shall be binding upon the Municipality, and its elected officials, officers, employees, agents, successors and assigns.
6. In addition to the foregoing, the Municipality agrees to defend, indemnify, and hold the City and elected officials, officers, employees, agents, successors and assigns, harmless, against any claims arising herefrom or related hereto. The YFD vehicles may not be used by Municipality until such time as the Municipality has provided the City with proof of insurance acceptable to the City.
7. The Municipality shall give immediate written notice of notice from any third party that a cause of action or claim may be initiated against the City in connection with this Agreement by certified mail, return receipt requested, to: (i) the Commissioner of YFD at the address above, and to (ii) the Corporation Counsel's Office, City Hall, Room 300, Yonkers, New York, Attn.: Corporation Counsel. Notice is deemed effective upon mailing, upon proof of such mailing.
8. This Agreement shall be subject to and governed by the laws of New York State.
9. The Municipality agrees that it has inspected the YFD vehicles and has accepted the same in their existing condition.
10. The Municipality represents that it has sought and received all legal authority necessary to enter into this agreement with the City.
11. The Municipality agrees that it shall return the YFD vehicles the City on the date on which the loan expires by 11:59 p.m., subject to normal wear and tear and subject to the general condition of the truck when received by the Municipality. The Parties may agree to extend the term of this Agreement by writing.





# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1626

**Agenda Date:** 9/24/2025

**Agenda #:** 14.

### City Council:

**AN ORDINANCE AUTHORIZING THE MAYOR TO  
ENTER INTO A MEMORANDUM OF UNDERSTANDING  
BETWEEN WESTCHESTER COUNTY AND THE CITY OF  
MOUNT VERNON TO PARTICIPATE IN THE MUTUAL  
AID AND RAPID RESPONSE PLAN FOR THE POLICE  
DEPARTMENTS OF WESTCHESTER COUNTY,  
NEW YORK, FROM JULY 31, 2025, TO JULY 30, 2030**

**Whereas**, in correspondence dated September 11, 2025, the Commissioner of the Department of Public Safety formally requested authorization for Mayor Shawyn Patterson-Howard to execute the revised Memorandum of Understanding (MOU) between Westchester County and the City of Mount Vernon for participation in the Westchester County Mutual Aid and Rapid Response Plan for the Police Departments of Westchester County, New York, for the period July 31, 2025, through July 30, 2030; and

**Whereas**, Westchester County has established a Mutual Aid and Rapid Response Plan (the “Plan”) to ensure timely and coordinated law enforcement assistance among the Police Departments of Westchester County, New York; and

**Whereas**, the City of Mount Vernon has previously participated in similar Inter-Municipal Agreements supporting the Plan, demonstrating the value and effectiveness of regional cooperation and shared resources; and

**Whereas**, the purpose of the Plan is to formalize operational procedures for providing manpower, equipment, and other resources to assist participating agencies in times of critical need or emergency response; and

**Whereas**, it is in the best interest of the City of Mount Vernon to continue its participation in the Plan by entering into a revised Memorandum of Understanding (MOU) with Westchester County, thereby ensuring that the City’s Police Department both receives and provides Mutual Aid and Rapid Response services as necessary; and

**Whereas**, the proposed term of the MOU is from July 31, 2025, through July 30, 2030, extending the City’s longstanding collaboration with the County and other municipal police departments; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization.** The City Council hereby authorizes Mayor Shawyn Patterson-Howard to execute the revised Memorandum of Understanding (MOU) between Westchester County and the City of Mount Vernon for participation in the Westchester County Mutual Aid and Rapid Response Plan for the Police Departments of Westchester County, New York, for the period July 31, 2025, through July 30, 2030.

**Section 2. Terms and Conditions.** The MOU shall be in substantially the same form as the draft attached hereto and made a part of this Ordinance, subject to such minor changes or modifications as the Mayor and Corporation Counsel shall deem necessary to protect the interests of the City.

**Section 3. Effective Date.** This Ordinance shall take effect immediately upon adoption by the City Council and subsequent approval by the Board of Estimate & Contract.



**DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF POLICE  
ROOSEVELT SQUARE  
MOUNT VERNON, NY 10550  
(914) 665-2500**

**DAVID GIBSON**  
POLICE COMMISSIONER

**JENNIFER LACKARD**  
DEPUTY COMMISSIONER

**MARCEL OLIFIERS**  
CHIEF OF OPERATIONS

**SHAWYN PATTERSON - HOWARD**  
MAYOR

September 11, 2025

Honorable City Council Members  
City of Mount Vernon  
1 Roosevelt Square  
Mount Vernon, New York 10550  
(through the Office of the Mayor)

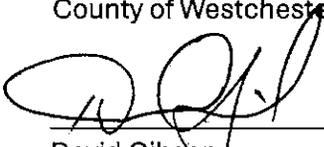
**RE:** Request to enter into a MOU between Westchester County and the City of Mount Vernon to participate in the Mutual Aid and Rapid Response Plan for the Police Departments of Westchester County, New York from July 31, 2025, to July 30, 2030

Dear Council Members:

It is requested that legislation be enacted authorizing Mayor Shawyn Patterson-Howard to execute the revised Inter-Municipal Agreement (IMA), pertaining to the Westchester County Mutual Aid and Rapid Response Plan (the Plan) for the Police Departments within Westchester County, New York. We have had prior Inter-Municipal Agreements, and this would extend our long-standing agreement and relationship with the various Police Departments of Westchester County.

It is the policy of the Police Departments of Westchester County to promptly provide Mutual Aid and Rapid Response in the form of manpower and equipment under the County Mutual Aid and Rapid Response Plan, upon the request of any participating agency. Therefore, the purpose of this Plan is to formalize Operational Procedures for Law Enforcement assistance to participating agencies.

Attached please find the Grant Agreement/ Draft Memorandum of Understanding between the County of Westchester and the City of Mount Vernon.

  
\_\_\_\_\_  
David Gibson  
Commissioner of Public Safety

Attachment:

-Draft agreement between the County of Westchester and the City of Mount Vernon for the Mutual Aid and Rapid Response Plan for the Police Departments of Westchester County, New York



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1613

**Agenda Date:** 9/24/2025

**Agenda #:** 15.

### City Council:

**AN ORDINANCE AUTHORIZING THE AMENDMENT  
OF ORDINANCE NO. 16, ADOPTED BY THE CITY  
COUNCIL ON SEPTEMBER 10, 2025, ENTITLED  
“AN ORDINANCE AUTHORIZING THE REFUND  
OF TAXES PAID ON AN INCORRECTLY ASSESSED  
PROPERTY: HUDSON GREENWICH LLC,  
545 SOUTH FULTON AVENUE (169.40-4088-8),  
PURSUANT TO RPTL SECTION 550”**

The City of Mount Vernon, in City Council convened, does hereby ordain, and enact:

Section 1. The first decretal paragraph, the sixth Whereas clause, and Section 1 of Ordinance No. 16, adopted by the City Council on September 10, 2025, entitled “**AN ORDINANCE AUTHORIZING THE REFUND OF TAXES PAID ON AN INCORRECTLY ASSESSED PROPERTY: HUDSON GREENWICH LLC, 545 SOUTH FULTON AVENUE (169.40-4088-8), PURSUANT TO RPTL SECTION 550”**” is hereby amended as follows:

**Whereas**, in correspondence dated September 17, 2025, [September 8, 2025], the Commissioner of the Department of Assessment, has formally requested authorization to amend Ordinance No. 16, adopted by the City Council on September 10, 2025, for the Comptroller of the City of Mount Vernon to issue refunds for overpaid taxes on the subject property for the 2024 and 2025 tax years; and

**Whereas**, pursuant to the Real Property Tax Law (RPTL) Section 550, the City of Mount Vernon recognizes that an error in an essential fact occurred in the assessment of a certain property, which was incorrectly assessed with improvements although the property was vacant; and

**Whereas**, such error resulted in an incorrect assessed valuation of \$3,600, rather than the correct assessed valuation of \$1,300, for the tax years 2024 and 2025; and

**Whereas**, the property owner, relying upon the Comptroller’s Office and Infotaxonline, paid in full the 2024 and 2025 City and County tax bills, as well as the 2024 Mount Vernon School District taxes and the first installment of the 2025 School District taxes; and

**Whereas**, the application for correction of the error (Form RP-556) was duly submitted and approved by the Executive Director of Westchester County, thereby validating the entitlement of the property owner to a refund of overpaid taxes; and

**Whereas**, the City of Mount Vernon is responsible for refunding the excess City and County tax levies, and the Mount Vernon School District is responsible for refunding the excess School

District tax levies, based on the corrected assessed valuation of \$1,300; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization of Refunds - City of Mount Vernon and County of Westchester.** The Comptroller of the City of Mount Vernon is hereby authorized and directed to issue refunds for overpaid taxes on the subject property: Hudson Greenwich LLC, 545 South Fulton Avenue (169.40-4088-8) for the 2024 and 2025 tax years, as follows:

- 2024 City Tax Levy: - **\$1,152.90**
- 2024 [5] County Tax Levy: - **\$ 441.66**
- 2025 City Tax Levy: - **\$1,194.40**
- 2025 County Tax Levy: - **\$ 400.16**

**Section 2. Authorization of Refunds - Mount Vernon School District.** The Mount Vernon School District is hereby authorized and directed to issue refunds for overpaid school tax levies on the subject property for the 2024 and 2025 tax years, as follows:

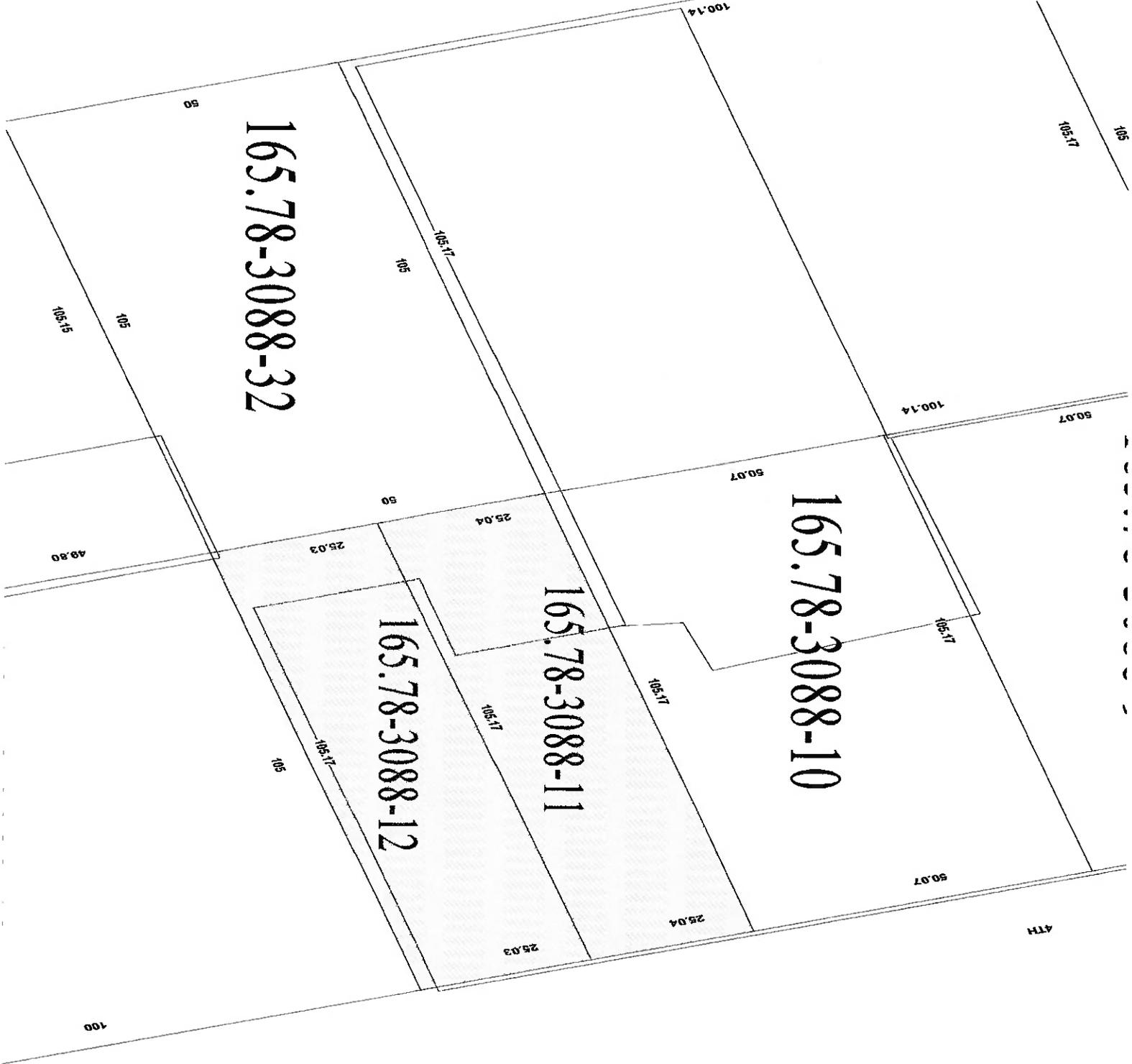
- 2024 School Tax Levy:- **\$2,200.41**
- 2025 School Tax Levy:- **\$2,278.41**

**Section 3. Verification Procedures.** The Assessor’s Office and the Comptroller’s Office shall implement and maintain additional verification procedures to prevent the recurrence of errors in assessment related to vacant property and improvements.

**Section 4. Funding.** Funding for this refund shall be disbursed from Budget Line A1964.492 (Tax Cert Refunds).

**Section 5. Effective Date.** This Ordinance shall take effect immediately upon adoption by the City Council and approval by the Board of Estimate & Contract.

New matter underlined  
Deleted matter in brackets [ ]



165.78-3088-32

165.78-3088-10

165.78-3088-11

165.78-3088-12

165.78-3110

165.78-3

165.78

165





CITY OF MOUNT VERNON, N.Y.  
DEPARTMENT of ASSESSMENT

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
(914) 665-2328 – Fax: (914) 665-3522

**Stephanie Vanderpool**  
*Commissioner*

**Cranson D. Johnson**  
*Deputy Commissioner*

September 17, 2025

Honorable City Council Members  
City of Mount Vernon,  
Mount Vernon, New York 10550

(Through the Office of the Mayor)

**Amended**  
*Hudson Greenwich, LLC*  
545 So. Fulton Ave  
Mount Vernon, NY  
169.40-4088-8

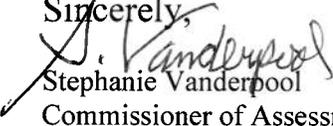
Dear Honorable City Council Members:

Re: Amendment to Section 1 of Ordinance No. 16 adopted September 10, 2025 as follows

I am requesting to amend Section 1 of Ordinance No. 16 adopted September 10, 2025 as follows: The Comptroller is hereby authorized and directed to issue a refund/credit to be satisfied in Budget Code A1964-492 in the amount of \$441.66 (2024 County Tax Levy).

If this meets the approval of your Honorable Body, would you kindly have the necessary legislation enacted.

Sincerely,

  
Stephanie Vanderpool

Commissioner of Assessment  
City-Hall One Roosevelt Square  
Mount Vernon, NY 10550  
Email: [SVanderpool@mountvernonny.gov](mailto:SVanderpool@mountvernonny.gov)  
P (914) 665-2325 Fax (914) 665-3522  
Cc: office file

SEP 10 2025

16

**AN ORDINANCE AUTHORIZING THE REFUND OF TAXES PAID ON AN INCORRECTLY ASSESSED PROPERTY PURSUANT TO RPTL SECTION 550**

**Whereas**, in correspondence dated September 9, 2025, the Commissioner of the Department of Assessment has formally requested authorization for the Comptroller of the City of Mount Vernon to issue refunds for overpaid taxes on the subject property for the 2024 and 2025 tax years; and

**Whereas**, pursuant to the Real Property Tax Law (RPTL) Section 550, the City of Mount Vernon recognizes that an error in an essential fact occurred in the assessment of a certain property, which was incorrectly assessed with improvements although the property was vacant; and

**Whereas**, such error resulted in an incorrect assessed valuation of \$3,600, rather than the correct assessed valuation of \$1,300, for the tax years 2024 and 2025; and

**Whereas**, the property owner, relying upon the Comptroller's Office and Infotaxonline, paid in full the 2024 and 2025 City and County tax bills, as well as the 2024 Mount Vernon School District taxes and the first installment of the 2025 School District taxes; and

**Whereas**, the application for correction of the error (Form RP-556) was duly submitted and approved by the Executive Director of Westchester County, thereby validating the entitlement of the property owner to a refund of overpaid taxes; and

**Whereas**, the City of Mount Vernon is responsible for refunding the excess City and County tax levies, and the Mount Vernon School District is responsible for refunding the excess School District tax levies, based on the corrected assessed valuation of \$1,300; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization of Refunds – City of Mount Vernon and County of Westchester.** The Comptroller of the City of Mount Vernon is hereby authorized and directed to issue refunds for overpaid taxes on the subject property for the 2024 and 2025 tax years, as follows:

- 2024 City Tax Levy: **\$1,152.90**
- 2025 County Tax Levy: **\$441.66**
- 2025 City Tax Levy: **\$1,194.40**
- 2025 County Tax Levy: **\$400.16**

**Section 2. Authorization of Refunds – Mount Vernon School District.** The Mount Vernon School District is hereby authorized and directed to issue refunds for overpaid school tax levies on the subject property for the 2024 and 2025 tax years, as follows:

- 2024 School Tax Levy: **\$2,200.41**
- 2025 School Tax Levy: **\$2,278.41**

**Section 3. Verification Procedures.** The Assessor's Office and the Comptroller's Office shall implement and maintain additional verification procedures to prevent the recurrence of errors in assessment related to vacant property and improvements.

**Section 4. Funding.** Funding for this refund shall be disbursed from Budget Line A1964.492 (Tax Cert Refunds).

**Section 5. Effective Date.** This Ordinance shall take effect immediately upon adoption by the City Council and approval by the Board of Estimate & Contract.

