

**CITY OF WATERTOWN, NEW YORK
AGENDA**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, November 18, 2013, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Waive Connection Fee for Water and Sewer Service at 123 East Lynde Street, Owned by Thousand Islands Area Habitat Humanity
- Resolution No. 2 - Reappointment of City Constable, Patricia J. Hennegan
- Resolution No. 3 - Reappointment of Deputy City Constable, Michael J. Hennegan
- Resolution No. 4 - Reappointment to Community Action Planning Council, Thomas J. Bruno
- Resolution No. 5 - Reappointment to Community Action Planning Council, Christina E. Stone
- Resolution No. 6 - Reappointment to Community Action Planning Council, Stanley Zaremba
- Resolution No. 7 - Reappointment to Board of Ethics, Jean A. Bilow
- Resolution No. 8 - Reappointment to Board of Ethics, Rande S. Richardson

- Resolution No. 9 - Reappointment to Board of Ethics,
James D. St. Croix
- Resolution No. 10 - Appointment to Board of Ethics,
Brian S. Phelps
- Resolution No. 11 - Approving the Site Plan for Construction of a 3,300 Square
Foot Car Wash at 142 Eastern Boulevard, parcel 5-16-325
- Resolution No. 12 - Approving the Site Plan for Construction of a 1,090 Square
Foot Building Addition, Plus Parking Area and Drive
Through Lane, at 1279 Coffeen Street, Parcel 8-40-101.006
- Resolution No. 13 - Approving A Special Use Permit Request to Operate a Self
Storage Facility in a Commercial District at 144 Eastern
Boulevard, Parcel 5-16-320.100
- Resolution No. 14 - Authorizing an Application to the New York State
Department of Environmental Conservation for Funding
Through the Urban and Community Forestry Program
- Resolution No. 15 - Authorizing Application for Federal Emergency
Management Agenda (FEMA) Grant, Fire Department
- Resolution No. 16 - Accepting Bid for Administration of Section 125 Plan,
Benefit Services Group
- Resolution No. 17 - Authorizing the Sale of Parcels No.7-01-112.003
and 7-01-114.001 to Neighbors of Watertown, Inc.

ORDINANCES

- Ordinance No. 1 - Changing the Approved Zoning Classification of
VL1 Indiana Avenue North, Parcel 6-16-107, From Light
Industrial to Residence B

LOCAL LAW

PUBLIC HEARING

OLD BUSINESS

STAFF REPORTS

1. Addressing the Human Resource Management Gap
2. Surplus Sale Results Fall of 2013

NEW BUSINESS

EXECUTIVE SESSION

WORK SESSION

ADJOURNMENT

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY,
DECEMBER 2, 2013.**

Res No. 1

November 5, 2013

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Waive Connection Fee for Water and Sewer Service at 1130 Superior Street, Owned by Thousand Islands Area Habitat Humanity

At the November 4, 2013 meeting, City Council agreed to proceed to waive the fee for connections of water and sewer at the Habitat for Humanity house located at 123 East Lynde Street. Attached is a letter from Lynn Morgan formally requesting that the fee be waived along with a resolution for City Council consideration.

RESOLUTION

Page 1 of 1

Waive Connection Fee for Water and Sewer Service at 123 East Lynde Street, Owned by Thousand Islands Area Habitat Humanity

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

RESOLVED that the City Council of the City of Watertown hereby waives the fee for the connections associated with water and sewer service at the home owned by Thousand Islands Area Habitat for Humanity located at 123 East Lynde Street.

Seconded by



Paddock Arcade
1 Public Square, Suite 24
P.O. Box 31
Watertown, NY 13601
(315) 785-0308
www.tiahabitat.org

Building houses, building hope

November 1, 2013

Dear Ms. Addison,

On behalf of the Thousand Islands Area Habitat for Humanity, I am requesting the City Council to again donate the services to connect the water and sewer at our next build site. Our building committee has been preparing 123 E. Lynde Street so that the foundation can be poured within the next two weeks.

123 E. Lynde Street is our affiliate's eighteenth build...sixteen of which are located within the City of Watertown. We have greatly appreciated the City donating the hook-up of the sewer and water at our other house locations. Thank you for considering this request at 123 E. Lynde Street, which will enable our affiliate to move forward with another decent, affordable house for another low-income family in our community.

Sincerely,

A handwritten signature in black ink that reads "Lynn Morgan". The signature is fluid and cursive.

**Lynn Morgan
Executive Director
Thousand Islands Area
Habitat for Humanity**



Res Nos. 2 and 3

November 6, 2013

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Reappointment of City Constable and Deputy City Constable

At the request of the City Council, the City Constable, Patricia J. Hennegan, and Deputy City Constable, Michael J. Hennegan, have been contacted and both have agreed to serve another one-year term, such term expiring on December 31, 2014.

The attached resolutions have been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Reappointment of City Constable,
Patricia J. Hennegan

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

RESOLVED that the following individual is hereby reappointed as City Constable for the City of Watertown, for a one-year term expiring on December 31, 2014:

Patricia J. Hennegan
 16820 Dry Hill Road
 Watertown, New York 13601

Seconded by

RESOLUTION

Page 1 of 1

Reappointment of Deputy City Constable,
Michael J. Hennegan

Council Member BURNS, Roxanne M.

Council Member BUTLER, Joseph M. Jr.

Council Member MACALUSO, Teresa R.

Council Member SMITH, Jeffrey M.

Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

RESOLVED that the following individual is hereby reappointed as Deputy City Constable for the City of Watertown, for a one-year term expiring on December 31, 2013:

Michael J. Hennegan
16820 Dry Hill Road
Watertown, New York 13601

Seconded by

Res Nos. 4, 5, and 6

November 7, 2013

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Reappointments to the Jefferson County Community
Action Planning Council

At the request of the City Council, the following members of the Jefferson County Community Action Planning Council (CAPC) were contacted and have agreed to serve another two-year term, such term expiring on December 31, 2015:

Thomas J. Bruno
148 Francis Street
Watertown, NY 13601

Christina E. Stone
20258 County Route 63
Watertown, NY 13601

Stanley Zaremba
505 Franklin Street
Watertown, NY 13601

The attached resolutions have been prepared for City Council consideration with the previous endorsements for the reappointments.

RESOLUTION

Page 1 of 1

Reappointment to Community Action
Planning Council, Thomas J. Bruno

- Council Member BURNS, Roxanne M.
- Council Member BUTLER, Joseph M. Jr.
- Council Member MACALUSO, Teresa R.
- Council Member SMITH, Jeffrey M.
- Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

RESOLVED that the following individual is hereby reappointed to the Jefferson County Community Action Planning Council for a two-year term expiring on December 31, 2015, and

BE IT FURTHER RESOLVED that the following individual is hereby the official designee of City Council Member Teresa M. Macaluso in his appointment to the Jefferson County Community Action Planning Council:

Thomas J. Bruno
148 Francis Street
Watertown, NY 13601

Seconded by

RESOLUTION

Page 1 of 1

Reappointment to Community Action
Planning Council, Christina E. Stone

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

RESOLVED that the following individual is hereby reappointed to the Jefferson County Community Action Planning Council for a two-year term expiring on December 31, 2015 and

BE IT FURTHER RESOLVED that the following individual is hereby the official designee of Mayor Jeffrey E. Graham in her appointment to the Jefferson County Community Action Planning Council:

Christina E. Stone
 20258 County Route 63
 Watertown, NY 13601

Seconded by

RESOLUTION

Page 1 of 1

Reappointment to Community Action
Planning Council, Stanley Zaremba

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

RESOLVED that the following individual is hereby reappointed to the Jefferson County Community Action Planning Council for a two-year term expiring on December 31, 2015, and

BE IT FURTHER RESOLVED that the following individual is hereby the official designee of City Council Member Joseph M. Butler, Jr. in his appointment to the Jefferson County Community Action Planning Council:

Stanley Zaremba
 505 Franklin Street
 Watertown, NY 13601

Seconded by

Res Nos. 7, 8, 9, and 10

November 7, 2013

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Appointment and Reappointments to the Board of Ethics

At the request of the City Council, the following members of the Board of Ethics were contacted and have agreed to serve another one-year term, such term expiring on December 31, 2014:

Jean A. Bilow
Fairway West – Unit C2
522 Weldon Drive
Watertown, New York

Rande S. Richardson
269 Flower Avenue West
Watertown, New York

James D. St. Croix
636 Davidson Street
Watertown, New York

Additionally, I am recommending that Brian S. Phelps replace Mr. James E. Mills on this Board for a one-year term, such term also expiring on December 31, 2014. Resolutions are attached for City Council consideration.

Staff has made several attempts to contact Mr. Arthur C. Stever III; he has not returned phone calls. We understand he has retired and perhaps left the area. We will consider other candidates should Council like us to follow up.

RESOLUTION

Page 1 of 1

Reappointment to Board of Ethics,
Jean A. Bilow

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

RESOLVED that the following individual is hereby reappointed to the Board of Ethics for a one-year term expiring on December 31, 2014:

Jean A. Bilow
 Fairway West – Unit C2
 522 Weldon Drive
 Watertown, New York 13601

Seconded by

RESOLUTION

Page 1 of 1

Reappointment to Board of Ethics,
Rande S. Richardson

Introduced by

- Council Member BURNS, Roxanne M.
- Council Member BUTLER, Joseph M. Jr.
- Council Member MACALUSO, Teresa R.
- Council Member SMITH, Jeffrey M.
- Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

RESOLVED that the following individual is hereby reappointed to the Board of Ethics for a one-year term expiring on December 31, 2014:

Rande S. Richardson
 269 Flower Avenue West
 Watertown, New York 13601

Seconded by

RESOLUTION

Page 1 of 1

Reappointment to Board of Ethics,
James D. St. Croix

- Council Member BURNS, Roxanne M.
- Council Member BUTLER, Joseph M. Jr.
- Council Member MACALUSO, Teresa R.
- Council Member SMITH, Jeffrey M.
- Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

RESOLVED that the following individual is hereby reappointed to the Board of Ethics for a one-year term expiring on December 31, 2014:

James D. St. Croix
 636 Davidson Street
 Watertown, New York 13601

Seconded by

RESOLUTION

Page 1 of 1

Appointment to Board of Ethics,
Brian S. Phelps

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

RESOLVED that the following individual is hereby appointed to the Board of Ethics for a one-year term expiring on December 31, 2014:

Brian S. Phelps
 411 Dimmick Street
 Watertown, New York 13601

Seconded by

Res No. 11

November 13, 2013

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Approving the Site Plan for Construction of a 3,300 Square Foot Car Wash at 142 Eastern Boulevard, Parcel 5-16-325

A request has been submitted by Tim Hogan, PE for the above subject site plan approval.

The Jefferson County Planning Board reviewed the project at their September 24, 2013 meeting, and determined that the project is of local concern only.

The City Planning Board reviewed the request on November 5, 2013 and voted to recommend that City Council approve the site plan, subject to fifteen conditions. The applicant submitted a plan set on November 13, 2013 which satisfied eight of the conditions, a copy of which is attached. Also attached are the report on the request prepared for the Planning Board and an excerpt from the meeting minutes.

The City Council must respond to the questions in Part 2 of the Short Environmental Assessment Form before it may vote on the resolution. The resolution prepared for City Council consideration states that the project will not have a significant negative impact on the environment, and approves the site plan as submitted to the City Engineer on November 13, 2013, subject to the remaining conditions recommended by the Planning Board.

RESOLUTION

Page 1 of 3

Approving the Site Plan for Construction of a 3,300 Square Foot Car Wash at 142 Eastern Boulevard, parcel 5-16-325

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

WHEREAS Tim Hogan, PE has submitted a request for site plan approval for the construction of 3,300 square foot car wash at 142 Eastern Boulevard, parcel 5-16-325, and

WHEREAS the Planning Board of the City of Watertown reviewed the site plan at its meeting held on November 5, 2013, and voted to recommend that the City Council of the City of Watertown approve the site plan with the following conditions:

- 1) The applicant shall provide revised drawings printed to the marked scale.
- 2) The applicant shall provide proof of an easement allowing construction of the landscaped island on Northland Plaza’s property, just north of the project site. The curbing on the parking lot side of the island must be moved out of the Columbia Street right-of-way.
- 3) The applicant shall depict the adjacent off-site parking areas so that traffic flow around the project site can be analyzed.
- 4) The applicant shall delete the erroneous radii dimensions from the plan.
- 5) The applicant shall provide an off-site utility plan for the sanitary sewer connection.
- 6) The applicant shall provide details for the dry well, and for the concrete apron around the existing catch basin.
- 7) The applicant shall show rim and invert elevations for the storm manhole at the northwest corner of the site, and depict the location and invert of the 18” pipe outlet to the south of the property.

RESOLUTION

Page 2 of 3

Approving the Site Plan for Construction of a 3,300 Square Foot Car Wash at 142 Eastern Boulevard, parcel 5-16-325

Council Member BURNS, Roxanne M.

Council Member BUTLER, Joseph M. Jr.

Council Member MACALUSO, Teresa R.

Council Member SMITH, Jeffrey M.

Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

- 8) The applicant shall depict the existing storm sewer system in Eastern Blvd, including pipe sizes, types, and inverts.
- 9) The applicant shall show the existing elevation contours on the drainage plan.
- 10) The applicant shall shift the vacuums and light poles so that they are 5’ minimum clear distance from the existing storm sewer pipe, and not within the City’s storm sewer easement.
- 11) The applicant shall widen the landscaped island along the eastern property line to accommodate a minimum 8’ width planting strip, planted with trees in conformance with the Landscaping and Buffer Zone Guidelines.
- 12) The applicant shall revise the landscaping plan to show all tree removals and planting quantities, and include a tree protection detail if applicable. The landscaping plan shall be submitted to the City Engineer for approval prior to the issuance of a building permit. All depicted landscaping shall be installed prior to issuance of a Certificate of Occupancy.
- 13) The applicant shall provide proof of a crossing easement over the plaza property to the north and east, and a sewer easement for the sanitary line, prior to issuance of a building permit.
- 14) The applicant shall revise the plan to show the side yard setback from the property line, not the easement line.
- 15) The applicant must provide the following details: Concrete Curb, Pavement within the Right-of-Way, and Sign Detail.

