

**MINUTES OF THE  
VILLAGE OF PORT CHESTER  
INDUSTRIAL DEVELOPMENT AGENCY**

**HELD: January 13, 2021**

**TIME AND PLACE: 6:30 P.M via WebEx Virtual conferencing**

A meeting of the Village of Port Chester Industrial Development Agency was convened on Wednesday January 13, 2021 at 6:30p.m. via WebEx Virtual Conferencing

**ROLL CALL**

The PCIDA meeting was called to order at 6:30 p.m. by Chairman Frank Ferrara. On the motion of Board member Richard Cuddy, which was seconded by Board member John Hiensch, the meeting was called to order with the following additional Board members being present: Daniel Brakewood, O’Connell, and James Taylor. Richard O’Connell joined the meeting in progress due to technical issues.

Also in attendance was Administrative Director Christopher Steers, Board Counsel Justin Miller, Treasurer Anthony Siligato, Planning Director Eric Zamft and Acting Board Secretary Constance Phillips.

**Roll Call**

<u>MEMBER</u>	<u>MOTION</u>	<u>SECOND</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
<u>BRAKEWOOD</u>			<u>x</u>		
<u>BRESCIO</u>			<u>absent</u>		
<u>CUDDY</u>	<u>x</u>		<u>x</u>		
<u>FERRARA</u>			<u>x</u>		
<u>HIENSCH</u>		<u>x</u>	<u>x</u>		
<u>O’CONNELL</u>			<u>absent for roll call</u>		
<u>TAYLOR</u>			<u>x</u>		

**PRESENTATION - IVY REALTY**

Planning Director Eric Zamft & Acting Director Curt Lavalla introduced the project proposed at 27-45 North Main Street. The Ivy Realty applicants have watched the Form Based Code process take place and have come up with a project that is consistent with the vision that has been expressed by the Village.

Representatives from Ivy Realty provided an overview of the project:

The Premises consists of a total lot area of 1.1-acres (48,101 s/f) with frontage along North Main Street, Adee Street, and Abendroth Avenue. The Premises is located in the heart of the Village's downtown area within one block of both the Metro-North Train Station and the Village's waterfront.

The Premises is currently classified in the Village Character-Based Zoning Code's CD-5 - Urban Center Character District ("CD-5 District") which promotes higher density mixed-uses with a tighter network of thoroughfares with wide sidewalks and buildings set close to the sidewalks. The Village's 2012 Comprehensive plan also classifies the Premises in the Village's N. and S. Main Street and Abendroth Avenue (West Side) Higher Intensity Planning Zone which promotes mixed-use developments with street-level retail and residential uses above.

The Applicant proposes to construct a new 6-story, 79'-tall mixed-use development. The Proposed Development consists of 203 dwelling units (50 studio apartments, 108 one-bedroom apartments, and 45 two-bedroom apartments). The Proposed Development also proposes 9,975 s/f of street level commercial and restaurant spaces that will activate the streetscape and create a welcoming, pedestrian friendly presence in the Village's downtown. The street level will also include 5,400 s/f of institutional space for the relocated Human Development Services of Westchester on the Adee Street frontage. All ground level commercial uses will have direct access to the sidewalk and street frontage. The main pedestrian access for the residential use will be located on Abendroth Avenue with a secondary access on North Main Street to provide convenient access to the nearby Port Chester Metro-North Train Station and nearby bus stops.

This mix of uses will be supported by 144 structured off-street parking spaces, bicycle storage, street-level co-working space, and various other residential amenity spaces. The 144 off-street parking spaces will be located on the ground floor in the third lot-layer behind the proposed commercial uses and will have driveway access from Abendroth Avenue. 136 of these parking spaces will be valet-operated which will include vehicle lifts to maximize the number of parking spaces that can be accommodated on the single story of parking. There will also be 8 self-park spaces which will include handicap-accessible spaces and parking spaces designated for temporary parking to accommodate dropping off or picking up residents. The Premises

is also served by 28 on-street parking spaces along North Main Street, Abendroth Avenue, and Adee Street.

