



**CABLE MANAGEMENT SOLUTIONS, INC.**

**CABLE MANAGEMENT AND POWER DISTRIBUTION**

January 7, 2016

John G. Walser  
Assistant Director  
Town of Islip - Economic Development Division  
40 Nassau Avenue  
Islip, NY 11751

Dear John:

I am delighted to enclose our application for the Town of Islip IDA's Tax Abatement program for the building we are purchasing at 239 S. Fehr Way in Bay Shore. John Gundlach (A-1 Furniture) will forward his financial information in a day or two but I thought it was prudent to get the application in before your January 15<sup>th</sup> Board Meeting.

We plan to close on the building in early March. Thank you in advance for your help. Please advise if you need anything else.

Best regards,

  
Molly Hays  
Vice President



## APPLICANT INSTRUCTIONS

- ♦ In order for a Town of Islip IDA Application to be reviewed in a timely manner, it must be complete. All questions must be answered and all required attachments must be included.
- ♦ Use "None" or "Not Applicable" where necessary.
- ♦ Part VI—Bond Information, need only be completed by applicants for Taxable or Tax Exempt Industrial Development Bonds.
- ♦ All applicants must submit an original and two (2) copies of all documents to the Agency.
- ♦ All applications must be accompanied by a \$1,000 non-refundable fee to the Town of Islip Industrial Development Agency, and a \$500 non-refundable fee to the Town of Islip for the EAF Review required by the State Environmental Quality Review Act (SEQRA). (If the project has already undergone a SEQRA review during the preview process, then applicant can submit the completed EAF for the one attached to the application).

## APPLICANT CHECKLIST

- ☒ I have completed all sections of the attached application.
- ☒ I have signed and notarized the Certification Section (Part VII-A).
- ☒ I have signed Part VII-B regarding the Fee Structure for all IDA transactions.
- ☒ I have attached all company financial information required by Part VIII-A.
- ☒ I have completed and signed the Environmental Assessment Form required by SEQRA. (If the project has already undergone a SEQRA review during a previous process, substitute the completed EAF for the one that was attached to this application).  
*Waiting on Gundy (A-1 Furniture)*
- ☒ I have completed and signed Form RP485-b as required by Real Property Tax Law.
- ☒ I have submitted the original and two (2) copies of all application materials to the Agency for review.
- ☒ I have submitted an application fee check for \$1,000 payable to the Town of Islip IDA.
- ☒ I have submitted a \$500 check payable to the Town of Islip for the SEQRA review. (If the project has already undergone a SEQRA review during a previous process, and the applicant substitutes the completed EAF for the one attached to the application, the \$500 SEQRA fee is waived).

## I. OWNER & USER DATA

### B. User Data

For co-applicants, where a tenant/landlord relationship will exist between the owner and the user, the user must occupy at least 50% of the square footage of the facility

1. Company Name Cable Management Solution, Inc.  
Current Address 291 Skip Lane, Bay Shore, NY 11706
2. Company Officer certifying this application  
Name Roger Jette  
Mailing Address 291 Skip Lane, Bay Shore, NY 11706  
Telephone [REDACTED]  
Email [REDACTED]
3. Business Type  
☐ Sole Proprietorship      ☐ General Partnership  
☐ Limited Partnership      ☐ Limited Liability Company  
☐ Not-for-profit Corporation      ☒ Privately Held Corporation  
☐ Education Corporation      ☐ Other  
☐ Public Corporation—Listed on \_\_\_\_\_ Exchange
4. State of Incorporation NEW YORK
5. Principal Officers  

Name	Title
<u>Roger Jette</u>	<u>President</u>
<u>Molly Hays</u>	<u>Vice President</u>
6. Principal Stockholders  

Name	Title
<u>Roger Jette</u>	<u>President</u>
7. User's Legal Counsel Robert Brink  
Name \_\_\_\_\_  
Firm Name \_\_\_\_\_  
Address 585 Deer Park Avenue, Babylon, NY  
Telephone 631/6014155 Fax 11702  
Email \* dpa585@aol.com
8. Bank References  
See attached
9. Major Trade References  
See attached
10. Nature of Business  
(i.e. "manufacturer of \_\_\_\_\_ for \_\_\_\_\_ industry" or "warehouse distributor of \_\_\_\_\_" or "real estate holding company")  
Manufacturer
11. NAICS Code [REDACTED]