Vote Taken As Follows: 9/10/2025  
Boxhill: Yea Gleason: Yea  
Poteat: Yea Thompson: Yea  
Browne: Yea Ordinance Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED

Date

BY

Mayor

Councilperson

THE ORDINANCE ADOPTED BY CITY COUNCIL

President

ATTEST:

City Clerk

16



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1621

**Agenda Date:** 9/24/2025

**Agenda #:** 16.

### City Council:

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF MOUNT VERNON ADOPTING A  
NEGATIVE DECLARATION AND AN ORDINANCE  
AMENDING THE CITY CODE TO ENACT LEGISLATION  
REGARDING HEALTH CLUBS AND FITNESS CENTERS  
IN THE MX-1, MVW-H, MVW-C, NB, OB, DB, CB, LI-7.5,  
LI-15, I, TOD-1, AND DTOAD DISTRICTS**

**WHEREAS**, the City Council of the City of Mount Vernon proposes to amend Chapter 267 (Zoning) of the Code of the City of Mount Vernon (“Code”) to permit and regulate, as principal permitted uses, “Health Clubs and Fitness Centers” in the City’s MX-1 Commercial Corridor, MVW-H Mount Vernon West Transit Oriented Development Zone (Hub), MVW-C Mount Vernon West Transit Oriented Development Zone (Corridor), NB Neighborhood Business, OB Office Business, DB Downtown Business, CB Commercial Business, LI-7.5 Landscaped Industrial, LI-15 Landscaped Industrial, I Industry, TOD-1 Mount Vernon East TOD High Density, and DTOAD Downtown Transit Oriented Arts Districts in the City of Mount Vernon; and

**WHEREAS**, the City Council finds that it is necessary and desirable, as a matter of public policy, to permit health clubs and fitness centers as principal permitted uses in the aforementioned Districts in the City of Mount Vernon; and

**WHEREAS**, Chapter 267 already provides a definition of “Health Club” in Section 267-4 (Definitions), as well as parking requirements for “Health Clubs” in 267 Attachment 3 (Off-Street Parking and Loading Space Requirements), suggesting that the absence of health clubs and fitness centers being listed as a permitted use in any district was an oversight or error in the existing Code; and

**WHEREAS**, the City Council, in conjunction with its Staff, prepared a draft “Ordinance to Amend Chapter 267 (Zoning) of the Code of the City of Mount Vernon to Permit and Regulate Health Clubs and Fitness Centers in the MX-1, MVW-H, MVW-C, NB, OB, DB, CB, LI-7.5, LI-15, I, TOD-1, and DTOAD Districts” (“Code Amendment”), a copy of which is annexed to this Resolution; and

**WHEREAS**, the Code Amendment is classified as a Type I Action under the New York State Environmental Quality Review Act and its implementing regulations, 6 N.Y.C.R.R. Part 617 (“SEQRA”); and

**WHEREAS**, at a meeting of the City Council held August 13, 2025, the City Council designated itself Lead Agency for the review of the Code Amendment under SEQRA pursuant to 6 N.Y.C.R.R. Section 617.6(b)(1), and scheduled a Public Hearing on the Code Amendment for September 10, 2025; and

**WHEREAS**, the City Council referred the Code Amendment to the Corporation Counsel and Planning Board, as well as the Westchester County Planning Board, for their respective reviews and reports; and

**WHEREAS**, the City Council duly published notice of a Public Hearing for the Code Amendment in three issues of the official newspaper for the City on August 25, 2025, August 29, 2025, and September 2, 2025; and

**WHEREAS**, by letter dated September 8, 2025, the Westchester County Planning Board issued its recommendations with respect to the Code Amendment pursuant to Sections 239-l and m of the General Municipal Law and Section 277.61 of the County Administrative Code; and

**WHEREAS**, by memorandum dated September 10, 2025, the Planning Board of the City of Mount Vernon issued its comments with respect to the Code Amendment; and

**WHEREAS**, the Public Hearing was duly held at City Hall on September 10, 2025, at 7:00 P.M., and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to the Code Amendment, and written comments were accepted for 10 days thereafter; and

**WHEREAS**, the City Council, after due deliberation, and having carefully considered the Mount Vernon Planning Board's and Westchester County Planning Board's recommendations, and the comments made at the Public Hearing and in written comments, finds that it is in the best interest of the City of Mount Vernon to adopt the Code Amendment as proposed; and

**NOW, THEREFORE, BE IT RESOLVED**, that pursuant to Section 617.7 of SEQRA's implementing regulations, the City Council considered the impacts which may be reasonably expected to result from the Code Amendment by comparing them against the applicable criteria in said Section, and finds that:

1. The Code Amendment will not result in a substantial adverse change to existing air quality, ground or surface water quality and quantity, traffic or noise levels; a substantial increase in solid waste production; nor generate a substantial increase in potential for erosion, flooding, leaching or drainage problems;

2. The Code Amendment will not result in the removal or destruction of large quantities of vegetation or fauna; will not substantially interfere with the movement of a resident or migratory fish or wildlife species; will not significantly impact habitat area; and will not result in any substantial adverse impacts on a threatened or endangered species of animal or plant, or the habitat of such a species, or other significant adverse effects to natural resources;

3. The Code Amendment will not result in the impairment of the environmental characteristics of a Critical Environmental Area;

4. The Code Amendment will not result in the creation of a material conflict with the City's current plans or goals, or the Zoning Code;

5. The Code Amendment will not result in the impairment of a character or quality of important

historical, archeological, architectural or aesthetic resources or of existing community or neighborhood character;

6. The Code Amendment will not significantly impact the use of either the quantity or type of energy;

7. The Code Amendment will not create a hazard to human health;

8. The Code Amendment will not result in a substantial change in the use, or intensity of use, of land including agricultural, open space or recreational resources, or in its capacity to support existing uses;

9. The Code Amendment by itself will not encourage or attract a substantially larger number of people to a place compared to the number of people who would come to such place absent the action;

10. The Code Amendment will not create a material demand for other actions which would result in one of the above consequences;

11. The Code Amendment will neither result in changes in two or more elements of the environment, no one of which has a significant impact on the environment, nor when considered together result in a substantial adverse impact on the environment; and

12. The Code Amendment will neither result in two or more related actions undertaken, funded or approved by an agency, none of which has or would have a significant impact on the environment, nor when considered cumulatively, meet one or more of the criteria in Section 617.7 of SEQRA's implementing regulations, and that the City Council considered possible long-term, short-term and cumulative impacts and found no significant effects which would result as a consequence of the proposed action; and

**BE IT FURTHER RESOLVED**, that the City Council adopts Parts 1, 2 and 3 of the Short Environmental Assessment Form, and determines under SEQRA that the Code Amendment will not result in any potential significant adverse environmental impacts; and

**BE IT FURTHER RESOLVED**, that the City Council adopts a Negative Declaration with respect to this "Type I" action under SEQRA, and determines that a Draft Environmental Impact Statement need not be prepared; and

**BE IT FURTHER RESOLVED**, that this Negative Declaration was prepared in accordance with Article 8 of the New York Environmental Conservation Law and its implementing regulations at 6 N.Y.C.R.R. Part 617; and

**BE IT FURTHER RESOLVED**, that the City Clerk is directed to (i) file a copy of this Resolution and Negative Declaration with the City pursuant to 6 N.Y.C.R.R. Section 617.12, (ii) file a copy of this Resolution and Negative Declaration with the Planning Board, and (iii) file a copy of this Resolution and Negative Declaration with the Westchester County Planning Board pursuant to GML Section 239-m within seven (7) days hereof; and

**BE IT FURTHER RESOLVED**, the City Council hereby adopts and enacts the Code Amendment entitled "An Ordinance to Amend Chapter 267 (Zoning) of the Code of the City of Mount Vernon to Permit

and Regulate Health Clubs and Fitness Centers in the MX-1, MVW-H, MVW-C, NB, OB, DB, CB, LI-7.5, LI-15, I, TOD-1, and DTOAD Districts,” a copy of which is attached hereto and made a part hereof; and

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately.

**A RESOLUTION OF THE CITY OF MOUNT VERNON CITY COUNCIL  
ADOPTING A NEGATIVE DECLARATION AND AN ORDINANCE  
AMENDING THE CITY CODE TO ENACT LEGISLATION REGARDING  
HEALTH CLUBS AND FITNESS CENTERS IN THE MX-1,  
MVW-H, MVW-C, NB, OB, DB, CB, LI-7.5,  
LI-15, I, TOD-1, AND DTOAD DISTRICTS**

**WHEREAS**, the City Council of the City of Mount Vernon proposes to amend Chapter 267 (Zoning) of the Code of the City of Mount Vernon (“Code”) to permit and regulate, as principal permitted uses, “Health Clubs and Fitness Centers” in the City’s MX-1 Commercial Corridor, MVW-H Mount Vernon West Transit Oriented Development Zone (Hub), MVW-C Mount Vernon West Transit Oriented Development Zone (Corridor), NB Neighborhood Business, OB Office Business, DB Downtown Business, CB Commercial Business, LI-7.5 Landscaped Industrial, LI-15 Landscaped Industrial, I Industry, TOD-1 Mount Vernon East TOD High Density, and DTOAD Downtown Transit Oriented Arts Districts in the City of Mount Vernon; and

**WHEREAS**, the City Council finds that it is necessary and desirable, as a matter of public policy, to permit health clubs and fitness centers as principal permitted uses in the aforementioned Districts in the City of Mount Vernon; and

**WHEREAS**, Chapter 267 already provides a definition of “Health Club” in Section 267-4 (Definitions), as well as parking requirements for “Health Clubs” in 267 Attachment 3 (Off-Street Parking and Loading Space Requirements), suggesting that the absence of health clubs and fitness centers being listed as a permitted use in any district was an oversight or error in the existing Code; and

**WHEREAS**, the City Council, in conjunction with its Staff, prepared a draft “Ordinance to Amend Chapter 267 (Zoning) of the Code of the City of Mount Vernon to Permit and Regulate Health Clubs and Fitness Centers in the MX-1, MVW-H, MVW-C, NB, OB, DB, CB, LI-7.5, LI-15, I, TOD-1, and DTOAD Districts” (“Code Amendment”), a copy of which is annexed to this Resolution; and

**WHEREAS**, the Code Amendment is classified as a Type I Action under the New York State Environmental Quality Review Act and its implementing regulations, 6 N.Y.C.R.R. Part 617 (“SEQRA”); and

**WHEREAS**, at a meeting of the City Council held August 13, 2025, the City Council designated itself Lead Agency for the review of the Code Amendment under SEQRA pursuant to 6 N.Y.C.R.R. Section 617.6(b)(1), and scheduled a Public Hearing on the Code Amendment for September 10, 2025; and

**WHEREAS**, the City Council referred the Code Amendment to the Corporation Counsel and Planning Board, as well as the Westchester County Planning Board, for their respective reviews and reports; and

**WHEREAS**, the City Council duly published notice of a Public Hearing for the Code Amendment in three issues of the official newspaper for the City on August 25, 2025, August 29, 2025, and September 2, 2025; and

**WHEREAS**, by letter dated September 8, 2025, the Westchester County Planning Board issued its recommendations with respect to the Code Amendment pursuant to Sections 239-l and m of the General Municipal Law and Section 277.61 of the County Administrative Code; and

**WHEREAS**, by memorandum dated September 10, 2025, the Planning Board of the City of Mount Vernon issued its comments with respect to the Code Amendment; and

**WHEREAS**, the Public Hearing was duly held at City Hall on September 10, 2025, at 7:00 P.M., and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to the Code Amendment, and written comments were accepted for 10 days thereafter; and

**WHEREAS**, the City Council, after due deliberation, and having carefully considered the Mount Vernon Planning Board's and Westchester County Planning Board's recommendations, and the comments made at the Public Hearing and in written comments, finds that it is in the best interest of the City of Mount Vernon to adopt the Code Amendment as proposed; and

**NOW, THEREFORE, BE IT RESOLVED**, that pursuant to Section 617.7 of SEQRA's implementing regulations, the City Council considered the impacts which may be reasonably expected to result from the Code Amendment by comparing them against the applicable criteria in said Section, and finds that:

1. The Code Amendment will not result in a substantial adverse change to existing air quality, ground or surface water quality and quantity, traffic or noise levels; a substantial increase in solid waste production; nor generate a substantial increase in potential for erosion, flooding, leaching or drainage problems;

2. The Code Amendment will not result in the removal or destruction of large quantities of vegetation or fauna; will not substantially interfere with the movement of a resident or migratory fish or wildlife species; will not significantly impact habitat area; and will not result in any substantial adverse impacts on a threatened or endangered species of animal or plant, or the habitat of such a species, or other significant adverse effects to natural resources;

3. The Code Amendment will not result in the impairment of the environmental characteristics of a Critical Environmental Area;

4. The Code Amendment will not result in the creation of a material conflict with the City's current plans or goals, or the Zoning Code;

5. The Code Amendment will not result in the impairment of a character or quality of important historical, archeological, architectural or aesthetic resources or of existing community or neighborhood character;

6. The Code Amendment will not significantly impact the use of either the quantity or type of energy;

7. The Code Amendment will not create a hazard to human health;

8. The Code Amendment will not result in a substantial change in the use, or intensity of use, of land including agricultural, open space or recreational resources, or in its capacity to support existing uses;

9. The Code Amendment by itself will not encourage or attract a substantially larger number of people to a place compared to the number of people who would come to such place absent the action;

10. The Code Amendment will not create a material demand for other actions which would result in one of the above consequences;

11. The Code Amendment will neither result in changes in two or more elements of the environment, no one of which has a significant impact on the environment, nor when considered together result in a substantial adverse impact on the environment; and

12. The Code Amendment will neither result in two or more related actions undertaken, funded or approved by an agency, none of which has or would have a significant impact on the environment, nor when considered cumulatively, meet one or more of the criteria in Section 617.7 of SEQRA's implementing regulations, and that the City Council considered possible long-term, short-term and cumulative impacts and found no significant effects which would result as a consequence of the proposed action; and

**BE IT FURTHER RESOLVED**, that the City Council adopts Parts 1, 2 and 3 of the Short Environmental Assessment Form, and determines under SEQRA that the Code Amendment will not result in any potential significant adverse environmental impacts; and

**BE IT FURTHER RESOLVED**, that the City Council adopts a Negative Declaration with respect to this "Type I" action under SEQRA, and determines that a Draft Environmental Impact Statement need not be prepared; and

**BE IT FURTHER RESOLVED**, that this Negative Declaration was prepared in accordance with Article 8 of the New York Environmental Conservation Law and its implementing regulations at 6 N.Y.C.R.R. Part 617; and

**BE IT FURTHER RESOLVED**, that the City Clerk is directed to (i) file a copy of this Resolution and Negative Declaration with the City pursuant to 6 N.Y.C.R.R. Section 617.12, (ii) file a copy of this Resolution and Negative Declaration with the Planning Board, and (iii) file a copy of this Resolution and Negative Declaration with the Westchester County Planning Board pursuant to GML Section 239-m within seven (7) days hereof; and

**BE IT FURTHER RESOLVED**, the City Council hereby adopts and enacts the Code Amendment entitled “An Ordinance to Amend Chapter 267 (Zoning) of the Code of the City of Mount Vernon to Permit and Regulate Health Clubs and Fitness Centers in the MX-1, MVW-H, MVW-C, NB, OB, DB, CB, LI-7.5, LI-15, I, TOD-1, and DTOAD Districts,” a copy of which is attached hereto and made a part hereof; and

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately.

APPROVED AS TO FORM

\_\_\_\_\_  
Assistant Corporation Counsel

\_\_\_\_\_  
APPROVED  
Dept. \_\_\_\_\_

\_\_\_\_\_  
Council Person

THIS RESOLUTION  
ADOPTED BY CITY COUNCIL

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
City Clerk

APPROVED

\_\_\_\_\_  
Date

By \_\_\_\_\_  
Mayor



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1620

**Agenda Date:** 9/24/2025

**Agenda #:** 17.

### City Council:

**AN ORDINANCE TO AMEND CHAPTER 267 (ZONING)  
OF THE CODE OF THE CITY OF MOUNT VERNON  
TO PERMIT AND REGULATE HEALTH CLUBS AND  
FITNESS CENTERS IN THE MX-1, MVW-H, MVW-C, NB,  
OB, DB, CB, LI-7.5, LI-15, I, TOD-1, AND DTOAD DISTRICTS**

**WHEREAS**, the City of Mount Vernon has determined that it is in the best interest of the City and its residents to amend Chapter 267 (Zoning) to permit and regulate, as principal permitted uses, “Health Clubs and Fitness Centers” in the City’s MX-1 Commercial Corridor, MVW-H Mount Vernon West Transit Oriented Development Zone (Hub), MVW-C Mount Vernon West Transit Oriented Development Zone (Corridor), NB Neighborhood Business, OB Office Business, DB Downtown Business, CB Commercial Business, LI-7.5 Landscaped Industrial, LI-15 Landscaped Industrial, I Industry, TOD-1 Mount Vernon East TOD High Density, and DTOAD Downtown Transit Oriented Arts Districts (“Zoning Amendment”); and

**WHEREAS**, Chapter 267 already provides a definition of “Health Club” in Section 267-4 (Definitions), as well as parking requirements for “Health clubs” in 267 Attachment 3 (Off-Street Parking and Loading Space Requirements), suggesting that the absence of health clubs and fitness centers being listed as a permitted use in any district was an oversight or error in the existing Code; and

**WHEREAS**, on September 24, 2025, the City Council adopted a Negative Declaration under the State Environmental Quality Review Act and its implementing regulations at 6 N.Y.C.R.R. Part 617 (collectively, “SEQRA”), determining that the Zoning Amendment does not have the potential to result in any significant adverse environmental impacts; and

**WHEREAS**, having completed the SEQRA process, the City Council desires to amend Chapter 267 (Zoning) to add “Health clubs and fitness centers” as a principal permitted use in the MX-1, MVW-H, MVW-C, NB, OB, DB, CB, LI-7.5, LI-15, I, TOD-1, and DTOAD Districts.

**NOW, THEREFORE**, the City of Mount Vernon, in City Council convened, does hereby ordain, and enact:

**Section 1.** Section 267-4, Definitions, of the Code of the City of Mount Vernon, is hereby amended to delete the definition of “Health Club” and replace it with the following:

**HEALTH CLUBS AND FITNESS CENTERS** - Membership facilities designed and used for body conditioning and rehabilitation, including activities such as aerobic and related class exercises. Health clubs may contain equipment such as free weights, cardio equipment, boxing studios,

whirlpools, saunas, steam rooms, showers, locker facilities, and, as an accessory use, a health food bar.

**Section 2.** Section 267-19, List of mixed-use districts, shall be amended to add a new subsection A(3)(a)[24], to add “Health clubs and fitness centers” as a principal permitted use in the MX-1 Commercial Corridor District, as follows:

A. MX-1 Commercial Corridor District.

(3) List of use regulations

(a) Permitted principal uses.

[24] Health clubs and fitness centers.

**Section 3.** The “Permitted use table” set forth in Section 267-19B(6), shall be amended to add “Health clubs and fitness centers” as a principal permitted use in the MVW-H Mount Vernon West Transit Oriented Development Zone (Hub), and MVW-C Mount Vernon West Transit Oriented Development Zone (Corridor) Districts, to be listed under the “Commercial Uses” heading in the first column, after “Wireless telecommunications facility,” and before the heading for “Accessory Uses,” as follows:

Use	MVW-H	MVW-H(NC)	MVW-C	MVW-T	MVW-T (NC)
Health clubs and fitness centers	P	X	P	X	X

**Section 4.** Section 267-20, List of nonresidence district uses, shall be amended to add new subsections A(1)(s), B(1)(m), C(1)(p), D(1)(z), E(1)(m), (F)(1)(s), to add “Health clubs and fitness centers” as a principal permitted use in the NB Neighborhood Business, OB Office Business, DB Downtown Business, CB Commercial Business, LI-7.5 Landscaped Industrial, LI-15 Landscaped Industrial, and I Industry Districts, as follows:

A. District NB Neighborhood Business.

(1) Permitted principal uses.

(s) Health clubs and fitness centers.

B. District OB Office Business.

(1) Permitted principal uses.

(m) Health clubs and fitness centers.

C. District DB Downtown Business.

- (1) Permitted principal uses.
  - (p) Health clubs and fitness centers.
- D. District CB Commercial Business.
  - (1) Permitted principal uses.
    - (z) Health clubs and fitness centers.
- E. District LI-7.5, LI-15 Landscaped Industrial.
  - (1) Permitted principal uses.
    - (m) Health clubs and fitness centers.
- F. District I Industry.
  - (1) Permitted principal uses.
    - (s) Health clubs and fitness centers.

**Section 5.** The “Permitted uses” table set forth in Section 267-27.3(D), shall be amended to add “Health clubs and fitness centers” as a principal permitted use in the DTOAD Downtown Transit Oriented Arts District, to be listed under the “Commercial Uses” heading in the first column, after “Satellite Earth Stations or Dish Antennas (when accessory to principal use),” and before the heading for “Accessory Uses,” as follows:

Health Clubs and Fitness Centers	P
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**Section 6.** 267 Attachment 3, Off-Street Parking and Loading Space Requirements, shall be amended to revise the reference to “Health clubs,” and change it to “Health clubs and fitness centers.”

