

Useful contact information:

Rochester City Hall

30 Church Street
Rochester NY, 14614
Dial 311 within city limits
(585) 428-5990

City Clerk's Office

Hazel Washington, City Clerk
City Hall, Room 300A
30 Church St.
Rochester, NY 14614
(585) 428-7421

Neighborhood and Business Development

Baye M. Muhammad, Commissioner
City Hall, Room 223B
30 Church St.
Rochester, NY 14614
(585) 428-6883

Business & Housing Development

Dana Miller, Director
(585) 428-6150

Buildings and Zoning

Gary Kirkmire, Director
(585) 428-6520

Zoning

Zina Lagonegro, Manager
(585) 428-7043

Planning

Doraine Kirkmire, Manager
(585) 428-6698

Neighborhood Service Centers

Daisy Algarin, Director
(585) 428-7711

Neighborhood Service Center Northwest Office

Tammi Herron, Administrator
71 Parkway, First Floor,
Rochester, NY 14608
(585) 428-7620

Neighborhood Service Center Northeast Office

Carlos Torres, Administrator
500 Norton St.
Rochester, NY 14621
(585) 428-7660

Neighborhood Service Center Southwest Office

James H. Demps III, Administrator
923 Genesee St
Rochester, NY 14611
(585) 428-7630

Neighborhood Service Center Southeast Office

Nancy Johns Price, Administrator
320 N. Goodman St.
Suite 209
Rochester, NY 14607
(585) 428-7640

Lead Paint Inspection

(585) 428-6520

Building Permits, Plan Review

(585) 428-6526

Department of Environmental Services

Norman Jones, Commissioner
City Hall, Room 300B
30 Church St.
Rochester, NY 14614
(585) 428-6855

DES Operations Center

945 Mt. Read Blvd. Building 200
Rochester, NY 14606
(585) 428-5990

City Engineer

Kamal Crues, P.E. Architecture
& Engineering, Construction,
Maps & Surveys, Sidewalks,
Street Lighting, Street Design,
Street & Utility Permits
(585) 428-6828

Environmental Quality

Anne Spaulding, Manager
Brownfield Remediation
and Redevelopment
Port of Rochester Redevelopment
(585) 428-6855

Commercial Refuse

Elizabeth Boddie, Manager
Commercial Refuse
210 Colfax St.
Rochester, NY 14606
(585) 428-8679

City Assessor

Michael S. Zazzara
Assessment & Exemption Information
428-7221

City Treasurer

Kim Jones
(585) 428-6705

City Property Tax Information

(585) 428-6940



DEVELOPMENT CONSIDERATIONS:

Things to Think About When Envisioning a Project



For more information call 311.
Outside the city call (585) 428-5990.

www.cityofrochester.gov

Produced by the City of Rochester Communications Bureau, 2018.



Believe.

 City of Rochester, NY
Lovely A. Warren, Mayor
Rochester City Council

The City welcomes new **development**, new **investment**, and **building better communities**. Here are some things to consider early in the development process to help you create a successful project.

GENERAL

- Have you reached out to stakeholders in the neighborhood where your project is proposed to share the plan with them?
- How will your project support the priorities of the City of Rochester (for example, job creation, safe and vibrant neighborhoods, etc.)?
- Do you have the financing necessary to undertake your project? If not, what funding sources will you pursue, and how long might it take to achieve full project funding?
- If there is any possibility that your project may seek public sector funding or tax abatements (such as a 'payment in lieu of taxes' or PILOT) please review the more detailed considerations on public sector assistance in the following sections.

ASSESSMENT (585) 428-7221 (Department of Finance)

- Are you planning to request a tax abatement? There are many standard tax abatements available from either New York State or the County of Monroe Industrial Development Agency (COMIDA). Do you know which abatement applies to the proposed project?
- Have you completed a 10-year pro-forma with estimated income and expenses?

BUSINESS DEVELOPMENT (585) 428-7848

(Department of Neighborhood and Business Development)

- Has your business received a loan or grant from the City of Rochester's Business Development group within the past two years? If so, you must wait two years to apply for your next loan or grant.
- Are you planning to apply for a City of Rochester construction

and/or land acquisition loan? If so, can you split the project budget into multiple phases detailing uses? Financing is most often tied to use of funds.

- If you plan to apply for a City of Rochester loan, you will have to provide job creation, job retention, and living wage details, as well as full financial disclosure.
- Is your project within a location where the City would like first floor retail uses? If so, what is your plan to find retail tenants?