For help determining your NAICS code, please visit <http://www.naics.com>

## II. PROJECT DATA

### A. Location

1. Street Address 239 S. Fehrway, Bay Shore
2. Tax Map 0500 199.00 01.00 071.004  
District # Section # Block # Lot #
3. Acreage 2.1 acres
4. Municipal Jurisdictions  
Town Islip  
Village Bay Shore  
School District Brentwood

### B. Description (Check all that apply)

- ☐ New Construction \_\_\_\_\_ Square Feet
- ☐ Addition to Existing Facility \_\_\_\_\_ Square Feet
- ☐ Acquisition of Existing Facility \_\_\_\_\_ Square Feet
- ☒ Acquisition & Renovation of Existing Facility \_\_\_\_\_ Square Feet
- ☒ Purchase of New Machinery & Equipment \_\_\_\_\_
- ☐ Other (specify) \_\_\_\_\_

### C. Related Facilities

1. Are other facilities or related companies located within the state? ☒ Yes ☐ No

Address 291 Slip Lane, Bay Shore, NY  
11706

2. If yes to above (C-1), will any of these facilities close or be subject to reduced activity? ☐ Yes ☒ No

3. If yes to above (C-2), please describe: \_\_\_\_\_

→ We will actually be able to grow this facility.

### D. Real Estate Search

1. Has the company actively sought sites in another state or outside the New York metropolitan region? ☒ Yes ☐ No

2. If yes to above (D-1), please list the states/regions considered: Virginia,  
South Carolina and  
Georgia.

### E. Present Owner

1. Who is the current legal owner of the site? RJG Group, LLC
2. Is there a purchase option or other legal or common control in the project? ☐ Yes ☒ No
3. Is there an existing or proposed lease for the project? ☐ Yes ☐ No
4. If yes to either above (E-2 or E-3), please explain (i.e. purchase price, term of lease):

### III. EMPLOYMENT/SALES DATA *Cable Management Solutions*

#### A. Employees

	Current	First year upon completion	Second year upon completion
Full time	27	32	37
Part time	2	2	2
Seasonal	—		
Total	29	34	39

#### B. Payroll

	Current	First year upon completion	Second year upon completion
Total \$	1,859,902.00	2,200,000	2,525,000

#### C. Average Annual Wages

	Current	First year upon completion	Second year upon completion
Total \$	64,135.00	65,000	66,000

#### D. Sales

	Current	First year upon completion	Second year upon completion
Total \$	7,660,000.00	8,500,000	10,000,000

### IV. PROJECT CONSTRUCTION SCHEDULE

#### A. Key Dates (proposed)

- |                              | Month & Year        |
|------------------------------|---------------------|
| 1. Construction commencement | NA                  |
| 2. Construction completion   | NA                  |
| 3. Building Occupancy        | Jan. 2016 or sooner |

\* We currently rent space in the building.  
 B. Please check if any of the following applications/permits have been filed for the project:  
 (Check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Change of Zone | <input type="checkbox"/> Interior Alterations |
| <input type="checkbox"/> Special Use    | <input type="checkbox"/> Building             |
| <input type="checkbox"/> Variance       | <input type="checkbox"/> Site plan            |

## Project Data

### F. Project Narrative – Snake Tray

The expansion of Snake Tray into the 239 S. Fehr Way facility will allow Snake Tray to increase its manufacturing capacity in both wire goods and metal fabrication. Snake Tray has experienced a major growth in markets including solar, rail, electrical and datacom. Our patented products have positioned us to capture in increasing market share in cable management and power distribution. We have been investing in additional machinery to expand our assembly lines in order to keep up with sales orders but our current facility is too small to accommodate our growth. The new facility will allow us to expand our manufacturing capabilities, assembly lines and warehouse finish goods as the company grows. We have expanded our cable tray product line by manufacturing cable runway and aluminum cable tray to serve our customers with the full range of sizes in cable trays. The location of this facility will help us maintain our efficiencies in our existing manufacturing facility (291 Skip Lane) so we experience little interruption in manufacturing. Having Gundy Powder Coating (A-1 Furniture) located in the 239 S. Fehr Way building alongside Snake Tray will also help us grow our business as customers required more of our products be powder coated. There will be major cost savings and efficiencies gained by having Snake Tray and Gundy Powder Coating located in the same facility.