The 6-story Proposed Development has been designed in accordance with the goals of the Village as set forth in the CD-5 District regulations and complies with the applicable provisions governing number of floors, floor-to-ceiling heights, setbacks, and façade specifications.

There followed a question-and-answer session by the Board, in which Board members pointed out matters of importance to the Agency that they urged the developer to address when submitting their application for formal review.

**CHAIRMANS REMARKS**

Chairman Ferrara discussed the departure of Planning Director Eric Zamft from the Village and thus the Agency. He saluted the broad scope of work Mr. Zamft accomplished in 5 years, including the rezoning of United Hospital and the cutting edge Form Based Zoning Code that makes Port Chester one of the most progressively planned municipalities in the country. He invited Board members to join him in thanking Mr. Zamft for his service and wishing him well in his new venture in Cleveland Heights, OH.

**APPROVAL OF MINUTES - December 9, 2020**

On the motion of Board member John Hiensch, which was seconded by Board member Jim Taylor, the minutes of the December 9, 2020 meeting were approved.

**Roll Call**

<u>MEMBER</u>	<u>MOTION</u>	<u>SECOND</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
<u>BRAKEWOOD</u>			<u>x</u>		
<u>BRESCIO</u>			<u>absent</u>		
<u>CUDDY</u>			<u>x</u>		
<u>FERRARA</u>			<u>x</u>		
<u>HIENSCH</u>	<u>x</u>		<u>x</u>		
<u>O'CONNELL</u>			<u>x</u>		
<u>TAYLOR</u>		<u>x</u>	<u>x</u>		

## **ADMINISTRATIVE DIRECTOR REPORT**

Administrative Director Christopher Steers gave an update on the IDA Grant Program. 14 applicants were awarded for a total of \$24,500. Half of the allocated money is still available. Receipts and required paperwork are being submitted by the awardees and checks are being issued however, all of the signed agreements have not yet returned. The Board held a brief discussion on what to do with the remaining funds. A number of suggestions were made and the matter will be further discussed at next month's meeting.

### **County initiatives**

Mr. Steers said that he is continuing discussing several County Economic Development initiatives with Bridget Gibbons, Director of Economic Development for Westchester County.

- Links to existing County programs to be posted on VPCIDA web page.
- Discussing apprenticeship programming
- Discussing local business incubator for PC

Worked with Debora Novick, from WC Economic Development and Ken Manning on special Chamber of Commerce grant initiative. The PC chamber was able to secure \$20,000 in grant funding intended to be distributed to local business due to the pandemic.

The Launch 1000 Program introduced last month is off to a great start. Applicants will also get to keep their laptops at the end of the program.

## **PLANNING DIRECTOR REPORT**

Planning Director Eric Zamft conveyed his farewell to the Board and also thanked them for the opportunity to work with them.

In addition to his usual monthly status report Mr. Zamft provided the Board with a 19-page report about the Real Estate desirability of the Village of Port Chester. He pointed out that this should not be treated as a static report, but regularly updated to be of ongoing use to the Agency.

In addition, the Chairman along with the Board members wished Eric well and thanked him for his time with the Board.

Chairman Ferrara noted that the Planning Department will be down to just one planner, Mr. Lavalla, from three, as another individual is also departing. Accordingly, he suggested to the Board that having an immediate successor to Mr. Zamft at the IDA is not feasible at this time. He suggested that the Board would continue to require the services of a planner to assist with applications and would bring a scope of work description for the Board's consideration at the next meeting.

## **TREASURERS REPORT**

Treasurer Anthony Siligato provided the Board with the financial snapshot.

