

COMMON COUNCIL
AGENDA

Held at
One Court Plaza
August 19, 2025
6:00 PM

You are encouraged to view the meeting via the City's Facebook page at
<https://www.facebook.com/NorwichNewYork/>

Call To Order

Pledge of Allegiance

Invocation

Approval of minutes of the special meeting of July 1 and the regular meeting of July 15, 2025.

Police Department Certificates of Completion

Presentation - Barton & Loguidice Local Flood Hazard Analysis

Harris Beach and Murtha Attorneys to Discuss Taking of Nuisance Properties

Public Hearings - Proposed Local Law No. (E) of 2025 – Chapter 109 Salaries & Compensation (Mayor)

Proposed Local Law No. (F) of 2025 – Chapter 109 Salaries & Compensation
(Alderspersons)

Open Forum

Correspondence

- ◆ Norwich High School Homecoming Parade

Department, Board and Commission Reports

- ◆ Zoning Board Minutes – January and May 2025
- ◆ Traffic Minutes – June
- ◆ Ontario Hose Minutes – July
- ◆ Water Commission Minutes – August
- ◆ Human Resources Report – June
- ◆ Police Report – July
- ◆ Finance Report – June, July
- ◆ Fire Department Report - August

Mayoral Appointment

Housing Authority

- ◆ *Jennifer Fink, 97 Birdsall St., appointed to fill the remainder of a five-year term expiring June 25, 2029.*

Ward Reports

Motions

- ◆ Construction Staging for Hotel Project
- ◆ Set Public Hearing – Chapter 575-22 Off-Street Parking and Loading
- ◆ Amend Resolution #49-2025
- ◆ Proposed Local Law No. (E) of 2025 – Chapter 109 Salaries & Compensation (Mayor) to September meeting
- ◆ Proposed Local Law No. (F) of 2025 – Chapter 109 Salaries & Compensation (Alderspersons) to September meeting

:

Resolutions

- ◆ Declaring Telephone Equipment as Surplus and Authorizing Disposal
- ◆ Declaring DPW Equipment as Surplus and Authorizing Disposal
- ◆ Authorizing Transfer from Capital Reserves for Repairs to B&D Pump Station
- ◆ Authorizing Transfer from Capital Reserves for Purchase of Snow Removal Equipment
- ◆ Authorizing Transfer for GHD Dam Study and Emergency Action Plan
- ◆ Authorizing Transfer of Fire Capital Reserve Funds for Fire Department Equipment
- ◆ Authorizing Transfer from Capital Reserves for City Court Light Repairs
- ◆ Authorizing Transfer from Capital Reserves for Outfitting Car #27 in the Police Department
- ◆ Appointing Code Enforcement Officer in the Code Enforcement Office
- ◆ Authorizing 2025 Budget Transfers
- ◆ Amending Chapter 525 Article III, Vehicle & Traffic

Payment of Bills

Executive Session -To discuss the history of a particular individual

Adjournment

Correspondence

- ◆ **Norwich High School Homecoming Parade** – Ald. ____ **moved** to approve a request from the Norwich High School Pep Club for Police assistance during the Homecoming Parade on Friday, October 15, 2025 beginning at 5:30 p.m. The parade route will begin at the Grand Union parking lot, proceed down East Main St. to Midland Dr., then Burr Ave. and Marconi Ave to the football stadium. Seconded by Ald. ____ , approved ayes all.

Motions

- ◆ **Construction Staging for Hotel Project** – Ald. ____ **moved** to approve a fenced construction staging area in the Hayes Street Municipal Parking Lot and on South Broad Street. The fenced staging area on South Broad will be in front of the hotel and also the Community Bank building; in the lot, fencing will be alongside the hotel building and along the brick patio. This will eliminate approximately 20 parking spaces. Seconded by Ald. ____ , approved/defeated, ____ .
- ◆ **Set Public Hearing – Chapter 575-22 Off-Street Parking and Loading** – Ald. ____ **moved** to set a Public Hearing for September 16, 2025 at 6:00 p.m. to hear public comment regarding proposed Ordinance No. (D) of 2025 **Chapter 575-22 Off-Street Parking and Loading** and the corresponding Zoning 575 Attachment 3 Seconded by Ald. ____ , approved ayes all.