With the expansion, Snake Tray has purchased the following equipment totally over \$725,000 in 2015:

Haas ST25Y Lathe Mill Combo

Amada Vipros 358 King II Turret Punch

3C 140-RHAIM metal bender for Snake Ladder

Associated Research Dielectric Analyzer/Scanner for Snake Bus testing

Komatsu FG25T-16 Lift Truck

Amada HG 8025 Press Brake

Haas 2ss Lathe Mill Combo

As Snake Tray grows, we continue to hire additional manufacturing and management staff. With the acquisition of this building, we will have an immediate need to hire in 2016 an additional sales engineer, inventory manager and a few more assembly workers and welders. We are also hiring a West Coast Regional Sales Manager and a Director of Quality Control & Engineering.

Snake Tray in 2015 hire 6 new employees including 3 assembly workers, 1 tool maker apprentice and 2 part time college students for engineering support.













































# V. PROJECT COSTS/FINANCING

We are looking for a property tax reduction

- A. Estimate the costs necessary for the construction, acquisition, rehabilitation, improve-onlyment and/or equipping of the project.

Item	Amount
1. Land	\$ _____
2. Site Work	_____
3. Building (new construction)	_____
4. Building (rehabilitation)	_____
5. Engineering & Architectural Fees	_____
6. Machinery & Equipment	_____
7. Other (specify)	_____
<b>TOTAL PROJECT COST*</b>	_____

NA

- B. Please provide the amount of sales tax exemptions that your project requires

\$ \_\_\_\_\_

- B1. If your project has a landlord/tenant arrangement, please provide the breakdown of the number above \_\_\_\_\_

- C. How does the company propose to finance the project?

	Amount	Term
1. Tax Exempt IDB*	_____	_____
2. Taxable IDB*	_____	_____
3. Conventional Mortgage (with IDA sale/leaseback)	_____	_____
4. Owner/User Self-Financing (with IDA sale/leaseback)	_____	_____
5. JDA/SBA	_____	_____
6. Other loans	_____	_____
7. Company/Owner Equity contribution	_____	_____

Loan from commercial bank to acquire the building.  
We are borrowing \$2,000,000.

TOTAL AMOUNT FINANCED

\$ \_\_\_\_\_

Building cost to purchase \$2,500,000. We are putting 20% down and financing the rest.

- D. Please estimate when the above amounts will be required

NA

Month & Year

\* The Agency Fee of one-half of a basis point (.006) will be applied against the total project cost or, where applicable, against the amount of the IDB issuance. For low-cost projects, there will be a minimum fee of \$5,000.

## VI. CERTIFICATIONS

### B. Fee Structure

7. Annual Administrative Fee— \$1,000

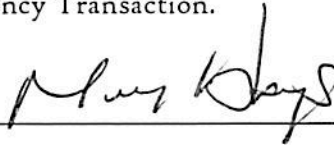
An Annual Administrative Fee of \$1,000 will be charged to all projects to cover the cost of all the reporting and monitoring of the transaction. This fee is subject to periodic review and may be adjusted at the discretion of the Agency.

8. Bond/Transaction Counsel—fee negotiated separately

While the Town of Islip IDA is represented locally by the Town of Islip Town Attorney's Office, a separate Bond/Transaction Counsel is also necessary on any IDA project. Bond/Transaction counsels render "third party" opinions that the bond or straight lease transaction is authorized under all federal, state and local statutes. Bond/Transaction counsels also prepare all documents related to IDA transactions and coordinates all activities leading up to closing. The Town of Islip IDA has designed the firm of Nixon Peabody, LLP as its Bond/Transaction counsel and all fees are separately negotiated with them.