PROJECT DEVELOPMENT (585) 428-6124

(Department of Neighborhood and Business Development)

- What type of development are you considering? Residential? Commercial? Mixed use? Mixed use developments in mixed use areas (along major streets and transit routes, for example) are a City priority.
- Do you have control of the site and, if so, for how long?
- Environmental due diligence. Have you done any environmental investigation of the property, including asbestos and lead? Steps to consider include:
 - Conducting appropriate inquiry by completing Phase 1 and, if needed, Phase 2 environmental site assessment prior to property acquisition. (please note: Phase 1 and Phase 2 environmental assessments should not be confused with Type 1 and Type 2 actions under the State Environmental Quality Review Act)
 - Developing asbestos, lead abatement, and subsurface remedial response cost estimates.
 - If contamination is present, consider the NYS Department of Environmental Conservation Brownfield Cleanup Program which provides liabil-

ity releases and NYS income tax credits for cleanup and some redevelopment costs

- Are you seeking City, County, State, and/or Federal funding? If so, do you have a draft sources and uses statement, and letters of intent from your other funders?
- Are you seeking funding through the New York State Consolidated Funding Application (CFA)?
- Are there any planned Minority and Women-owned Business Enterprise (MWBE) and workforce utilization goals? This is especially important if seeking public sector funding or tax abatements.
- Have you considered the State Environmental Quality Review (SEQR) process? Depending on the project, this may be done as part of your zoning review, or it may have to be done separately.

HOUSING (585) 428-6152

(Department of Neighborhood and Business Development)

- What type of housing are you considering? For-sale? Rental? Market-rate? Affordable? A mix? Mixed-income developments are a City priority.
- Do you have control of the site and, if so, for how long?
- Have you done any environmental investigation of the property, including asbestos and lead? Often this is done through a Phase I Environmental Site Assessment (ESA), which is a report that identifies potential or existing environmental contamination.
- What is the timeline for your project?
- Are you seeking City, County, State, and/or Federal funding? If so, do you have a draft sources and uses statement, and letters of intent from your other funders?

- Are you seeking assistance from the City of Rochester? If so, what type of assistance? Every summer the City's Housing Division issues a Request for Proposals for housing development projects
- Are there any planned Minority and Women-owned Business Enterprise (MWBE) and workforce utilization goals? This is especially important if seeking public sector funding or tax abatements.
- Is your project located near other recent or current investments?

REAL ESTATE (585) 428-6951

(Department of Neighborhood and Business Development)

- Is the land you are interested in owned by the City? If so, continue reading.
- Contact the Division of Real Estate to determine if the land is available for sale. There are various sale methods: auction; request for proposal; or negotiated, depending on the City's intended goal. The Division of Real Estate may arrange to have the property appraised and may offer it for sale at fair market value.
- Have you reviewed the City's purchaser eligibility requirements? Among other things, you cannot own city properties that have delinquent taxes or open code violations.
- Are you a not-for-profit organization? If so, have you reviewed the City's policy for sale to tax-exempt purchasers?

ZONING

(585) 428-7043

(Department of Neighborhood and Business Development)

- Do the zoning regulations allow the sort of project you are considering? Keep in mind the zoning code regulates uses as well as some aspects of building form and design. The City expects

projects to be code compliant.

- There are special processes and forms of relief to waive the code, such as special permits, area and use variances, and in rare cases, rezoning a property. However, these processes can add time and uncertainty to your project.
- The zoning code can be found at www.cityofrochester.gov/zoningcode.
- Does your project involve, or is it near, any property on the National or State Register of Historic Places? Will you be seeking Historic Tax Credits?

PLANNING (585) 428-6698

(Department of Neighborhood and Business Development)

- Have you consulted the City's Comprehensive Plan, the Center City Master Plan, the Local Waterfront Revitalization Plan or other planning documents specific to the neighborhood you are looking at? The City expects new development to fit into the vision and goals established by these plans.

DEPARTMENT OF ENVIRONMENTAL SERVICES (585) 428-6010

- Have you considered how residents, employees, customers, or visitors will travel to and from your development? Accommodating vehicular access and parking is only one aspect of mobility. Have you also considered Travel Demand Management (TDM) policies, pedestrian connections, transit access, bicycle access and parking, bicycle/pedestrian commuter facilities (e.g., lockers, showers, etc.), taxis, and shared mobility programs (i.e., rideshare, carshare, and bikeshare)?
- Will your project affect the public right-of-way in any way? This includes:

- Installing new driveways or curb openings
- Closing old driveways or curb openings
- Installing or repairing/replacing sidewalks and curbs
- Relocating street lights, fire hydrants, signs, etc.
- Modifying on-street parking or traffic restrictions
- Replacing or planting new street trees
- Temporary disruptions during construction such as connecting to the water and sewer lines under the street or temporarily closing a portion of the street or sidewalk
- Is sustainability incorporated into the proposed development, including areas such as:
 - Green building standards (example: LEED)
 - Energy efficiency
 - Renewable energy
 - Water efficiency
 - Green infrastructure/storm water management
 - Recycling/reuse of building materials
 - Reuse of vacant and underutilized properties
 - Green space
 - Electric vehicle charging
 - Mobility options (walking, bicycling, transit) that don't rely on the automobile (see above)