And

WHEREAS the City Council has reviewed the Short Environmental Assessment Form, responding to each of the questions contained in Part 2, and has determined that the project, as submitted, is an Unlisted Action and will not have a significant effect on the environment,

RESOLUTION

Page 3 of 3

Approving the Site Plan for Construction of a 3,300 Square Foot Car Wash at 142 Eastern Boulevard, parcel 5-16-325

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed construction and site plan constitute an Unlisted Action for the purposes of SEQRA and hereby determines that the project, as proposed, will not have a significant effect on the environment, and

BE IT FURTHER RESOLVED that it is an express condition of this site plan approval that the applicant provide the City Engineer with a copy of any change in stamped plans forming the basis for this approval at the same time such plans are provided to the contractor. If plans are not provided as required by this condition of site plan approval, the City Code Enforcement Officer shall direct that work on the project site shall immediately cease until such time as the City Engineer is provided with the revised stamped plans. Additionally, any change in the approved plan which, in the opinion of the City Engineer, would require Amended Site Plan approval, will result in immediate cessation of the affected portion of the project work until such time as the amended site plan is approved. The City Code Enforcement Officer is requested to periodically review on-site plans to determine whether the City Engineer has been provided with plans as required by this approval, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that site plan approval is hereby granted to Tim Hogan, PE for the construction of a 3,300 square foot car wash at 142 Eastern Boulevard, parcel 5-16-325, as shown on the site plans submitted to the City Engineer on November 13, 2013, which satisfied conditions 4, 6, 7, 8, 9, 10, 14, and 15, contingent on the applicant making the remaining revisions and meeting the remaining conditions recommended by the Planning Board.

Seconded by



MEMORANDUM

CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601

PHONE: (315) 785-7730 – FAX: (315) 782-9014

TO: Planning Board Members

FROM: Kenneth A. Mix, Planning and Community Development Coordinator *KAM*

SUBJECT: Site Plan Approval – Car Wash

DATE: October 29, 2013

Request: Site Plan Approval for construction of a 3,300 square foot car wash at 142 Eastern Boulevard, parcel 5-16-325.

Applicant: Tim Hogan, PE

Proposed Use: 5-bay car wash

Property Owner: Mullins Properties LLC

Submitted:	
Property Survey: Yes	Preliminary Architectural Drawings: No
Site Plan: Yes	Preliminary Site Engineering Plans: Yes
Vehicle and Pedestrian Circulation Plan: Yes	Construction Time Schedule: Yes
Landscaping and Grading Plan: No	Description of Uses, Hours & Traffic Volume: Yes

SEQRA: Unlisted

County Review: September 24th

Zoning Information:	
District: Commercial	Maximum Lot Coverage: N/A
Setback Requirements: F: 20', S: 5', R: 25'	Buffer Zone Required: None

Project Overview: The applicant proposes to construct a 3,300 square foot, 5-bay car wash on a vacant commercial site near the intersection of Eastern Boulevard and Columbia Street. Several vacuum stations will also be provided.

Parking: Code requires 17 spaces for the building as proposed. The applicant has provided 5 marked spaces, and 5 interior spaces. There is ample unmarked parking area to make up the deficit.

Traffic circulation within the project area and the adjacent Northland Plaza lot is not well defined. Several streams of traffic converge from the Plaza and cross the northeast corner of 142 Eastern Boulevard with no control measures. The crossing of the property line will no longer be possible when this project is built. The landscape islands will help define the travel ways, but the Plaza owner will have to reconfigure their parking and travel aisles. Signage could greatly improve safety and traffic flow. The Plaza owner should consider installing stop signs for Columbia Street extended, Hinds Avenue extended and where the main east-west drive aisle meets the Hinds Avenue extended.

The landscape island along the northern property line must be moved off the Plaza property and onto the applicant's property. The curbing on the inside must also be moved off the Columbia Street right-of-way. An inaccurate radius dimension is marked on the curbed island and should be deleted from the plan.

The applicant should depict the adjacent parking areas on the site plan.

Lighting: Two light poles are to be installed near the vacuum stands. Soffit lighting will be installed on the building. The photometric plan shows that spillage is mostly within the acceptable limit of 0.5 foot-candles, and there are no adjacent residential uses.

Drainage & Grading: The site generally slopes downward from west to east. The applicant proposes minor cutting into the Eastern Boulevard bank. The parking lot will be drained by two existing catch basins, plus a proposed dry well at the southwest corner.

The applicant must provide details for the dry well, and for the concrete apron around the existing catch basin.

The applicant must show rim and invert elevations for the storm manhole at the northwest corner of the site, and depict the location and invert of the 18" pipe outlet to the south of the property.

The applicant must depict the existing storm sewer system in Eastern Blvd, including pipe sizes, types, and inverts.

The drainage plan must show the existing elevation contours.

Sewer: The applicant should shift the vacuums and light poles to a minimum of 5' clear distance from the storm sewer line, and move the northernmost vacuum out of the City's storm sewer easement.

The applicant must provide an off-site utility plan for the sewer connection, including all relevant utility and topographic information.

Landscaping: The applicant proposes to remove all trees near the Eastern Boulevard margin, and replace them with a mixture of Cleveland Pear and Japanese Lilac. The applicant should alter the grading plan so that the two larger Maples near the northwest corner can be preserved, at the least.

The applicant should also widen the island at the rear of the site to accommodate an 8' minimum width planting strip, planted with trees rather than perennials as currently shown.

The landscaping plan must be revised to show all tree removals, the planting schedule updated to show quantities, and a tree protection detail included (if applicable). The note regarding owner's discretion should be removed (the landscaping plan is part of the approved site plan and must be constructed as depicted).

Miscellaneous: The applicant relies on crossing the Northland Plaza property to the north and east for site access and sewer service. The applicant must provide proof of a crossing easement and a sewer easement prior to issuance of a building permit.

The applicant intends to relocate the plaza sign, but does not say where. Installation of any signage, including moving an existing sign, will require a separate sign permit from the Code Enforcement Bureau. The new installation will have to meet the current sign regulations.

The side yard setback should be revised to be offset from the property line, not from the storm sewer easement.

The drawing set provided was not printed at the noted scale. Two full size sets must be submitted to the Engineering Department with the scale corrected.

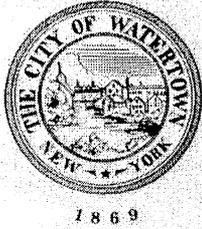
The applicant must provide the following details, some of which may be provided by the Engineering Department: Concrete Curb, Pavement within the Right-of-Way, and Sign Detail.

The applicant must obtain the following permits prior to construction: Sanitary Sewer Permit, Water Supply Permit, General City Permit, Building Permit, and Sign Permit.

Summary:

1. The applicant shall provide revised drawings printed to the marked scale.
2. The applicant shall move the landscape island along the northern property line off the Plaza property and onto the applicant's property. The curbing on the inside must also be moved off the Columbia Street right-of-way.
3. The applicant shall depict the adjacent off-site parking areas so that traffic flow around the project site can be analyzed.
4. The applicant shall delete the erroneous radii dimensions from the plan.
5. The applicant shall provide an off-site utility plan for the sanitary sewer connection.
6. The applicant shall provide details for the dry well, and for the concrete apron around the existing catch basin.
7. The applicant shall show rim and invert elevations for the storm manhole at the northwest corner of the site, and depict the location and invert of the 18" pipe outlet to the south of the property.
8. The applicant shall depict the existing storm sewer system in Eastern Blvd, including pipe sizes, types, and inverts.
9. The applicant shall show the existing elevation contours on the drainage plan.
10. The applicant shall shift the vacuums and light poles so that they are 5' minimum clear distance from the existing storm sewer pipe, and not within the City's storm sewer easement.
11. The applicant shall widen the landscaped island along the eastern property line to accommodate a minimum 8' width planting strip, planted with trees in conformance with the Landscaping and Buffer Zone Guidelines.
12. The applicant shall revise the landscaping plan to show all tree removals and planting quantities, and include a tree protection detail if applicable. The landscaping plan shall be submitted to the City Engineer for approval prior to the issuance of a building permit. All depicted landscaping shall be installed prior to issuance of a Certificate of Occupancy.
13. The applicant shall provide proof of a crossing easement over the plaza property to the north and east, and a sewer easement for the sanitary line, prior to issuance of a building permit.
14. The applicant shall revise the plan to show the side yard setback from the property line, not the easement line.
15. The applicant must provide the following details: Concrete Curb, Pavement within the Right-of-Way, and Sign Detail.

cc: City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Tim Hogan, PE



**CITY OF WATERTOWN
SITE PLAN APPLICATION
AND
SHORT ENVIRONMENTAL
ASSESSMENT FORM, PART 1**

**** Provide responses for all sections. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Failure to submit required information by the submittal deadline will result in **not** making the agenda for the upcoming Planning Board meeting.**

PROPERTY LOCATION

Proposed Project Name: PRECISION WASH
Tax Parcel Number: 5-16-325.000
Property Address: 142 EASTERN BVD.
Existing Zoning Classification: COMMERCIAL (CD)

OWNER OF PROPERTY

Name: MULLINS PROPERTY
Address: 8 OXFORD ROAD
NEW HARTFORD, NY 13413
Telephone Number: PAT AGEN 315-794-3831
Fax Number: _____

APPLICANT

Name: EVERGREEN FAMILY, FLP
Address: PO BOX 4320
ROME, NY 13442
Telephone Number: 315-225-3910
Fax Number: _____
Email Address: DOND @ DAVIDSONAUTONET.COM

ENGINEER/ARCHITECT/SURVEYOR

Name: HOGAN ENGINEERING, PC
Address: 1721 BLACK RIVER BLVD, SUITE 300
ROME, NY 13440
Telephone Number: 315-338-5780
Fax Number: _____
Email Address: JD1@TWCNY.RR.COM

PROJECT DESCRIPTION

Describe project and proposed use briefly:

REDEVELOP AN EXISTING OUT PARCEL OF
THE NORTHLAND PLAZA LOCATED ON EASTERN
BLVD. CONSTRUCT A FIVE BAY CAR WASH

Is proposed Action:

New Expansion Modification/Alteration

Amount of Land Affected:

Initially: 0.74 Acres Ultimately: 0.74 Acres

Will proposed action comply with existing zoning or other existing land use restrictions?

Yes No If no, describe briefly

What is present land use in vicinity of project?

Residential Industrial Commercial Agriculture
 Park/Forest/Open Space Other

Describe: _____

Does project involve a permit approval, or funding, now or ultimately from any other Governmental Agency (Federal, State or Local)?

Yes No If yes, list agency(s) and permit/approval(s)

CITY OF WATERTOWN, JEFERSON COUNTY, NYSDOT

Does any aspect of the project have a currently valid permit or approval?

Yes No If yes, list agency(s) and permit/approval(s)

As a result of proposed project, will existing permit/approval require modification?

Yes No

Proposed number of housing units (if applicable): N/A

Proposed building area: 1st Floor 3,300 Sq. Ft.
2nd Floor _____ Sq. Ft.
3rd Floor _____ Sq. Ft.
Total 3,300 Sq. Ft.

Area of building to be used for the boiler room, heat facilities, utility facilities and storage: 550 Sq. Ft.

Number of parking spaces proposed: 20 MIN.

Construction Schedule: NOVEMBER 2013 - APRIL 2014

Hours of Operation: 24 HOURS PER DAY, 7 DAYS PER WEEK

Volume of traffic to be generated: 150 ADT

SIGNATURE

I certify that the information provided above is true to the best of my knowledge.

Applicant (please print) TIMOTHY M. HOGAN, PE ENGINEER FOR
EVERGREEN FAMILY, FLP

Applicant Signature  Date: 7/11/13

PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF.
 Yes No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency.
 Yes No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:

C7. Other impacts (including changes in use of either quantity or type of energy? Explain briefly:

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)?
 Yes No If Yes, explain briefly:

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?
 Yes No If Yes, explain briefly:

PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question d of part ii was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

- Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.
- 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 **AND** provide, on attachments as necessary, the reasons supporting this determination.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (If different from responsible officer)



Department of Planning
175 Arsenal Street
Watertown, NY 13601

Donald R. Canfield
Director of Planning

(315) 785-3144
(315) 785-5092 (Fax)

September 27, 2013

Andrew Nichols, Planner
City of Watertown
245 Washington St
Watertown, NY 13601



Re: Hogan Engineering, Site Plan Review, car wash, JCDP File # C 8 - 13

Dear Andrew,

On September 24, 2013, the Jefferson County Planning Board reviewed the above referenced project, referred pursuant to General Municipal Law, Section 239m.

The Board adopted a motion that the project does not have any significant County-wide or inter-municipal issues and is of local concern only.

The County Planning Board has the following local advisory comments:

The site plan submitted does not show any signs or landscaping, as required by Article VIII, Section 310-52.2 of the City of Watertown Zoning Law. The local board should request information on each to ensure the requirements of the local law have been met.

Currently, there is not any way of controlling traffic in and around the proposed project. The local board should consider the need for traffic control in and around the property through curbing, landscaped islands or pavement markings.

Please note that the advisory comments are not a condition of the County Planning Board's action. They are listed to assist the local board in its review of the project. The local board is free to make its final decision.

General Municipal Law, Section 239m requires the local board to notify the County of its action on this matter within thirty (30) days after taking a final action.

Thank you.

Sincerely,

Jennifer L. Voss
Community Development Coordinator

EXCERPT FROM THE MINUTES – PLANNING BOARD 11/5/2013

**SITE PLAN APPROVAL – CAR WASH
142 EASTERN BLVD – PARCEL 5-16-325**

The Board then considered a request submitted by Tim Hogan, PE for construction of a 3,300 square foot car wash at 142 Eastern Boulevard, parcel 5-16-325.