I have read and understand the aforementioned explanation of the fees associated with all the Town of Islip Industrial Agency Transaction.

Signature \_\_\_\_\_



## VI. CERTIFICATIONS

### A. Applicant Responsibilities

Molly Hays (name of representative of entity submitting application or name of individual submitting application) deposed and says that s/he (choose and complete one of the following two options) (a) is a/the Vice President (title) of Cable Management Solutions (company name), the entity named in the attached application, or (b) is the individual named in the attached application; that s/he has read the foregoing application and knows the contents thereof; and that the same is true of his/her knowledge.

Deponent further says that s/he is duly authorized to make this certification on behalf of her/himself or on behalf of the entity named in the attached application. The grounds of deponent's belief relative to all matters in said application which are not stated upon his/her own personal knowledge are investigations which deponent has caused to be made concerning the subject matter of this application as well as, if deponent is not an individual applicant, information acquired by deponent in the course of his/her duties in connection with said entity and from the books and papers of said entity.

As (a) the representative of said entity, or (b) the individual applicant (such entity or individual applicant hereinafter referred to as the "Applicant"), deponent acknowledges and agrees that the Applicant shall be and is responsible for all costs incurred by the Town of Islip Industrial Development Agency (hereinafter referred to as the "Agency"), acting on behalf of the Applicant in connection with this application and all matters relating to the provision of financial assistance to which this application and all matters relating to the provision of financial assistance to which this application relates. If, for any reason whatsoever, the Applicant fails to conclude or consummate necessary negotiations or fails to act within a reasonable or specified period of time to take reasonable, proper or requested action or withdraws, abandons, cancels or neglects the application, then upon presentation of an invoice, the Applicant shall pay to the Agency, its agents or assigns, all actual costs incurred with respect to the application up to that date and time, including fees to transaction counsel for the Agency and fees of general counsel for the Agency. Upon the successful conclusion of the transaction contemplated herein, the Applicant shall pay to the Agency an administrative fee set by the Agency, in accordance with its fee schedule in effect on the date of the foregoing application, which amount is payable at closing.

Molly Hays  
Print Name Molly Hays

Title Vice President

NOTARY

Sworn to before me this 7 day of January, 2016

Joanne Maiorana  
JOANNE MAIORANA  
Notary Public, State Of New York  
No. 41-4980758  
Qualified In Suffolk County  
Commission Expires April 29, 2019

## I. OWNER & USER DATA

### A. Owner Data

1. Company Name A-1 Furniture Services, Inc. DBA Gundy Powder Coating  
Current Address 331 DANTE Court, Holbrook, NY 11741
2. Company Officer certifying this application  
Name John Gundlach  
Mailing Address 331 DANTE Court, Holbrook, NY 11741  
Telephone [REDACTED] Fax [REDACTED]  
Email [REDACTED]
3. Business Type  
☐ Sole Proprietorship ☐ General Partnership  
☐ Limited Partnership ☐ Limited Liability Company  
☐ Not-for-profit Corporation ☒ Privately Held Corporation  
☐ Education Corporation ☐ Other  
☐ Public Corporation—Listed on \_\_\_\_\_ Exchange
4. State of Incorporation New York
5. Principal Officers  
Name Title  
John Gundlach President
6. Principal Stockholders  
Name Title  
John Gundlach President
7. Owner's Legal Counsel  
Name \_\_\_\_\_  
Firm Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_
8. Bank References  
Chase Bank  
4155 Veterans Memorial Highway  
Christopher Keel [REDACTED]
9. Major Trade References  
TIGER DRYLAC USA, Inc. [REDACTED]  
T.C.I. POWDER Coatings [REDACTED]
10. Nature of Business  
(i.e. "manufacturer of \_\_\_\_\_ for X industry" or "warehouse distributor of \_\_\_\_\_" or "real estate holding company")  
POWDER Coating and finishing of metal parts
11. NAICS Code [REDACTED]

For help determining your NAICS code, please visit <http://www.naics.com>

### III. EMPLOYMENT/SALES DATA

A. Employees	Current	First year upon completion	Second year upon completion
Full time	7	10	14
Part time			
Seasonal			
Total	7	10	14

