



Our Mission

The Greenport Business Improvement District (BID) was established in 1994 to promote commerce in the Village of Greenport and to provide a forum to develop long term growth and management tools that incorporate the needs of local businesses and residents alike. We believe that regular communication and collaboration with our Village officials, local merchant members and the community at large is essential in building and maintain a sustainable future for our Village.

Welcome

The members of the Business Improvement District (BID) welcome you to our historic Village, settled in 1682 and incorporated in 1838. The Village of Greenport is part of the Township of Southold (established in 1640). This is an important detail for many reasons but if you have purchased your real estate, you will pay property taxes to both the Village of Greenport as well as the township of Southold (see section on property taxes).

You have joined a historic coastal community with a strong maritime and agricultural heritage anchored in fishing, farming, whaling and shipbuilding. This Village has a year round population of 3,000 which swells to approximately 10,000 in the summer months. Melding the old with the new, and the year round resident with the seasonal, is something that requires an organization such as ours to foster open communication and understanding from all points of view.

We would like to congratulate you on your new venture and welcome you to the Village as a new neighbor and colleague. Enclosed you will find helpful information for establishing your businesses in a compliant manner and within the recommended guidelines for local law and protocol.

During the last 30 plus years, the emergence of the vineyard and craft beverage business has extended the seasonality of this once-summer-resort well beyond Labor Day weekend, straight through the fall harvest season. In 2018 Greenport was voted one of the prettiest towns in America by *Forbes Magazine*, and *Vogue Magazine* named Greenport one of the top 9 U.S. destinations to visit.

Please review the list of local resources and general information including details on local government and respective roles, as well as telephone numbers for first responders and other Village resources.

We welcome your participation and feel fortunate to have you join our diverse community.

Greenport Village and COVID Compliance

Masks are required in the Village of Greenport. Whether you are at a local park or walking into a store or restaurant, you need to keep you mask on (covering nose and mouth). Once you are seated and eating or drinking, you may remove your mask.

In an effort to ensure the survival of restaurants, bars and shops, the BID came together with local leaders and the business community to close off part of Front Street and create an extended outdoor seating area to facilitate social distancing in an open setting. Picnic tables and additional waste receptacles were added in Mitchell Park along with porta-potties to augment availability of public bathrooms.

In order to provide space for these parklets, parking regulations provided for timed parking in certain spots along with existing municipal parking in the area. Please see map of municipal parking spots in Greenport.



Promote your business

If your business is located in the BID district, you are a BID member and entitled to a complimentary listing on our website. This membership also comes with an invitation to subscribe to our newsletters and attend our annual meeting. Beginning next year, we will start to offer enhanced advertising opportunities starting at \$125 per year for a featured ad.

If your business is not located in the BID district, you may pay for an associate membership of the BID which entitles you to a basic listing of your business on our website. You may refer to our rate sheet as rates vary according to industry. We also offer enhanced advertising opportunities for featured ads. This membership also comes with an invitation to our annual meeting and a subscription to our newsletter.

Before you open your business you need to go to The Village Hall for any of the following matters:

Applying for a building permit, new sign, change of use or permit, opening utilities accounts or anything else for your new business:

Village of Greenport

236 Third St

Greenport NY 11944

Phone: 631-477-0248

Fax: 631-477-1877

www.villageofgreenport.org

Planning Board

Prior to purchasing commercial real estate or a business in the Village, you need to check the CO (certificate of occupancy). The certificate of occupancy will determine the existing use and dictate the limits of your intended use.

If you have already purchased a business and need to do alteration, construction or change of use, you may need to apply for a building permit which may require architectural drawings and a hearing process with the Planning Board. The Planning Board reviews applications and architectural plans and votes to approve or not approve your application. If you are not approved, you may not be entitled to proceed. You should consult with the Planning Board for more detailed information and answers.

Zoning Board of Appeals (ZBA)

A potential next step may require you to submit your application to the ZBA. The purpose of the ZBA is to review a rejected application and explore additional information or requested amendments to your plans or intended use in a series of meetings that normally take place once a month. These meetings are typically held in a court-like setting at the Greenport Fire Department and local residents are encouraged to attend the meetings-- in support of or in protest against the requested relief. It is in this forum that you will present any background that may be helpful in the approval of your application for relief. Topics that may need to be addressed are parking, usage, height, signage, environmental impact and impact on local residents. This process varies in length of time and may take as little as two months or much longer in terms of a year or more.