**Section 7. Severability.** If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

**Section 8. Effective Date.** This ordinance shall take effect upon review and adoption by the City Council.



PLANNING & COMMUNITY DEVELOPMENT  
ONE ROOSEVELT SQUARE  
MOUNT VERNON, NEW YORK 10550  
PHONE: (914) 840-4029  
EMAIL: TGRAHAM-OUATTARA@CMVNY.COM

JAMES RAUSSE, FAICP, WEDG  
COMMISSIONER

August 6, 2025

VIA EMAIL:

Honorable City Council Members  
City of Mount Vernon  
1 Roosevelt Square  
Mount Vernon, New York 10550

RE: Request for the City Council to enact legislation to update the City Municipal Code to permit and regulate gyms and health clubs. For consideration on the agenda at the August 13, 2025 City Council meeting.

Honorable City Council Members:

I am writing to respectfully request for the City Council to enact legislation to update the City Municipal Code to permit and regulate gyms and health clubs. This would require an amendment to *Chapter 267 – Zoning*.

Although Mount Vernon has several existing and well-known gyms/health clubs that have operated in the city for many years, Chapter 267 – Zoning does not list gyms or health clubs as permitted uses anywhere in the city. This has meant that these businesses, although currently operating, cannot receive Certificates of Tenancy or Certificates of Occupancy from the Building Department. This has also meant that new businesses of this type cannot receive approvals from any of the city's land use boards.

Although not listed as a permitted use in *Chapter 267 – Zoning*, this chapter does, however, contain a definition for health clubs as follows:

**HEALTH CLUB** - Membership facilities designed and used for body conditioning and rehabilitation, including activities such as aerobic and related class exercises. Health clubs may contain equipment such as whirlpools, saunas, steam rooms, showers, locker facilities and, as an accessory use, a health food bar.

Health clubs are also listed in the schedule of off-street parking and loading requirements with a parking requirement of 5 spaces per 1,000 sf of gross floor area.

Given that *Chapter 267 – Zoning* already provides the above definition and parking requirements for Health Clubs, it suggests that the absence of health clubs being listed as a permitted use in the ordinance is perhaps an oversight or error in the existing code. We believe that the best course of action would be for the City Council to consider making an amendment to the Zoning Ordinance to add health clubs as principal permitted uses in the following zoning districts: CB, NB, DB, OB, LI-7.5, I, MVW-H, MVW-C, DTOAD, MX-1, TOD-1. We also recommend that the definition of Health Club be amended to include mention of amenities such as free weights, cardio equipment and boxing equipment, since these amenities are now commonly found in health club facilities.

We thank the City Council for your support in addressing the needs in the city. I am available to address any questions or concerns you may have regarding this request.





PLANNING & COMMUNITY DEVELOPMENT  
ONE ROOSEVELT SQUARE  
MOUNT VERNON, NEW YORK 10550  
PHONE: (914) 840-4029  
EMAIL: TGRAHAM-OUATTARA@CMVNY.COM

JAMES RAUSSE, FAICP, WEDG  
COMMISSIONER

Sincerely,

A handwritten signature in blue ink, appearing to read "James Rausse".

JAMES RAUSSE, FAICP, WEDG

cc: Mayor Shawyn Patterson-Howard  
Comptroller Darren M. Morton  
Malcolm Clark, Chief of Staff



**AN ORDINANCE TO AMEND CHAPTER 267 (ZONING) OF THE CODE OF THE CITY OF MOUNT VERNON TO PERMIT AND REGULATE HEALTH CLUBS AND FITNESS CENTERS IN THE MX-1, MVW-H, MVW-C, NB, OB, DB, CB, LI-7.5, LI-15, I, TOD-1, AND DTOAD DISTRICTS**

**WHEREAS**, the City of Mount Vernon has determined that it is in the best interest of the City and its residents to amend Chapter 267 (Zoning) to permit and regulate, as principal permitted uses, “Health Clubs and Fitness Centers” in the City’s MX-1 Commercial Corridor, MVW-H Mount Vernon West Transit Oriented Development Zone (Hub), MVW-C Mount Vernon West Transit Oriented Development Zone (Corridor), NB Neighborhood Business, OB Office Business, DB Downtown Business, CB Commercial Business, LI-7.5 Landscaped Industrial, LI-15 Landscaped Industrial, I Industry, TOD-1 Mount Vernon East TOD High Density, and DTOAD Downtown Transit Oriented Arts Districts (“Zoning Amendment”); and

**WHEREAS**, Chapter 267 already provides a definition of “Health Club” in Section 267-4 (Definitions), as well as parking requirements for “Health clubs” in 267 Attachment 3 (Off-Street Parking and Loading Space Requirements), suggesting that the absence of health clubs and fitness centers being listed as a permitted use in any district was an oversight or error in the existing Code; and

**WHEREAS**, on September 24, 2025, the City Council adopted a Negative Declaration under the State Environmental Quality Review Act and its implementing regulations at 6 N.Y.C.R.R. Part 617 (collectively, “SEQRA”), determining that the Zoning Amendment does not have the potential to result in any significant adverse environmental impacts; and

**WHEREAS**, having completed the SEQRA process, the City Council desires to amend Chapter 267 (Zoning) to add “Health clubs and fitness centers” as a principal permitted use in the MX-1, MVW-H, MVW-C, NB, OB, DB, CB, LI-7.5, LI-15, I, TOD-1, and DTOAD Districts.

**NOW, THEREFORE**, the City of Mount Vernon, in City Council convened, does hereby ordain, and enact:

**Section 1.** Section 267-4, Definitions, of the Code of the City of Mount Vernon, is hereby amended to delete the definition of “Health Club” and replace it with the following:

**HEALTH CLUBS AND FITNESS CENTERS**

Membership facilities designed and used for body conditioning and rehabilitation, including activities such as aerobic and related class exercises. Health clubs may contain equipment such as include free weights, cardio equipment, boxing studios, whirlpools, saunas, steam rooms, showers, locker facilities and, as an accessory use, a health food bar.

**Section 2.** Section 267-19, List of mixed-use districts, shall be amended to add a new subsection A(3)(a)[24], to add “Health clubs and fitness centers” as a principal permitted use in the MX-1 Commercial Corridor District, as follows:

A. MX-1 Commercial Corridor District.

(3) List of use regulations

(a) Permitted principal uses.

[24] Health clubs and fitness centers.

**Section 3.** The “Permitted use table” set forth in Section 267-19B(6), shall be amended to add “Health clubs and fitness centers” as a principal permitted use in the MVW-H Mount Vernon West Transit Oriented Development Zone (Hub), and MVW-C Mount Vernon West Transit Oriented Development Zone (Corridor) Districts, to be listed under the “Commercial Uses” heading in the first column, after “Wireless telecommunications facility,” and before the heading for “Accessory Uses,” as follows:

Use	MVW-H	MVW-H(NC)	MVW-C	MVW-T	MVW-T(NC)
Health clubs and fitness centers	P	X	P	X	X

**Section 4.** Section 267-20, List of nonresidence district uses, shall be amended to add new subsections A(1)(s), B(1)(m), C(1)(p), D(1)(z), E(1)(m), (F)(1)(s), to add “Health clubs and fitness centers” as a principal permitted use in the NB Neighborhood Business, OB Office Business, DB Downtown Business, CB Commercial Business, LI-7.5 Landscaped Industrial, LI-15 Landscaped Industrial, and I Industry Districts, as follows:

- A. District NB Neighborhood Business.
  - (1) Permitted principal uses.
    - (s) Health clubs and fitness centers.
- B. District OB Office Business.
  - (1) Permitted principal uses.
    - (m) Health clubs and fitness centers.
- C. District DB Downtown Business.
  - (1) Permitted principal uses.
    - (p) Health clubs and fitness centers.
- D. District CB Commercial Business.
  - (1) Permitted principal uses.
    - (z) Health clubs and fitness centers.
- E. District LI-7.5, LI-15 Landscaped Industrial.
  - (1) Permitted principal uses.
    - (m) Health clubs and fitness centers.
- F. District I Industry.
  - (1) Permitted principal uses.
    - (s) Health clubs and fitness centers.

**Section 5.** The “Permitted uses” table set forth in Section 267-27.3(D), shall be amended to add “Health clubs and fitness centers” as a principal permitted use in the DTOAD Downtown Transit Oriented Arts District, to be listed under the “Commercial Uses” heading in the first column, after “Satellite Earth Stations or Dish Antennas (when accessory to principal use),” and before the heading for “Accessory Uses,” as follows:

Health Clubs and Fitness Centers	P
----------------------------------	---

**Section 6.** 267 Attachment 3, Off-Street Parking and Loading Space Requirements, shall be amended to revise the reference to “Health clubs,” and change it to “Health clubs and fitness centers.”

**Section 7. Severability.** If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

**Section 8. Effective Date.** This ordinance shall take effect upon review and acceptance from the City Council.

\_\_\_\_\_  
Council Person

APPROVED AS TO FORM

THIS ORDINANCE  
ADOPTED BY CITY  
COUNCIL

\_\_\_\_\_  
Assistant Corporation Counsel

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
City Clerk

APPROVED

\_\_\_\_\_  
APPROVED

\_\_\_\_\_  
Date

Dept.  
  
\_\_\_\_\_

By  
  
\_\_\_\_\_

Mayor



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1623

**Agenda Date:** 9/24/2025

**Agenda #:** 18.

### City Council:

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOUNT VERNON ADOPTING AN ORDINANCE AMENDING THE CITY CODE TO EXTEND THE EXPIRATION OF APPROVALS FROM THE CITY'S LAND USE BOARDS**

**WHEREAS**, the City Council of the City of Mount Vernon proposes to amend Chapter 10 (Architectural Review Board) and Chapter 267 (Zoning) of the Code of the City of Mount Vernon to extend the expiration of approvals from the City's Land Use Boards from two years to 30 months after the issuance of a building permit; and

**WHEREAS**, although one- and two-family residential projects can typically be completed within the presently allotted two years after receiving a building permit, anticipated changes to the City's zoning after the completion of the comprehensive plan will likely lead to more multi-family or commercial projects, which have the potential to take longer to construct; and

**WHEREAS**, requiring applicants to return to multiple boards for approval extensions creates additional cost and burden for applicants and adds to the workload of the City's volunteer boards and the staff that serve them, and the City Council finds that it is necessary and desirable, as a matter of public policy, to allow applicants an additional six months (for a total of 30) to complete their construction projects and to help applicants avoid these extra costs, while still requiring construction to be completed within a reasonable timeframe; and

**WHEREAS**, the City Council, in conjunction with its Staff, prepared a draft "Ordinance to Amend Chapter 10 (Architectural Review Board) and Chapter 267 (Zoning) of the Code of the City of Mount Vernon to Extend the Expiration of Approvals from the City's Land Use Boards from Two Years to 30 Months" ("Code Amendment"); and

**WHEREAS**, the Code Amendment is classified as a Type II Action under the New York State Environmental Quality Review Act and its implementing regulations, 6 N.Y.C.R.R. Part 617 ("SEQRA"), and no further review is required in accordance with SEQRA; and

**WHEREAS**, at a meeting of the City Council held August 13, 2025, the City Council scheduled a Public Hearing on the Code Amendment for September 10, 2025; and

**WHEREAS**, the City Council referred the Code Amendment to the Corporation Counsel and Planning Board, as well as the Westchester County Planning Board, for their respective reviews and reports; and

**WHEREAS**, the City Council duly published notice of a Public Hearing for the Code Amendment in three issues of the official newspaper for the City on August 25, 2025, August 29, 2025, and September 2, 2025; and

**WHEREAS**, by letter dated September 8, 2025, the Westchester County Planning Board issued its recommendations with respect to the Code Amendment pursuant to Sections 239-l and m of the General Municipal Law and Section 277.61 of the County Administrative Code; and

**WHEREAS**, as noted by the Westchester County Planning Board, although the clear and stated intent of the Code Amendment is to extend the expiration of all approvals from the City's Land Use Boards, the draft Code Amendment as initially drafted inadvertently omitted a reference to extending approvals set forth in Section 267-33A of the City Code, which pertains to special use permits, from two years to 30 months, which is a nonmaterial change that has been corrected in the Code Amendment annexed hereto;

**WHEREAS**, by memorandum dated September 10, 2025, the Planning Board of the City of Mount Vernon issued its comments with respect to the Code Amendment; and

**WHEREAS**, the Public Hearing was duly held at City Hall on September 10, 2025, at 7:00 P.M., and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to the Code Amendment, and written comments were accepted for 10 days thereafter; and

**WHEREAS**, the City Council, after due deliberation, and having carefully considered the Mount Vernon Planning Board's and Westchester County Planning Board's recommendations, and the comments made at the Public Hearing and in written comments, finds that it is in the best interest of the City of Mount Vernon to adopt the Code Amendment as proposed; and NOW, THEREFORE, BE IT

**RESOLVED**, the City Council hereby adopts and enacts the Code Amendment entitled "Ordinance to Amend Chapter 10 (Architectural Review Board) and Chapter 267 (Zoning) of the Code of the City of Mount Vernon to Extend the Expiration of Approvals from the City's Land Use Boards from Two Years to 30 Months," a copy of which is attached hereto and made a part hereof; and BE IT FURTHER

**RESOLVED**, that the City Clerk is directed to (i) file a copy of this Resolution with the City Clerk, (ii) file a copy of this Resolution with the Planning Board, and (iii) file a copy of this Resolution with the Westchester County Planning Board pursuant to GML Section 239-m within thirty (30) days hereof; and BE IT FURTHER

**RESOLVED**, that this Resolution shall take effect immediately.

**AN ORDINANCE AUTHORIZING THE AMENDMENT  
OF CHAPTER 10 (ARCHITECTURAL REVIEW BOARD)  
AND CHAPTER 267 (ZONING) OF THE CODE OF THE  
CITY OF MOUNT VERNON TO EXTEND THE  
EXPIRATION OF APPROVALS FROM THE CITY'S  
LAND USE BOARDS FROM TWO YEARS TO 30 MONTHS**

**WHEREAS**, the City of Mount Vernon has determined that it is in the best interest of the City

and its residents to amend Chapter 10 (Architectural Review Board) and Chapter 267 (Zoning) of the Code of the City of Mount Vernon to extend the expiration of approvals from the City's Land Use Boards from two years to 30 months after the issuance of a building permit ("Code Amendment"); and

**WHEREAS**, although one- and two-family residential projects can typically be completed within the presently allotted two years after receiving a building permit, anticipated changes to the City's zoning after the completion of the comprehensive plan will likely lead to more multi-family or commercial projects, which have the potential to take longer to construct; and

**WHEREAS**, requiring applicants to return to multiple boards for approval extensions creates additional cost and burden for applicants and adds to the workload of the City's volunteer boards and the staff that serve them, and allowing applicants an additional six months (for a total of 30) to complete their construction projects will help applicants avoid these extra costs, while still requiring construction to be completed within a reasonable timeframe; and

**WHEREAS**, having determined that the adoption of the proposed Code Amendment is a Type II action under the State Environmental Quality Review Act and its implementing regulations at 6 N.Y.C.R.R. Part 617 (collectively, "SEQRA") for which no further review is required in accordance with SEQRA, the City Council desires to amend Chapter 10 (Architectural Review Board) and Chapter 267 (Zoning) to extend the expiration of approvals from the City's Land Use Boards from two years to 30 months after the issuance of a building permit

**NOW, THEREFORE**, the City of Mount Vernon, in City Council convened, does hereby ordain, and enact:

**Section 1.** Section 10-8(E), Expiration, of Chapter 10 (Architectural Review Board) of the City of Mount Vernon Code, shall be amended to delete reference to "two years" and replace said reference with "30 months," as follows:

**E. Expiration.** Unless otherwise specifically set forth by the Architectural Review Board in connection with its approval of a certificate of appropriateness, such approval shall expire if a building permit is not issued within one year from the date of approval and if all construction work is not completed within 30 months of the date of issue of such permit. Upon application to the Architectural Review Board, extensions totaling a maximum of 12 months may be granted to each of these time periods for appropriate cause. Such time limits shall be tolled by any judicial proceedings to review the Architectural Review Board's decision.

**Section 2.** Section 267-33(A), Expiration, of Chapter 267 (Zoning) of the City of Mount Vernon Code, shall be amended to delete reference to "two years" and replace said reference with "30 months," as follows:

**A. Expiration.** A special permit shall be deemed to authorize only the specific use identified in the permit and, unless other provisions are specifically set forth by the approving agency, the special permit shall expire if said use shall cease for more than one year for any reason, or if substantial construction, in accordance with the special permit, has not been completed within 30 months from the date of issue. Such time limits shall be tolled by any judicial proceedings to review the approving agency's decision.

**Section 3.** Section 267-36(D), Expiration, of Chapter 267 (Zoning) of the City of Mount Vernon Code, shall be amended to delete reference to “two years” and replace said reference with “30 months,” as follows:

**D. Expiration.** Unless otherwise specifically set forth by the Planning Board in connection with its approval of a site plan, such approval shall expire if a building permit is not 2 4903-1649-6233, v. 2 issued within one year from the date of approval and if all construction work is not completed within 30 months of the date of issue of such permit. Upon application to the Planning Board, extensions totaling a maximum of 12 months may be granted for each of these time periods, provided there is appropriate cause. Such time limits shall be tolled by any judicial proceedings to review the Board’s decision.

**Section 4.** Section 267-49, Expiration, of Chapter 267 (Zoning) of the City of Mount Vernon Code, shall be amended to delete reference to “two years” and replace said reference with “30 months,” as follows:

**§ 267-49 Expiration.** A variance granted under this chapter shall automatically expire if a building permit for construction in accordance with the plans for which such variance was granted has not been issued within one year of the date of the variance and if all construction is not completed within 30 months of the date of issuance of the building permit, or if both have not occurred within such other time limits as may be established by the Board of Appeals in connection with its decision. Such time limits shall be tolled by any judicial proceedings to review the Board’s decision.

**Section 5.** Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

**Section 6.** Effective Date. This ordinance shall take effect upon review and acceptance by the City Council.



PLANNING & COMMUNITY DEVELOPMENT  
ONE ROOSEVELT SQUARE  
MOUNT VERNON, NEW YORK 10550  
PHONE: (914) 840-4029  
EMAIL: TGRAHAM-OUATTARA@CMVNY.COM

JAMES RAUSSE, FAICP, WEDG  
COMMISSIONER

August 4, 2025

VIA EMAIL:

Honorable City Council Members  
City of Mount Vernon  
1 Roosevelt Square  
Mount Vernon, New York 10550

RE: Request for the City Council to enact legislation to update the City Municipal Code to extend the expiration of approvals from the City's Land Use Boards from 2 years to 30 months after the issuance of a building permit. For consideration on the agenda at the August 13, 2025 City Council meeting.

Honorable City Council Members:

I am writing to respectfully request for the City Council to enact legislation to extend the expiration of approvals from the City's Land Use Boards. This would require an amendment to *Chapter 267 – Zoning* as well as *Chapter 10 – Architectural Review Board*.

All three of the City's Land Use Boards (Planning Board, Zoning Board of Appeals and Architectural Review Board) currently issue approvals to applicants which expire if construction has not been completed within 2 years of the issuance of a building permit. In recent months, however, this has led to a number of requests for time extensions for situations where work was not completed within 2 years.