Mr. Hogan was in attendance to present the project. He briefly addressed the summary items in the staff report.

He noted that one of the maple trees in front could be preserved, but the other would be within the asphalt and must be taken down. He also worried that the tree plantings along the rear property line might interfere with the nearby storm sewer line.

He explained that the plaza sign would be taken down, and plaza owners would be reinstalling it on their property further north. The plaza had also agreed to adjust the parking lot striping to improve traffic patterns near the northeast corner of the carwash parcel.

Mrs. Fields asked what kind of car traffic was anticipated.

Mr. Hogan said that they expected about 150 cars per 24-hour period.

Mr. Katzman asked about the parcel size compared to other locations.

Mr. Hogan says that they have installed 5-bay facilities on smaller lots. The key dimension is the stacking depth, which is a sufficient 130'.

Mr. Hogan discussed the curbing proposed to the north of the site. He said he would prefer to keep it out of the sewer easement to avoid future complications with sewer repairs.

Mr. Mix noted that installing curbing within the neighbor's property is discouraged, but can be done if an easement is acquired. The back of the curb still needs to be shifted out of the city right-of-way.

Mrs. Freda said that summary item #2 should be amended to reflect the need for an easement.

Mr. Hogan described the sanitary sewer service. It will connect to Dundon Avenue, and a plan will be provided later.

Mrs. Fields asked if trees could be added between the car wash and Sunshine Dental (to the south).

Mr. Hogan explained that the lawn area to the south is on Sunshine Dental's property.

Mrs. Freda asked where this was in location to the proposed Eagle's Club. She noted that a car wash had been previously approved on the Eagle's Club parcel.

Mr. Lumbis helped her locate this area on the site map.

Mrs. Freda asked if staff had any objection to passing these plans with the listed conditions.

Mr. Wood said that most of the remaining revisions are simple. The only big issue is the parking lot circulation of the neighboring plaza, which, strictly speaking, is outside the scope of this approval.

Mr. Katzman said that he would abstain from voting due to a business relationship with Randy Soggs, owner of Northland Plaza.

Mr. Mix said that, in the future, board members who abstain from voting should also abstain from discussing the project prior to the vote.

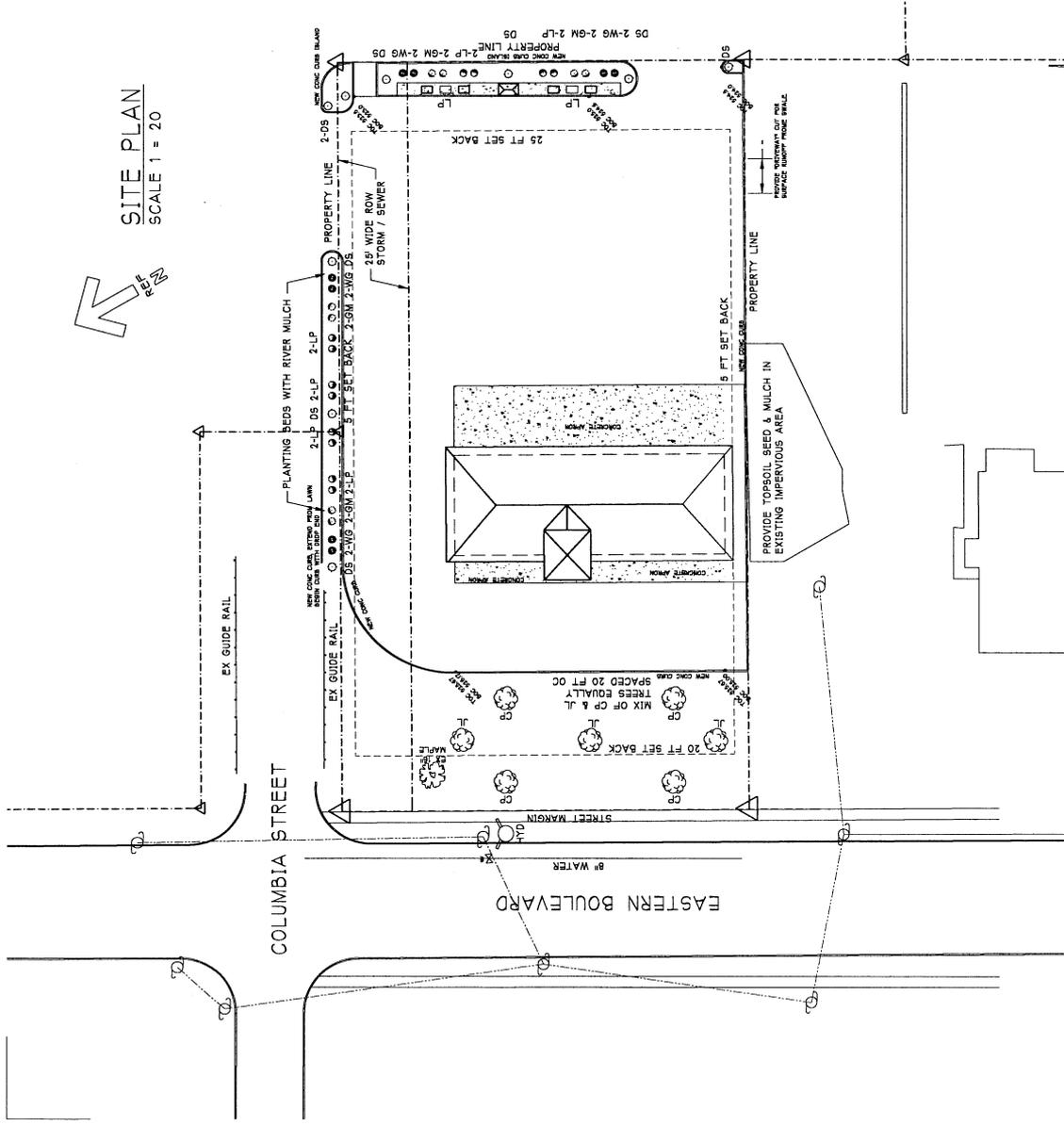
Mrs. Gervera then moved to recommend that City Council approve the site plan submitted by Tim Hogan, PE for the construction of a 3,300 square foot car wash at 142 Eastern Boulevard, parcel 5-16-325, subject to the following conditions:

1. The applicant shall provide revised drawings printed to the marked scale.
2. The applicant shall provide proof of an easement allowing construction of the landscaped island on Northland Plaza's property, just north of the project site. The curbing on the parking lot side of the island must be moved out of the Columbia Street right-of-way.
3. The applicant shall depict the adjacent off-site parking areas so that traffic flow around the project site can be analyzed.
4. The applicant shall delete the erroneous radii dimensions from the plan.
5. The applicant shall provide an off-site utility plan for the sanitary sewer connection.
6. The applicant shall provide details for the dry well, and for the concrete apron around the existing catch basin.
7. The applicant shall show rim and invert elevations for the storm manhole at the northwest corner of the site, and depict the location and invert of the 18" pipe outlet to the south of the property.
8. The applicant shall depict the existing storm sewer system in Eastern Blvd, including pipe sizes, types, and inverts.
9. The applicant shall show the existing elevation contours on the drainage plan.
10. The applicant shall shift the vacuums and light poles so that they are 5' minimum clear distance from the existing storm sewer pipe, and not within the City's storm sewer easement.

11. The applicant shall widen the landscaped island along the eastern property line to accommodate a minimum 8' width planting strip, planted with trees in conformance with the Landscaping and Buffer Zone Guidelines.
12. The applicant shall revise the landscaping plan to show all tree removals and planting quantities, and include a tree protection detail if applicable. The landscaping plan shall be submitted to the City Engineer for approval prior to the issuance of a building permit. All depicted landscaping shall be installed prior to issuance of a Certificate of Occupancy.
13. The applicant shall provide proof of a crossing easement over the plaza property to the north and east, and a sewer easement for the sanitary line, prior to issuance of a building permit.
14. The applicant shall revise the plan to show the side yard setback from the property line, not the easement line.
15. The applicant must provide the following details: Concrete Curb, Pavement within the Right-of-Way, and Sign Detail.

Mr. Coburn seconded. Mr. Katzman abstained, all others voted in favor.

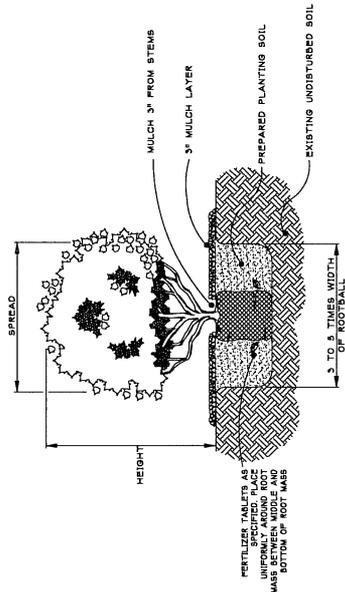
SITE PLAN
SCALE 1 = 20



LANDSCAPING NOTES

LANDSCAPING BEDS IN THE FRONT OF THE PARCEL WILL CONSIST OF THE SPECIES LISTED BELOW.
ALL BEDS WILL HAVE A ORGANIC SUBSOILS AS WELL AS A MINIMUM OF 6" OF MULCH. EACH BED WILL HAVE ANNUALS MIXED WITHIN THE PERENNIALS. CHOICE OF SPECIES WILL BE AT THE OWNER'S DISCRETION.

- SHRUBS**
- 8-WG WEIGELA WINE & ROSES #3 3' OC
 - 8-GM SPIREA GOLD MOUND #3 4' OC
 - 12-LP LITTLE PRINCESS #7 4' OC
 - 9-DS DRAWF SPRUCE #7
- TREES**
- 4-CP CLEVELAND PEAR 1-1/2 B/B
 - 3-JL JAPANESE LILAC 1-1/2 B/B



SHRUB & GROUND COVER PLANTING DETAIL



HOGAN ENGINEERING, PC
Civil & Structural Engineering
PO Box 4230
Rome, New York 13442
PH (315)338-5780

PRECISION WASH
142 Eastern Boulevard
Watertown, New York

APPLICANT
EVERGREEN FAMILY, LLP
Rome, New York 13442

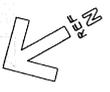
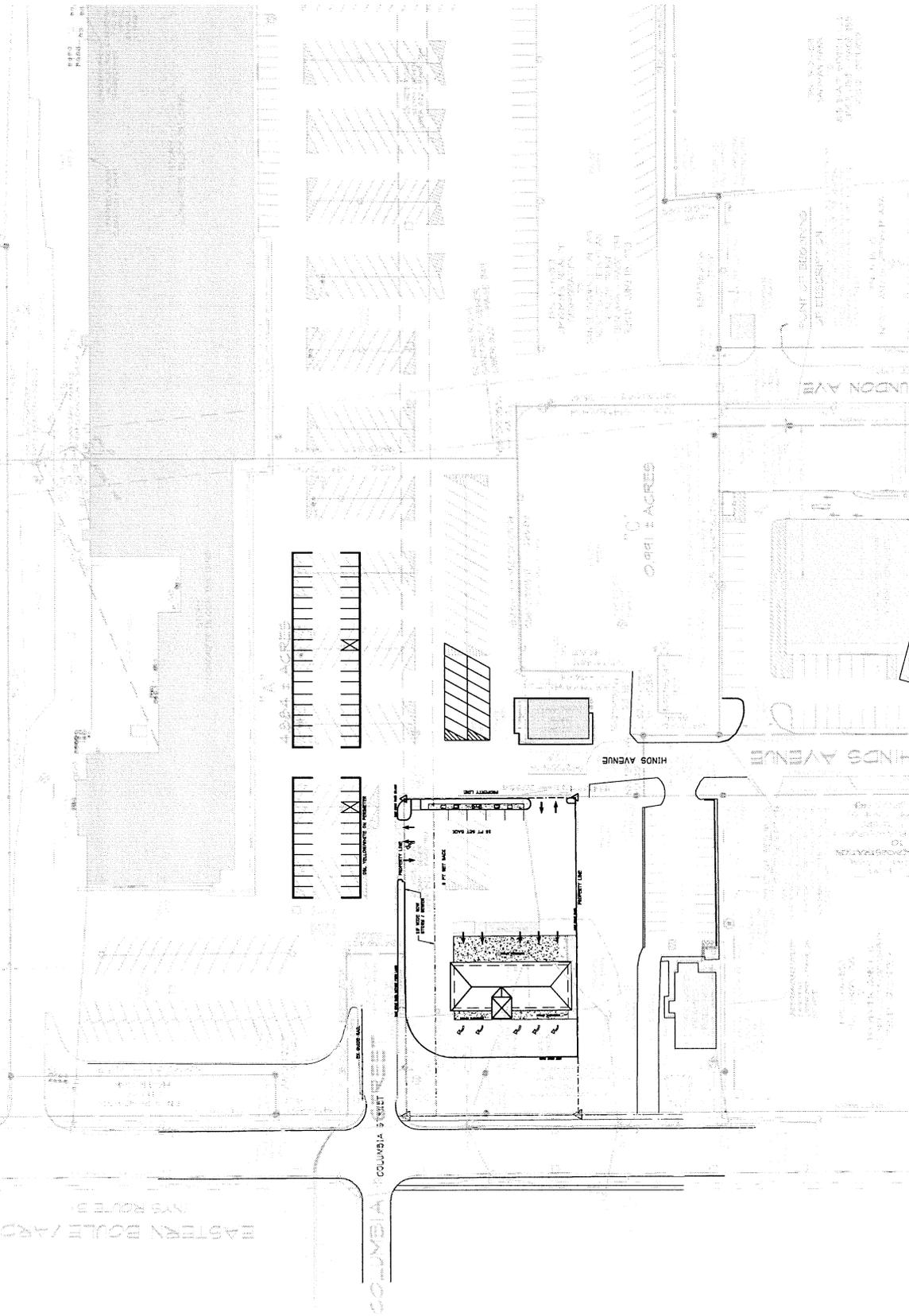
REVISIONS

10/27/13	REVISED
09/27/13	PROJECT NO.
12/26/12	DATE
09/10/03	DATE

LANDSCAPE PLAN

S4

NOTE: THESE DOCUMENTS ARE FOR THE EXPRESS USE OF HOGAN ENGINEERING, PC AND THEIR CLIENTS. ANY REPRODUCTION OF THESE DOCUMENTS OR THE CONTENTS WITHIN MUST HAVE WRITTEN APPROVAL FROM HOGAN ENGINEERING, PC.
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SITE PLAN
SCALE 1" = 40'

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REVISIONS	
PROJECT NO.	13065
DATE	11/06/13
SITE PLAN	

PRECISION WASH
142 Eastern Boulevard
Watertown, New York

APPLICANT
EVERGREEN FAMILY, FLP
Rome, New York 13442

HOGAN ENGINEERING, P.C.
Civil & Structural Engineering
Rome, New York
Ph (315)336-5780

SK1

Res No. 12

November 12, 2013

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Approving the Site Plan for Construction of a 1,090 Square Foot Building Addition, Plus Parking Area and Drive Through Lane, at 1279 Coffeen Street, Parcel 8-40-101.006

A request has been submitted by Scott Shearing of Bohler Engineering for the above subject site plan approval.