PROPOSED ORDINANCE NO. (D) OF 2025

AN ORDINANCE TO AMEND CHAPTER 575 ZONING OF THE CITY OF NORWICH

BE IT ORDAINED by the Common Council of the City of Norwich, New York, as follows:

An Ordinance adopted pursuant to Chapter 575 Zoning in the City of Norwich.

§ 575-22. Off-street parking and loading.

A. General requirements.

(1) Applicability. Whenever a building is erected or enlarged, adequate off-street parking shall be provided in conformance with the standards set forth in this section.

(2) Access and design. All off-street automobile parking shall be designed with appropriate means of vehicular access to a street or alley as well as maneuvering areas.

(3) Location of facilities. Off-street parking facilities, to the extent required in this section, may be provided either on the same lot or premises with the parking generator or on any lot or premises a substantial portion of which is located within 400 feet of such parking generator. If parking requirements are not met on site, a special permit will be required.

(4) Uses not enumerated in schedule. For any and all uses or structures not specifically provided for in the schedule included in this section, such parking requirements shall be determined by the Zoning Board of Appeals, considering all the parking generating factors involved.

(5) All off-street parking shall have a paved surface of either blacktop, concrete, or equivalent as specified by the City Engineer.

B. Schedule of off-street parking requirements: attached.1

C. Special regulations.

(1) Facilities with more than six spaces:

(a) Landscaping. For parking with more than six spaces at least 8% of the area of the lot usable for off-street parking shall be devoted to landscaping with lawn, trees, shrubs, etc., and all such landscaped areas shall be properly maintained thereafter in a sightly and well-kept condition.

(b) Parking area abutting a residential area or facing a public street. Whenever a facility with more than six spaces abuts a residential area or faces a public street, a six-foot screen, such as a masonry wall, wooden fence, chain link fence, or compact evergreen hedge shall be established and

maintained along the area boundary lines, which screens parked vehicles. When establishing an evergreen hedge, the hedge must be at least three feet in height at the time of planting.

(2) Public parking credit. By special permit from the Zoning Board of Appeals, public parking, within 400 feet of the parking generator, may be credited for up to 1/2 the total required.

(3) Urban renewal areas. Public parking will be credited for 100% of the total required in urban renewal areas, provided the demand for parking by the generator does not exceed the capacity of the public parking facility assigned to that generator. 1. Editor's Note: The Parking Requirements Table is included at the end of this chapter. City of Norwich, NY Downloaded from <https://ecode360.com/NO0235> on 2025-08-14

(4) Mixed uses. In the case of mixed uses, the parking facilities required shall be the sum of the requirements for the various individual uses, computed separately in accordance with this section; parking facilities for one shall not be considered as providing the required parking facilities for any other use.

(5) Business Improvement District. There shall be no minimum parking requirements within the Business Improvement District in the City of Norwich.

D. Off-street loading. Each building devoted to retail trade, warehousing, wholesaling, manufacturing, hotels, hospitals, schools, day-care centers or other buildings where large amounts of goods are received or shipped shall be provided on-premises loading and unloading space adequate to serve the complete needs of the building without utilizing any public street for loading or unloading purposes unless otherwise approved by Common Council.

AND Zoning 575 Attachment 3 (see full attachment at the end)

In a B-1 District parking requirements may be modified by special permit.

Within the BID ~~no establishment shall be allowed more than 15 parking spaces without a special permit~~ *there shall be no minimum parking requirements.* All parking must be located at the rear of the building and, if visible to the street, screened by a solid form of fencing, hedging or wall (4 feet to 6 feet high) and made safe by night lighting. Where there is space for parking in the middle of the block, behind the buildings, property owners shall be encouraged to allow passage through their lots so that adjacent lots become areas of public parking. Under no circumstances may a parking facility face Broad Street or Main Street within the BID.

Drive throughs (at banks, pharmacies, etc.) must be located so as to receive traffic from a main street and dispense it to a side street or vice versa. There must be enough windows to handle peak traffic without lines stacking in nearby streets.