Local Government

Village elections are held on a rotating basis for the position of Mayor and four Village Trustee seats among other local village officials. Speak to the Village Clerk for more information about tenures and election cycles with any other questions you may have.

Utilities

Greenport has its own power grid and offers favorable rates. Greenport Electric is governed by New York State Power Authority and is a member of NYSERDA (New York State Energy Research and Development



THERE'S A REASON IN EVERY SEASON

Authority). You will need to go to the Village offices and open an account for electric, water, sewage and sprinkler systems. If you plan to install solar panels, please note the Village does not have net metering which means your system will not be tied into Village electric.

Garbage, recycling and waste removal

You are responsible for the disposal of your own garbage. A town sticker is required to dump garage or use the recycling services at the Southold Town Transfer Station located in the hamlet of Cutchogue. You can purchase this Town dump sticker at Southold Town Hall for an approximate cost of \$30. Town issued yellow bags which may be purchased at the local IGA, ACE or at the dump can be used to dispose of your regular garbage. Anything that does not fit within a yellow bag or contains hazardous or flammable materials, may not be placed in yellow bags and is to be disposed of at the dump through other means. Contact the Southold Town Transfer Station for more information on that process. If your business has available room, you may be able to procure the services of a commercial carting company that offers a commercial dumpster. (Google for local companies).

Beach Permits

Permits are required for access to town beaches. Full time resident with proof (driver's license, real estate tax documents, leases or utilities) along with vehicle registration entitles you to a beach sticker at the cost of \$20 per pass and is valid for two years.

If you are a licensed hotel, motel or bed and breakfast, you are entitled beach passes for up to 25% percent of your guestrooms at the cost of \$100 per pass payable to Southold Town.

Property Taxes

As the Village of Greenport is part of the township of Southold, your property is assessed with both property tax designations. Therefore you will receive a tax bill from the Village of Greenport (supports or school and Village government) and another one from the Township of Southold (supports Southold infrastructure including care of beaches as well as Southold Police and other services. Both are payable semi-annually in January and again in May.

Town of Southold (Open Monday through Friday from 8 am to 4 pm except holidays)

Town Hall

53095 Route 25

Southold, NY 11971

Tel. 631-765-1800

For Southold Government Officials and other details, please visit www.southoldtownny.gov

Greenport Government Officials:

Elected Officials :

Mayor: George W. Hubbard, Jr. ghubbard@greenportvillage.org

Village Trustees:

Jack Martilotta, Trustee and Deputy Mayor jmartilotta@greenportvillage.org

Peter Clarke, Trustee pclarke@greenportvillage.org

Mary Bess Phillips, Trustee mbphillips@greenportvillage.org

Julia Robins, Trustee jrobins@greenportvillage.org

Clerk and Administration:

Village Administrator, Paul Pallas, P.E.: pjpallas@greenportvillage.org

GREENPORT



THERE'S A REASON IN EVERY SEASON

Mr. Pallas oversees all facets of Village administration from zoning to permitting for new businesses and construction. He also oversees the Planning Board (organization that grants permits for business and construction) and oversees the utilities of the Village including Greenport Electric and gas as well as water and sewage treatment.

Village Clerk, Sylvia Pirillo, RMC: spirillo@greenportvillage.org

Ms. Pirillo oversees all administrative operations and works in conjunction with the Mayor, Village Trustees and Village Attorney, in conjunction with Village Administrator.

Village Deputy Clerk, Jeanmaire Oddon: jmoddon@greenportvillage.org

Treasurer, Robert Brandt: robertbrandt@greenportvillage.org

Deputy Treasurer, Stephen Gaffga Jr.: sgaffga@greenportvillage.org

Enforcement Officer, Greg Morris: gmorris@greenportvillage.org

Mr. Morris oversees enforcement of construction code, parking compliance, noise ordinances, zoning and building usage as well as occupancy.