The Jefferson County Planning Board reviewed the project at their October 29, 2013 meeting, and took no action due to lack of quorum. Because the next meeting is not within 30 days of the initial referral, the Council may vote as if the project is of local concern only.

The City Planning Board reviewed the request on November 5, 2013 and voted to recommend that City Council approve the site plan, subject to six conditions. Attached are the report on the request prepared for the Planning Board and an excerpt from the meeting minutes.

On November 8, 2013, the applicant submitted revised plans that satisfy 4 of the 6 conditions. Copies are attached.

The City Council must respond to the questions in Part 2 of the Short Environmental Assessment Form before it may vote on the resolution. The resolution prepared for City Council consideration states that the project will not have a significant negative impact on the environment, and approves the site plan as submitted to the City Engineer on November 8, 2013, subject to the remaining condition recommended by the Planning Board.

RESOLUTION

Page 1 of 2

Approving the Site Plan for Construction of a 1,090 Square Foot Building Addition, Plus Parking Area and Drive Through Lane, at 1279 Coffeen Street, Parcel 8-40-101.006

Council Member BURNS, Roxanne M.

Council Member BUTLER, Joseph M. Jr.

Council Member MACALUSO, Teresa R.

Council Member SMITH, Jeffrey M.

Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS Scott Shearing of Bohler Engineering has submitted a request for site plan approval for the construction of a 1,090 square foot building addition, plus parking area and drive through lane, at 1279 Coffeen Street, parcel 8-40-101.006, and

WHEREAS the Planning Board of the City of Watertown reviewed the site plan at its meeting held on November 5, 2013, and voted to recommend that the City Council of the City of Watertown approve the site plan with the following conditions:

1. The applicant shall install a sidewalk adhering to City specifications along the Coffeen Street right-of-way.
2. The applicant shall depict the proposed building lights on the south and east sides of the building, and ensure that spillage across property lines in limited to 0.5 foot candles or less at ground level.
3. The applicant shall depict water and sewer services on the survey and site plan.
4. The applicant shall revise the landscaping plan the better comply with the Landscaping and Buffer Zone Guidelines, including a minimum of 4 large-maturing trees along the eastern property line, and 1 large-maturing tree along the Coffeen Street margin. The applicant shall submit the revised plan to the City Engineer for approval prior to issuance of a building permit.
5. The applicant shall shift the HVAC equipment to the west and surround the pad with evergreen shrubs.
6. The applicant shall mark the western curb cut on Coffeen Street as "right turn only."

RESOLUTION

Page 2 of 2

Approving the Site Plan for Construction of a 1,090 Square Foot Building Addition, Plus Parking Area and Drive Through Lane, at 1279 Coffeen Street, Parcel 8-40-101.006

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

And

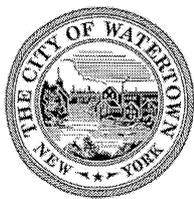
WHEREAS the City Council has reviewed the Short Environmental Assessment Form, responding to each of the questions contained in Part 2, and has determined that the project, as submitted, is an Unlisted Action and will not have a significant effect on the environment,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed construction and site plan constitute an Unlisted Action for the purposes of SEQRA and hereby determines that the project, as proposed, will not have a significant effect on the environment, and

BE IT FURTHER RESOLVED that it is an express condition of this site plan approval that the applicant provide the City Engineer with a copy of any change in stamped plans forming the basis for this approval at the same time such plans are provided to the contractor. If plans are not provided as required by this condition of site plan approval, the City Code Enforcement Officer shall direct that work on the project site shall immediately cease until such time as the City Engineer is provided with the revised stamped plans. Additionally, any change in the approved plan which, in the opinion of the City Engineer, would require Amended Site Plan approval, will result in immediate cessation of the affected portion of the project work until such time as the amended site plan is approved. The City Code Enforcement Officer is requested to periodically review on-site plans to determine whether the City Engineer has been provided with plans as required by this approval, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that site plan approval is hereby granted to Scott Shearing of Bohler Engineering for the construction of a 1,090 square foot building addition, plus parking area and drive through lane, at 1279 Coffeen Street, parcel 8-40-101.006, as shown on the site plans submitted to the City Engineer on November 8, 2013, which satisfy conditions 3, 4, 5, and 6 listed above, contingent on the applicant making the revisions and meeting the remaining conditions recommended by the Planning Board.

Seconded by



MEMORANDUM

CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601

PHONE: (315) 785-7730 – FAX: (315) 782-9014

TO: Planning Board Members

FROM: Kenneth A. Mix, Planning and Community Development Coordinator *KAM*

SUBJECT: Site Plan Approval – Drive-Through

DATE: October 29, 2013

Request: Site Plan Approval for construction of a 1,090 square foot building addition and parking area expansion for the existing gas station at 1279 Coffeen Street, parcel 8-40-101.006

Applicant: Bohler Engineering

Proposed Use: Gas station with convenience store and drive-through

Property Owner: PEMM LLC

Submitted:	
Property Survey: Yes	Preliminary Architectural Drawings: No
Site Plan: Yes	Preliminary Site Engineering Plans: Yes
Vehicle and Pedestrian Circulation Plan: Yes	Construction Time Schedule: Yes
Landscaping and Grading Plan: No	Description of Uses, Hours & Traffic Volume: Yes

SEQRA: Unlisted

County Review: September 24th

Zoning Information:	
District: PDD #1	Maximum Lot Coverage: N/A
Setback Requirements:	Buffer Zone Required: None

Project Overview: The applicant proposes to construct a 1,090 square foot building addition to an existing convenience store of approximately 1,800 square feet. The resulting building will be roughly 3,034 square feet, and will include a 12' drive-through lane and menu board to serve an unspecified product.

One of the pump canopies will be removed, and the pump relocated to the main canopy. About 1,100 square feet of lawn area will be replaced with new parking spaces.

Between the addition, the drive-through lane, and the new parking, the site's impervious area will increase by about 4,500 square feet (26%).

Parking: Code requires 16 spaces, and the applicant has provided 16, plus one extra space located in front of the dumpster, which may not be available at all times.

Traffic: There is some concern that the addition of a coffee drive-through will generate more traffic trying to access Coffeen Street at what is becoming a congested intersection. NYS Department of Transportation has been contacted to see if they have any concerns and we are waiting for a response.

Pedestrian Circulation: The parcel currently has no sidewalk access. The Coffeen Street sidewalk terminates approximately 150 feet east of the subject parcel, and a dirt path continues across the lands of Ontario Apartments LLC, connecting to the applicant's property. The applicant should consider installing a sidewalk along the Coffeen Street frontage, on the premise that the dirt path could be improved in the future. A sidewalk along the College Heights Drive margin would also be beneficial if the vacant parcel to the south is ever developed.

Lighting: Two existing light poles will be shifted slightly, and two new poles will be added at the northwest corner of the parcel. While these poles will not likely have any adverse effect on the neighboring parcels in their new locations, the applicant has not specified whether any new lighting will be installed on the southern or eastern building facades to illuminate the drive-through lane. If any lights are to be installed in these areas, the applicant must submit a photometric plan showing that spillage across the parcel lines is limited to 0.5 foot candles at ground level.

Drainage & Grading: The applicant has not proposed any major grading or any drainage improvements. Sheet flow is directed southward where it drains into the grass lawn.

Utilities: The applicant has indicated that sewer and water services will not be altered, and loads not substantially increased. The sewer and water services must be shown on the survey and site plan.

Landscaping: The applicant depicts limited landscaping improvements which do not satisfy the Landscaping and Buffer Zone Guidelines. Contrary to what is shown on the plan, there is no tree line on the property. The southwestern corner of the parcel has been cleared. After construction there will be no trees on site.

In addition to the depicted planting beds, the applicant should install a row of at least 4 large-maturing trees along the eastern property line. The applicant should also install at least 2 large-maturing deciduous trees along the Coffeen Street frontage. These trees may be planted in the City's right-of-way if necessary, but should be located as close to the property line as possible.

The southern property line is of less concern because the adjacent lot is approved for a commercial purpose.

The applicant must update the landscaping plan to depict these additional plantings, and submit the revised plan to the City Engineer for approval prior to the issuance of a building permit.

Miscellaneous: The applicant should either construct a stockade fence around the HVAC pad, or shift it to the west side of the building to reduce noise radiating into the adjacent apartments. The existing HVAC equipment is quite noisy.

The applicant must obtain the following permits prior to construction: General City Permit for work in the right-of-way, sidewalk permit, and Building Permit.

Summary:

1. The applicant should install a sidewalk adhering to City specifications along the Coffeen Street right-of-way.
2. If any lighting is proposed for the south or east sides of the building, the applicant shall submit a photometric plan showing that spillage across property lines is limited to 0.5 foot candles at ground level.
3. The applicant shall depict water and sewer services on the survey and site plan.
4. The applicant shall revise the landscaping plan to better comply with the Landscaping and Buffer Zone Guidelines, including a minimum of 4 large-maturing trees along the eastern property line and 2 large-

maturing trees along the Coffeen Street margin. The applicant shall submit the revised plan to the City Engineer for approval prior to issuance of a building permit.

5. The applicant shall either shift the HVAC equipment to the west side of the building or construct a stockade fence enclosure around the equipment pad.

cc: City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Scott Shearing, 5 Computer Dr W, Suite 203, Albany 12205

Quicklee's Convenient Store
Renovation / Addition / Drive-thru

1279 Coffeen Street
City of Watertown
Jefferson County, New York

10/14/13

Project Narrative



Introduction

Quicklee's is proposing a renovation, addition and drive-thru improvements at their existing location on the corner of College Heights and Coffeen Street in the City of Watertown. This summary is an explanation of the proposed improvements.

Project Description

The proposed reinvestment project consists of interior and exterior renovations to the existing building and a 1090 SF +/- addition. The building façades will be updated to provide a clean and consistent look. A drive-thru service area is proposed with circulation around the building. In addition, Quicklee's is proposing to modify sidewalks and parking spaces around the building as shown on the site plan to ensure ADA compliance. Some minor curb replacement and line striping is also proposed.

Building

Building architecture will include: Straight parapet walls, brick accents, a canopy awning and vinyl shakes with accent moldings.

Site

There will be some new landscaping on the parcel and grass will be established in the disturbed area. All proposed driving and parking areas will be paved, signed and clearly striped as proposed.

Access

The existing accesses to Quicklee's will remain unchanged. No work in the right-of-way is proposed.

Stormwater

The existing stormwater drainage (sheet flow) appears to be functioning as designed and no changes are proposed. The proposed improvement slightly increases hard surfaces. The parking area, access drives and landscaped area have been designed with adequate pitch to reduce the possibility of ponding. The site will be permanently stabilized with pavement or landscaping to reduce the risk of soil erosion.

Utilities

All existing utilities are to remain. No new utilities are proposed.

Existing and proposed sanitary sewer estimates

A brand name tenant and drive-thru will increase water usage due to coffee sales but actual sanitary volume is only expected to increase 50 gallons per day. No cooking or baking will occur on site.

Traffic Impact

All existing driveways and on site traffic circulation will remain the same

Lighting

There are two existing pole lights that will be relocated as part of the site design. Additionally, once the diesel canopy is removed two additional pole lights will be added to supplement the lighting on the site in that area.



July 26, 2013

City of Watertown
Room 105, City Hall
Watertown, NY 13601



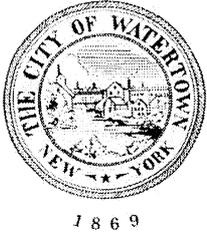
To Whom It May Concern:

PS Bruckel, Inc., PEMM, LLC does hereby authorize Bohler Engineering with offices at 5 Computer Drive West, Suite 203, Albany, New York 12205, to apply for and represent PS Bruckel, Inc., PEMM, LLC in filing of any applications for required permits and/or approvals for the construction, operation and maintenance of the QuickLees 1279 Coffeen Street, Watertown, New York. This authorization also includes, but is not limited to, appearing before any governmental agency at general meetings or public hearings addressing such construction/improvement of said QuickLee's.

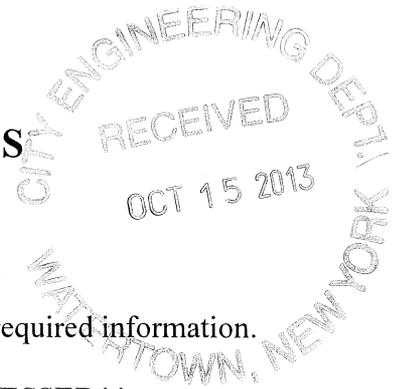
Sincerely,

A handwritten signature in black ink, appearing to read "Ken Perelli".