- ♦ **Amend Resolution #49-2025** – Ald. ____ **moved** to amend Resolution #49-2025 as shown below. Seconded by Ald. ____ , approved ayes all.

RESOLUTION #49 –2025

AUTHORIZING APPOINTMENT OF TEMPORARY WATER SYSTEM OPERATOR - UNLICENSED

Ald. Warren introduced the following and **moved** its adoption:

WHEREAS, a ~~vacancy exist in the~~ Temporary Water System Operator position in the City of Norwich Department of Public Works *has been created*, and;

WHEREAS, Phillip Francisco has been recommended to transfer from the Pool and Grounds Technician to Temporary Water System Operator - Unlicensed; and

:

WHEREAS, certain recommendations of his appointment to Temporary Water System Operator – Unlicensed have been made; now, therefore be it

RESOLVED, that Phillip Francisco of Bainbridge, NY, be and hereby is granted ~~a temporary~~ appointment to the position of Temporary Water System Operator – Unlicensed at the rate of \$26.89 effective June 1, 2025 subject to such action as may be necessary by the Norwich Civil Service Commission. ~~and further be it~~

~~RESOLVED, that Phillip Francisco shall obtain all necessary permits within 18 months of the date of appointment to Water System Operator – Unlicensed.~~

Seconded by Ald. Allaire and duly adopted, 6 - 0, on a roll call vote.

- ♦ **Proposed Local Law No. (E) of 2025 – Chapter 109 Salaries & Compensation (Mayor) – Ald. _____ moved** to forward Proposed Local Law No. (E) of 2025 – Chapter 109 Salaries & Compensation (Mayor) to the September meeting for a vote.
- ♦ **Proposed Local Law No. (F) of 2025 – Chapter 109 Salaries & Compensation (Alderpersons) - Ald. _____ moved** to forward Proposed Local Law No. (F) of 2025 – Chapter 109 Salaries & Compensation (Alderpersons) to the September meeting for a vote.

Resolutions

RESOLUTION # - 2025

DECLARING TELEPHONE EQUIPMENT AS SURPLUS AND AUTHORIZING DISPOSAL

Ald. _____ introduced the following and **moved** its adoption:

WHEREAS, the City has upgraded the telephone system and the old Mitel telephones have been deemed to be surplus; and

WHEREAS, the Joint Committees have made certain recommendations; now, therefore be it

RESOLVED, that the old Mitel telephones are declared surplus; and, further be it

RESOLVED, that the Director of Finance be and hereby is authorized to dispose of such equipment as is provided for by law.

Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

RESOLUTION # - 2025

DECLARING DPW EQUIPMENT AS SURPLUS AND AUTHORIZING DISPOSAL

Ald. _____ introduced the following and **moved** its adoption:

WHEREAS, the 1972 Stump Grinder and a flatbed trailer that no longer needed by the DPW and has deemed to be surplus; and

WHEREAS, the Joint Committees have made certain recommendations; now, therefore be it

RESOLVED, that the 1972 Stump Grinder and a flatbed trailer are declared surplus; and, further be it

RESOLVED, that the Director of Finance be and hereby is authorized to dispose of such equipment as is provided for by law.

Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

RESOLUTION # - 2025

**AUTHORIZING TRANSFER FROM CAPITAL RESERVES FOR
REPAIRS TO B&D PUMP STATION**

Ald. _____ introduced the following and **moved** its adoption:

WHEREAS, the pump station at B&D is almost 30 years old and in need of repairs; and

WHEREAS, the cost of repairs is \$57,299 which will be reimbursed by the Town of Norwich; and

WHEREAS, a transfer of \$57,299 from Sewer Equipment Capital Reserves for the purchase of two new pumps is needed; now, therefore be it

RESOLVED, that \$57,299 be transferred with the understanding that it will be reimbursed by the Town of Norwich; and further be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following supplemental appropriation in the 2025 budget:

From:

Account Number
HR42-9950.9

Name

Sewer Equipment – Capital Reserves

Amount

\$57,299.00

To:

Account Number
G8120.2100

Name

Sanitary Sewers – Equipment

Amount

\$57,299.00

Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

RESOLUTION # - 2025

**AUTHORIZING TRANSFER FROM CAPITAL RESERVES FOR
PURCHASE OF SNOW REMOVAL EQUIPMENT**

Ald. _____ introduced the following and **moved** its adoption:

WHEREAS, snow removal equipment is needed; and

WHEREAS, the purchase of a 12' Protech Snow Pusher for \$8,852; and

WHEREAS, the purchase of a snowplow for a pickup truck is \$6,798 has been recommended; and

WHEREAS, a transfer of \$15,650 from Capital Reserves is needed; now, therefore be it

RESOLVED, that the purchase of the snow pusher and snow plow are hereby authorized; and further be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following supplemental Transfers in the 2025 budget:

From:

:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR26-9950.9	Highway Equipment – Capital Reserves	\$15,650.00

<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A5142.2100	Snow & Ice – Equipment	\$15,650.00

Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

**RESOLUTION # - 2025 AUTHORIZING TRANSFER FOR GHD DAM STUDY AND
EMERGENCY ACTION PLAN**

Ald. _____ introduced the following and **moved** its adoption:

WHEREAS, an Emergency Action Plan is required by the DEC; and

WHEREAS, a proposal for dam inspections located on Reservoirs 1 and 2 and the Emergency Action Plan has been received by GHD; and

WHEREAS, s transfer for the plan is needed in the amount of \$19,800; and

WHEREAS, certain recommendations have been made; now, therefore be it

RESOLVED, that the transfer of \$19,800 for the GHD Dam Study and Emergency Action Plan is hereby authorized; and further be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer in the 2025 budget:

<u>From:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
F1990.4	Water – Contingency	\$19,800.00

<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
F1989.4	Water – Special Projects	\$19,800.00

Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

**RESOLUTION # - 2025 AUTHORIZING TRANSFER OF FIRE CAPITAL RESERVE
FUNDS FOR FIRE DEPARTMENT EQUIPMENT**

Ald. _____ introduced the following and **moved** its adoption:

WHEREAS, coolers, a hand wheel, 10 carbon particulate hoods, 2 sets of turnout gear and boots are needed for Fire Department equipment; and

WHEREAS, \$11,297.82 needs to be transferred for the purchases; and

WHEREAS, the Joint Committee has made certain recommendations; now, therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following supplemental appropriation in the 2025 budget:

<u>From:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR32-9950.9	Fire Equipment – Capital Reserves	\$ 11,297.82

<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A3410.2100	Fire Department – Equipment	\$ 11,297.82

Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

**RESOLUTION # - 2025 AUTHORIZING TRANSFER FROM CAPITAL RESERVES FOR
CITY COURT LIGHT REPAIRS**

Ald. _____ introduced the following and **moved** its adoption:

WHEREAS, lighting at City Court needed repairs; and

WHEREAS, the repairs were done by Westcott Electric; and

WHEREAS, a transfer of \$8,237.86 is needed for those repairs; now, therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfers in the 2025 budget for the City Court lighting repairs:

<u>From:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR33-9950.9	Municipal Buildings – Capital Reserves	\$8,237.86

<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A1620.4041	Municipal Buildings – Repairs & Maintenance	\$8,237.86

Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

**RESOLUTION # - 2025 AUTHORIZING TRANSFER FROM CAPITAL RESERVES FOR
OUTFITTING CAR #27 IN THE POLICE DEPARTMENT**

Ald. _____ introduced the following and **moved** its adoption:

WHEREAS, the outfitting of car #27 in the Police Department is necessary; and

WHEREAS, outfitting includes equipment from Sherman Air Services for \$10,329.14; and

WHEREAS, a mobile data terminal and computer from Patrol PC for \$5,059.00; and

WHEREAS, a transfer of \$10,670.10 is needed to complete the outfitting of Car #27; now, therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfers in the 2025 budget for the outfitting of Car #27 in the Police Department:

From:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR21-9950.9	Police Equipment – Capital Reserves	\$10,670.10

To:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A3120.2100	Police – Equipment	\$10,670.10

Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

RESOLUTION # - 2025

**APPOINTING CODE ENFORCEMENT OFFICER IN THE CODE
ENFORCEMENT OFFICE**

Ald. _____ introduced the following and **moved** its adoption:

WHEREAS, a vacancy exists in the position of Code Enforcement Officer in the Fire Department;
and

WHEREAS, the Joint Committee has made certain recommendations; now, therefore be it

RESOLVED, that Harold Cole of Norwich, NY be and hereby shall receive a provisional appointment to the full-time position of Code Enforcement Officer at the rate of \$25.11, and further be it

RESOLVED, that the effective date of the provisional appointment shall be August 20, 2025, and, further be it

RESOLVED, that said appointment is contingent upon the satisfactory completion of the required Civil Service exam and any action that may be necessary by the Norwich Civil Service Commission.

Seconded by Ald. _____ and duly adopted, _____, on a roll call vote.

RESOLUTION # - 2025

AUTHORIZING 2025 BUDGET TRANSFERS

Ald. _____ introduced the following and **moved** its adoption:

WHEREAS, budgetary transfers are needed in various Sewer, Water and General budget lines; and

WHEREAS, the Director of Finance has made certain recommendations, and the Joint Committee has concurred with those recommendations; now, therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfers in the 2025 budget:

SEWER

TO:

G8130.4060	Treatment & Disposal – Materials & Supplies	\$ 40,000.00
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FROM:

G1989.0	Special Projects	\$ 5,000.00
G8110.1010	Administration – Personal Services	\$ 10,000.00

:

G8130.1010	Treatment & Disposal - Personal Services	\$	20,000.00
G8140.1010	Storm Sewers – Personal Services	\$	2,000.00
		SEWER	\$ 40,000.00

WATER

TO:

F8330.4090	Source of Supply – Utilities	\$	20,000.00
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FROM:

F1990.4	Contingency	\$	20,000.00
		WATER	\$ 20,000.00

GENERAL

TO:

A1430.4020	Human Resources – Contracted Services	\$	40,000.00
A5110.4060	Street Maintenance – Materials & Supplies	\$	30,000.00
A5142.4060	Snow & Ice – Materials & Supplies	\$	30,000.00
A1990.4	Contingency	\$	15,000.00
			\$ 115,000.00

FROM:

A8170.1010	Street Cleaning – Personal Services	\$	15,000.00
A910	Appropriated Unreserved Fund Balance	\$	100,000.00
		GENERAL	\$ 115,000.00

Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

RESOLUTION # -2025 AMENDING CHAPTER 525 ARTICLE III, VEHICLE & TRAFFIC

Ald. _____ introduced the following and **moved** its adoption:

WHEREAS, pursuant to Chapter 525, Section 14 of the City Code of the City of Norwich, the Common Council has been granted the authority to make, promulgate and enforce reasonable rules and regulations governing and designating parking, parking spaces, safety and loading zones, one-way streets and streets for through traffic; and

WHEREAS, the traffic light at the intersection of Midland Dr. and Hale St. is no longer functioning properly; and

WHEREAS, it is recommended to replace the traffic light with stop signs; now, therefore be it

RESOLVED, that Section 525-60. Streets Designated, of the City Code of the City of Norwich be and hereby is amended as follows:

HALE STREET is hereby designated as a STOP STREET at the intersection of Midland Drive.

:

HALE STREET is hereby designated as a STOP STREET at the intersection of Prentice Street.

MIDLAND STREET is hereby designated as a STOP STREET at the intersection of Hale Street.

PRENTICE STREET is hereby designated as a STOP STREET at the intersection of Hale Street.

[Underlined material is new.]

Seconded by Ald. _____ and duly adopted, _____, on a roll call vote.

Payment of Bills

Ald. _____ **moved** to pay the August bills after proper audit and certification.