While 1- and 2-family residential projects can typically be completed within two years after receiving a building permit, anticipated changes to the City's zoning after the completion of the comprehensive plan will likely lead to more multi-family or commercial projects which have the potential to take longer to construct. To bring applicants back in front of multiple boards for approval extensions creates additional cost and burden for applicants and adds to the workload of our volunteer boards and the staff that serve them. We believe that allowing applicants an additional 6 months to complete their construction projects will help applicants avoid these extra costs, while still requiring construction to be completed within a reasonable timeframe.

Specifically, we recommend the following sections of the municipal code be amended as follows:

[§ 267-49 Expiration.](#)

A variance granted under this chapter shall automatically expire if a building permit for construction in accordance with the plans for which such variance was granted has not been issued within one year of the date of the variance and if all construction is not completed within ~~two years~~ **[30 months]** of the date of issuance of the building permit, or if both have not occurred within such other time limits as may be established by the Board of Appeals in connection with its decision. Such time limits shall be tolled by any judicial proceedings to review the Board's decision.

[§ 267-36\(D\) Expiration.](#) Unless otherwise specifically set forth by the Planning Board in connection with its approval of a site plan, such approval shall expire if a building permit is not issued within one year from the date of approval and if





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ONE ROOSEVELT SQUARE  
MOUNT VERNON, NEW YORK 10550  
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JAMES RAUSSE, FAICP, WEDG  
COMMISSIONER

---

all construction work is not completed within ~~two years~~ **[30 months]** of the date of issue of such permit. Upon application to the Planning Board, extensions totaling a maximum of 12 months may be granted to each of these time periods, for appropriate cause. Such time limits shall be tolled by any judicial proceedings to review the Board's decision.

§ 10-8(E) Expiration. Unless otherwise specifically set forth by the Architectural Review Board in connection with its approval of a certificate of appropriateness, such approval shall expire if a building permit is not issued within one year from the date of approval and if all construction work is not completed within ~~two years~~ **[30 months]** of the date of issue of such permit. Upon application to the Architectural Review Board, extensions totaling a maximum of 12 months may be granted to each of these time periods for appropriate cause. Such time limits shall be tolled by any judicial proceedings to review the Architectural Review Board's decision.

We thank the City Council for your support in addressing the needs in the city. I am available to address any questions or concerns you may have regarding this request.

Sincerely,

A handwritten signature in black ink, appearing to read "James Rausse".

JAMES RAUSSE, FAICP, WEDG

cc: Mayor Shawyn Patterson-Howard  
Comptroller Darren M. Morton  
Malcolm Clark, Chief of Staff



**A RESOLUTION OF THE CITY OF MOUNT VERNON CITY COUNCIL  
ADOPTING AN ORDINANCE AMENDING THE CITY CODE TO EXTEND  
THE EXPIRATION OF APPROVALS FROM THE CITY’S LAND USE BOARDS**

**WHEREAS**, the City Council of the City of Mount Vernon proposes to amend Chapter 10 (Architectural Review Board) and Chapter 267 (Zoning) of the Code of the City of Mount Vernon to extend the expiration of approvals from the City’s Land Use Boards from two years to 30 months after the issuance of a building permit; and

**WHEREAS**, although one- and two-family residential projects can typically be completed within the presently allotted two years after receiving a building permit, anticipated changes to the City’s zoning after the completion of the comprehensive plan will likely lead to more multi-family or commercial projects which have the potential to take longer to construct; and

**WHEREAS**, requiring applicants to return to multiple boards for approval extensions creates additional cost and burden for applicants and adds to the workload of the City’s volunteer boards and the staff that serve them, and the City Council finds that it is necessary and desirable, as a matter of public policy, to allow applicants an additional six months (for a total of 30) to complete their construction projects and to help applicants avoid these extra costs, while still requiring construction to be completed within a reasonable timeframe; and

**WHEREAS**, the City Council, in conjunction with its Staff, prepared a draft “Ordinance to Amend Chapter 10 (Architectural Review Board) and Chapter 267 (Zoning) of the Code of the City of Mount Vernon to Extend the Expiration of Approvals from the City’s Land Use Boards from Two Years to 30 Months” (“Code Amendment”); and

**WHEREAS**, the Code Amendment is classified as a Type II Action under the New York State Environmental Quality Review Act and its implementing regulations, 6 N.Y.C.R.R. Part 617 (“SEQRA”), and no further review is required in accordance with SEQRA; and

**WHEREAS**, at a meeting of the City Council held August 13, 2025, the City Council scheduled a Public Hearing on the Code Amendment for September 10, 2025; and

**WHEREAS**, the City Council referred the Code Amendment to the Corporation Counsel and Planning Board, as well as the Westchester County Planning Board, for their respective reviews and reports; and

**WHEREAS**, the City Council duly published notice of a Public Hearing for the Code Amendment in three issues of the official newspaper for the City on August 25, 2025, August 29, 2025, and September 2, 2025; and

**WHEREAS**, by letter dated September 8, 2025, the Westchester County Planning Board issued its recommendations with respect to the Code Amendment pursuant to Sections 239-l and m of the General Municipal Law and Section 277.61 of the County Administrative Code; and

**WHEREAS**, as noted by the Westchester County Planning Board, although the clear and stated intent of the Code Amendment is to extend the expiration of all approvals from the City’s Land Use Boards, the draft Code Amendment as initially drafted inadvertently omitted a reference to extending approvals set forth in Section 267-33A of the City Code, which pertains to special use permits, from two years to 30 months, which is a nonmaterial change that has been corrected in the Code Amendment annexed hereto;

**WHEREAS**, by memorandum dated September 10, 2025, the Planning Board of the City of Mount Vernon issued its comments with respect to the Code Amendment; and

**WHEREAS**, the Public Hearing was duly held at City Hall on September 10, 2025, at 7:00 P.M., and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to the Code Amendment, and written comments were accepted for 10 days thereafter; and

**WHEREAS**, the City Council, after due deliberation, and having carefully considered the Mount Vernon Planning Board’s and Westchester County Planning Board’s recommendations, and the comments made at the Public Hearing and in written comments, finds that it is in the best interest of the City of Mount Vernon to adopt the Code Amendment as proposed; and

**NOW, THEREFORE, BE IT RESOLVED**, the City Council hereby adopts and enacts the Code Amendment entitled “Ordinance to Amend Chapter 10 (Architectural Review Board) and Chapter 267 (Zoning) of the Code of the City of Mount Vernon to Extend the Expiration of Approvals from the City’s Land Use Boards from Two Years to 30 Months,” a copy of which is attached hereto and made a part hereof; and

**BE IT FURTHER RESOLVED**, that the City Clerk is directed to (i) file a copy of this Resolution with the City Clerk, (ii) file a copy of this Resolution with the Planning Board, and (iii) file a copy of this Resolution with the Westchester County Planning Board pursuant to GML Section 239-m within thirty (30) days hereof; and

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately.

---

Council Person

APPROVED AS TO FORM

THIS RESOLUTION  
ADOPTED BY CITY COUNCIL

Assistant Corporation Counsel

President

Attest:

City Clerk

APPROVED

APPROVED

Dept.

Date

By

Mayor

**AN ORDINANCE TO AMEND CHAPTER 10 (ARCHITECTURAL REVIEW BOARD)  
AND CHAPTER 267 (ZONING) OF THE CODE OF THE CITY OF MOUNT VERNON  
TO EXTEND THE EXPIRATION OF APPROVALS FROM THE CITY'S LAND USE  
BOARDS FROM TWO YEARS TO 30 MONTHS**

**WHEREAS**, the City of Mount Vernon has determined that it is in the best interest of the City and its residents to amend Chapter 10 (Architectural Review Board) and Chapter 267 (Zoning) of the Code of the City of Mount Vernon to extend the expiration of approvals from the City's Land Use Boards from two years to 30 months after the issuance of a building permit ("Code Amendment"); and

**WHEREAS**, although one- and two-family residential projects can typically be completed within the presently allotted two years after receiving a building permit, anticipated changes to the City's zoning after the completion of the comprehensive plan will likely lead to more multi-family or commercial projects which have the potential to take longer to construct; and

**WHEREAS**, requiring applicants to return to multiple boards for approval extensions creates additional cost and burden for applicants and adds to the workload of the City's volunteer boards and the staff that serve them, and allowing applicants an additional six months (for a total of 30) to complete their construction projects will help applicants avoid these extra costs, while still requiring construction to be completed within a reasonable timeframe; and

**WHEREAS**, having determined that the adoption of the proposed Code Amendment is a Type II action under the State Environmental Quality Review Act and its implementing regulations at 6 N.Y.C.R.R. Part 617 (collectively, "SEQRA") for which no further review is required in accordance with SEQRA, the City Council desires to amend Chapter 10 (Architectural Review Board) and Chapter 267 (Zoning) to extend the expiration of approvals from the City's Land Use Boards from two years to 30 months after the issuance of a building permit.

**NOW, THEREFORE**, the City of Mount Vernon, in City Council convened, does hereby ordain, and enact:

**Section 1.** Section 10-8(E), Expiration, of Chapter 10 (Architectural Review Board) of the City of Mount Vernon Code, shall be amended to delete reference to "two years" and replace said reference with "30 months," as follows:

- E. Expiration. Unless otherwise specifically set forth by the Architectural Review Board in connection with its approval of a certificate of appropriateness, such approval shall expire if a building permit is not issued within one year from the date of approval and if all construction work is not completed within 30 months of the date of issue of such permit. Upon application to the Architectural Review Board, extensions totaling a maximum of 12 months may be granted to each of these time periods for appropriate cause. Such time limits shall be tolled by any judicial proceedings to review the Architectural Review Board's decision.

**Section 2.** Section 267-33(A), Expiration, of Chapter 267 (Zoning) of the City of Mount Vernon Code, shall be amended to delete reference to "two years" and replace said reference with "30 months," as follows:

- A. Expiration. A special permit shall be deemed to authorize only the specific use identified in the permit and, unless other provisions are specifically set forth by the approving agency, the special permit shall expire if said use shall cease for more than one year for any reason, or if substantial construction, in accordance with the special permit, has not been completed within 30 months from the date of issue. Such time limits shall be tolled by any judicial proceedings to review the approving agency's decision.

**Section 3.** Section 267-36(D), Expiration, of Chapter 267 (Zoning) of the City of Mount Vernon Code, shall be amended to delete reference to "two years" and replace said reference with "30 months," as follows:

- D. Expiration. Unless otherwise specifically set forth by the Planning Board in connection with its approval of a site plan, such approval shall expire if a building permit is not

issued within one year from the date of approval and if all construction work is not completed within 30 months of the date of issue of such permit. Upon application to the Planning Board, extensions totaling a maximum of 12 months may be granted to each of these time periods, for appropriate cause. Such time limits shall be tolled by any judicial proceedings to review the Board's decision.

**Section 4.** Section 267-49, Expiration, of Chapter 267 (Zoning) of the City of Mount Vernon Code, shall be amended to delete reference to "two years" and replace said reference with "30 months," as follows:

§ 267-49 Expiration. A variance granted under this chapter shall automatically expire if a building permit for construction in accordance with the plans for which such variance was granted has not been issued within one year of the date of the variance and if all construction is not completed within 30 months of the date of issuance of the building permit, or if both have not occurred within such other time limits as may be established by the Board of Appeals in connection with its decision. Such time limits shall be tolled by any judicial proceedings to review the Board's decision.

**Section 5. Severability.** If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

**Section 6. Effective Date.** This ordinance shall take effect upon review and acceptance from the City Council.

\_\_\_\_\_  
Council Person

APPROVED AS TO FORM

THIS ORDINANCE  
ADOPTED BY CITY  
COUNCIL

\_\_\_\_\_  
Assistant Corporation Counsel

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
City Clerk

APPROVED

\_\_\_\_\_  
APPROVED

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dept.  
\_\_\_\_\_

\_\_\_\_\_  
By  
\_\_\_\_\_  
Mayor



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1629

**Agenda Date:** 9/24/2025

**Agenda #:** 19.

### City Council:

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF MOUNT VERNON DESIGNATING ITSELF  
AS LEAD AGENCY FOR THE ENVIRONMENTAL REVIEW  
OF THE ENVISION MOUNT VERNON COMPREHENSIVE  
PLAN, REFERRING THE COMPREHENSIVE PLAN TO  
THE CITY CORPORATION COUNSEL, CITY PLANNING  
BOARD, AND WESTCHESTER COUNTY PLANNING  
BOARD, AND SCHEDULING A PUBLIC HEARING**

**WHEREAS**, in 2022, recognizing the need to update the 1968 Comprehensive Plan, and in accordance with New York General City Law (“GCL”) Section 28-a, the City Council appointed a Comprehensive Plan Advisory Committee (“Committee”), comprised of a diverse group of community stakeholders, for the purposes of assisting City staff and a consultant team with preparing a new Comprehensive Plan for the City entitled Envision Mount Vernon (“Draft Plan”);

**WHEREAS**, following an extensive Community Engagement Process, which involved numerous conversations with the community, meetings, working sessions, interviews, roundtables, public workshops, and digital engagement, the Committee, City staff, and the City’s consultant team prepared the Draft Plan; and

**WHEREAS**, the City Council is appreciative of its staff and consultants’ efforts, and is also grateful to the Mount Vernon community-at-large for participating in the planning process; and

**WHEREAS**, a copy of the Draft Plan can be viewed in the office of the City Clerk, or online at: <https://www.envisionmtvernon.com>; and

**WHEREAS**, the Draft Plan is classified as a Type I Action under the New York State Environmental Quality Review Act and its implementing regulations, 6 N.Y.C.R.R. Part 617 (“SEQRA”); and

**WHEREAS**, the proposed action will not require permits and approvals from any other local, regional, State, or Federal agencies prior to adoption, and coordinated SEQRA review is, therefore, not required;

**WHEREAS**, the City Council desires to designate itself as Lead Agency for the review of the Draft Plan under SEQRA pursuant to 6 N.Y.C.R.R. Section 617.6(b)(1); and

**WHEREAS**, pursuant to Section 28-a(6)(a) of the GCL, the City Council desires to refer the Draft Plan to the City Planning Board for its review and recommendation prior to its adoption; and

**WHEREAS**, the City Council is also required to refer the Draft Plan to the Westchester County Planning Board pursuant to Section 28-a(6)(b) of the GCL, and Section 239-m of the New York General Municipal Law (“GML”); and

**WHEREAS**, the City Council is desirous of scheduling a Public Hearing on the Draft Plan for October 8, 2025, at 7:00 p.m. and on October 14, 2025, at 6:00 p.m., pursuant to Section 28-a(7) of the GCL; and BE IT FURTHER

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council hereby designates itself as Lead Agency for review of the Draft Plan under SEQRA pursuant to 6 N.Y.C.R.R. Section 617.6(b) (1); and BE IT FURTHER

**RESOLVED**, that the City Council authorizes the City Clerk to refer the Draft Plan to the Planning Board for its review and recommendations pursuant to Section 28-a(6)(a) of the GCL; and BE IT FURTHER

**RESOLVED**, that the City Council authorizes the City Clerk to refer the Draft Plan to the Westchester County Planning Board in accordance with Section 28-a(6)(b) of the GCL, and Section 239-m of the GML; and BE IT FURTHER

**RESOLVED**, that the City Council shall hold a Public Hearing on the Draft Plan on October 8, 2025, at 7:00 p.m. and on October 14, 2025, at 6:00 p.m., in City Hall, Council Chambers - Room 206, 1 Roosevelt Square N., Mount Vernon, New York, 10550, where public comment will be heard regarding the Draft Plan, and written comments on the Draft Plan are requested, and will be accepted by the City Council up to ten (10) days following the close of the Public Hearing; and BE IT FURTHER

**RESOLVED**, that the City Clerk shall arrange to fulfill the notice requirements for the Public Hearing pursuant to Section 28-a(7) of the GCL; and BE IT FURTHER

**RESOLVED**, that this Resolution shall take effect immediately.



PLANNING & COMMUNITY DEVELOPMENT  
ONE ROOSEVELT SQUARE  
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PHONE: (914) 840-4029  
EMAIL: TGRAHAM-OUATTARA@CMVNY.COM

JAMES RAUSSE, FAICP, WEDG  
COMMISSIONER

September 15, 2025

**VIA EMAIL:**

Honorable City Council Members  
City of Mount Vernon  
1 Roosevelt Square  
Mount Vernon, New York 10550

**RE:** Request for the Mount Vernon City Council to formally adopt the Mount Vernon Comprehensive Plan – *Envision Mount Vernon*. For consideration on the agenda at the September 24th, 2025, City Council meeting.

Dear Council Members,

On behalf of the Department of Planning and Community Development, I am pleased to submit the draft of the Mount Vernon Comprehensive Plan, *Envision Mount Vernon*, for your formal consideration and adoption. This represents the City's first full Comprehensive Plan update since 1968, and it comes at a critical moment in Mount Vernon's history as we seek to shape a shared vision for the future.

The Department respectfully requests that the City Council begin the environmental review of this matter pursuant to SEQRA by declaring its intention to serve as the lead agency in accordance with the City Charter, and to schedule the required public hearings prior to voting on the acceptance of the Comprehensive Plan. These hearings will provide the public with a final opportunity to engage in this historic process and ensure that adoption reflects the transparent, participatory principles that have guided the Plan's creation.

The development of *Envision Mount Vernon* reflects a deliberate, methodical, and strategic approach to long-range planning. Produced by professional planning consulting firms, Cleary Consulting, AKRF, Inc., Hudson Valley Pattern for Progress, BRS, Inc and Creative Urban Alchemy, LLC, in partnership with the Department of Planning and Community Development, the Plan is grounded in nationally recognized planning standards while remaining flexible and innovative. It is holistic and long-range, addressing all elements of how the City functions—including preservation, land use, housing, transportation, economy, environment, and quality of life—while providing a policy-oriented framework to guide zoning, capital improvements, and public/private investment for the next decade and beyond. The Plan also includes a detailed implementation matrix with 36 goals and 418 objectives, each assigned timeframes, cost considerations, and responsible parties.

Equally important, this Plan is deeply rooted in the voices of Mount Vernon residents. Between Spring 2023 and Summer 2025, the City and its partners conducted a robust engagement process that included over 30 Community Conversations, targeted sessions with seniors, youth, Spanish-speaking residents, and industrial stakeholders, as well as four citywide workshops. In addition, the Department engaged directly with six active neighborhood and tenant associations ensuring that community priorities were incorporated from the outset. These efforts captured the lived experiences, aspirations, and concerns of our community, shaping every chapter of the Plan and embedding inclusivity, equity, and sustainability into its recommendations.





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JAMES RAUSSE, FAICP, WEDG  
COMMISSIONER

The results are clear: *Envision Mount Vernon* is a professional and technical planning document that reflects extensive community input and sets forth a shared vision for the City's future. It provides the City Council, administration, and residents with a roadmap for decision-making that is data-driven, action-oriented, and grounded in the values of our community.

We respectfully ask the City Council to advance this process by declaring its intent to serve as lead agency, conducting the required circulation to involved and interested agencies, scheduling and hosting the required public hearings, making the necessary referrals to the City Planning Board, Corporation Counsel, and the County Planning Board, and moving forward toward formal adoption of the Comprehensive Plan. With your leadership, Mount Vernon can finally modernize its land use framework and pursue a more equitable, resilient, and prosperous future for all.

Thank you for your consideration and your continued commitment to the people of Mount Vernon. To view the full document please [click here](#).

