<table>
<thead>
<tr>
<th>Topic</th>
<th>Voting?</th>
<th>Presenter(s)</th>
<th>Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order/Agenda Review</td>
<td>No</td>
<td>Mayor Myrick</td>
<td></td>
</tr>
<tr>
<td>2. Mayor's Communications</td>
<td>No</td>
<td>Mayor Myrick</td>
<td></td>
</tr>
<tr>
<td>3. Communications and Hearings from Persons</td>
<td>No</td>
<td>Public</td>
<td>5 min.</td>
</tr>
<tr>
<td>Before the Board</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Response to the Public</td>
<td>No</td>
<td>Commissioners</td>
<td></td>
</tr>
<tr>
<td>5. Reports</td>
<td>No</td>
<td>Various</td>
<td>15 min.</td>
</tr>
<tr>
<td>A. Special Committees of the Board</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Council Liaison</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Board Liaisons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Superintendent and Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. New Presentations</td>
<td>Yes</td>
<td></td>
<td>10 min.</td>
</tr>
<tr>
<td>7. Administration &amp; Communications</td>
<td>Yes</td>
<td>Mayor Myrick</td>
<td>5 min.</td>
</tr>
<tr>
<td>A. Minutes for Approval</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. January 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. February 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. April 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Buildings, Properties, Refuse &amp; Transit</td>
<td>No</td>
<td>Chief of Staff Dan Cogan</td>
<td>15 min.</td>
</tr>
<tr>
<td>A. Street Permit Fees for Work Zones on the Commons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussions have been held by staff about adjusting the fees charged for work sites on the Commons to more reflect the impact such work zones have on pedestrian access to amenities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Requests to Close Streets on a Recurring Basis — Resolution</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per the Board’s discussion, a proposed resolution is provided that approves the street closure requests contingent upon agreement from IFD and IPD.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Request for Extended Vending Hours on the Commons</td>
<td>No</td>
<td>Supt. Thorne</td>
<td>10 min.</td>
</tr>
<tr>
<td>The owner of Adam’s Grill is requesting permission to operate for extended hours until 2:00 a.m.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Request to Dedicate Land at the Southerly End of Cherry Street as a Public Street – Proposed Resolution</td>
<td>Yes</td>
<td>Nels Bohn, IURA</td>
<td>15 min.</td>
</tr>
<tr>
<td>The Ithaca Urban Renewal Agency is requesting that a 70’ segment at the end of Cherry Street be dedicated as a city street to allow public access to an adjacent property.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Parking &amp; Traffic</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
11. **Creeks, Bridges & Parks**
   A. Request to Redirect the Cayuga Waterfront Trail during ReggaeFest – Proposed Resolution
      *The organizers of this year's ReggaeFest are requesting permission to detour the waterfront trail around their event that Stewart Park on June 29, 2019.*
      Yes  Supt. Thorne  10 min.

12. **Water & Sewer**
   A. Appeal of Water Bill for 112 West Jay Street – Resolution
      *The property owner is appealing her water bills going back to 2014.*
      Yes  Asst. Supt. Whitney  5 min.

13. **New Business**
    No

14. **Adjournment**
    Yes

**Date:** May 15, 2019
To: Board of Public Works
From: Tim Logue, Director of Engineering
Date: May 16, 2019
Re: Street Permit Fees for Work Zones on the Commons

There have been discussions in City Hall that in order for fees to better reflect the impacts on the public, the City ought to charge more for work zones on the Commons, particularly ones that restrict access to public amenities such as the playground, the Bernie Milton pavilion, or the fountain, and to ones that impact special events on the Commons, such as festivals and concerts.

Fees for work zones on the Commons are set by the Board of Public Works; they were established last summer after Common Council updated related legislation. The Board set permit fees on a square foot basis using the current license fees for the central business district. In 2019, the fee is calculated by a measured or estimated area on the Commons and then prorated to a daily rate based on a $2.98/square foot/year basis. Each year it is adjusted based on a consumer price index.