	<u>Prepaid</u>	<u>8/19/2025</u>	<u>Grand Total</u>
General Fund	\$217,503.57	\$62,795.41	\$280,298.98
Water Fund	27,775.01	13,965.78	41,740.79
Sewer Fund	313,450.33	23,352.40	336,802.73
Trust	99,156.29	-	99,156.29
BID	7,426.90	-	7,426.90
Comm. Dev. - Special Grants	35,180.49	-	35,180.49
Capital Projects	920,460.55	-	920,460.55
TOTALS	\$1,620,953.14	\$100,113.59	\$1,721,066.73

Seconded by Ald. _____ and duly adopted _____.

ZONING
575 Attachment 3

City of Norwich Parking

Requirements

[Amended 12-15-1998 by Ord. No. 8-1998;
12-20-2005 by Ord. No. 3-2005; 1-19-2010 by Ord. No. 2-2010]

Use	Required Parking Spaces	
	Employees	Customers, Patients or Members
Adult entertainment uses	1 for every 3	1 for every 4 seats
Animal kennels	1 for every 1	1 for every 500 square feet
Auto sales and repair	1 for every 3	1 for every 700 square feet
Auto service station	1 for every 3	1 for every 700 square feet

Bank/financial institution	2 for every 3	1 for every 700 square feet
Club, membership	1 for every 3	1 for every 5
Cultural center	To be determined by Zoning Board of Appeals	
Day-care center	1 for every 1*	1 for every 5 seats
Family day-care center	1 for every 1*	1 for every 5 seats
Funeral establishment	1 for every 1*	By special permit
General/light industrial	1 for every 2/shift*	
Group care facility	1 for every 1*	1 for every 10
Group family day-care center	1 for every 1*	1 for every 5
Home beauty parlor/shop	1 each**	2****
Home occupation	1 each**	2
Hospital	1 for every 2/shift	1 for every 4 beds
Laundromat/dry cleaning	1 for every 1	1 for every 200 square feet
Library	1 for every 1	1 for every 500 square feet
Motel/hotel	1 for every 2/shift	1 for each unit
Multifamily dwelling		5 for three-unit dwelling***
		7 for four-unit dwelling***
		9 for five-unit dwelling***
		1 each additional over 5***
Nursing home	1 for every 1/shift*	1 for every 4 beds
Office building	2 for every 3	1 for every 700 square feet
Private school	1 for 1	By special permit

NORWICH CODE

Use	Required Parking Spaces	
	Employees	Customers, Patients or Members
Professional office	2 for every 3	1 for every 700 square feet
Recycling facility	1 for every 2/shift*	
Religious institution	1 for every 3	1 for every 4 seats
Restaurant/cafeteria	1 for every 1/shift	1 for every 5 seats
Retail trade/general business	1 for 1	1 for every 700 square feet
Rooming house	1 for 1	1 for each unit
Single-family dwelling		1 per unit
Theater	1 for every 1	1 for every 4 seats
Two-family dwelling		1 for each unit
Warehousing, private	1 for every 1*	
Warehousing, public	1 for every 1*	
Wholesale storage building supplies	1 for every 1*	1 for every 700 square feet
Wholesale trade	1 for every 1*	1 for every 700 square feet

NOTES:

- * Must have adequate safe unloading and loading areas.
- ** Home occupations and beauty parlors must provide one space for the owner/operator and one for a nonresident employee if one exists.
- *** For properties in R-1A, R-2 and R-3 Zones only.
- **** Three additional customer spaces required if an additional employee exists, for a total of five customer spaces and two employee spaces.

In a B-1 District parking requirements may be modified by special permit.

Within the BID ~~no establishment shall be allowed more than 15 parking spaces without a special permit~~ *there shall be no minimum parking requirements.* All parking must be located at the rear of the building and, if visible to the street, screened by a solid form of fencing, hedging or wall (4 feet to 6 feet high) and made safe by night lighting. Where there is space for parking in the middle of the block, behind the buildings, property owners shall be encouraged to allow passage through their lots so that adjacent lots become areas of public parking. Under no circumstances may a parking facility face Broad Street or Main Street within the BID.

Drive throughs (at banks, pharmacies, etc.) must be located so as to receive traffic from a main street and dispense it to a side street or vice versa. There must be enough windows to handle peak traffic without lines stacking in nearby streets.