B. Payroll	Current	First year upon completion	Second year upon completion
Total \$	\$ 220,000 <sup>00</sup>	\$ 280,000 <sup>00</sup>	\$ 350,000 <sup>00</sup>

C. Average Annual Wages	Current	First year upon completion	Second year upon completion
Total \$	\$ 27,000 <sup>00</sup>	\$ 30,000 <sup>00</sup>	\$ 35,000 <sup>00</sup>

D. Sales	Current	First year upon completion	Second year upon completion
Total \$	\$ 800,000 <sup>00</sup>	\$ 1.2 M	\$ 1.5 M

### IV. PROJECT CONSTRUCTION SCHEDULE

#### A. Key Dates (proposed)

Month & Year

1. Construction commencement \_\_\_\_\_
2. Construction completion \_\_\_\_\_
3. Building Occupancy \_\_\_\_\_

#### B. Please check if any of the following applications/permits have been filed for the project: (Check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Change of Zone | <input type="checkbox"/> Interior Alterations |
| <input type="checkbox"/> Special Use    | <input type="checkbox"/> Building             |
| <input type="checkbox"/> Variance       | <input type="checkbox"/> Site plan            |



## Town of Islip Application for Financial Assistance

### F. Project Narrative – Gundy Powder Coating

A1 Furniture Services, DBA Gundy Powder Coating, Inc. is an established business servicing the commercial manufacturing and outdoor furniture refinishing industries.

Gundy currently operates three batch ovens in a 4,500- square-foot rental unit in Holbrook, NY. To meet the increased demand from the metal manufacturing, solar, cable management, and commercial building product sectors, Gundy is making a significant investment in both equipment and personnel with the purchase of an automated finishing system. This system will enable Gundy to increase productivity to keep up with its current sales orders and capture a greater portion of the market share in the powder coating sector. In addition to servicing the new metal manufacturing sector, Gundy restores and refinishes outdoor and metal furniture and other metal products to like-new condition — a “green” business model that eliminates waste. With the expansion, Gundy would be able to capture a greater portion of the hotel, restaurant and resort business.

This expansion requires Gundy to double the number of people it currently employs, which is seven.

Gundy’s current facility will not accommodate this new automated system, which is approximately 100-feet by 60-feet. By relocating the business to 239 S. Fehr Way in Deer Park, Gundy will nearly triple its current square footage, which will not only meet immediate needs but also accommodate future growth. A major advantage of Gundy relocating to 239 S. Fehr Way is its proximity to Snake Tray. This move will enable greater synergies and efficiencies between these two companies, resulting in increased cost savings and higher profit margins.

For the expansion, Gundy Powder Coating has purchased:

- Belco Five-Stage Powder System: \$228,000
- Nordson 200 LB Powder Feed Hopper Assembly: \$4,800
- Two Manual Powder Guns: \$4,000 to \$5,000
- System assembly: \$100,000

Addition of personnel:

With the expansion, Gundy will hire two skilled powder coat operators, a minimum of two warehouse employees (shipping & receiving), a system maintenance engineer, a production manager and a sales representative.

Gundy will also need to hire four to six temporary employees for the approximately five weeks needed to assemble the new system.



NEW YORK STATE DEPARTMENT OF TAXATION & FINANCE  
OFFICE OF REAL PROPERTY TAX SERVICES

APPLICATION FOR REAL PROPERTY TAX  
EXEMPTION FOR COMMERCIAL, BUSINESS OR INDUSTRIAL PROPERTY  
(Real Property Tax Law, Section 485-b)

(Instructions for completing this form are contained in Form RP-485-b-Ins)

1. Name and telephone no. of owner(s)

Roger Jette  
John Gundlach

Day No. \_\_\_\_\_

Evening \_\_\_\_\_

E-mail address (optional) \_\_\_\_\_

2. Mailing address of owner(s)

\_\_\_\_\_

3. Location of property (see instructions)

239 S. Fehr Way

Street address

Bay Shore

City/Town

Village (if any)

Brentwood

School district

Property identification (see tax bill or assessment roll)