Greenport Business Improvement District

www.greenportvillage.com

Board Members:

Richard Vandenburg, President

David Abatelli, Vice President

Julia Robins, Secretary

Deborah Rivera Pittorino, Treasurer

Barbara Poliwoda, Douglas Elliman Real Estate

Nancy Kouris, Blue Duck Bakery

Linda Kessler, Kessie Boutique

Jonathan Weiskopf, VSOP Gallery

Kim Loper, Harbor Pet

Nicki Gohorel, Simply Nicki Handcrafted Pantry Goods

Robin Mueller, Greenhill Restaurant Group

Diana Whitsit, recording secretary

Bill Robins, social media and webmaster.

BID Subcommittees

As a new member of our business community, we invite you to join one of our subcommittees where you can apply your background and skill set and make new friends:

SMILE: Social Media, Information and Leading Engagement

PRIDE: Public Relations, Identity of District and Events

SOBO: Sidewalk Operations, Beautification and Order

GATE: Government Activities, Transportation and Enforcement

Emergency Contact Information:

Emergency: 911

Southold Town Police Non- Emergency: 631-765-2600

Stony Brook Eastern LI Hospital (ER): 631-4779537

Poison Control Center: (800) 222-1222



Greenport Village Hall: 631-477-0248

Greenport Utilities (emergency): 631-477-0172

Greenport Fire Department: (631) 477-1943

Greenport Code Enforcement: 631-477-0248 ext 201

National Grid: 800-490-0045

Long Island Rail Road: 516-822-5477

Hampton Jitney: 631-283-4600 (coach bus with service to and from NYC for both North and South Fork)

FEMA: 800-621-3362

NYS Emergency Management Office: 518-292-2200

Suffolk County Office of Emergency Management: 631-852-4900

Town Dump:

Water Treatment Plant:

Greenport Events held annually that may impact your business (only when in compliance with Executive Orders)

President's Day/Firemen's Parade, Saturday of President's Day weekend in February

Go Green 5K Run

Easter Parade and egg hunt

Cherry Blossom Festival, first weekend in May

Memorial Day Fireworks

Dances in the Park (live music in the park Monday nights (July 4th to Labor Day)

July 4th Fireworks

Greenport Fireman's BBQ

Maritime Festival, third week of September/Mermaid Parade

Halloween Parade

Shellabration, first weekend of December

Holiday Window Decorating Contest

Christmas Parade (usually same weekend as Shellabration)

Financing your Business

Part of the role of the BID is to advocate on your behalf as a member of our business community. We recommend that you consider retaining local counsel when possible to see you through the zoning code and local ordinance requirements that are deemed necessary by Southold Town and The Village of Greenport. Once you have resolved the compliance issues within those ordinances, you are in a better position to begin securing capital to create inventory, store fixtures, advertising and operating capital for your business objective.

Obtaining funding in a traditional sense can be a lengthy process and there is often no quick solution. You should prepare a business plan as a fundamental building block for seeking any significant funding relationship. Obtaining a line of credit from a commercial bank or other funding source will almost always require you to supply a business plan for them to review and understand your plan for success. There are many examples of basic business plans on-line and it does not have to be overly complicated, but you should be able to explain how you plan to make money and continue your business for years to come.



Your business plan is your blueprint and should be a constant reference tool on hand for constant revisions and amendments until you know it by heart and can give "a 60 second elevator speech" to anyone who may be looking to offer you funding.

North Fork Banks and Contacts for opening a new account:

Bank of America
BNB
Chase
M&T
Suffolk County National Bank
People's United Bank

Beyond the traditional financing relationships, you can pursue on-line crowd source funding, such as GoFundMe or others. Below is a link to article that discusses a number of those with commentary but it seems to be an alternative avenue for start-up financing.
<https://www.thebalancesmb.com/best-crowdfunding-sites-4580494>

In more advanced stages of financing (\$1,000,000 and up), your company may consider a Private Placement Offering. It is generally a long term financing vehicle that enables you preserve your ownership of the business. This type of financing could include you offering a convertible note to investors for future payment. It may also involve giving up a portion of ownership of the business in exchange for the broader skill set and sophisticated business plan of an investor pool. This method of business funding is a more complicated and involved process that will require the help of an attorney.

In the end, perseverance is one of the largest assets your business will ever have and is solely funded by your drive, commitment and willingness to stare fear and uncertainty in the eye and not be discouraged. The BID is here to help where we can and wish you luck in any endeavor you choose to pursue.