Respectfully submitted,



James Rausse, FAICP, WEDG

cc: Mayor Shawyn Patterson-Howard  
Comptroller Darren M. Morton  
Malcolm Clark, Chief of Staff



**Full Environmental Assessment Form  
Part 1 - Project and Setting**

**Instructions for Completing Part 1**

**Part 1 is to be completed by the applicant or project sponsor.** Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

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

**A. Project and Applicant/Sponsor Information.**

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

**B. Government Approvals**

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

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

**C. Planning and Zoning**

**C.1. Planning and zoning actions.**

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

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

**C.2. Adopted land use plans.**

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

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

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

If Yes, identify the plan(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

If Yes, identify the plan(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C.3. Zoning**

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

\_\_\_\_\_

\_\_\_\_\_

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

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

If Yes,

i. What is the proposed new zoning for the site? \_\_\_\_\_

**C.4. Existing community services.**

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

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

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

d. What parks serve the project site?  
\_\_\_\_\_  
\_\_\_\_\_

**D. Project Details**

**D.1. Proposed and Potential Development**

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

b. a. Total acreage of the site of the proposed action? \_\_\_\_\_ acres  
b. Total acreage to be physically disturbed? \_\_\_\_\_ acres  
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? \_\_\_\_\_ acres

c. Is the proposed action an expansion of an existing project or use?  Yes  No  
i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % \_\_\_\_\_ Units: \_\_\_\_\_

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

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

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

iii. Number of lots proposed? \_\_\_\_\_

iv. Minimum and maximum proposed lot sizes? Minimum \_\_\_\_\_ Maximum \_\_\_\_\_

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

i. If No, anticipated period of construction: \_\_\_\_\_ months

ii. If Yes:

- Total number of phases anticipated \_\_\_\_\_
- Anticipated commencement date of phase 1 (including demolition) \_\_\_\_\_ month \_\_\_\_\_ year
- Anticipated completion date of final phase \_\_\_\_\_ month \_\_\_\_\_ year

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

\_\_\_\_\_  
\_\_\_\_\_

f. Does the project include new residential uses?  Yes  No  
 If Yes, show numbers of units proposed.

	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)?  Yes  No  
 If Yes,

i. Total number of structures \_\_\_\_\_  
 ii. Dimensions (in feet) of largest proposed structure: \_\_\_\_\_ height; \_\_\_\_\_ width; and \_\_\_\_\_ length  
 iii. Approximate extent of building space to be heated or cooled: \_\_\_\_\_ square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage?  Yes  No  
 If Yes,

i. Purpose of the impoundment: \_\_\_\_\_  
 ii. If a water impoundment, the principal source of the water:  Ground water  Surface water streams  Other specify: \_\_\_\_\_  
 iii. If other than water, identify the type of impounded/contained liquids and their source. \_\_\_\_\_  
 iv. Approximate size of the proposed impoundment. Volume: \_\_\_\_\_ million gallons; surface area: \_\_\_\_\_ acres  
 v. Dimensions of the proposed dam or impounding structure: \_\_\_\_\_ height; \_\_\_\_\_ length  
 vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): \_\_\_\_\_

**D.2. Project Operations**

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both?  Yes  No  
 (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)  
 If Yes:

i. What is the purpose of the excavation or dredging? \_\_\_\_\_  
 ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?  
 • Volume (specify tons or cubic yards): \_\_\_\_\_  
 • Over what duration of time? \_\_\_\_\_  
 iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them.  
 \_\_\_\_\_  
 \_\_\_\_\_

iv. Will there be onsite dewatering or processing of excavated materials?  Yes  No  
 If yes, describe. \_\_\_\_\_  
 \_\_\_\_\_

v. What is the total area to be dredged or excavated? \_\_\_\_\_ acres  
 vi. What is the maximum area to be worked at any one time? \_\_\_\_\_ acres  
 vii. What would be the maximum depth of excavation or dredging? \_\_\_\_\_ feet  
 viii. Will the excavation require blasting?  Yes  No  
 ix. Summarize site reclamation goals and plan: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area?  Yes  No  
 If Yes:

i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): \_\_\_\_\_  
 \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

iii. Will the proposed action cause or result in disturbance to bottom sediments? Yes  No

If Yes, describe: \_\_\_\_\_

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

If Yes:

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

v. Describe any proposed reclamation/mitigation following disturbance: \_\_\_\_\_

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

If Yes:

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

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

If Yes:

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

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

If Yes:

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

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

If Yes:

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

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

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

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

If Yes:

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

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

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

If Yes:

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

• Do existing sewer lines serve the project site?  Yes  No  
 • Will a line extension within an existing district be necessary to serve the project?  Yes  No  
 If Yes:  
 • Describe extensions or capacity expansions proposed to serve this project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

iv. Will a new wastewater (sewage) treatment district be formed to serve the project site?  Yes  No  
 If Yes:  
 • Applicant/sponsor for new district: \_\_\_\_\_  
 • Date application submitted or anticipated: \_\_\_\_\_  
 • What is the receiving water for the wastewater discharge? \_\_\_\_\_

v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

vi. Describe any plans or designs to capture, recycle or reuse liquid waste: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction?  Yes  No  
 If Yes:  
 i. How much impervious surface will the project create in relation to total size of project parcel?  
     \_\_\_\_\_ Square feet or \_\_\_\_\_ acres (impervious surface)  
     \_\_\_\_\_ Square feet or \_\_\_\_\_ acres (parcel size)  
 ii. Describe types of new point sources. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 • If to surface waters, identify receiving water bodies or wetlands: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

• Will stormwater runoff flow to adjacent properties?  Yes  No

iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater?  Yes  No

f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations?  Yes  No  
 If Yes, identify:  
 i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)  
 \_\_\_\_\_  
 ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)  
 \_\_\_\_\_  
 iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation)  
 \_\_\_\_\_  
 \_\_\_\_\_

g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit?  Yes  No  
 If Yes:  
 i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year)  Yes  No  
 ii. In addition to emissions as calculated in the application, the project will generate:  
 • \_\_\_\_\_ Tons/year (short tons) of Carbon Dioxide (CO<sub>2</sub>)  
 • \_\_\_\_\_ Tons/year (short tons) of Nitrous Oxide (N<sub>2</sub>O)  
 • \_\_\_\_\_ Tons/year (short tons) of Perfluorocarbons (PFCs)  
 • \_\_\_\_\_ Tons/year (short tons) of Sulfur Hexafluoride (SF<sub>6</sub>)  
 • \_\_\_\_\_ Tons/year (short tons) of Carbon Dioxide equivalent of Hydroflouorocarbons (HFCs)  
 • \_\_\_\_\_ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)?  Yes  No  
 If Yes:  
 i. Estimate methane generation in tons/year (metric): \_\_\_\_\_  
 ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): \_\_\_\_\_

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i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations?  Yes  No  
 If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): \_\_\_\_\_

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j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services?  Yes  No  
 If Yes:  
 i. When is the peak traffic expected (Check all that apply):  Morning  Evening  Weekend  
 Randomly between hours of \_\_\_\_\_ to \_\_\_\_\_.  
 ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): \_\_\_\_\_  
 iii. Parking spaces: Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Net increase/decrease \_\_\_\_\_  
 iv. Does the proposed action include any shared use parking?  Yes  No  
 v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: \_\_\_\_\_  
 vi. Are public/private transportation service(s) or facilities available within 1/2 mile of the proposed site?  Yes  No  
 vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles?  Yes  No  
 viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes?  Yes  No

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k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy?  Yes  No  
 If Yes:  
 i. Estimate annual electricity demand during operation of the proposed action: \_\_\_\_\_  
 ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): \_\_\_\_\_  
 iii. Will the proposed action require a new, or an upgrade, to an existing substation?  Yes  No

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l. Hours of operation. Answer all items which apply.

<p>i. During Construction:</p> <ul style="list-style-type: none"> <li>• Monday - Friday: _____</li> <li>• Saturday: _____</li> <li>• Sunday: _____</li> <li>• Holidays: _____</li> </ul>	<p>ii. During Operations:</p> <ul style="list-style-type: none"> <li>• Monday - Friday: _____</li> <li>• Saturday: _____</li> <li>• Sunday: _____</li> <li>• Holidays: _____</li> </ul>
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m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both?  Yes  No  
 If yes:  
 i. Provide details including sources, time of day and duration:  
 \_\_\_\_\_  
 \_\_\_\_\_

ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen?  Yes  No  
 Describe: \_\_\_\_\_  
 \_\_\_\_\_

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n. Will the proposed action have outdoor lighting?  Yes  No  
 If yes:  
 i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:  
 \_\_\_\_\_  
 \_\_\_\_\_

ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen?  Yes  No  
 Describe: \_\_\_\_\_  
 \_\_\_\_\_

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o. Does the proposed action have the potential to produce odors for more than one hour per day?  Yes  No  
 If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage?  Yes  No  
 If Yes:  
 i. Product(s) to be stored \_\_\_\_\_  
 ii. Volume(s) \_\_\_\_\_ per unit time \_\_\_\_\_ (e.g., month, year)  
 iii. Generally, describe the proposed storage facilities: \_\_\_\_\_  
 \_\_\_\_\_

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q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation?  Yes  No  
 If Yes:  
 i. Describe proposed treatment(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ii. Will the proposed action use Integrated Pest Management Practices?  Yes  No

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r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)?  Yes  No  
 If Yes:  
 i. Describe any solid waste(s) to be generated during construction or operation of the facility:  
 • Construction: \_\_\_\_\_ tons per \_\_\_\_\_ (unit of time)  
 • Operation : \_\_\_\_\_ tons per \_\_\_\_\_ (unit of time)  
 ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:  
 • Construction: \_\_\_\_\_  
 \_\_\_\_\_  
 • Operation: \_\_\_\_\_  
 \_\_\_\_\_  
 iii. Proposed disposal methods/facilities for solid waste generated on-site:  
 • Construction: \_\_\_\_\_  
 \_\_\_\_\_  
 • Operation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste?  Yes  No  
 If Yes:  
 i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: \_\_\_\_\_  
 \_\_\_\_\_  
 ii. Generally describe processes or activities involving hazardous wastes or constituents: \_\_\_\_\_  
 \_\_\_\_\_  
 iii. Specify amount to be handled or generated \_\_\_\_\_ tons/month  
 iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: \_\_\_\_\_  
 \_\_\_\_\_  
 v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility?  Yes  No  
 If Yes: provide name and location of facility: \_\_\_\_\_  
 \_\_\_\_\_  
 If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility:  
 \_\_\_\_\_  
 \_\_\_\_\_

**E. Site and Setting of Proposed Action**

**E.1. Land uses on and surrounding the project site**

a. Existing land uses.  
 i. Check all uses that occur on, adjoining and near the project site.  
 Urban  Industrial  Commercial  Residential (suburban)  Rural (non-farm)  
 Forest  Agriculture  Aquatic  Other (specify): \_\_\_\_\_  
 ii. If mix of uses, generally describe:  
 \_\_\_\_\_  
 \_\_\_\_\_

b. Land uses and covertypes on the project site.

Land use or Covertypes	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____ _____			

c. Is the project site presently used by members of the community for public recreation?  Yes  No  
i. If Yes: explain: \_\_\_\_\_

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d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site?  Yes  No  
If Yes,  
i. Identify Facilities:  
\_\_\_\_\_

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e. Does the project site contain an existing dam?  Yes  No  
If Yes:  
i. Dimensions of the dam and impoundment:  

- Dam height: \_\_\_\_\_ feet
- Dam length: \_\_\_\_\_ feet
- Surface area: \_\_\_\_\_ acres
- Volume impounded: \_\_\_\_\_ gallons OR acre-feet

ii. Dam's existing hazard classification: \_\_\_\_\_  
iii. Provide date and summarize results of last inspection:  
\_\_\_\_\_

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f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility?  Yes  No  
If Yes:  
i. Has the facility been formally closed?  Yes  No  

- If yes, cite sources/documentation: \_\_\_\_\_

ii. Describe the location of the project site relative to the boundaries of the solid waste management facility:  
\_\_\_\_\_

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g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste?  Yes  No  
If Yes:  
i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred:  
\_\_\_\_\_

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h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site?  Yes  No  
If Yes:  
i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply:  Yes  No  
 Yes – Spills Incidents database      Provide DEC ID number(s): \_\_\_\_\_  
 Yes – Environmental Site Remediation database      Provide DEC ID number(s): \_\_\_\_\_  
 Neither database  
ii. If site has been subject of RCRA corrective activities, describe control measures: \_\_\_\_\_  
\_\_\_\_\_

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iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database?  Yes  No  
If yes, provide DEC ID number(s): \_\_\_\_\_  
iv. If yes to (i), (ii) or (iii) above, describe current status of site(s):  
\_\_\_\_\_

v. Is the project site subject to an institutional control limiting property uses?  Yes  No

- If yes, DEC site ID number: \_\_\_\_\_
- Describe the type of institutional control (e.g., deed restriction or easement): \_\_\_\_\_
- Describe any use limitations: \_\_\_\_\_
- Describe any engineering controls: \_\_\_\_\_
- Will the project affect the institutional or engineering controls in place?  Yes  No
- Explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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**E.2. Natural Resources On or Near Project Site**

a. What is the average depth to bedrock on the project site? \_\_\_\_\_ feet

b. Are there bedrock outcroppings on the project site?  Yes  No  
 If Yes, what proportion of the site is comprised of bedrock outcroppings? \_\_\_\_\_%

c. Predominant soil type(s) present on project site: \_\_\_\_\_ %  
 \_\_\_\_\_ %  
 \_\_\_\_\_ %

d. What is the average depth to the water table on the project site? Average: \_\_\_\_\_ feet

e. Drainage status of project site soils:  Well Drained: \_\_\_\_\_ % of site  
 Moderately Well Drained: \_\_\_\_\_ % of site  
 Poorly Drained \_\_\_\_\_ % of site

f. Approximate proportion of proposed action site with slopes:  0-10%: \_\_\_\_\_ % of site  
 10-15%: \_\_\_\_\_ % of site  
 15% or greater: \_\_\_\_\_ % of site

g. Are there any unique geologic features on the project site?  Yes  No  
 If Yes, describe: \_\_\_\_\_  
 \_\_\_\_\_

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)?  Yes  No

ii. Do any wetlands or other waterbodies adjoin the project site?  Yes  No  
 If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency?  Yes  No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name \_\_\_\_\_ Classification \_\_\_\_\_
- Lakes or Ponds: Name \_\_\_\_\_ Classification \_\_\_\_\_
- Wetlands: Name \_\_\_\_\_ Approximate Size \_\_\_\_\_
- Wetland No. (if regulated by DEC) \_\_\_\_\_

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies?  Yes  No  
 If yes, name of impaired water body/bodies and basis for listing as impaired: \_\_\_\_\_  
 \_\_\_\_\_

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i. Is the project site in a designated Floodway?  Yes  No

j. Is the project site in the 100-year Floodplain?  Yes  No

k. Is the project site in the 500-year Floodplain?  Yes  No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer?  Yes  No  
 If Yes:  
 i. Name of aquifer: \_\_\_\_\_

m. Identify the predominant wildlife species that occupy or use the project site: _____ _____ _____	
n. Does the project site contain a designated significant natural community? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes: <i>i.</i> Describe the habitat/community (composition, function, and basis for designation): _____ _____ <i>ii.</i> Source(s) of description or evaluation: _____ <i>iii.</i> Extent of community/habitat: <ul style="list-style-type: none"> <li>• Currently: _____ acres</li> <li>• Following completion of project as proposed: _____ acres</li> <li>• Gain or loss (indicate + or -): _____ acres</li> </ul>	
o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes: <i>i.</i> Species and listing (endangered or threatened): _____ _____ _____	
p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes: <i>i.</i> Species and listing: _____ _____	
q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If yes, give a brief description of how the proposed action may affect that use: _____ _____	
<b>E.3. Designated Public Resources On or Near Project Site</b>	
a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes, provide county plus district name/number: _____	
b. Are agricultural lands consisting of highly productive soils present? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> <i>i.</i> If Yes: acreage(s) on project site? _____ <i>ii.</i> Source(s) of soil rating(s): _____	
c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes: <i>i.</i> Nature of the natural landmark: <input type="checkbox"/> Biological Community <input type="checkbox"/> Geological Feature <i>ii.</i> Provide brief description of landmark, including values behind designation and approximate size/extent: _____ _____ _____	
d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes: <i>i.</i> CEA name: _____ <i>ii.</i> Basis for designation: _____ <i>iii.</i> Designating agency and date: _____	

<p>e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site      <input type="checkbox"/> Historic Building or District</p> <p style="margin-left: 20px;">ii. Name: _____</p> <p style="margin-left: 20px;">iii. Brief description of attributes on which listing is based: _____</p>
<p>f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p>
<p>g. Have additional archaeological or historic site(s) or resources been identified on the project site? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Describe possible resource(s): _____</p> <p style="margin-left: 20px;">ii. Basis for identification: _____</p>
<p>h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Identify resource: _____</p> <p style="margin-left: 20px;">ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____</p> <p style="margin-left: 20px;">iii. Distance between project and resource: _____ miles.</p>
<p>i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Identify the name of the river and its designation: _____</p> <p style="margin-left: 20px;">ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p>

**F. Additional Information**

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

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

**G. Verification**

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

Applicant/Sponsor Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

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

Project :

Date :

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

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

**Tips for completing Part 2:**

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

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

<b>2. Impact on Geological Features</b> The proposed action may result in the modification or destruction of, or inhibit access to, any unique or unusual land forms on the site (e.g., cliffs, dunes, minerals, fossils, caves). (See Part 1. E.2.g) <span style="float: right;"><input type="checkbox"/> NO <input type="checkbox"/> YES</span> <i>If "Yes", answer questions a - c. If "No", move on to Section 3.</i>			
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. Identify the specific land form(s) attached: _____ _____	E2g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may affect or is adjacent to a geological feature listed as a registered National Natural Landmark. Specific feature: _____	E3c	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>3. Impacts on Surface Water</b> The proposed action may affect one or more wetlands or other surface water bodies (e.g., streams, rivers, ponds or lakes). (See Part 1. D.2, E.2.h) <span style="float: right;"><input type="checkbox"/> NO <input type="checkbox"/> YES</span> <i>If "Yes", answer questions a - l. If "No", move on to Section 4.</i>			
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action may create a new water body.	D2b, D1h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in an increase or decrease of over 10% or more than a 10 acre increase or decrease in the surface area of any body of water.	D2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve dredging more than 100 cubic yards of material from a wetland or water body.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve construction within or adjoining a freshwater or tidal wetland, or in the bed or banks of any other water body.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may create turbidity in a waterbody, either from upland erosion, runoff or by disturbing bottom sediments.	D2a, D2h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may include construction of one or more intake(s) for withdrawal of water from surface water.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may include construction of one or more outfall(s) for discharge of wastewater to surface water(s).	D2d	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may cause soil erosion, or otherwise create a source of stormwater discharge that may lead to siltation or other degradation of receiving water bodies.	D2e	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may affect the water quality of any water bodies within or downstream of the site of the proposed action.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may involve the application of pesticides or herbicides in or around any water body.	D2q, E2h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may require the construction of new, or expansion of existing, wastewater treatment facilities.	D1a, D2d	<input type="checkbox"/>	<input type="checkbox"/>