Ken Perelli
PS Bruckel, Inc., PEMM, LLC
Operations & Development Manager
2697 Lakeville Rd., Ste 1
Avon, NY 14414
Phone: 585-226-3661
Cell: 585-303-9925
Fax: 585-226-3708
Email: kperelli@psbruckel.net



CITY OF WATERTOWN SITE PLAN APPLICATION PROCESS



The applicant is responsible for completeness of application and inclusion of all required information.

****INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED****

In order to expedite the Site Plan review process, all applicants are encouraged to have a pre-application meeting with Planning & Engineering staff. Staff can be reached at (315) 785-7740.

In the interest of expediting site plan approvals, the City of Watertown wishes to advise you of the procedures in applying for these referrals:

A. Fill out the Site Plan / Site Plan Waiver - Determination Flow Chart below:

1. Is the use a one, two, or three family dwelling?
 YES (Site Plan Review is **not** required. You may apply directly for Building Permit.)
 NO (Go to question 2)
2. Is your building or parking lot construction or expansion less than or equal to 400 sq. ft.?
 YES (Site Plan Review is not required. You may apply directly for Building Permit.)
 NO (Go to question 3)
3. Does your building or parking lot construction or expansion exceed 2500 sq. ft.?
 YES (Site Plan Review required. Submit the Site Plan Application Form.)
 NO (Go to question 4)
4. Is your proposed building the first on the lot?
 YES (Site Plan Review required. Submit the Site Plan Application Form.)
 NO (Go to question 5)
5. Does your project involve a change in the property boundaries?
 YES (Site Plan Review required. Submit the Site Plan Application Form.)
 NO (Go to question 6)
6. Does your building or parking lot construction or expansion change or impair the overall grading, circulation, drainage, utility services, and appearance and visual effect of the property?
 YES (Site Plan Review required. Submit the Site Plan Application Form.)
 NO (*Site Plan Waiver allowed. Submit the Site Plan Waiver Form.)

* The City of Watertown Planning Board reserves the right to require Site Plan Review.



1869

CITY OF WATERTOWN SITE PLAN APPLICATION

** Provide responses for all sections. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Failure to submit required information by the submittal deadline will result in **not** making the agenda for the upcoming Planning Board meeting.

PROPERTY LOCATION

Proposed Project Name: Quicklee's Convenient Store
Tax Parcel Number: 840101.006
Property Address: 1279 Coffeen Street, Watertown
Existing Zoning Classification: _____

OWNER OF PROPERTY

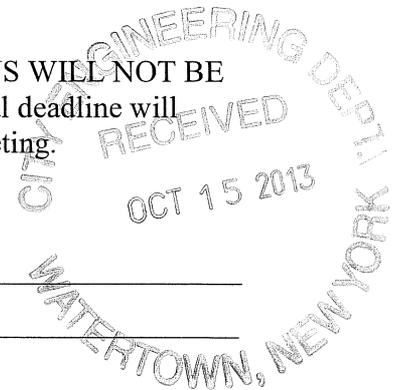
Name: PS Bruckel Inc, PEMM LLC
Address: 2697 Lakeville Road, Ste 1
Avon, New York 14414
Telephone Number: 585-226-3661
Fax Number: 585-226-3708

APPLICANT

Name: PS Bruckel Inc, PEMM LLC
Address: 2697 Lakeville Road, Ste 1
Avon, New York 14414
Telephone Number: 585-226-3661
Fax Number: 585-226-3708
Email Address: _____

ENGINEER/ARCHITECT/SURVEYOR

Name: Bohler Engineering, Scott Shearing
Address: 5 Computer Drive West, Ste 203
Albany NY 12205
Telephone Number: 518 468-9900
Fax Number: 518 438 0900
Email Address: sshearing@bohlereng.com



OPTIONAL MATERIALS:

VIA
EMAIL

- PROVIDE AN ELECTRONIC (.DWG) COPY OF THE SITE PLAN WITH AS-BUILT REVISIONS.** This will assist the City in keeping our GIS mapping up-to-date.

REQUIRED MATERIALS:

** The following drawings with the listed information **ARE REQUIRED, NOT OPTIONAL**. If the required information is not included and/or addressed, the Site Plan Application will **not** be processed.

- COMPLETED ENVIRONMENTAL ASSESSMENT FORM** (Contact us if you need help choosing between the Short EAF and the Full EAF):
<http://www.dec.ny.gov/permits/6191.html>
- ELECTRONIC COPY OF ENTIRE SUBMISSION** (PDF preferred)
- BOUNDARY & TOPOGRAPHIC SURVEY**
(Depict existing features as of the date of the Site Plan Application. This Survey and Map must be performed and created by a Professional Land Surveyor licensed and currently registered to practice in the State of New York. This Survey and Map must be stamped and signed with an original seal and signature on at least one copy, the rest may be copies thereof.)
 - All elevations are National Geodetic Vertical Datum of 1929 (NGVD29).
 - 1' contours are shown & labeled with appropriate spot elevations.
 - All existing features on and within 50 feet of the subject property are shown and labeled.
 - All existing utilities on and within 50 feet of the subject property are shown and labeled.
 - All existing easements and/or right-of-ways are shown and labeled.
 - Existing property lines (bearings & distances), margins, acreage, zoning, existing land use, reputed owner, adjacent reputed owners & tax parcel numbers are shown and labeled.
 - The north arrow & graphic scale are shown.
- DEMOLITION PLAN** (If Applicable)
 - All existing features on and within 50 feet of the subject property are shown and labeled.
 - All items to be removed are labeled in darker text.

■ SITE PLAN

- All proposed above ground features are depicted and clearly labeled.
- All proposed features are clearly labeled “proposed”.
- All proposed easements & right-of-ways are shown and labeled.
- Land use, zoning, & tax parcel number are shown.
- The Plan is adequately dimensioned including radii.
- The line work & text for all proposed features is shown darker than existing features.
- All vehicular & pedestrian traffic circulation is shown including a delivery or refuse vehicle entering and exiting the property.
- Proposed parking & loading spaces including ADA accessible spaces are shown and labeled.
- Refuse Enclosure Area (Dumpster), if applicable, is shown. Section 161-19.1 of the Zoning Ordinance states, “No refuse vehicle or refuse container shall be parked or placed within 15 feet of a party line without the written consent of the adjoining owner, if the owner occupies any part of the adjoining property”.
- The north arrow & graphic scale are shown.

■ GRADING PLAN

- All proposed below ground features including elevations & inverts are shown and labeled.
- All proposed above ground features are shown and labeled.
- The line work & text for all proposed features is shown darker than existing features.
- All proposed easements & right-of-ways are shown and labeled.
- 1’ existing contours are shown dashed & labeled with appropriate spot elevations.
- 1’ proposed contours are shown & labeled with appropriate spot elevations.
- All elevations are National Geodetic Vertical Datum of 1929 (NGVD29).

- Sediment & Erosion control are shown & labeled on the grading plan unless separate drawings have been provided as part of a Stormwater Pollution Prevention Plan (SWPPP).

■ UTILITY PLAN

- All proposed above & below ground features are shown and labeled.
- All existing above & below ground utilities including sanitary, storm water, water, electric, gas, telephone, cable, fiber optic, etc. are shown and labeled.
- All proposed easements & right-of-ways are shown and labeled.
- The Plan is adequately dimensioned including radii.
- The line work & text for all proposed features is shown darker than existing features.
- The following note has been added to the drawings stating, “All water main and service work must be coordinated with the City of Watertown Water Department. The Water Department requirements supersede all other plans and specifications provided.”

■ LANDSCAPING PLAN

- All proposed above ground features are shown and labeled.
- All proposed trees, shrubs, and other plantings are shown and labeled.
- All proposed landscaping & text are shown darker than existing features.
- All proposed landscaping is clearly depicted, labeled and keyed to a plant schedule that includes the scientific name, common name, size, quantity, etc.
- For additional landscaping requirements where nonresidential districts and land uses abut land in any residential district, please refer to Section 310-59, Landscaping of the City’s Zoning Ordinance.
- **Site Plan complies with and meets acceptable guidelines set forth in Appendix A - Landscaping and Buffer Zone Guidelines (August 7, 2007).**

■ PHOTOMETRIC PLAN (If Applicable)

RELOCATE EXISTING

- All proposed above ground features are shown.
- Photometric spot elevations or labeled photometric contours of the property are clearly depicted. Light spillage across all property lines shall not exceed 0.5 foot-candles.

■ CONSTRUCTION DETAILS & NOTES

- All details and notes necessary to adequately complete the project including, but not limited to, landscaping, curbing, catch basins, manholes, water line, pavement, sidewalks, trench, lighting, trash enclosure, etc. are provided.
- Maintenance & protection and traffic plans & notes for all required work within City streets including driveways, water laterals, sanitary laterals, storm connections, etc. are provided.
- The following note must be added to the drawings stating:
“All work to be performed within the City of Watertown margin will require sign-off from a Professional Engineer, licensed and currently registered to practice in the State of New York, that the work was built according to the approved site plan and applicable City of Watertown standards. Compaction testing will be required for all work to be performed within the City of Watertown margin and must be submitted to the City of Watertown Codes Department.”

NA □ PRELIMINARY ARCHITECTURAL PLANS (If Applicable)

- Floor plan drawings, including finished floor elevations, for all buildings to be constructed are provided.
- Exterior elevations including exterior materials and colors for all buildings to be constructed are provided.
- Roof outline depicting shape, slope and direction is provided.

■ ENGINEERING REPORT

**** The engineering report at a minimum includes the following:**

- Project location
- Project description
- Existing & proposed sanitary sewer flows & summary
- Water flows & pressure
- Storm Water Pre & Post Construction calculations & summary
- Traffic impacts
- Lighting summary
- Landscaping summary

■ GENERAL INFORMATION

■ ALL ITEMS ARE STAMPED & SIGNED WITH AN ORIGINAL SIGNATURE BY A PROFESSIONAL ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR SURVEYOR LICENSED AND CURRENTLY REGISTERED TO PRACTICE IN THE STATE OF NEW YORK.

NA If required, a copy of the Stormwater Pollution Prevention Plan (SWPPP) submitted to the NYSDEC will also be sent to the City of Watertown Engineering Department.

NA ** If required, a copy of all submittals sent to the New York State Department of Environmental Conservation (NYSDEC) for the sanitary sewer extension permit will also be sent to the City of Watertown Engineering Department.

NA ** If required, a copy of all submittals sent to the New York State Department of Health (NYSDOH) will also be sent to the City of Watertown Engineering Department.

** When NYSDEC or NYSDOH permitting is required, the property owner/applicant shall retain a licensed Professional Engineer to perform inspections of the proposed utility work and to certify the completed works were constructed in substantial conformance with the approved plans and specifications.

■ Signage will not be approved as part of this submission. It requires a sign permit from the Codes Department. See Section 310-52.2 of the Zoning Ordinance.

■ Plans have been collated and properly folded.

NA **■ If an applicant proposes a site plan with multiple buildings and any of those buildings front on a private drive, the City Council will name the private drive by resolution and the building(s) will be given an address number on that private drive by City staff. The applicant may propose a name for the private drive for the City Council's consideration.**

Proposed Street Name: not applicable

■ Explanation for any item not checked in the Site Plan Checklist.
all items that are not checked are not applicable to the project

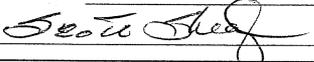
617.20
Appendix B
Short Environmental Assessment Form

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.

Part 1 - Project and Sponsor Information			
Quicklee's Convenient Store			
Name of Action or Project: Renovation, addition, drive-thru improvements			
Project Location (describe, and attach a location map): 1279 Coffeen Street, Watertown NY			
Brief Description of Proposed Action: The proposed reinvestment project consists of interior and exterior renovations to the existing building and a 1090 SF +/- addition. The building façades will be updated to provide a clean and consistent look. A drive-thru service area is proposed with circulation around the building. In addition, Quicklee's is proposing to modify sidewalks and parking spaces around the building as shown on the site plan to ensure ADA compliance. Some minor curb replacement and line striping is also proposed.			
Name of Applicant or Sponsor: PS Bruckel Inc, PEMM LLC		Telephone: 585-226-3661	
Address: 2697 Lakeville Road, Ste,1		E-Mail:	
City/PO: Avon, NY 14414		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? 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.			NO <input type="checkbox"/> YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval: City of Watertown Planning Board			NO <input type="checkbox"/> YES <input checked="" type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		_____ 1+/- acres	
b. Total acreage to be physically disturbed?		_____ .3 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ 1+1 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 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 checked="" type="checkbox"/> Other (specify): <u>Highway</u> <input type="checkbox"/> Parkland			

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	YES
	<input checked="" type="checkbox"/>	<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	YES
	<input checked="" type="checkbox"/>	<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	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: <u>Scott Shearing</u>		Date: <u>10/14/13</u>
Signature: <u></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:		
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.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT



Department of Planning
175 Arsenal Street
Watertown, NY 13601

Donald R. Canfield
Director of Planning

(315) 785-3144
(315) 785-5092 (Fax)

October 31, 2013

Andrew Nichols, Planner
City of Watertown
245 Washington Street
Watertown, NY 13601



Re: PS Bruckel Inc., PEMM LLC, Quicklee's Gas Station, Site Plan Review,
JCDP File # C 9 - 13

Dear Andrew:

The Jefferson County Planning Board was unable to establish a quorum for its October 29, 2013 meeting. Pursuant to General Municipal Law, Section 239m, the County Planning Board has thirty days to respond to a referral. The Board will not reconvene within the thirty day time period, therefore the local board is free to make its final decision.

Despite the lack of quorum, the following staff review comments are being returned to the referring municipality for informational and advisory purposes.

A NYS DOT highway work permit may be required if any changes are made to the access onto NYS Route 12F.

The local board should ensure that the building addition and drive thru lane meet the standards adopted by the City of Watertown for PDD #1.

Pursuant to Article IX, Chapter 310-57 of the City of Watertown Zoning Law, the local board should ensure that the proposed lighting plan does not negatively affect NYS Route 12F or the adjacent parcels. Also, due to the close proximity of the adjacent multi-family housing, the local board should require landscaping or other type of buffer along the drive-thru lane, pursuant to Article IX, Chapter 310-59, paragraph D of the local law.