At your next meeting, I’d like to discuss this concept and some preliminary rates being considered by staff. If you are interested in pursuing a change to the permit fee, some issues we’ll have to work through include:

- How to set the rates, perhaps differentiating among the different public amenities on the Commons with different rates.
- Clarifying which amenities trigger the different rate – table/chair areas, benches, planters, public art, etc.
- Consider the rate for other areas of the Commons
- How to define “special events” – concerts, festivals, etc.
- How to implement for projects that currently have an approved work zone on the Commons, with an established rate.
- How to charge based on duration – are short term (e.g., less than a week) work zones charged the same or differently than long term work zone (some last for more than a year).
9A. **Approval to Close City Streets on a Recurring Basis – Resolution**

WHEREAS, the Board of Public Works received a request to close the following one-block sections of city streets on a recurring basis over the Summer:

1. Madison Street between Fourth and Fifth Streets from 12:00 pm to 4:00 pm each Monday, Tuesday and Wednesday between July 1, 2019 and August 28, 2019; and

2. South Titus Street between Plain and Fair Streets from 12:00 p.m. to 4:00 p.m. each Sunday between June 30, 2019 and August 25, 2019

And

WHEREAS, the purpose of these recurring street closures is to allow regular play and neighborhood gatherings throughout the summer months, and

WHEREAS, the residents of these streets agree to ensure the street barricades are put up and taken down, and to supervise the barricades to prevent vehicles from driving through the closed streets, and

WHEREAS, the Board of Public Works discussed the requests at the April 16, 2019, meeting and agreed to allow a pilot program in 2019, now therefore it

**RESOLVED**, That the request to close Madison Street and South Titus Street is hereby approved contingent upon approval from the Ithaca Fire and Ithaca Police Departments, and that the streets are not blocked in such a manner that would prevent emergency vehicles from getting through, and be it further

**RESOLVED**, That the residents shall pick up and return the barricades from/to Streets and Facilities, maintain the barricades in the same or better condition as they received them, and be it further

**RESOLVED**, That this approval is revocable at any time for any reason by the Superintendent of Public Works or his/her designee.
4-28-19
Michael Thomm
Superintendent of Public Works
city of ithaca
108 E Green St Room 202
ithaca ny 14850

Dear Mr. Thomm,

we are requesting vending more hours by
your permission to 2 AM for our needs.

Thank you in advance for your
consideration in this matter.

Sincerely,
Hassan Latef
Operator
4-28-19
9C.  Request to Dedicate Land at the Southerly End of Cherry Street as a Public Street - Resolution

WHEREAS, City Code, Section 290-27 authorizes the Board of Public Works to dedicate an area of improved land to the City for dedication as a public street; and

WHEREAS, in the process of conveying a parcel of land at 247 Cherry Street it was discovered that the publicly dedicated portion of Cherry Street does not extend to the full length of the improved roadway, leaving the Ithaca Urban Renewal Agency with a 79' by 66' area of land that has been improved with pavement, curbs and underground utilities, but has not been accepted as a public street, and

WHEREAS, the legal description for the publicly dedicated Cherry Street terminates 79-feet before the end of the developed portion of the Cherry Street Industrial Park, and

WHEREAS, lack of contiguous street access will impede appropriate development of the Cherry Street Industrial Park expansion area, and

WHEREAS, the public, industrial park tenants, and zoning officials have treated this IURA-owned segment of the roadway as a public street for many years, and

WHEREAS, the Ithaca Urban Renewal Agency offers to convey this 5,215 square foot area of land to the City for dedication as a public street at no cost to the City, thereby extending the publicly dedicated Cherry Street by a length of 79 feet, now, therefore be it

RESOLVED, That pursuant to Section 290-27 of the City Code, the City of Ithaca Board of Public Works hereby approves the request from the Ithaca Urban Renewal Agency to accept and dedicate land as a public street to extend the length of Cherry Street by 79 feet as shown on a survey map entitled “Parcel to be Conveyed by Ithaca Urban Renewal Agency to City of Ithaca Located at South End of Cherry Street”, prepared by T.G. Miller P.C., dated 4/11/19, and be it further,

RESOLVED, That the Superintendent of Public Works is hereby authorized to execute any and all documents to implement this resolution, including but not limited to a deed to convey property from the IURA to the City of Ithaca.
MEMORANDUM

To: City of Ithaca Board of Public Works
Date: May 1, 2019
From: Nels Bohn, Director of Community Development, IURA
Subject: Request to Dedicate Land at the Southerly End of Cherry Street as a Public Street

The Ithaca Urban Renewal Agency (IURA) requests the Board of Public Works to consider dedicating a 79’ foot long segment at the southerly end of Cherry Street as a public street.