Tax map number or section/block/lot 0500.199.00.01.00.071.004

4. Description of property for which exemption is sought:

a. ☐ New construction ☐ Alteration ☐ Installation ☒ Improvement

b. General description of property (if necessary, attach plans or specifications): \_\_\_\_\_

Industrial building

c. Type of construction: purchasing building

d. Square footage: NA

e. Total cost: NA

f. Date construction, alteration, installation or improvement was started: NA

g. Date completed (attach copy of certificate of occupancy or other documentation of completion): \_\_\_\_\_

NA

h. Describe any real property replaced or removed in connection with the new construction, alteration, installation or improvement: NA



## 5. Use of Property.

- a. Describe the primary use of the property and the type of business to be conducted. Manufacturing
- b. Describe any other use or uses of the property. Retail
- c. Is any part of the real property used for a purpose other than buying, selling, storing or developing goods or services; the manufacture or assembly of goods or the processing of raw materials; or hotel or motel purposes? ☐ Yes ☒ No
- d. If yes, describe in detail the other use or uses of the property and state the extent to which the property is so used (e.g., 30% of floor space, 25% of income, etc.).

## 6. Other exemptions.

- a. Is the property receiving or has it ever received any other exemption from real property taxation?  
☐ Yes ☒ No
- b. If yes, what exemption was received? \_\_\_\_\_ When? \_\_\_\_\_

Were payments in lieu of taxes made during the term of that exemption? ☐ Yes ☒ No

If yes, attach a schedule showing the amounts and dates of such payments, and the purposes for which such payments were made (i.e., school district, general municipal, etc.). Also attach any related documentation, such as a copy of the agreement under which such payments were made.

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**CERTIFICATION**


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I, Molly Hays, hereby certify that the information on this application and any accompanying pages constitutes a true statement of facts.

Molly Hays  
Signature

1/4/16  
Date

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**FOR ASSESSOR'S USE**


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1. Date application filed: \_\_\_\_\_ 2. Applicable taxable status date: \_\_\_\_\_
3. Action on application: ☐ Approved ☐ Disapproved
4. Assessed valuation of parcel in first year of exemption: \$ \_\_\_\_\_
5. Increase in total assessed valuation in first year of exemption: \$ \_\_\_\_\_
6. Amount of exemption in first year:

	Percent	Amount
County	_____	\$ _____
City/Town	_____	\$ _____
Village	_____	\$ _____
School District	_____	\$ _____

\_\_\_\_\_  
Assessor's signature

\_\_\_\_\_  
Date

617.20  
Appendix B  
Short Environmental Assessment Form

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. 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.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>			
Name of Action or Project: <u>Snake Tray and Gundy Powder Coating</u>			
Project Location (describe, and attach a location map): <u>239 S. Fehrway, Bay Shore, NY 11706</u>			
Brief Description of Proposed Action: <u>Purchase of 239 S. Fehrway, Bay Shore, NY 11706 for expansion of business for Cable Management Solutions and Gundy Powder Coating.</u>			
Name of Applicant or Sponsor: <u>Molly Hays, Snake Tray</u>		Telephone: [REDACTED]	E-Mail: [REDACTED]
City/State/Zip: [REDACTED]			
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		[REDACTED] acres	
b. Total acreage to be physically disturbed?		<u>none</u> acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		<u>none</u> acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input checked="" type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?  If No, describe method for providing potable water: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?  If No, describe method for providing wastewater treatment: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	<input type="checkbox"/> NO <input type="checkbox"/> YES		

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> Applicant/sponsor name: <u>Molly Hays</u> Date: <u>12/29/15</u> Signature: <u>Molly Hays</u>		

**Part 2 - Impact Assessment.** The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

**Part 3 - Determination of significance.** The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
<div> <div>Name of Lead Agency</div> <div>Date</div> </div>	
<div> <div>Print or Type Name of Responsible Officer in Lead Agency</div> <div>Title of Responsible Officer</div> </div>	
<div> <div>Signature of Responsible Officer in Lead Agency</div> <div>Signature of Preparer (if different from Responsible Officer)</div> </div>	

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