Thank you for reviewing these comments.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Voss".

Jennifer Voss
Community Development Coordinator

EXCERPT FROM THE MINUTES – PLANNING BOARD 11/5/2013

SITE PLAN – QUICKLEES CONVENIENCE STORE

1279 COFFEEN ST – PARCEL 8-40-101.006

The Board then considered a request by Scott Shearing of Bohler Engineering for construction of a 1,090 square foot building addition, plus parking area and drive through lane, at 1279 Coffeen Street, parcel 8-40-101.006.

Chris Boyea of Bohler Engineering was in attendance to represent the project. He briefly outlined the proposed changes to the planning board. He noted that ADA compliance would be improved, the number of pumps reduced, and an exterior rebranding would be executed after the site work.

Mr. Katzman asked if NYSDOT had been consulted regarding traffic issues at the site.

Mr. Boyea said that city staff had been in touch with NYSDOT.

Mr. Katzman said that he believes Coffeen Street cannot handle the additional traffic generated by the drive through.

Mr. Boyea said that his understanding was that NYSDOT had acknowledged that traffic impact would not be significant after reviewing the plans. He said that the store would not be offering any new product, just changing the sales format.

Mr. Katzman, referring to Sheet SP4, explained that he thought the stacking lane for the drive through was insufficient. It would block some of the parking spaces, and it would be difficult to turn left when exiting.

Mr. Boyea responded, saying that the client was looking to pick up eastbound morning commuters with the drive through menu. The customers would be making right-in/right-out movements with minimal impact on street traffic. They would be mostly individuals who already travel this route as part of their commute.

He further explained that the site has stacking space for eleven 20-foot vehicles. The drive through portion of the store is a small operation and there are more stacking spaces proposed for cars than some of the McDonald's restaurants in the area, for which he has consulted.

Mr. Mix clarified that Coffeen Street is a city right-of-way, but NYSDOT reserves some jurisdiction over the nearby intersection because it affects ingress and egress from I-81 and affects the traffic signals associated with the interchange. He said NYSDOT has been provided a copy of the site plans, and verbally indicated that no Highway permit was required. No written determination was to be provided.

Mr. Wood explained that their determination was based on the fact that the project is small in size and is occurring on a pre-existing site.

Mr. Katzman asked about the impact of noise on Ontario Village apartments.

Mr. Boyea said that in response to staff comments, a row of trees would be provided along the eastern property line to help mitigate noise pollution and visual impact.

Mrs. Fields said that she is concerned that motorists will be confused when exiting the drive through, because the exit is skewed to the left slightly, but the ideal exit path is to turn right onto Coffeen St. In order to turn left onto Coffeen, people would have to cut through the pumps.

Mr. Boyea said that there is space to the north of the canopy for left-turners to pass the pumps.

Mrs. Freda said that AmeriCU on Arsenal Street had been limited to a right-out only for their curb cut.

Mr. Wood said that AmeriCU was on a DOT right-of-way, and it was a new build so there was no allowance for preserving existing curb cuts.

Mr. Boyea explained that the fuel delivery truck uses the western curb cut on Coffeen Street, so it needs to stay open for the station to operate.

Mr. Katzman asked where snow would be stored.

Mr. Boyea said that it would be pushed to the large green space behind the building.

Mrs. Fields said that she would like to see evergreen shrubs planted around the HVAC pad rather than stockade fencing as recommend in the staff report. Mr. Boyea said that this is fine, and that the pad will also be shifted to the west.

Mr. Coburn said that the site plan looks fine, and that it's not the board's job to design the project.

Mrs. Capone said that the board should recognize that this is an existing site with existing traffic problems. The board can try to mitigate these issues to a reasonable degree.

Mr. Boyea said that, overall, the site is being made more orderly, with fewer obstacles and more control measures.

Mrs. Fields asked if the applicant would be willing to install a sidewalk as suggested in the Staff report.

Mr. Boyea said that the sidewalk would make sense from a long term perspective, but he would rather not give his client the liability of a sidewalk with no connection. He suggested putting money in escrow for future construction of the sidewalk.

Mr. Mix said that the pedestrian connection makes sense; the path is already being used. The city does not typically use escrow for things like this, and the account would have to be funded and tied up for a very long period of time.

Mrs. Freda suggested that the western curb cut on Coffeen Street be marked as “exit only.”

Mr. Katzman asked if sidewalks were required by code.

Mr. Mix explained that the city code gives DPW the authority to order sidewalk installation along any right-of-way. However, the city has not typically done this where sidewalks don’t exist.

Mr. Katzman said that he would like to see the city mandate that Ontario Village install a sidewalk along Coffeen Street.

Mr. Boyea explained the lighting plan. A few wall-packs would be installed on the rear of the building, but spillage would not be a problem.

Mr. Katzman asked about site drainage. Mr. Boyea explained that the site currently has sheet flow to the south which percolates into the lawn. The existing condition will not change much, but a rip rap apron has been added to interrupt any stream flow coming off the drive through lane.

Mrs. Gervera asked if the drive-through would operate 24 hours per day.

Mr. Boyea said that they have based their application on that assumption, but the actual hours of operation have not been determined yet.

There was some discussion regarding the merits of planting low shrubbery as opposed to trees along the Coffeen Street margin. The board agreed that trees are preferable, but that only one tree is needed along the margin, rather than two as recommended in the staff report.

After further discussion regarding the curb cut configuration, Mr. Wood suggested that the western curb cut on Coffeen Street could be limited to right turns only rather than exit only. Mr. Boyea said he was fine with this suggestion. Mrs. Freda asked that a sixth condition be added requiring that the western curb cut on Coffeen Street be marked as “right turn only.”

Mrs. Gervera then moved to recommend that City Council approve the request submitted by Scott Shearing of Bohler Engineering for construction of a 1,090 square foot building addition, plus parking area and drive through lane, at 1279 Coffeen Street, parcel 8-40-101.006, subject to the following conditions:

1. The applicant shall install a sidewalk adhering to City specifications along the Coffeen Street right-of-way.

2. The applicant shall depict the proposed building lights on the south and east sides of the building, and ensure that spillage across property lines is limited to 0.5 foot candles or less at ground level.
3. The applicant shall depict water and sewer services on the survey and site plan.
4. The applicant shall revise the landscaping plan to better comply with the Landscaping and Buffer Zone Guidelines, including a minimum of 4 large-maturing trees along the eastern property line, 1 large-maturing tree along the Coffeen Street margin. The applicant shall submit the revised plan to the City Engineer for approval prior to issuance of a building permit.
5. The applicant shall shift the HVAC equipment to the west and surround the pad with evergreen shrubs.
6. The applicant shall mark the western curb cut on Coffeen Street as “right turn only.”

Mrs. Fields seconded.

Mr. Katzman voted in opposition.

Mrs. Freda, Mrs. Capone, Mr. Coburn, Mrs. Fields, and Mrs. Gervera voted in favor. The motion passed 5 to 1.

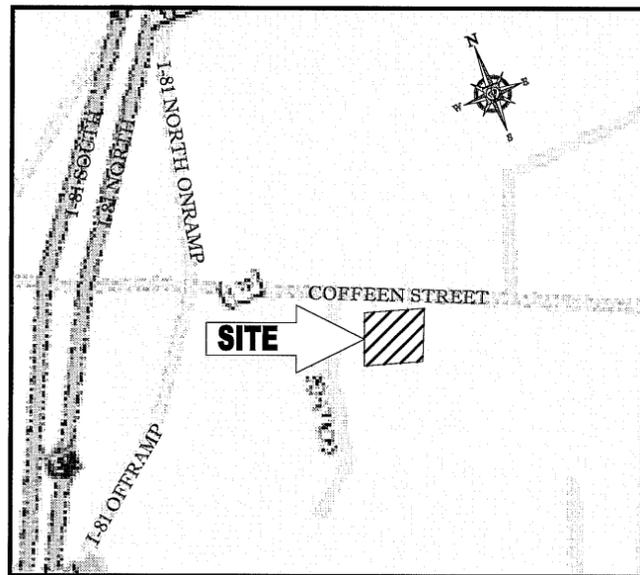
SITE REMODEL/IMPROVEMENT PLANS

FOR:

PEMM, LLC

LOCATION OF SITE:

1279 COFFEEN STREET, CITY OF WATERTOWN
 JEFFERSON COUNTY, NEW YORK STATE
 DISTRICT 8, MAP 40, PARCEL 101.006



LOCATION MAP
 SCALE: N.T.S.



AERIAL LOCATION
 SCALE: N.T.S.

SHEET TITLE	SHEET NUMBER
COVER SHEET	1 OF 8
GENERAL NOTES SHEET	2 OF 8
DEMOLITION PLAN	3 OF 8
SITE PLAN	4 OF 8
GRADING & UTILITY PLAN	5 OF 8
LANDSCAPE PLAN	6 OF 8
CONSTRUCTION DETAIL SHEET	7 OF 8
CONSTRUCTION DETAIL SHEET	8 OF 8
SURVEY (BY OTHERS)	1 OF 1

SHEET INDEX

BOHLER ENGINEERING

CORPORATE OFFICE:
 WARREN, NJ

OFFICES:
 SOUTH BRIDGE, VA
 PHILADELPHIA, PA
 STERLING, VA
 ROCKY HILL, CT
 CENTER VALLEY, PA
 TAMPA, FL

CIVIL & CONSULTING ENGINEERS
 SURVEYORS
 PROJECT MANAGERS
 ENVIRONMENTAL CONSULTANTS
 LANDSCAPE ARCHITECTS

REVISIONS			
REV	DATE	COMMENT	BY
1	10/6/13	REVISED PER P.D. COMMENTS	SG
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

PERMIT SET - NOT ISSUED FOR CONSTRUCTION

PROJECT No.: 8130201
 DRAWN BY: MED
 CHECKED BY: SCS
 DATE: 10/14/13
 SCALE: SEE PLAN
 CAD I.D.: 8130201.mcd

PROJECT:

SITE PLAN DOCUMENTS
 FOR
PEMM, LLC

LOCATION OF SITE
 1279 COFFEEN STREET
 CITY OF WATERTOWN
 JEFFERSON COUNTY
 STATE OF NEW YORK

BOHLER ENGINEERING

5 COMPUTER DRIVE WEST SUITE 203
 ALBANY NY, 12205
 Phone: (518) 438-0900
 Fax: (518) 438-0900
www.BohlerEngineering.com

W.D. GOEBEL

PROFESSIONAL ENGINEER
 NEW YORK LICENSE No. 071284-1
 VERMONT LICENSE No. 7735
 CONNECTICUT LICENSE No. 21884
 NEW HAMPSHIRE LICENSE No. 102067
 MASSACHUSETTS LICENSE No. 43844
 OHIO LICENSE No. E-09326

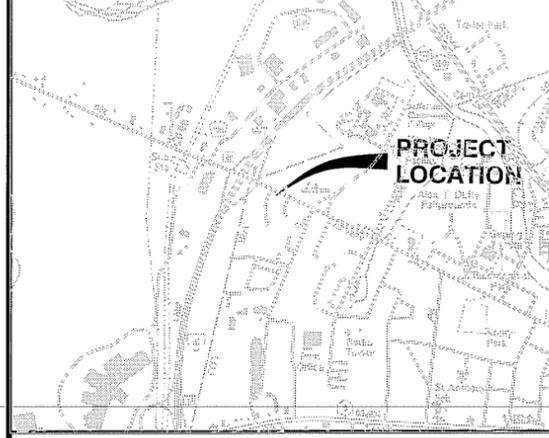
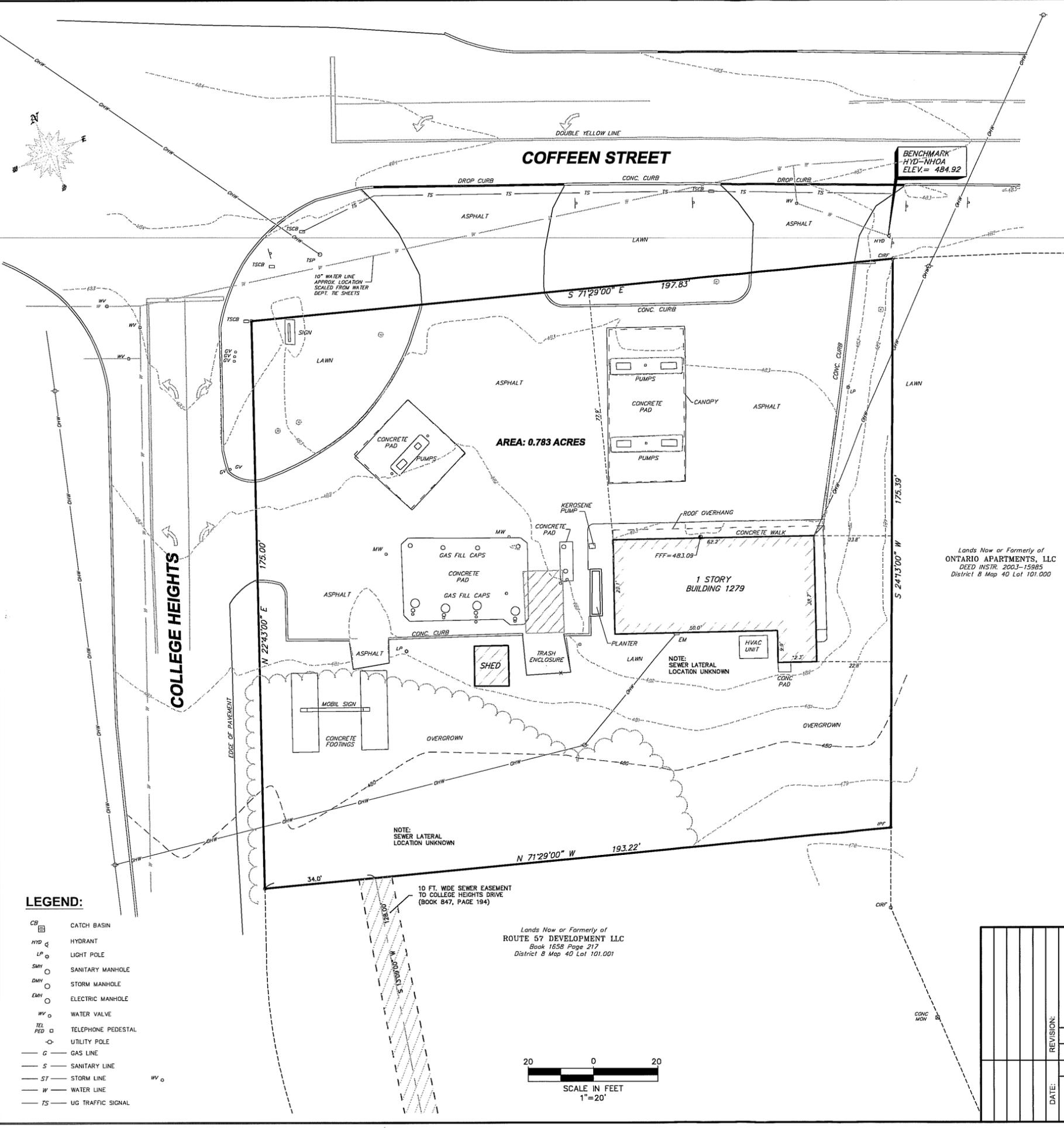
SHEET TITLE:
COVER SHEET

SHEET NUMBER:
1
 OF 8

REV 1

PREPARED BY

BOHLER ENGINEERING



SITE LOCATION PLAN: 1"=2000'

DEED REFERENCES:

1. OSSIAN AIRWAYS III, INC. TO PEMM, LLC, DATED APRIL 2, 2013 AND RECORDED IN THE JEFFERSON COUNTY CLERKS OFFICE IN DEED INSTR NO. 2013-5469.