A recent conveyance of property along Cherry Street revealed that the final 79’ of the roadway was excluded from the legal definition of Cherry Street when the industrial park was created circa 1980, leaving the IURA as property owner of a short segment of a private roadway with pavement, curbs and utilities constructed to city street standards. Currently, driveways serving parcels located at 245 and 247 Cherry Street lack a direct connection to a public street.

It appears this gap in the public street was intentionally created at a time when the rear 8.25 acre lot at the end of Cherry Street was privately owned. The City has since acquired the rear lot and conveyed 6 acres of it to the IURA for expansion of the Cherry Street Industrial Park. Lack of street frontage to this 6-acre parcel impedes its feasibility for development.

Acceptance of this 5,415 square foot area of land improved as a roadway will recognize the commonly understood status of this area as a portion of the public Cherry Street and require no change in DWP operations.

Please find attached the following documents:
- Site location map
- A larger scale diagram showing the location of the street segment in question
- A survey map depicting the proposed area to be accepted as a public street
- City Code excerpt regarding public street dedication – Section 290-27

Please let me know if you have any questions about this matter.
79' x 66' area to be conveyed to City of Ithaca as a Public Street.
TITLE INFORMATION

ITHACA URBAN RENEWAL AGENCY
P.O. DEED BOOK 580 PAGE 394
AREA=5,215 sq. ft.

CERTIFICATION

I hereby certify that I am a licensed land surveyor, New York State License No.050096, and that this map correctly delineates an actual survey on the ground made by me or under my direct supervision and that I found no visible encroachments either way across property lines except as shown herein.

SIGNED: [Signature]
DATED: 4/11/19

T. G. MILLER P.C.
ENGINEERS AND SURVEYORS
203 NORTH AURORA STREET
ITHACA, NEW YORK 14850
TEL.(607)272-6477

T. G. MILLER P.C.

SCALE: 1"=30'

DATE: 4/11/2019

S19014
Chapter 290. Subdivision of Land

Article IV. Design Standards

§ 290-27. Requirements for streets and infrastructure.

A. Any streets and utility infrastructure necessary to the proper service and function of the property subdivided shall be provided at the subdivider's expense before final approval of the subdivision becomes effective. If such improvements are not complete, provision for completion shall be made by means of a performance bond, as further specified under § 290-13 above. Slaged or phased development of a subdivision may be undertaken in this manner, with the required infrastructure for each section covered by a performance bond acceptable to the Board.

B. Any streets or infrastructure provided by the subdivider shall conform to the following requirements, and in the event that such improvements are to be offered to the City for dedication, they shall so conform before they may be accepted.

(1) Street network and block size. All regulations of this chapter pertaining to block length and width, dead-end streets, grades and lines shall have been complied with, unless otherwise in compliance with the City Master Plan or Official Map, if any.

(2) Trees and shrubs. Clearing and grubbing of trees and brush shall be done for the full width of the right-of-way of each new street, unless otherwise specified by the Board.

(3) Grades and grading.

(a) Grades proposed for the streets, surface drainageways and all water and sewer mains must be approved by the City Engineer before any street development is begun. Cross sections through street rights-of-way shall be such that sidewalks can be constructed in the same general plane as the street pavement. Any deviation in the above due to special conditions must have prior approval from the City Engineer.

(b) In rough grading the right-of-way for a new street, the subdivider shall be responsible for the proper disposition of any rock excavated or of any excess soil or other material. The subdivider shall also be responsible for providing for any additional fill needed to meet the approved grades for streets and sidewalks.

(4) Storm drainage.

(a) Any swales, ditches or channels within street or rights-of-way must be approved by the City Engineer with respect to capacity and construction design, including connecting with storm sewers, and their construction shall be
coordinated with the construction of any streets or other vehicular or pedestrian accessways serving the subdivision and shall have been completed before any subdivision streets may be accepted by the city.

(b) Necessary storm sewers of capacity and construction design approved by the City Engineer shall have been completed in conjunction with construction of any new streets.