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

<b>5. Impact on Flooding</b> The proposed action may result in development on lands subject to flooding. <span style="float: right;"><input type="checkbox"/> NO <input type="checkbox"/> YES</span> (See Part 1. E.2) <i>If “Yes”, answer questions a - g. If “No”, move on to Section 6.</i>			
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action may result in development in a designated floodway.	E2i	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in development within a 100 year floodplain.	E2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in development within a 500 year floodplain.	E2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in, or require, modification of existing drainage patterns.	D2b, D2e	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may change flood water flows that contribute to flooding.	D2b, E2i, E2j, E2k	<input type="checkbox"/>	<input type="checkbox"/>
f. If there is a dam located on the site of the proposed action, is the dam in need of repair, or upgrade?	E1e	<input type="checkbox"/>	<input type="checkbox"/>

g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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<b>6. Impacts on Air</b>			
The proposed action may include a state regulated air emission source. (See Part 1. D.2.f., D.2.h, D.2.g) <i>If "Yes", answer questions a - f. If "No", move on to Section 7.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. If the proposed action requires federal or state air emission permits, the action may also emit one or more greenhouse gases at or above the following levels: i. More than 1000 tons/year of carbon dioxide (CO <sub>2</sub> ) ii. More than 3.5 tons/year of nitrous oxide (N <sub>2</sub> O) iii. More than 1000 tons/year of carbon equivalent of perfluorocarbons (PFCs) iv. More than .045 tons/year of sulfur hexafluoride (SF <sub>6</sub> ) v. More than 1000 tons/year of carbon dioxide equivalent of hydrochloroflourocarbons (HFCs) emissions vi. 43 tons/year or more of methane	D2g D2g D2g D2g D2g D2h	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. The proposed action may generate 10 tons/year or more of any one designated hazardous air pollutant, or 25 tons/year or more of any combination of such hazardous air pollutants.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may require a state air registration, or may produce an emissions rate of total contaminants that may exceed 5 lbs. per hour, or may include a heat source capable of producing more than 10 million BTU's per hour.	D2f, D2g	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may reach 50% of any of the thresholds in "a" through "c", above.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the combustion or thermal treatment of more than 1 ton of refuse per hour.	D2s	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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

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

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

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

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

<b>13. Impact on Transportation</b> The proposed action may result in a change to existing transportation systems. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.j) <i>If "Yes", answer questions a - f. If "No", go to Section 14.</i>			
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. Projected traffic increase may exceed capacity of existing road network.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the construction of paved parking area for 500 or more vehicles.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action will degrade existing transit access.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action will degrade existing pedestrian or bicycle accommodations.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may alter the present pattern of movement of people or goods.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>14. Impact on Energy</b> The proposed action may cause an increase in the use of any form of energy. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.k) <i>If "Yes", answer questions a - e. If "No", go to Section 15.</i>			
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action will require a new, or an upgrade to an existing, substation.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two-family residences or to serve a commercial or industrial use.	D1f, D1q, D2k	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may utilize more than 2,500 MWhrs per year of electricity.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve heating and/or cooling of more than 100,000 square feet of building area when completed.	D1g	<input type="checkbox"/>	<input type="checkbox"/>
e. Other Impacts: _____ _____			

<b>15. Impact on Noise, Odor, and Light</b> The proposed action may result in an increase in noise, odors, or outdoor lighting. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.m., n., and o.) <i>If "Yes", answer questions a - f. If "No", go to Section 16.</i>			
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action may produce sound above noise levels established by local regulation.	D2m	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in blasting within 1,500 feet of any residence, hospital, school, licensed day care center, or nursing home.	D2m, E1d	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in routine odors for more than one hour per day.	D2o	<input type="checkbox"/>	<input type="checkbox"/>

d. The proposed action may result in light shining onto adjoining properties.	D2n	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in lighting creating sky-glow brighter than existing area conditions.	D2n, E1a	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>16. Impact on Human Health</b>			
The proposed action may have an impact on human health from exposure to new or existing sources of contaminants. (See Part 1.D.2.q., E.1. d. f. g. and h.) <i>If "Yes", answer questions a - m. If "No", go to Section 17.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action is located within 1500 feet of a school, hospital, licensed day care center, group home, nursing home or retirement community.	E1d	<input type="checkbox"/>	<input type="checkbox"/>
b. The site of the proposed action is currently undergoing remediation.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
c. There is a completed emergency spill remediation, or a completed environmental site remediation on, or adjacent to, the site of the proposed action.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
d. The site of the action is subject to an institutional control limiting the use of the property (e.g., easement or deed restriction).	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may affect institutional control measures that were put in place to ensure that the site remains protective of the environment and human health.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action has adequate control measures in place to ensure that future generation, treatment and/or disposal of hazardous wastes will be protective of the environment and human health.	D2t	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action involves construction or modification of a solid waste management facility.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may result in the unearthing of solid or hazardous waste.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may result in an increase in the rate of disposal, or processing, of solid waste.	D2r, D2s	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may result in excavation or other disturbance within 2000 feet of a site used for the disposal of solid or hazardous waste.	E1f, E1g E1h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may result in the migration of explosive gases from a landfill site to adjacent off site structures.	E1f, E1g	<input type="checkbox"/>	<input type="checkbox"/>
l. The proposed action may result in the release of contaminated leachate from the project site.	D2s, E1f, D2r	<input type="checkbox"/>	<input type="checkbox"/>
m. Other impacts: _____ _____			

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

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

**A RESOLUTION OF THE CITY OF MOUNT VERNON CITY COUNCIL  
DESIGNATING ITSELF AS LEAD AGENCY FOR THE  
ENVIRONMENTAL REVIEW OF THE ENVISION MOUNT VERNON  
COMPREHENSIVE PLAN, REFERRING THE COMPREHENSIVE PLAN  
TO THE CITY CORPORATION COUNSEL, CITY PLANNING BOARD,  
AND WESTCHESTER COUNTY PLANNING BOARD,  
AND SCHEDULING A PUBLIC HEARING**

**WHEREAS**, in 2022, recognizing the need to update the 1968 Comprehensive Plan, and in accordance with New York General City Law (“GCL”) Section 28-a, the City Council appointed a Comprehensive Plan Advisory Committee (“Committee”), comprised of a diverse group of community stakeholders, for the purposes of assisting City staff and a consultant team with preparing a new Comprehensive Plan for the City entitled Envision Mount Vernon (“Draft Plan”);

**WHEREAS**, following an extensive Community Engagement Process, which involved numerous conversations with the community, meetings, working sessions, interviews, roundtables, public workshops, and digital engagement, the Committee, City staff, and the City’s consultant team prepared the Draft Plan; and

**WHEREAS**, the City Council is appreciative of its staff and consultants’ efforts, and is also grateful to the Mount Vernon community-at-large for participating in the planning process; and

**WHEREAS**, a copy of the Draft Plan can be viewed in the office of the City Clerk, or online at: <https://www.envisionmtvernon.com>; and

**WHEREAS**, the Draft Plan is classified as a Type I Action under the New York State Environmental Quality Review Act and its implementing regulations, 6 N.Y.C.R.R. Part 617 (“SEQRA”); and

**WHEREAS**, the proposed action will not require permits and approvals from any other local, regional, State, or Federal agencies prior to adoption and coordinated SEQRA review is, therefore, not required;

**WHEREAS**, the City Council desires to designate itself as Lead Agency for the review of the Draft Plan under SEQRA pursuant to 6 N.Y.C.R.R. Section 617.6(b)(1); and

**WHEREAS**, pursuant to Section 28-a(6)(a) of the GCL, the City Council desires to refer the Draft Plan to the City Planning Board for its review and recommendation prior to its adoption; and

**WHEREAS**, the City Council is also required to refer the Draft Plan to the Westchester County Planning Board pursuant to Section 28-a(6)(b) of the GCL, and Section 239-m of the New York General Municipal Law (“GML”); and

**WHEREAS**, the City Council is desirous of scheduling a Public Hearing on the Draft Plan for [REDACTED], 2025 pursuant to Section 28-a(7) of the GCL.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council hereby designates itself as Lead Agency for review of the Draft Plan under SEQRA pursuant to 6 N.Y.C.R.R. Section 617.6(b)(1); and

**BE IT FURTHER RESOLVED**, that the City Council authorizes the City Clerk to refer the Draft Plan to the Planning Board for its review and recommendations pursuant to Section 28-a(6)(a) of the GCL; and be it

**BE IT FURTHER RESOLVED**, that the City Council authorizes the City Clerk to refer the Draft Plan to the Westchester County Planning Board in accordance with Section 28-a(6)(b) of the GCL, and Section 239-m of the GML; and

**BE IT FURTHER RESOLVED**, that the City Council shall hold a Public Hearing on the Draft Plan on [REDACTED], 2025, at 7:00 p.m. in City Hall, Council Chambers – Room 206, 1 Roosevelt Square N., Mount Vernon, New York, 10550, where public comment will be heard regarding the Draft Plan, and written comments on the Draft Plan are requested, and will be accepted by the City Council up to ten (10) days following the close of the Public Hearing; and

**BE IT FURTHER RESOLVED**, that the City Clerk shall arrange to fulfill the notice requirements for the Public Hearing pursuant to Section 28-a(7) of the GCL; and

**FURTHER RESOLVED**, that this Resolution shall take effect immediately.

APPROVED AS TO FORM

\_\_\_\_\_  
Assistant Corporation Counsel

\_\_\_\_\_  
Council Person

THIS RESOLUTION  
ADOPTED BY CITY COUNCIL

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
City Clerk

APPROVED

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APPROVED  
Dept.

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Date  
By  
Mayor

---



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1636

**Agenda Date:** 9/24/2025

**Agenda #:** 20.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT STAFF TO ATTEND THE OPENGOV PERMITTING & LICENSING USER GROUP EVENT**

**Whereas**, in correspondence dated September 16, 2025, the Commissioner of the Department of Planning & Community Development formally requested authorization to send the staff members named below to attend the OpenGov Permitting & Licensing User Group Event on Wednesday, October 1, 2025, in Huntington, New York; and

**Whereas**, the Department of Planning and Community Development has requested approval for staff attendance at the OpenGov Permitting & Licensing User Group Event scheduled for Wednesday, October 1, 2025, in Huntington, New York; and

**Whereas**, this full-day, in-person event is designed exclusively for OpenGov municipal leaders to exchange best practices, strengthen regional connections, and explore advancements in OpenGov's permitting and licensing solutions, including customer panels, product training, networking opportunities, and a preview of upcoming features; and

**Whereas**, participation in this event will enhance the Department's capacity to modernize permitting and licensing processes, promote inter-municipal collaboration, and support Mount Vernon's goals of improving service delivery and operational efficiency; and

**Whereas**, the event is free to attend, and any incidental costs, including travel and meals, will be covered under the Department's approved training budget, A8021.451; and

**Whereas**, the staff members proposed to attend are:

- **Lukas Herbert** - Assistant Commissioner
- **William Hyland** - Senior Planner
- **Maria Pace** - Land Use Boards Secretary;

#### **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization Granted.** The City Council hereby authorizes the Department of Planning and Community Development to send the above-named staff members to attend the OpenGov Permitting & Licensing User Group Event on Wednesday, October 1, 2025, in Huntington, New York.

**Section 2. Funding.** No registration fee shall be incurred for attendance at this event. Any incidental expenses, including travel and meals, shall be paid from the Department's training budget

account A8021.451, as previously allocated.

**Section 3. Purpose and Benefit.** Attendance at this event is deemed to be in the best interest of the City of Mount Vernon as it will strengthen the Department's knowledge of permitting and licensing systems, improve customer service, and foster regional partnerships with other municipalities utilizing OpenGov systems.

**Section 4. Effective Date.** This Ordinance shall take effect immediately upon adoption by the City Council and subsequent approval by the Board of Estimate & Contract.



PLANNING & COMMUNITY DEVELOPMENT  
ONE ROOSEVELT SQUARE  
MOUNT VERNON, NEW YORK 10550  
PHONE: (914) 840-4029  
EMAIL: TGRAHAM-OUATTARA@CMVNY.COM

JAMES RAUSSE, FAICP, WEDG  
COMMISSIONER

September 16, 2025

VIA EMAIL:

Honorable City Council Members  
City of Mount Vernon  
1 Roosevelt Square  
Mount Vernon, New York 10550

Re: Authorization for Department of Planning and Community Development Staff to attend OpenGov User Group Event – October 1, 2025. For consideration at the September 24, 2025, City Council Meeting.

Dear City Council Members:

This letter respectfully requests that the Mount Vernon City Council approve and enact legislation granting permission for three staff members from the Department of Planning and Community Development to attend the OpenGov Permitting & Licensing User Group Event on Wednesday, October 1, 2025, in Huntington, New York.

This full-day, in-person event is designed exclusively for OpenGov municipal leaders to exchange best practices, strengthen regional connections, and explore advancements in OpenGov’s permitting and licensing solutions. Sessions include customer panels, hands-on product training, networking opportunities, and a preview of upcoming product features. Attendance will enhance the Department’s capacity to modernize permitting and licensing processes, support inter-municipal collaboration, and advance Mount Vernon’s goals of improving service delivery and efficiency.

The event is free to attend. Any incidental costs, including travel and food, will be covered by the Department’s training budget A8021.451. Staff participants are as follows:

- Lukas Herbert – Assistant Commissioner
- William Hyland – Senior Planner
- Maria Pace – Land Use Boards Secretary

Thank you for your consideration and your continued commitment to the people of Mount Vernon.

Respectfully submitted,

James Rausse, FAICP, WEDG

cc: Mayor Shawyn Patterson-Howard  
Comptroller Darren M. Morton  
Malcolm Clark, Chief of Staff





# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1647

**Agenda Date:** 10/8/2025

**Agenda #:** 21.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE TEMPORARY STREET CLOSURE AND COMMUNITY EVENT APPROVAL FOR “FRENCHY DAY” ON SATURDAY, SEPTEMBER 27, 2025**

**Whereas**, in correspondence dated September 8, 2025, Melissa Cardany on behalf of the Frenchy Day Committee, formally requested authorization to hold a community fundraiser and block party at 226 South Fourth Avenue, Mount Vernon, NY, on Saturday, September 27, 2025, between the hours of 10:00 a.m. and 6:00 p.m., in honor of Michael “Frenchy” Bonéy, a beloved member of the local motorcycle community who passed away in 2023; and

**Whereas**, Frenchy Day serves as an annual gathering of family, friends, neighbors, local businesses, and community members to celebrate Michael Bonéy’s contributions while raising funds to support meaningful community initiatives; and

**Whereas**, this event has received the support of local residents and business owners along the affected block, is expected to draw approximately 100-150 attendees, and will include music, raffles, food donated by local businesses, and family-friendly activities; and

**Whereas**, the organizers have committed to ensuring a safe and respectful event by providing insurance coverage, notifying impacted neighbors and businesses, coordinating volunteers for setup, safety, and cleanup, and securing attendance by multiple civil service members-including police, fire, and corrections personnel-to assist in maintaining public safety; and

**Whereas**, the Department of Public Works has reviewed the request, expressed no objections, and has agreed to post No Parking signs 72 hours in advance and to provide barricades for the temporary street closure on South Fourth Avenue between East Third Street and East Fourth Street; and

**Whereas**, the City Council finds that approving Frenchy Day promotes community engagement, unity, and the celebration of local heritage and service; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization of Event.** The City Council hereby authorizes the organizers of Frenchy Day to hold a community fundraiser and block party at 226 South Fourth Avenue, Mount Vernon, NY, on Saturday, September 27, 2025, between the hours of 10:00 a.m. and 6:00 p.m., in honor of Michael “Frenchy” Bonéy.

**Section 2. Compliance with City Requirements.** The organizers shall:

- (a) Provide proof of insurance coverage and any required permits or site diagrams prior to the event.
- (b) Ensure all music and activities comply with applicable City noise ordinances and regulations.
- (c) Provide sufficient volunteers to assist with setup, crowd management, and cleanup, ensuring the area is restored to its original condition.
- (d) Notify all affected residents and businesses in advance of the event.

**Section 3. Department of Public Safety Support.** The Mount Vernon Police Department recommends the following:

- (a) That two (2) police officers be assigned on an overtime basis, with all associated costs to be borne by the event organizer. Additionally, the patrol car and supervising sector should provide special attention to the event.
- (b) That the patrol supervisor be authorized to assign additional officers on an overtime basis, if necessary, with all costs likewise to be paid by the event organizer.

**Section 4. Department of Public Works Support.** The Department of Public Works shall:

- (a) Temporarily close South Fourth Avenue, between East Third Street and East Fourth Street, on the date and during the hours specified in Section 1.
- (b) Post “No Parking” signs at least seventy-two (72) hours prior to the event and place barricades to secure the street closure.

**Section 5. Fire Department Support.** The Mount Vernon Fire Department shall provide necessary assistance to ensure public safety and support for this community event.

**Section 6. Effective Date.** This ordinance shall take effect immediately upon passage and approval by the City Council and only upon the filing of documents in the office of the City Clerk of Mount Vernon.

**Melissa Cardany**

**Date:** September 8, 2025

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**Honorable City Council of Mount Vernon**

One Roosevelt Square  
City Hall – Room 104  
Mount Vernon, New York 10550

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**Dear Honorable Members of the City Council,**

On behalf of the organizers of *Frenchy Day*, I am respectfully requesting approval to hold a community fundraiser and block party at **226 Fourth Avenue, Mount Vernon, NY**, on **Saturday, September 27, 2025**.

*Frenchy Day* is an annual nonprofit memorial event honoring **Michael “Frenchy” Bonéy**, a beloved member of the local motorcycle community who tragically passed away in 2023. This event brings together family, friends, neighbors, and community members to celebrate Michael’s life and legacy while raising funds to support meaningful community initiatives.

The day will include **raffles, food donated by local businesses, music, and family-friendly activities**. Based on last year’s turnout, we anticipate approximately **100–150 attendees throughout the day**. Volunteers will be on-site to assist with setup, safety, and complete cleanup of the area following the event. Multiple civil service members—including firefighters, police officers, and corrections officers—will also be in attendance, further supporting a safe and positive environment.

We have secured the support of local residents and businesses along the block, and we will provide all required documentation, including insurance and site diagrams, in accordance with the City’s requirements.

We are deeply grateful for the Council’s consideration and support in helping us bring our community together in remembrance, unity, and celebration.

With respect and appreciation,

Melissa Cardany  
On behalf of the Frenchy Day Committee



### SEB-25-12

Special Event Application

Status: Active

Submitted On: 9/9/2025

### Primary Location

226 FOURTH AV ,S  
Mount Vernon, NY 10550

### Owner

MVP REALTY ASSOC., LLC  
South 4th Ave. 226 Mount Vernon, NY 10550

## Applicant Information

Is the applicant an individual, organization OR CITY DEPARTMENT??\*

Individual

Applicant's First Name\*

Melissa

Applicant's Last Name\*

Cardany

Applicant Address (Street Name, City, State, ZIP code, PLEASE!)\*

2744 Crompond Road, Yorktown Heights NY 10598

Applicant's Daytime Phone Number\*

9144905433

## Event Information

Event Name\*

Frenchy Day

Event Sponsor

Melissa Cardany

**Event Date\***

09/27/2025

**Rain Date**

—

**Event Location\***

226 South 4th Avenue, Mount Vernon, NY 10550

**Start Time (e.g. 10 AM)\***

12pm

**End Time (e.g. 7 PM)\***

6pm

**Streets to be Closed (Please include cross streets, e.g. 3rd Ave, between 1st and 2nd Streets)\***

South 4th Avenue between West 3rd Street and East 4th Street.

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## Event Information

### Event details. \*

Frenchy Day is an annual community fundraiser and memorial event held in honor of Michael "Frenchy" Bonéy, a lifelong Westchester resident and beloved member of the local motorcycle community who passed away in 2023. The event brings together family, friends, neighbors, and local businesses to celebrate Michael's life and legacy while raising funds to support community initiatives.

This is a nonprofit event, supported by neighborhood residents and business owners. Activities will include music, raffles, food donated by local businesses, and family-friendly gatherings. We expect approximately 100–150 attendees throughout the day.