TAX PARCEL NUMBER:

CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK
DISTRICT 8 - MAP 40 - PARCEL 101.006

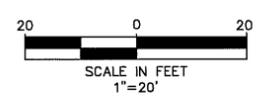
GENERAL NOTES:

- NORTH IS ORIENTED TO DEED REFERENCE 1
- VERTICAL DATUM IS NAVD88, ESTABLISHED BY GPS OBSERVATIONS AT THE TIME OF SURVEY
- UNAUTHORIZED ALTERATION OR ADDITION TO A SURVEY MAP BEARING A LICENSED LAND SURVEYOR'S SEAL IS A VIOLATION OF SECTION 7209, SUBDIVISION 2 OF THE NEW YORK STATE EDUCATION LAW.
- ONLY COPIES FROM THE ORIGINAL OF THIS SURVEY MARKED WITH AN ORIGINAL OF THE LAND SURVEYOR'S INKED SEAL OR HIS EMBOSSED SEAL SHALL BE CONSIDERED TO BE VALID TRUE COPIES .
- SURVEYED FROM RECORD DESCRIPTION AND AS IN POSSESSION.
- SUBJECT TO COVENANTS, EASEMENTS, RESTRICTIONS, CONDITIONS AND AGREEMENTS OF RECORD.
- SURVEY SUBJECT TO ANY RIGHT, TITLE OR INTEREST THE PUBLIC MAY HAVE FOR HIGHWAY USE.
- SURVEY SHOWN IS SUBJECT TO ANY SUBSURFACE CONDITIONS THAT MAY EXIST, IF ANY.
- UNDERGROUND FACILITIES AND STRUCTURES SHOWN HEREON WERE TAKEN FROM DATA OBTAINED FROM PREVIOUS MAPS AND RECORD DRAWINGS. ALL ABOVE GROUND STRUCTURES AND SURFACE FEATURES SHOWN HEREON ARE THE RESULT OF A FIELD SURVEY UNLESS OTHERWISE NOTED. THERE MAY BE OTHER UNDERGROUND UTILITIES, THE EXISTANCE OF WHICH ARE NOT KNOWN OR CERTIFIED BY THE UNDERSIGNED. THE SIZE AND LOCATION OF ALL UNDERGROUND UTILITIES AND STRUCTURES MUST BE VERIFIED BY THE APPROPRIATE AUTHORITIES. THE UNDERGROUND FACILITIES PROTECTIVE ORGANIZATION MUST BE NOTIFIED PRIOR TO CONDUCTING TEST BORINGS, EXCAVATION AND CONSTRUCTION.

LEGEND:

- CB [] CATCH BASIN
- HYD [] HYDRANT
- LP [] LIGHT POLE
- SMH [] SANITARY MANHOLE
- DMH [] STORM MANHOLE
- EMH [] ELECTRIC MANHOLE
- WV [] WATER VALVE
- TEL [] TELEPHONE PEDESTAL
- UTL [] UTILITY POLE
- G [] GAS LINE
- S [] SANITARY LINE
- ST [] STORM LINE
- W [] WATER LINE
- TS [] UG TRAFFIC SIGNAL

Lands Now or Formerly of
ROUTE 57 DEVELOPMENT LLC
Book 1658 Page 217
District 8 Map 40 Lot 101.001



1279 COFFEEN STREET	
BOUNDARY & TOPOGRAPHIC SURVEY OF THE LANDS OF PEMM, LLC	
CITY OF WATERTOWN	JEFFERSON COUNTY, N.Y.
SCALE: 1"=20'	JULY 29, 2013
DRAWN BY: KCW	PROJECT NO: 13-1072
AUSFELD & WALDRUFF LAND SURVEYORS LLP 514 STATE STREET, SCHENECTADY N.Y. 12305 PHONE : (518) 346-1595 FAX:(518)770-1655	
VINCENT P. AUSFELD P.L.S. LICENSE #049597 www.awslp.com	

Res No. 13

November 12, 2013

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Approving a Special Use Permit Request to Operate a Self Storage Facility in a Commercial District at 144 Eastern Boulevard, Parcel 5-16-320.100

Randy Soggs has submitted the above subject Special Use Permit request. This request has been made under the provisions of § 310-9(I), which allows “other uses of the same general character as those permitted.”

The Planning Board reviewed the request at its November 5, 2013 meeting, at which the Board voted to recommend that Council approve the Special Use Permit.

Attached are the report prepared for the Planning Board and an excerpt from its minutes.

The resolution prepared for City Council consideration approves the Special Use Permit with the condition that the permit is only valid in the location of the former skating rink.

A public hearing is required before City Council may vote on the resolution. It is recommended that a public hearing be scheduled for 7:30 pm on Monday, December 2, 2013.

RESOLUTION

Page 1 of 1

Approving A Special Use Permit Request to Operate a Self Storage Facility in a Commercial District at 144 Eastern Boulevard, Parcel 5-16-320.100

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

WHEREAS Randy Soggs has made an application for a Special Use Permit to operate a self-storage facility in a Commercial District at 144 Eastern Boulevard, parcel 5-16-320.100, and

WHEREAS the Planning Board of the City of Watertown reviewed the request for a Special Use Permit at its meeting held on November 5, 2013, and passed a motion recommending that the City Council of the City of Watertown approve the request as submitted, subject to the following condition:

1. The Special Use Permit shall only be valid within the approximately 22,000 square foot footprint of the former skating rink.

And,

WHEREAS a public hearing was held on the proposed Special Use Permit on December 2, 2013, after due public notice, and

WHEREAS the City Council has reviewed the Short Environmental Assessment Form, responding to each of the questions contained in Part II and has determined that the project, as submitted, is Unlisted and will not have a significant effect on the environment,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed Special Use Permit to allow self storage at 144 Eastern Boulevard is an Unlisted Action for the purposes of SEQRA and hereby determines that the project, as proposed, will not have a significant effect on the environment, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that a Special Use Permit is hereby granted to Randy Soggs to allow operation of a self storage facility in a Commercial District at 144 Eastern Boulevard, parcel 5-16-320.100, subject to the condition recommended by the Planning Board.

Seconded by

No other self-storage facilities could be identified operating within the City. 632 Water Street (Light Industrial) previously housed one, but the business has apparently relocated to outer Pearl Street.

cc: City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Randy Soggs, PO Box 684, New Hartford NY 13413



CITY OF WATERTOWN, NEW YORK

245 Washington Street, Watertown, NY 13601
Office: (315) 785-7730 - Fax: (315) 782-9014

Special Use Permit Application

APPLICANT INFORMATION

Name: WATERTOWN CENTER DEVELOPMENT LLC

Mailing Address: P.O. Box 684
New Hartford, NY 13413

Phone Number: 315.794.6562 Email: RANDY@SOLOGS.COM

PROPERTY INFORMATION

Property Address: 144 EASTERN BLVD 5-16-320.100

Tax Parcel Number(s): 5-0016-320.00

Property Owner (if not applicant):

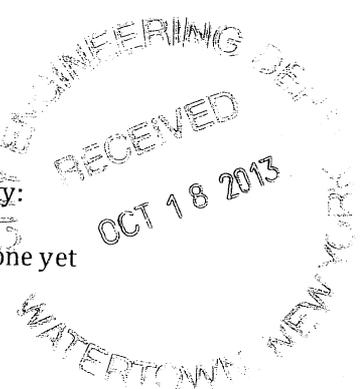
If applicant is not owner or owner's representative, indicate interest in the property:

- Signed Purchase Agreement (attach)
- Signed Lease (attach)
- None yet

Zoning District: COMMERCIAL DISTRICT

Required Attachments:

- 8.5x11 parcel map with property outlined with heavy black ink
- Sketch of the site drawn to an engineering scale (e.g. 1"=20')
- Completed Part I of the Environmental Assessment Form (SEQR)



REQUEST DETAILS

Proposed Use: SELF STORAGE 21,962 sf

Explain proposal (use additional 8.5x11 sheets if necessary): CONVERT FORMER

SKATING RINK TO SELF STORAGE FACILITY. THE NEW WALL WILL ALL BE PREFABRICATED METAL WITH INDIVIDUAL ACCESS DOORS. THE FACILITY WILL BE STAFFED AND OPERATE IN VERY SIMILAR HOURS TO THE RETAILERS IN THE PLAZA.

I certify that the information provided in this application is true to the best of my knowledge.

Signature:

Date: 10/15/13

617.20
Appendix B
Short Environmental Assessment Form

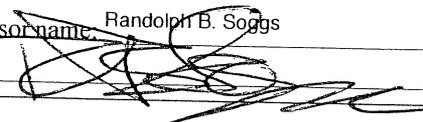


Instructions for Completing

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.

Part 1 - Project and Sponsor Information							
Watertown Center Development LLC							
Name of Action or Project: Northland Self Storage							
Project Location (describe, and attach a location map): 144 Eastern Boulevard							
Brief Description of Proposed Action: Special use permit allowing self-storage in a Commercial District. ATW 10/23/2013							
Name of Applicant or Sponsor: Randy Soggs		Telephone: 315 796 6562					
		E-Mail: randy@soggs.com					
Address: PO Box 684 Area							
City/PO: New Hartford NY		State: NY	Zip Code: 13413				
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? 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.			<table border="1" style="width: 100%; text-align: center;"> <tr> <th style="width: 50%;">NO</th> <th style="width: 50%;">YES</th> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<table border="1" style="width: 100%; text-align: center;"> <tr> <th style="width: 50%;">NO</th> <th style="width: 50%;">YES</th> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
3.a. Total acreage of the site of the proposed action?		.5 acres					
b. Total acreage to be physically disturbed?		0 acres					
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		17 acres					
4. Check all land uses that occur on, adjoining and near the proposed action.							
<input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input 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							

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	YES
	<input checked="" type="checkbox"/>	<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	YES
	<input checked="" type="checkbox"/>	<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	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: <u>Randolph B. Soggs</u>	Date: <u>October 21, 2013</u>	
Signature: 		

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:		
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.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT

**SPECIAL USE PERMIT – SELF STORAGE
144 EASTERN BOULEVARD – 5-16-320.100**

The board then considered a request submitted by Randy Soggs to operate a self-storage facility in a Commercial District at 144 Eastern Boulevard, parcel 5-16-320.100.

Mr. Katzman stated that he would abstain from discussion and voting on this matter.

Tim Hogan explained to the board that he would also be representing Randy Soggs on this project. He described the project, saying that the storage units would be about 5' to 10' wide and would have open tops. The entire building is already sprinklered so there is no issue with building codes. No hazardous materials would be allowed, and the units would only be accessibly during business hours, when the lobby area would be staffed.

Mrs. Freda asked if all modifications would be on the interior.

Mr. Hogan said that they would. The exterior of the building would look just the same as if it were a skating rink. The lobby area would be climate controlled, and the storage area would be kept above freezing in the winter.

Mr. Mix asked Mr. Hogan to describe the loading process.

Mr. Hogan said that no new loading docks would be built. Customers would simply pull up to the curb in front of the store and use dollies to move things inside.

Anthony Morone, attorney for the owners of 203 Eastern Boulevard, approached the board to explain that his client is opposed to the Special Use Permit as it was described in the application. He urged the board to deny the permit because the storage facility is fundamentally different from the typical retail use, because customers leave items behind. If the zoning code meant for this to be allowed, it would have been mentioned specifically. He brought up the television show *Breaking Bad*, in which illegal activities take place within a storage unit, as an example of the potential public nuisance caused by a self-storage facility.

Mr. Mix reminded the board that the character of the proposed use should be compared to all allowed uses in the Commercial District, not just those present nearby. For example, automobile storage is allowed as-of-right in the Commercial District.

Mrs. Freda asked if a condition could be placed on the permit limiting hours of operation.

Mr. Mix said that it could, but this type of restriction is nearly impossible to enforce because Code Enforcement does not have 24-hour staffing.