(c) Storm drainage facilities provided in accordance with this section shall be designed to accommodate surface runoff from adjoining undeveloped property uphill; and where storm drainage from the subdivision will discharge into natural or artificial surface drainageways, the subdivider shall ensure that such discharge will not occur at a greater rate than would occur under the most severe conditions if the subdivision site were undeveloped.

(5) Sanitary sewers. In accordance with City specifications, sanitary sewers of adequate capacity to serve the subdivision and adjacent areas shall have been installed, connecting to existing City mains. Plans for such sanitary sewers must have received the approval of the Board of Public Works and of the Tompkins County Department of Health before sewer installation.

(6) Curbs and gutters. Curbs and gutters constructed in accordance with City specifications shall be required to serve all or any portion of any street in the subdivision, unless an alternate design is approved by the Planning and Development Board and the Board of Public Works.

(7) Sidewalks. Construction of sidewalks serving all streets in the subdivision shall be required, unless that requirement is waived by the Planning and Development Board and the Board of Public Works. Any such sidewalks shall conform to City specifications.

(8) Trees. The Planning and Development Board may require the planting of trees within the space between the pavement and the edge of the right-of-way of any new subdivision, street or portion thereof. The tree species, size, spacing and method and location of planting shall be as directed or approved by the Board in consultation with the City Forester and shall conform to the guidelines and specifications of the city’s Tree Ordinance.[1] if any. Appropriate guaranties for tree health may be required. If appropriate, existing trees may be utilized.

[1] Editor’s Note: See Ch. 306, Trees and Shrubs.

(9) Street monuments. Street monuments shall be placed at such block corners, angle points, points of curvature in the streets and such intermediate points as may be necessary to furnish a complete, permanent marking of the bounds of the proposed streets. The street monuments shall be of such material, size and length as may be fixed by the City as a standard or as approved by the City Engineer.

(10) Evidence of title; maps. For any subdivision street or other area that is offered to the City for dedication, the subdivider shall furnish an abstract of title or other evidence satisfactory to the City Attorney and shall also furnish an acceptable map on recordable Mylar, or other material acceptable for record, showing the boundaries of the property offered and describing them by dimension, bearings and other data necessary to provide a complete, permanent record of the rights-of-way and street monuments.

(11) Water mains. Water mains of capacity adequate to serve the entire subdivision and adjacent areas where appropriate and required by the Board upon the advice of
the City Engineer, shall be installed in accordance with City specifications. When a subdivision is opened and developed in sections, the Board may decide not to require installation of mains in a section until it is to be opened.

(12) Street grading. Final grading of the full street width to the approved grades shall be completed, including provision of any fill needed, which shall be of a type and quality acceptable to the City Engineer. The developer shall also be responsible for removal of any dirt in excess of that needed and for its disposition in accordance with applicable regulations.

(13) Gravel roadway. A compacted gravel roadway of a finished depth and width suitable to carry the anticipated type and volume of traffic, as approved by the City Engineer, shall be provided by the subdivider.

(14) Street paving. Paving of the street to City standards, including base and wearing courses of material approved by the City Engineer, shall be provided by the subdivider. Such street shall be designed and built to carry the anticipated type and volume of traffic, as approved by the Engineer.

(15) Curb cuts and driveway aprons. Curb cuts and driveway aprons installed by the subdivider in conjunction with the initial development of a subdivision shall conform to City standards, shall be approved by the City Engineer as to location and width and shall further conform to the specifications of § 325-20 of Chapter 325, Zoning, of the City Code.

(16) Fire hydrants. Fire hydrants of a type acceptable to the Department of Public Works and the Ithaca Fire Department shall be installed at locations specified by the Department of Public Works in consultation with the Fire Department and connected to water mains by piping adequate to carry the volume of water required to serve the hydrants.

(17) Manholes, control valves, inlets, culverts and utility structures in streets. All manholes, control valves, inlets, culverts and utility structures required for access to and control and operation of utilities and services installed or required to be installed by or for the subdivider in conjunction with the initial development of a subdivision, or any section thereof, shall conform to City standards or, to the standards of the provider of the utility or service, as applicable, and shall be approved by the City Engineer. The installation of such structures, controls, etc., shall be coordinated with the construction of subdivision streets at all stages and shall be completed before the street may be accepted by the city.