We will provide proper insurance coverage, maintain a safe and respectful environment, and ensure full cleanup before and after the event. Volunteers will be on-site to manage safety, setup, and cleanup, and we are working closely with the community to ensure full support.

---

### Special Accommodations (Check all necessary for your event)

Parking Control ?

Sound Amplification Equipment ?

Use of Open Flame ?

Stage, Tent, or Canopy ?

Please give us the size/dimensions of the tent or canopy.

8' X 8'

Will you be having any vendors at your event?\*

NO

Are you requesting to use Private Security?\* 

NO

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## Additional Notes/Requests

### Additional Information

We are committed to ensuring a safe and respectful event. Volunteers will be on-site throughout the day to assist with setup, safety, and complete cleanup of the area. Multiple civil service members will also be in attendance, further supporting a safe and positive environment. All impacted neighbors and businesses are being notified in advance, and we will provide any additional documentation the City may require. We greatly appreciate the City's support in making this community memorial possible.

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## Applicant Acknowledgement

**I, the applicant, acknowledge that the information contained in this application is true and complete to the best of my knowledge. I affirm that I, all other parties to this application, as well as those involved with this event will abide by the laws of New York State, and the ordinances of the County of Westchester and the City of Mount Vernon. \***

 **Melissa Ann Cardany**  
Sep 9, 2025



Office of the City Clerk  
 One Roosevelt Square, Room 104  
 Mount Vernon, New York 10550  
 (914) 665-2351  
 cityclerk@mountvernonny.gov

EVENT NAME & DATE: Frenchy Day 9/27/25

EVENT SPONSOR: Melissa Cardany

**REIMBURSEMENT AND INDEMNIFICATION AGREEMENT**

In consideration of the granting of a block party/special event permit by the City of Mount Vernon ("the City") for the above named event do hereby agree to indemnify and hold harmless the City of Mount Vernon, its officers, employees and agents from and against all liability, damage, claims, demands, costs, judgments, fees, attorney fees, or loss arising out of the grant of this Block Party/Special Event Permit and at their sole expense and agree to bear all other costs and expenses relating thereto, and to reimburse the City for any costs incurred by the City in repairing damage due to the actions of the Sponsors and/or by the Sponsors' officers, employees or agents, vendors or any person or entity under the Sponsors control. Further, the Sponsors hereby agree to defend the City, its officers, employees and agents from any liability to any person or entity resulting from any damage or injury occurring in connection with the event proximately caused by the actions of the City and the Sponsors' officers, employees or agents, or any person who is under the Undersigned's control.

**ADDITIONAL GUIDELINES**

- Sidewalks are to remain open to pedestrians with proper visible signage.
- The Police Department will determine whether police presence is required and how much is required. The event organizers will have to pay the salary for each officer. Payment must be received 72 hours in advance of the event. The Police Department will determine if Auxiliary Police can be used in lieu of Police Officers.
- If requesting authorization to procure private security, all must have an NYS Security License and provide proof of being bonded. All documentation must be submitted 72 hours before the event.
- No alcohol use is permitted on city property as per City Code §191-1. The sale of alcohol is prohibited.
- If your event is in a residential area and using vendors, the vendors must set up only on one (1) side of the street and not obstruct driveways.

IN WITNESS WHEREOF, the Sponsor/Organization/Applicant for the Block Party/Special Event Permit.  
 (Must be signed in the presence of a Notary/Commissioner of Deeds)

<b>Print Name:</b> <u>Melissa Cardany</u>
<b>Authorized Officer Title (if applicable):</b>
<b>Signature:</b> <u>[Handwritten Signature]</u>

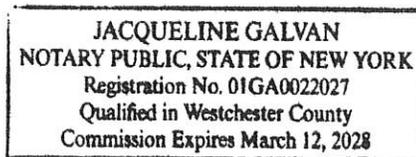
State of New York ) ss.:  
 County of Westchester )

On the 8 day of Sept in the year 2025 before me, the undersigned, personally appeared Melissa Cardany, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

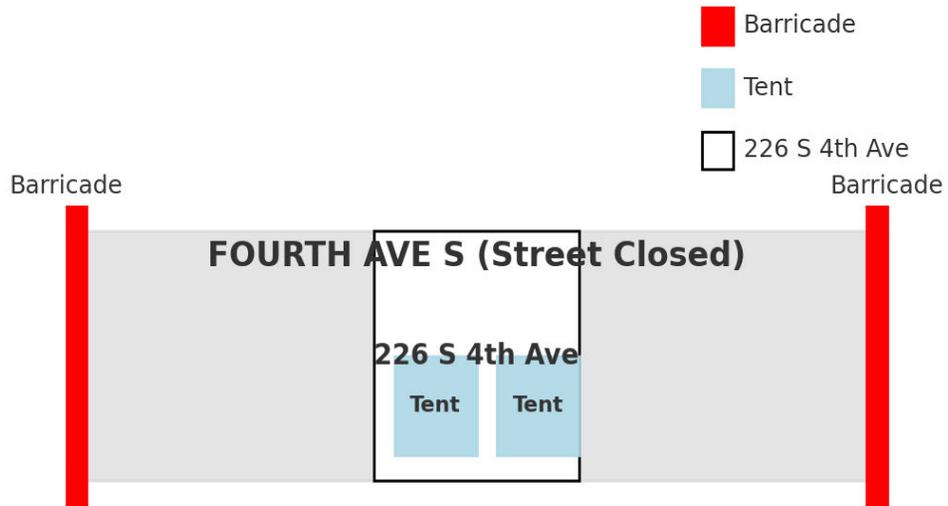
Notary Public/Commissioner of Deeds:

Subscribed and sworn/affirmed before me this) 8 day of September, 2025  
 Print Name: Jacqueline Galvan  
 Signature: [Handwritten Signature]  
 Qualified in Westchester County Commission Expires: 03/12/28

effective: April 1, 2025



# Site Map – Frenchy Day Street Closure & Tent Placement (226 S 4th Ave)





CITY OF MOUNT VERNON, N.Y.  
DEPARTMENT of PUBLIC WORKS

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 914-665-2343  
email:dpwconcerns@mountvernonny.gov

**DAMANI L. BUSH**  
*Commissioner*

**JOHN NUCULOVIC**  
*Deputy Commissioner*

September 15, 2025

Honorable City Council  
The City of Mount Vernon  
Mount Vernon, New York, New York  
(Through the Office of the Mayor)

RE: Frenchy Day

Please be advised that the Department of Public Works has no objections to Frenchy Day scheduled for Saturday September 27, 2025 (no rain date) at 226 South Fourth Avenue Mount Vernon, NY 10550. The Department of Public Works will support in the following areas:

- Post No Parking signs 72 hours in advance.
- Place street closures on South 4<sup>th</sup> Avenue between East 3<sup>rd</sup> Street and East 4<sup>th</sup> Street

Best regards,

A handwritten signature in blue ink, appearing to read "John Nuculovic".

John Nuculovic  
Deputy Commissioner of Public Works  
JN/dg



**CITY OF MOUNT VERNON  
POLICE DEPARTMENT  
SUPPORT SERVICES DIVISION**

(914) 665-2500 FAX (914) 665-2559



*Lieutenant Juliet Evans  
Commanding Officer*

*Sergent Daniel De Benedictis  
Executive Officer*

Date: September 22, 2025

To: Office of the Police Commissioner

From: Sgt De Benedictis, Support Services Division

**Subject: "Frenchy Day"**

At your direction, the undersigned has reviewed the attached special event request submitted by the Event Organizer Melissa Cardany. This event is called "Frenchy Day" which is scheduled for Sunday September 27th, 2025, from the hours of 1200hrs to 1800hrs. The event organizer Melissa Cardany has requested a street closer of South Fourth Ave between West Third Street and East Fourth St to host the event.

It is recommended that (2) officers be hired on an overtime basis at the expense of the event organizer and that the car and supervisor sector give special attention to the event.

I also recommend the patrol supervisor be authorized to hire additional officers on an overtime basis should the need arise at the expense of the organizer.

A handwritten signature in black ink, appearing to be "Sgt. De Benedictis #3".

Sgt. De Benedictis #3  
Executive Officer  
Support Services Division



City of Mount Vernon, NY

September 22, 2025

## Fire Department Inspection

Record No. SEB-25-12

**Status** Completed

**Became Active** September 10, 2025

**Assignee** Teddy Beale

**Due Date** None

---

### Primary Location

226 FOURTH AV ,S  
Mount Vernon, NY 10550

### Owner

MVP REALTY ASSOC., LLC  
South 4th Ave. 226 Mount Vernon, NY 10550

---

## Inspection Types Overview



No Inspection Types Added Yet

You will be able to add new inspection types to a new appointment.

## Scheduled Appointments

None

## Requested Appointments

None

## Past Appointments

None

## Messages

Teddy Beale

September 22, 2025 at 3:46 pm

FDMV has no objections to the proposed event

---



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1652

**Agenda Date:** 10/8/2025

**Agenda #:** 22.

### City Council:

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF MOUNT VERNON, NEW YORK,  
HONORING MARVIN CHURCH FOR HIS  
OUTSTANDING LEADERSHIP AND SERVICE**

**Whereas, MARVIN CHURCH** has cultivated a distinguished career spanning government, banking, transportation, real estate, community development, housing, and energy-managing more than \$25 billion in real estate transactions and serving in notable leadership positions, including Associate Commissioner of Transportation for the Commonwealth of Massachusetts and Transportation Commissioner for Westchester County, New York; and

**Whereas, Mr. Church** has demonstrated unwavering commitment to sustainable energy and community advancement through his service as Regional Director of the New York State Division of Community Renewal, where he administered \$66 million in critical programs, and through his work with NYSERDA and Con Edison to promote clean energy solutions such as solar power, heat pumps, and clean heating initiatives; and

**Whereas, in 2021, Marvin Church** co-founded *Environmental Leaders of Color (ELOC)* with Dr. Diana Kaye Williams, an organization dedicated to fostering climate and environmental education for economically disadvantaged high school students in Westchester County-impacting more than 600 students to date; and

**Whereas, Mr. Church and ELOC** are meeting the urgent challenge of climate change by equipping students with knowledge of its impacts, strategies for mitigation, and pathways to sustainable solutions, while inspiring them to pursue STEM and environmental careers that are often underrepresented in the schools and communities most affected; and

**Whereas, Mr. Church's** lifelong dedication to public service, environmental justice, and equitable community development continues to create opportunities for young people and neighborhoods to thrive amid today's climate challenges; and

**Whereas, the City Council of Mount Vernon** proudly recognizes and applauds Marvin Church for his invaluable contributions to advancing environmental education, expanding clean energy access, and empowering the next generation of leaders; **Now, Therefore, Be It**

**Resolved, that the City Council of Mount Vernon** hereby honors and commends **MARVIN CHURCH** for his extraordinary leadership, vision, and service in promoting climate education,

sustainability, and environmental justice, and declares this day in his name in recognition of his lasting impact on our community.

# CITY COUNCIL OF MOUNT VERNON



## RESOLUTION

WHEREAS, MARVIN CHURCH has built a distinguished career in government, banking, transportation, real estate, community development, housing, and energy, managing over \$25 billion in real estate transactions and serving in leadership roles including Associate Commissioner of Transportation in Massachusetts and Transportation Commissioner for Westchester County, New York; and

WHEREAS, Mr. Church has demonstrated his commitment to sustainable energy and community development through his leadership as Regional Director of the New York State Division of Community Renewal, where he oversaw \$66 million in programs, as well as through his work with NYSERDA and Con Edison to advance clean energy initiatives including solar, heat pumps, and clean heating solutions; and

WHEREAS, in 2021, Marvin Church co-founded Environmental Leaders of Color (ELOC) with Dr. Diana Kaye Williams, an organization dedicated to promoting climate and environmental education among economically disadvantaged high school students in Westchester County, serving more than 600 students to date; and

WHEREAS, Mr. Church and ELOC address the urgent need for education about climate change, including understanding its impact, implementing mitigation strategies, and developing sustainable solutions, while also equipping students with the academic foundation to pursue STEM and environmental pathways often underrepresented in schools most impacted by climate change; and

WHEREAS, Mr. Church's lifelong dedication to public service, environmental justice, and equitable community development continues to strengthen opportunities for youth and communities to thrive in the face of climate challenges; and

WHEREAS, the City Council of Mount Vernon recognizes and applauds the invaluable contributions of Marvin Church in advancing environmental education, expanding access to clean energy, and uplifting the next generation of leaders; and NOW, THEREFORE, BE IT

RESOLVED, that the City Council of Mount Vernon does hereby honor and commend MARVIN CHURCH for his extraordinary leadership, vision, and service in promoting climate education, sustainability, and environmental justice, and declares his day in recognition of his lasting impact on our community.



Councilperson



Councilperson



Councilperson



Councilperson



City Council President

Authenticated this **24th** day of **SEPTEMBER, 2025**



City Clerk



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
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File #: TMP -1653

Agenda Date: 10/8/2025

Agenda #: 23.

### City Council:

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOUNT VERNON, NEW YORK, HONORING DR. *DIANE KAYE WILLIAMS***

Whereas, **Dr. Diane Kaye Williams** has dedicated more than three decades to serving marginalized communities through her work in healthcare, advocacy, and environmental justice, and currently leads *Adopt Clean Energy in Mount Vernon and New Rochelle* as part of NYSEDA's Clean Heating and Cooling Campaign; and

Whereas, **Dr. Williams** is the co-founder of Environmental Leaders of Color (ELOC), an organization committed to promoting climate and environmental education among high school students in Westchester County, with a particular focus on those most vulnerable to the effects of climate change; and

Whereas, the work of Dr. Williams and ELOC addresses the urgent need for climate change education-emphasizing understanding its impacts, implementing effective mitigation strategies, and developing sustainable solutions that empower the next generation of leaders; and

Whereas, statistics reveal that high school students in the county's most climate-impacted areas are not taking the recommended number of STEM or environmental courses under state education guidelines, underscoring the importance of Dr. Williams's tireless efforts to close this educational gap; and

Whereas, through education, advocacy, and innovative programming-such as the award-winning "Don't Strain Your Drain" campaign-Dr. Williams has consistently demonstrated a steadfast commitment to equipping young people and communities with the knowledge and tools necessary to confront climate change and build a more sustainable future; and

Whereas, the City Council of Mount Vernon recognizes the invaluable contributions of **Dr. Diane Kaye Williams** in advancing climate education, fostering environmental stewardship, and uplifting youth within our community and beyond; **Now, Therefore, Be It**

**Resolved**, that the City Council of Mount Vernon hereby honors and commends **DR. DIANE KAYE WILLIAMS** for her exceptional leadership, advocacy, and dedication to promoting environmental education and climate justice, and hereby declares this day in recognition of her outstanding service to the City of Mount Vernon and the broader region.

# CITY COUNCIL OF MOUNT VERNON



## RESOLUTION

WHEREAS, DR. DIANE KAYE WILLIAMS has dedicated over 30 years to serving marginalized communities through her work in healthcare, advocacy, and environmental justice, and currently leads Adopt Clean Energy In Mount Vernon and New Rochelle as part of NYSERDA's Clean Heating and Cooling campaign; and

WHEREAS, Dr. Williams is the co-founder of Environmental Leaders of Color (ELOC), an organization committed to promoting climate and environmental education among high school students in Westchester County, with a focus on those most vulnerable to the effects of climate change; and

WHEREAS, the work of Dr. Williams and ELOC addresses the urgent need for education about climate change, including understanding its impact, implementing mitigation strategies, and developing sustainable solutions that empower our future leaders; and

WHEREAS, statistics reveal that high school students in the county's most climate-impacted areas are not taking the number of STEM or environmental courses recommended under state education guidelines, highlighting the importance of Dr. Williams's tireless efforts to close this educational gap; and

WHEREAS, through education, advocacy, and innovative programming—such as the award-winning “Don't Strain Your Drain” campaign, Dr. Williams has demonstrated a steadfast commitment to equipping young people and communities with the tools and knowledge necessary to confront climate change and build a more sustainable future.

WHEREAS, the City Council of Mount Vernon recognizes the invaluable contributions of Dr. Diana Kaye Williams in advancing climate education, fostering environmental stewardship, and uplifting youth in our community; and NOW, THEREFORE, BE IT

RESOLVED, that the City Council of Mount Vernon does hereby honor and commend DR. DIANA KAYE WILLIAMS for her exceptional leadership, advocacy, and dedication to promoting environmental education and climate justice, and declares this day in recognition of her outstanding service to our city and beyond.

Councilperson

Councilperson

Councilperson

Councilperson

City Council President

Authenticated this **24th** day of **SEPTEMBER, 2025**

City Clerk



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
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COM/MOUNTVERNONNY

**File #:** TMP -1640

**Agenda Date:** 10/8/2025

**Agenda #:** 24.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE PUBLIC RELEASE OF RFQ NO. 08.25 FOR PROFESSIONAL ENGINEERING AND MANAGEMENT SERVICES FOR THE REHABILITATION OF CITY-OWNED STRUCTURES**

**Whereas**, in correspondence dated September 17, 2025, the Commissioner of the Department of Public Works formally requested authorization and approval for the public release of RFQ No. 08.25 - *Professional Services Engineering and Management Services for the Rehabilitation of City-Owned Structures*; and

#### **Whereas:**

1. The City of Mount Vernon, through its Department of Public Works (DPW), has expended American Rescue Plan Act (ARPA) funds to conduct comprehensive engineering analyses on major City-owned structures, identifying architectural, mechanical, electrical, plumbing, and other deficiencies; and

2. The resulting Conditions Assessment Reports classify deficiencies into:

- **Level 1 (Immediate Repairs - Critical/Immediate):** Urgent stabilization and life-safety needs, including water infiltration control, damaged masonry, urgent roof/envelope repairs, structural shoring, hazardous mechanical/electrical conditions, and hazardous material remediation or abatement;
- **Level 2 (Near-Term Repairs - Priority):** Significant system and envelope upgrades such as roof replacement, masonry restoration, window and door replacement, HVAC/electrical modernization, plumbing upgrades, structural reinforcement, and ADA accessibility improvements to bring facilities into code compliance; and
- **Level 3 (Long-Term Repairs and Enhancements - Important/Necessity):** Broader capital improvements, including interior renovations, modernization of building systems, energy-efficiency upgrades, and adaptive reuse enhancements to extend building life and improve community functions; and

3. The City recognizes the urgent need to address these deficiencies to ensure the safety, accessibility, and long-term viability of public facilities; and

4. The City further seeks to establish a prequalified list of engineering firms to provide **Professional Services Engineering and Management** to implement rehabilitation projects

effectively and in compliance with applicable codes, standards, and funding requirements; and

5. The City is committed to promoting equitable participation by certified Minority and Women-Owned Business Enterprises (MWBE) in all procurement processes.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOUNT VERNON, NEW YORK, AS FOLLOWS:**

**Section 1. Authorization to Release RFQ No. 08.25.** The City Council hereby authorizes and directs the Department of Public Works to publicly release RFQ No. 08.25 - *Professional Services Engineering and Management Services for the Rehabilitation of City-Owned Structures* - in substantially the form attached hereto.

**Section 2. Scope of Services.** The RFQ shall seek qualified firms to perform services, including, but not limited to:

(a) Serve as the City's primary project representative during all rehabilitation phases, coordinating activities and ensuring timely implementation of City directives.

(b) Develop and maintain project schedules, monitor milestones, anticipate risks, and recommend corrective actions.

(c) Manage procurement and contract administration for contractors, subcontractors, and independent Construction Inspectors, ensuring compliance and audit readiness.