### **Approval of Invoices**

Constance Phillips

Eric Zamft

Anthony Siligato

Christopher Steers

Harris Beach – Gen Corporate Matters

### **Agency Financial Snapshot**

(See following page)

**Port Chester Industrial Development Agency - Fiscal Year June 1, 2020 to May 31, 2021**  
**Cash Analysis & Net Assets Report**  
**As of December 31, 2020**



Cash on Hand @ 12/1/2020 \$339,329.16

**Deposits/Wire Transfers/ Interest Received :**

JP Morgan Chase	Interest Earned - December 2020	1.49	
TD Bank	Interest Earned - December 2020	13.16	
Southport Mews	FY2018/19 & 2019/20 Admin Compliance Fee	1,000.00	
		-	
		-	
	<b>Total Deposits/Transfers/Interest</b>		<b>\$ 1,014.65</b>

**Checks Written / Disbursements :**

Christopher Steers-A/P	Administrative Director - November 2020	\$ (1,500.00)
Anthony Siligato-A/P	Treasurer / CFO - November 2020	\$ (750.00)
Joelle Rovello-A/P	Deputy CFO - Sep-Nov 2020	\$ (250.00)
Eric Zamft-A/P	Planning Director - Sep, Oct & Nov 2020	\$ (1,950.00)
Constance Phillips-A/P	Secretary - December 2020	\$ (400.00)
Harris Beach, PLLC	PCIDA Corporate Matters - November 2020	\$ (875.00)
Harris Beach, PLLC	30 Broad Project Specific Legal Services	\$ (12,781.24)

Checks Written / Disbursements during December 2020 \$ (18,506.24)

**Cash on Hand @ 12/31/2020 \$321,837.57**

**Reconciliation of Bank Accounts**

JPMorgan Chase at 12/1/2020	\$ 183,920.51	
Deposits	\$ 1,000.00	
Interest Earned	\$ 1.49	
Checks Presented	\$ (18,506.24)	
<b>Total JPMorgan Chase at 12/31/2020</b>		<b>\$ 166,415.76</b>
TD Bank at 12/1/2020	\$ 155,408.65	
	\$ -	
Interest Earned	\$ 13.16	
<b>Total TD Bank at 12/31/2020</b>		<b>\$ 155,421.81</b>

**Total Bank Balance @ 12/31/2020 \$ 321,837.57**

HR&A Advisors, Inc. - 3rd Party Services - Applicant Pro Forma Review - Chk#1821	\$ (5,000.00)	
Prepaid Expense - CNA - General Liability Insurance 6/1/21-11/5/21 (Chk #1803, 10/28/20)	\$ 423.17	
Prepaid Expense - Brown & Brown - Director's & Officers Insurance 6/1/21-11/5/21 (Chk #1805, 11/4/20)	\$ 1,545.83	\$ (3,031.00)

**PCIDA Net Assets @ 12/31/2020 \$ 318,806.57**

Prepared by PCIDA Financial Officer

On the motion of Board member James Taylor, which was seconded by Board member Richard Cuddy, the Invoices and Treasurer’s report were approved.

**Roll Call**

<u>MEMBER</u>	<u>MOTION</u>	<u>SECOND</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
<u>BRAKEWOOD</u>			<u>x</u>		
<u>BRESCIO</u>			<u>absent</u>		
<u>CUDDY</u>		<u>x</u>	<u>x</u>		
<u>FERRARA</u>			<u>x</u>		
<u>HIENSCH</u>			<u>x</u>		
<u>O’CONNELL</u>			<u>x</u>		
<u>TAYLOR</u>	<u>x</u>		<u>x</u>		

**ADJOURNMENT**

On the motion of Board member Richard Cuddy, which was seconded by Board member John Hiensch, the meeting was adjourned to February 10, 2021.

**Roll Call**

<u>MEMBER</u>	<u>MOTION</u>	<u>SECOND</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
<u>BRAKEWOOD</u>					
<u>BRESCIO</u>			<u>absent</u>		
<u>CUDDY</u>	<u>x</u>				
<u>FERRARA</u>					
<u>HIENSCH</u>		<u>x</u>			
<u>O’CONNELL</u>					
<u>TAYLOR</u>					

Respectfully submitted,

Constance R. Phillips