(18) Storm drainage connections to streams. The connection of any storm drain, ditch or swale that is constructed by the subdivider, emptying into a stream or watercourse, shall be made in accordance with City standards or as approved by the City Engineer and with applicable state requirements. Such storm drainage connection shall be completed before the beginning of any development of any lot in any section of the subdivision which would be served by the drain, ditch or swale.

(19) Underground electric transmission and distribution facilities and other utilities. If primary facilities for underground electric service or other utilities within the subdivision, whether required by state law, by the Board or otherwise provided by the subdivider, are to be installed before subdivision streets are offered to the city, the subdivider shall be responsible for assuring that such installation does not impair or damage any other subdivision infrastructure. In the event that such installation does impair or damage other infrastructure, the subdivider shall be
responsible for correcting the impairment or repairing any damage to meet applicable City standards and the approval of the City Engineer.

(20) Retaining walls, etc. The design, construction material and details of any retaining wall or other special engineering feature which is to be located in or directly adjoining any street or pedestrian right-of-way within the subdivision must be approved by the City Engineer prior to construction of the feature.

(21) Streetlighting. The developer shall provide streetlighting as required by the Board of Public Works or shall provide such ducts or other infrastructure as the Board of Public Works shall determine will facilitate later installation of lighting facilities.
11A. **Approval of the Ithaca Reggae Festival Request to Re-Route Cayuga Waterfront Trail through Stewart Park and Close the Road within Stewart Park – Resolution**

WHEREAS, the Ithaca Reggae Festival will be held in the west end of Stewart Park on June 29, 2019, with proceeds going to local non-profit organizations to benefit Cayuga Lake, and

WHEREAS, event organizers have requested to close the road within Stewart Park west of the tennis courts in order to fence off the festival area, and

WHEREAS, the Special Event Committee recommends that the Cayuga Waterfront Trail remain open during the event, which will require the trail to be re-routed around the fenced area, and

WHEREAS, the Board of Public Works discussed the request to close the road and re-route the trail within Stewart Park on May 21, 2019, now therefore be it

**RESOLVED.** That the Board of Public Works hereby approves the closure of the Stewart Park access road west of the tennis courts, contingent upon the Cascadilla Boathouse and Paddles-N-More concessions sites remaining accessible to members and customers, and be it further

**RESOLVED.** That the organizers will work with the Director of Engineering Services to create a detailed detour plan to re-route the Cayuga Waterfront Trail through Stewart Park for the Ithaca Reggae Festival on June 29, 2018.
Hello Cathy!

Nice to talk with you on Monday.

Here is our proposal and request to be added to the agenda for the next Department of Public Works meeting on May 21st.

We are proposing to redirect the Cayuga Waterfront Trail on June 29th at Stewart Park from park opening to park closing time.

Below is the map. Highlighted in yellow and labeled is where we would like to reroute the trail. This is the same rerouted arrangement we had last year, which turned out to work very well, and with no complaints.

*Public vehicle traffic is closed off (aside of emergency vehicle access) at the two places where the trail crosses the pavement, so there will not be any danger to pedestrians.

Every year we upgrade our signage and clear marking for redirecting those on the trail and plan to continue the same effort this year.

We will have security and volunteer personnel at our gates to help with any questions or directions.

Please let me know of anything else we can supply for information or maps.

Thank you and speak soon,
Benjamin Marlan
Director of Venue
(607) 280-2803
ben@ithacareggafest.com
12A. Appeal of Water Bill for 112 West Jay Street – Resolution

WHEREAS, the owner of the property at 112 West Jay Street has appealed the water bills for this location going back to 2014, stating that she rarely, if ever, used the amount of water she was billed each quarter, and

WHEREAS, the City of Ithaca charges a minimum of 12 units for residential properties to cover the costs of maintaining the water distribution system and to provide adequate fire-fighting water pressure and flow at each property in the City, and

WHEREAS, it is standard practice for municipalities and water providers to charge minimum fees to cover maintenance and operational costs of water distribution systems regardless of the amount of water used, now therefore be it

RESOLVED, That the Board of Public Works has reviewed the request for relief from the water bills for the property at 112 West Jay Street since 2014, and hereby denies the appeal.