(d) Oversee budget management, including cost control, expenditure verification, and reporting in compliance with state and federal requirements.

(e) Facilitate coordination among project participants, including City staff, contractors, inspectors, and design professionals.

(f) Monitor construction quality, safety, and compliance with codes, standards, and funding requirements.

(g) Ensure all work addresses deficiencies identified in the Conditions Assessment Reports, including:

- Roof and building envelope systems
- Masonry and structural stabilization
- Hazardous material abatement
- Mechanical, electrical, and plumbing systems
- Windows, doors, and accessibility upgrades
- Code compliance improvements

(h) Provide written progress reports, risk assessments, and budget/schedule updates to the City.

(i) Oversee project closeout, verifying submission of warranties, as-built

drawings, manuals, inspection reports, and proper facility turnover.

(j) Procure, supervise, and coordinate independent Construction Inspectors, ensuring alignment with project scope and schedule.

(k) Maintain inspection records as part of the official project file for transparency and accountability.

**Section 3. MWBE Participation.** The RFQ shall explicitly encourage participation of certified Minority and Women Business Enterprises (MWBE) in accordance with the City's equity and inclusion goals and applicable procurement policies.

**Section 4. Effective Date.** This Ordinance shall take effect immediately upon its adoption by the City Council.



**CITY OF MOUNT VERNON, NEW YORK  
DEPARTMENT OF PUBLIC WORKS**

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

CITY HALL  
ONE ROOSEVELT SQUARE, MOUNT VERNON, NY 10550  
(914) 914-665-2343  
dpwconcerns@mountvernonny.gov

**DAMANI L. BUSH**  
*Commissioner*

**JOHN NUCULOVIC**  
*Deputy Commissioner*

**RYAN ULRICH**  
*Deputy Commissioner*

September 17, 2025

Honorable City Council Members  
The City of Mount Vernon  
Mount Vernon, New York  
(Through the Office of the Mayor)

**RE: Request for Release of RFQ No. 08.25 – Professional Engineering Services**

Dear Honorable Council Members,

I am writing to respectfully request your approval for the public release of **RFQ No. 08.25 – for Professional Engineering and Management Services for the Rehabilitation of City-Owned Structures.**

As you are aware, and with your help/approval, the City of Mount Vernon Department of Public Works (DPW) was able to expend American Rescue Plan Act (ARPA) funds in order to conduct engineering analysis on major structures owned by the City. The reports broken down architectural, mechanical, electrical, and plumbing issues, among others, as follows:

**Level 1 (Immediate Repairs – Critical/Immediate)** focuses on urgent building stabilization and life-safety needs, such as water infiltration control, damaged masonry, including urgent roof and envelope repairs, structural shoring, emergency mechanical/electrical hazards and fixes hazardous material remediation/abatement, and hazardous conditions that must be addressed without delay.

**Level 2 (Near-Term Repairs - Priority)** addresses significant system and envelope upgrades, including roof replacement, roof patching/leaks, masonry restoration, window and door replacement, HVAC and electrical modernization, plumbing upgrades, and ADA accessibility improvements, structural reinforcement, and accessibility improvements to bring the facility in line with current codes, electrical infrastructure, along with accessibility improvements.

**Level 3 (Long-Term Repairs and Enhancements – Important/Necessity)** includes broader capital improvements such as interior renovation, modernization of building systems, energy-efficiency upgrades; includes large-scale capital improvements to extend the building’s useful life such as interior renovation, energy-efficiency upgrades, and modernization to support adaptive reuse and expanded community functions; encompasses broader capital improvements, modernization, and energy-efficiency upgrades that will extend the building’s useful life and improve functionality, and certain improvements to bring the facility in line with current codes.

With your approval, we seek to go out with this RFQ in order to create a list of qualified firms, and the selected firm(s) will be on an acceptable list to provide services including but not limited to:

- a. Serve as the City’s primary project representative during all phases of rehabilitation and be accessible to the City to coordinate activities, address field conditions, and ensure the City’s directives are implemented promptly and effectively

*“The Jewel of Westchester”*

- b. Develop and maintain the overall project schedule and monitor progress against milestones, anticipating risks, identifying potential delays, and recommending corrective actions to maintain timely delivery
- c. Manage procurement and contract administration for the general contractor, subcontractors, and the independent Construction Inspector, including reviewing submittals, verifying invoices, processing change orders, and maintaining accurate records to ensure compliance and audit readiness
- d. Oversee project budget management, including ongoing cost control and verification of expenditures, ensuring compliance with state and federal grant requirements, provide regular budget tracking, and submit reporting as required by funding agencies
- e. Facilitate coordination among all project participants, including design professionals, contractors, inspectors, and City staff
- f. Monitor construction quality, safety, and compliance with contract documents, applicable codes, standards, and funding requirements
- g. Ensure that work addresses the deficiencies noted in the Conditions Assessment Reports, including but not limited to:
  - Roof and building envelope systems
  - Masonry and structural stabilization
  - Hazardous material abatement
  - Mechanical, electrical, and plumbing systems
  - Windows, doors, and accessibility improvements
  - Upgrades required to achieve code compliance
- h. Provide regular written progress reports to the City, including updates on schedule and budget status, identification of risks, and recommended mitigation strategies
- i. Oversee project closeout to ensure proper completion of all requirements, including, but not limited to, verifying submission of warranties, as-built drawings, operations manuals, and final inspection reports, and ensuring an orderly turnover of facilities to the City
- j. Procure, supervise and coordinate a qualified and independent Construction Inspector's activities to ensure their work is fully aligned with the approved project scope and schedule, and ensure they construction meetings and provide independent verification of work completed
- k. Use the Construction Inspector's findings to inform quality assurance activities, risk management, and reporting to the City, ensuring that independent oversight directly supports decision-making.
- l. Maintain all inspection records as part of the official project file, ensuring full transparency, accountability, and audit readiness.

In alignment with the City's commitment to equity and inclusion, the RFQ promotes participation of certified Minority and Women Business Enterprises (MWBE). Attached for your review is the full RFQ document.

Thank you for your time.

Respectfully,



Damani L. Bush  
Commissioner of Public Works  
DLB/jn

Cc: City Engineer  
File



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
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**File #:** TMP -1631

**Agenda Date:** 10/8/2025

**Agenda #:** 25.

### City Council:

**AN ORDINANCE AUTHORIZING A TWO-YEAR  
AGREEMENT WITH COUNTY EXCAVATING, LLC  
FOR VARIOUS PUBLIC WORKS / CONSTRUCTION  
EQUIPMENT RENTALS, WITH A ONE-YEAR  
RENEWAL OPTION**

**Whereas**, in correspondence dated September 15, 2025, the Commissioner of the Department of Public Works formally requested authorization for the Mayor to execute a contract with County Excavating, LLC for “Various Public Works / Construction Equipment Rentals,” designating County Excavating, LLC as the lowest responsive and responsible bidder in accordance with the evaluated bid matrix attached hereto and incorporated by reference; and

**Whereas**, the Department of Public Works (“DPW”) publicly advertised and received sealed bids for “Various Public Works / Construction Equipment Rentals,” with a competitive bid opening held on August 19, 2025; and

**Whereas**, three firms-Zonzini Pipeline Inc., Fred A. Cook, Jr., Inc., and County Excavating, LLC-submitted complete bid packages, which were evaluated for responsiveness, responsibility, and cost-effectiveness in accordance with procurement requirements; and

**Whereas**, the bid evaluation determined that County Excavating, LLC submitted the lowest responsive and responsible bid, offering the most cost-effective pricing profile to meet the City’s operational needs for construction equipment rentals; and

**Whereas**, it is in the best interest of the City of Mount Vernon to authorize a two (2) year agreement, with an additional one (1) year renewal option exercisable at the City’s sole discretion, to ensure timely access to essential construction equipment at competitive rates; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. - Authorization of Contract Award.** The City Council hereby awards the contract for “Various Public Works / Construction Equipment Rentals” to County Excavating, LLC, as the lowest responsive and responsible bidder, consistent with the evaluated bid matrix attached hereto and made a part of this ordinance.

**Section 2. - Term and Renewal.** The Mayor is authorized to execute a two (2) year agreement with County Excavating, LLC, with one (1) additional one-year renewal option, exercisable at the City’s sole discretion under the same terms and conditions, subject to the approval of the Corporation Counsel as to form.

**Section 3. Funding and Payments.** Encumbrances and payments under this agreement shall

be made from approved Operating and/or Capital fund lines, not to exceed budgeted appropriations for each fiscal year, as determined by the Comptroller.

**Section 4. Non-Exclusivity.** This award is non-exclusive, and the City retains the right to utilize other contracts, intermunicipal agreements, or emergency procurements when determined to be in the City's best interest.

**Section 5. Effective Date.** This ordinance shall take effect immediately upon adoption by the City Council and subsequent approval by the Board of Estimate & Contract.



CITY OF MOUNT VERNON, NEW YORK  
DEPARTMENT of PUBLIC WORKS

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall  
One Roosevelt Square – Room 108  
Mount Vernon, NY, 10550  
(914) 665-2300 – Fax: (914) 665-2476

DAMANI L. BUSH  
*Commissioner*  
JOHN NUCULOVIC  
*Deputy Commissioner*  
RYAN ULRICH  
*Deputy Commissioner*

September 15, 2025

Honorable City Council  
The City of Mount Vernon  
Mount Vernon, New York  
*(Through the Office of the Mayor)*

Re: Bid Acceptance – County Excavating LLC. “Various Public Works / Construction Equipment Rentals”

Dear Board Members,

The Department of Public Works (“DPW”) respectfully requests authorization to enter a two (2) year agreement, with an additional one (1) year option, with County Excavating, LLC for Various Public Works / Construction Equipment Rentals, pursuant to the competitive bid opening held August 19, 2025.

**Background & Procurement**

DPW publicly advertised and received sealed bids for the above-referenced requirements. Three (3) firms submitted complete bid packages:

1. Zonzini Pipeline Inc.
2. Fred A. Cook, Jr., Inc.
3. County Excavating, LLC

The Bid Matrix and the County Excavating, LLC bid submittal are attached for the Council’s review. DPW evaluated each submission for responsiveness (completeness, required forms, acknowledgements) and responsibility (ability, capacity, references, compliance with prevailing wage and insurance requirements), and compared line-item pricing across the equipment list (e.g., excavators, dump trucks of multiple capacities, front-end loaders, and dozers) for weekday, evening, weekend, and holiday rates.

**Findings**

- County Excavating LLC submitted a responsive bid and is deemed a responsible vendor able to meet the City’s operational needs.
- Based on the attached bid matrix, County Excavating, LLC provides the most cost-effective pricing profile to the City across the key, high utilization equipment categories.

## Request

DPW respectfully requests that the City Council adopt a resolution to:

1. Award the contract for Various Public Works / Construction Equipment Rentals to County Excavating, LLC as the lowest responsive, responsible bidder consistent with the evaluated bid matrix.
2. Authorize the Mayor to execute a two (2) year agreement with one (1) additional one-year renewal option, exercisable at the City's sole discretion under the same terms and conditions, subject to Corporation Counsel approval as to form.
3. Authorize encumbrances and payments against this contract from approved Operating and/or Capital fund lines, not to exceed budgeted appropriations for each fiscal year.
4. Clarify the award is non-exclusive, permitting the City to utilize other contracts, intermunicipal agreements, or emergency procurements when in the City's best interest.

This agreement will ensure DPW can mobilize the right equipment at fair, competitive unit rates to deliver critical services, respond to emergencies, and support capital projects without delay.

Thank you for your consideration. I am available to answer any questions and to provide any additional documentation the Council may require.

Respectfully,



Damani L. Bush

Commissioner of Public Works

DB/db

CC: Engineering Bureau  
Comptroller's Office  
County Excavating, LLC.  
Contract File

## Attachments:

- A. Bid Matrix — Various Public Works / Construction Equipment Rentals (Bid Opening: August 19, 2025)
- B. County Excavating, LLC — Bid Submittal and Forms



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
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**File #:** TMP -1656

**Agenda Date:** 10/8/2025

**Agenda #:** 26.

### City Council:

### AN ORDINANCE AUTHORIZING AND APPROVING THE CITY OF MOUNT VERNON HONORARY STREET CO-NAMING POLICY

**Whereas**, in correspondence dated September 22, 2025, the City Council President formally requested authorization for the City Council to establish guidelines and procedures for the honorary co-naming of City streets in recognition of individuals, organizations, or events that have demonstrated exceptional and enduring contributions to the City of Mount Vernon; and

**Whereas**, the City of Mount Vernon recognizes that certain individuals, organizations, and historic events have made meaningful and lasting contributions to the civic, cultural, and social life of the community; and

**Whereas**, honorary street co-naming provides a meaningful way to publicly recognize such contributions while preserving the integrity and navigational clarity of the City's official street naming system; and

**Whereas**, the City Council seeks to establish a clear, fair, and transparent process for considering requests for honorary street co-naming, preventing an overwhelming volume of requests, and maintaining consistent standards for approval; and

**Whereas**, this policy will ensure that such honors are intentional, respectful, and reflective of Mount Vernon's diverse history and values; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Purpose.** To establish a clear, fair, and efficient process for the honorary co-naming of streets in the City of Mount Vernon that recognizes individuals and organizations with meaningful connections to the city, while maintaining the integrity and distinction of the honor.

#### **Section 2. Definitions:**

**Honorary Street Co-Naming:** The ceremonial naming of a street or portion of a street in honor of a person or organization. The honorary name is added to existing signage and does not alter official addresses or emergency service designations.

#### **Section 3. Eligibility Criteria**

A. Individuals must meet the following criteria:

1. Demonstrated significant and positive contributions to the City of Mount Vernon through civic, community, educational, political, cultural, military, or humanitarian achievements.

2. Must have either:

a. Resided in Mount Vernon for at least ten (10) years, preferably with a connection to the street proposed for co-naming;

b. Maintained a documented, substantial connection to the City of Mount Vernon (e.g., through employment, service, leadership or consistent engagement) for at least ten (10) years.

3. Must be deceased for at least two (2) years, unless the Council grants an exception due to:

a. Death resulting from tragedy or public service; or

b. Extraordinary local or national contributions recognized by the community.

B. Organizations must:

1. Have been established and operating in Mount Vernon for at least 25 years;

2. Have made enduring contributions to the civic, cultural, or economic life of the city.

**Section 4. Initiating a Co-Naming Request.**

A. For Community-Initiated Requests, applicants must:

1. Submit a completed application and \$50 processing fee to the City Clerk no later than four (4) weeks prior to a scheduled City Council meeting. If there is an expedited request the processing fee increases to \$100. All application fees are non-refundable, regardless of the outcome.

2. Include a detailed biography and justification for the honoree.
  3. Provide a map identifying the exact location of the requested co-naming.
  4. Submit a petition meeting one of the following thresholds:
    - a. 60% of adjacent property owners along the proposed street segment; or
    - b. 50 signatures from Mount Vernon residents, with at least 25 residing or operating businesses within a 3-block radius of the proposed location.
- B. Council-Initiated Requests:
1. May be made by any Council Member via written resolution/referral letter that includes a statement of justification outlining the honoree's contributions and relevance to the community and the location.

#### **Section 5. Review and Approval Process.**

1. The City Clerk shall review applications for completeness and place them on the legislative agenda.
2. The City Council will vote on each proposed co-naming at a Regular Meeting.
3. A majority vote of the full City Council is required for approval.
4. If an application is denied, the prospective honoree will not be considered for two (2) years from the date of the denial.
5. Each application will be considered on its own merit, without regard to precedence.

#### **Section 6. Signage and Implementation.**

1. Honorary signage will be installed beneath the existing street sign.
2. The Department of Public Works will coordinate fabrication and installation.
3. The cost of signage and installation shall be paid by the applicant for a

community-initiated request

**Section 7. General Guidelines, Limits, and Duration.**

1. The City will approve no more than five (5) honorary co-namings per calendar year unless waived by a two-thirds vote of the Council.
2. Honorary co-namings shall remain in effect for 25 years, after which they may be renewed by Council resolution.
3. An application to co-name a street for an individual already honored in a similar fashion will be discouraged by the City Council.
4. In general, the street to be co-named will be the street closest to the residence of the prospective honoree, or the place with which they are most closely associated. Multiple naming of the same street is discouraged.
5. The City Council may rescind a co-naming, by majority vote, if the honoree is later found to have engaged in conduct contrary to the values of the city or if warranted by public interest.

**Section 8. Effective Date.** This policy shall take effect immediately upon adoption by the Mount Vernon City Council.



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September 22, 2025

Honorable City Councilmembers  
City Hall  
1 Roosevelt Square  
Mount Vernon, NY 10550

RE: Proposed Street Co-Naming Policy

Dear Honorable Members of the City Council,

I am writing to request your review and support for the adoption of the attached City of Mount Vernon Street Co-Naming Policy. This policy was developed to create a clear, fair, and meaningful process for honorary street co-namings, while preventing an overwhelming volume of requests and maintaining the integrity of the honor.

This policy strikes a balance between allowing residents and officials to recognize individuals who have made meaningful and lasting contributions to Mount Vernon while ensuring that the city's naming standards remain intentional and respectful.

I respectfully request that the Council adopt this policy so that it may serve as the official procedure for evaluating and approving all future honorary street co-naming requests. Your feedback and support are appreciated.

Best Regards,

Danielle Browne, Esq.  
City Council President

## **City of Mount Vernon Honorary Street Co-Naming Policy**

### **Purpose**

To establish a clear, fair, and efficient process for the honorary co-naming of streets in the City of Mount Vernon that recognizes individuals and organizations with meaningful connections to the city, while maintaining the integrity and distinction of the honor.

### **Section 1: Definitions:**

Honorary Street Co-Naming: The ceremonial naming of a street or portion of a street in honor of a person or organization. The honorary name is added to existing signage and does not alter official addresses or emergency service designations.

### **Section 2: Eligibility Criteria**

A. Individuals must meet the following criteria:

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3. Must be deceased for at least two (2) years, unless the Council grants an exception due to:
  - a. Death resulting from tragedy or public service; or
  - b. Extraordinary local or national contributions recognized by the community.

B. Organizations must:

1. Have been established and operating in Mount Vernon for at least 25 years;
2. Have made enduring contributions to the civic, cultural, or economic life of the city.

### **Section 3: Initiating a Co-Naming Request**

A. For Community-Initiated Requests, applicants must:

1. Submit a completed application and \$50 processing fee to the City Clerk no later than four (4) weeks prior to a scheduled City Council meeting. If there is an expedited request the processing fee increases to \$100. All application fees are non-refundable, regardless of the outcome.

2. Include a detailed biography and justification for the honoree.

3. Provide a map identifying the exact location of the requested co-naming.

4. Submit a petition meeting one of the following thresholds:

a. 60% of adjacent property owners along the proposed street segment; or

b. 50 signatures from Mount Vernon residents, with at least 25 residing or operating businesses within a 3-block radius of the proposed location.

B. Council-Initiated Requests:

1. May be made by any Council Member via written resolution/referral letter that includes a statement of justification outlining the honoree's contributions and relevance to the community and the location.

#### **Section 4: Review and Approval Process**

1. The City Clerk shall review applications for completeness and place them on the legislative agenda.

2. The City Council will vote on each proposed co-naming at a Regular Meeting.

3. A majority vote of the full City Council is required for approval.

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#### **Section 5: Signage and Implementation**

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2. The Department of Public Works will coordinate fabrication and installation.

3. The cost of signage and installation shall be paid by the applicant for community-initiated request

#### **Section 6: General Guidelines, Limits and Duration**

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**Effective Date**

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