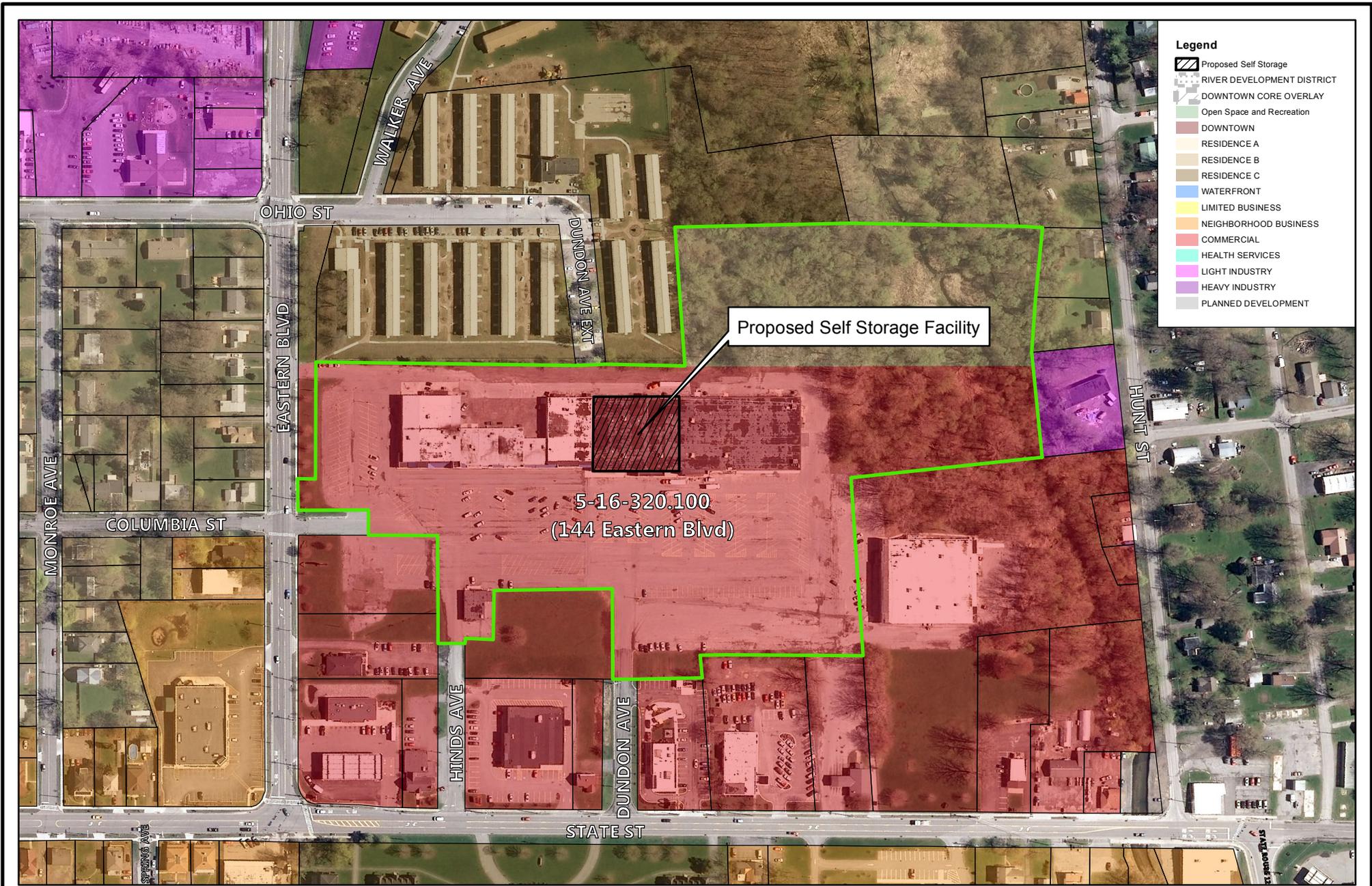
Mrs. Fields asked if staff would always be present on site.

Mr. Hogan said that it would be staffed during its open hours. Off schedule access would have be requested ahead of time. Customers would not have 24-hour unlimited access to their units. It would be similar to a safety deposit box, where you have to show up during bank hours and be shown to the box.

Mrs. Gervera then made a motion to recommend that City Council approve the request submitted by Randy Soggs to operate a self-storage facility in a Commercial District at 144 Eastern Boulevard, parcel 5-16-320.100, subject to the following condition:

1. The Special Use Permit shall only be valid within the approximately 22,000 square foot footprint of the former skating rink.

Mrs. Fields seconded. Mr. Katzman abstained, all others voted in favor.



- Legend**
- Proposed Self Storage
 - RIVER DEVELOPMENT DISTRICT
 - DOWNTOWN CORE OVERLAY
 - Open Space and Recreation
 - DOWNTOWN
 - RESIDENCE A
 - RESIDENCE B
 - RESIDENCE C
 - WATERFRONT
 - LIMITED BUSINESS
 - NEIGHBORHOOD BUSINESS
 - COMMERCIAL
 - HEALTH SERVICES
 - LIGHT INDUSTRY
 - HEAVY INDUSTRY
 - PLANNED DEVELOPMENT

Proposed Self Storage Facility

5-16-320.100
(144 Eastern Blvd)



Revision:	Description of Revision:	Date:	By:



CITY OF WATERTOWN, NEW YORK
INFORMATION TECHNOLOGY
 ROOM 204, MUNICIPAL BUILDING
 245 WASHINGTON STREET
 WATERTOWN, NEW YORK 13601
 TEL: (315) 785-7794

Project: Zoning Map	
Requested By: A.Nichols	
Drawn By: J.Carlsson	Approved By:
Date: 10/23/2013	Date:
Scale: 1 inch = 250 feet	Map Number: 13-09
Title: 144 Eastern Blvd (100' Buffer)	

Res No. 14

November 14, 2013

To: The Honorable Mayor and City Council

From: Michael A. Lumbis, Planner

Subject: NYS Department of Environmental Conservation Urban
and Community Forestry Grant Program

At the November 4, 2013 meeting, the City Council informally agreed to have Staff apply for grant funding through the NYS Department of Environmental Conservation's Urban and Community Forestry Grant Program for a street tree inventory.

A tree inventory will provide the City with accurate information on the health of our trees, allowing Staff to better prioritize maintenance efforts and reduce the potential liability that results from hazardous trees. The tree inventory will also will identify potential planting sites and will provide key data about the urban forest.

Under this grant program, applications for tree inventories do not require a match from the City and can be for up to \$25,000. The application requires that an authorizing resolution be adopted by the City Council.

The attached resolution approves and endorses the City's application to the NYSDEC for grant funding under Round 12 of the Urban and Community Forestry Program for a project known as the *City of Watertown Street Tree Inventory Project* and authorizes and directs the City Manager to file an application for funding in an amount not to exceed \$25,000.

RESOLUTION

Page 1 of 1

Authorizing an Application to the New York State Department of Environmental Conservation for Funding Through the Urban and Community Forestry Program

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

WHEREAS the New York State Department of Environmental Conservation (NYSDEC) has announced that grant funding is available through the Urban and Community Forestry Grant Program, and

WHEREAS the City of Watertown has made the care and management of the City’s urban forest a priority over the last two decades in the wake of several devastating storms in the 1990’s, and

WHEREAS the City Council desires to apply to the program to fund a City wide street tree inventory project, and

WHEREAS a street tree inventory will provide the City with accurate information on the health of our street trees and will also provide valuable data about the state of the urban forest and information related to the annual environmental and economic benefits that the urban forest provides, and

WHEREAS Tree Watertown, the City’s Street Tree Advisory Board, has recommended that the City Council apply for funding for the tree inventory,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it hereby approves and endorses the City’s application to the NYSDEC for grant funding under Round 12 of the Urban and Community Forestry Program for a project known as the City of Watertown Street Tree Inventory Project, and

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to file an application for funding in an amount not to exceed \$25,000, and upon approval of said request, to enter into and execute a project agreement with the NYSDEC for such financial assistance to the City of Watertown for the Street Tree Inventory Project.

Seconded by

Res No. 15

November 13, 2013

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Authorizing Application for Federal Emergency Management Agenda (FEMA) Grant, Fire Department

The City Fire Department is seeking Council approval to apply for a grant from the Federal Emergency Management Agenda (FEMA). This funding opportunity is in the amount of \$103,168 and requires 10% matching funds from the City. If approved, this grant will allow the Fire Department to purchase personal protective equipment as detailed in the attached report from Fire Chief Dale C. Herman.

This 10% match will be allocated from FY14-15 Budget. If this grant application is approved, it will allow the Fire Department to obtain the equipment necessary to ensure their personnel have the proper protective equipment.

A resolution is attached for Council consideration authorizing Chief Herman to sign and submit the grant application on behalf of the City of Watertown by December 6, 2013. City staff will be available to answer any questions Council may have related to this grant opportunity.

RESOLUTION

Page 1 of 1

Authorizing Application for Federal
Emergency Management Agenda (FEMA) Grant,
Fire Department

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the Federal Emergency Management Agenda (FEMA). is accepting applications for funding through December 6, and

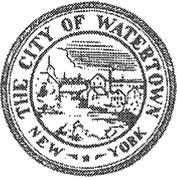
WHEREAS the City of Watertown Fire Department has prepared an application that meets the intended purpose of this grant, which will allow the Department to purchase personal protective equipment, and

WHEREAS the application, in the amount of \$103,168, requires a matching fund of 10% from the City,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the Fire Department to submit a grant application in the amount of \$103,168 to the Federal Emergency Management Agenda (FEMA)., and

BE IT FURTHER RESOLVED that Fire Chief Dale C. Herman is hereby authorized and directed to execute the grant application on behalf of the City of Watertown.

Seconded by



CITY OF WATERTOWN, NEW YORK

FIRE DEPARTMENT
224 South Massey Street
Watertown, New York 13601
(315) 785-7800
Fax: (315) 785-7821
Dale C. Herman, Fire Chief
dherman@watertown-ny.gov



November 13, 2013

Ms. Sharon Addison
City Manager
City of Watertown
245 Washington Street
Watertown, New York 13601



Dear Ms. Addison:

The Federal Emergency Management Agency (FEMA) once again has been able to allocate funding for fire departments under the Assistance to Firefighters Grant. This year's emphasis is on safety operations and equipment purchases which enhance capabilities. The City of Watertown Fire Department has conducted a needs assessment by which this funding could aid our organization in providing personal protective equipment for our firefighters as well as equipment to ensure proper fitting face pieces.

With Council approval, a grant application would be applied for the following items:

80 MSA ultra-elite face pieces	\$38,800
80 Structural firefighters boots	22,400
80 pair Structural firefighting gloves	8,160
20 - 45 minute self-contained breathing apparatus cylinders	26,200
1 Quantfit respirator fit test system	<u>7,608</u>
	\$103,168

The City would be responsible for 10% of the cost of the equipment purchased, and it is forecast that if awarded, these expenses would be in the next fiscal year.

The deadline for submission is December 6, 2013.

If you have any further questions, please do not hesitate to contact me.

Truly yours,

CITY OF WATERTOWN FIRE DEPARTMENT

Dale C. Herman
Fire Chief

DCH:cdb

November 13, 2013

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Accepting Bid for Administration of Section 125 Plan,
Benefit Services Group

The City Purchasing Department has advertised and received proposals for the Administration of the City of Watertown's Section 125 Plan.

Proposal documents were sent to five area benefit management providers. Three (3) sealed proposals were received by the due date of October 22, 2013. A committee was formed comprising of myself, City Comptroller James Mills, Confidential Assistant to the City Manager Beth Morris, Fringe Benefits Manager Melanie Wight and City Purchasing Manager Amy Pastuf.

As detailed in Purchasing Manager Amy Pastuf's attached report, the committee reviewed the proposals provided, and it is their recommendation that the City enter into a one-year agreement with Benefit Services Group.

A resolution is attached for City Council consideration.

RESOLUTION

Page 1 of 1

Accepting Bid for Administration of Section 125 Plan, Benefit Services Group

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received proposals for the Administration of the City of Watertown’s Section 125 Plan, and

WHEREAS proposal documents were sent to five area benefit management providers with three (3) sealed proposals received by the due date of October 22, 2013, and

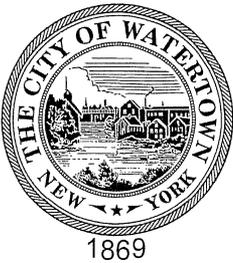
WHEREAS a committee was formed comprising of City Manager Sharon Addison, City Comptroller James Mills, Confidential Assistant to the City Manager Beth Morris, Fringe Benefits Manager Melanie Wight and City Purchasing Manager Amy Pastuf, and

WHEREAS this committee reviewed the proposals received, and it is their recommendation that the City Council accept the proposal submitted by Benefit Services Group,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York, accepts the proposal submitted by Benefit Services Group to enter into a one-year agreement, and

BE IT FURTHER RESOLVED that the City Manager Sharon Addison is hereby directed and authorized to execute documents necessary for this Agreement.

Seconded by



CITY OF WATERTOWN, NEW YORK

ROOM 205, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
E-MAIL APastuf@watertown-ny.gov
Phone (315) 785-7749 Fax (315) 785-7752

Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Bid 2013-02 – Administration of Section 125 Plan - Recommendation
DATE: 11/13/2013

The City's Purchasing Department advertised in the Watertown Daily Times on October 2, 2013 calling for proposals for Administration of the City of Watertown's Section 125 Plan. Requests for Proposal documents were sent to five area benefit management providers. Three (3) sealed proposals were received by the due date of October 22, 2013. The proposals were reviewed by a committee comprising of City Manager Sharon Addison, City Comptroller Jim Mills, Confidential Assistant to the City Manager Beth Morris, Fringe Benefits Manager Melanie Wight and City Purchasing Manager Amy Pastuf.

As per the City Purchasing Policy, "*A Request for Proposal (RFP) is a competitive procurement with an award based on price and other criteria which may include negotiation. An RFP is not an alternative to competitive bidding, except when expressly authorized by the State Legislature. An RFP may be used if procurement is within exception to competitive bidding and permitted under the City's procurement policies. They are most commonly used for professional service, true leases and licenses/concessions.*" The Proposals were reviewed on the following criteria: Technical Response, Contract Documentation, Relevant and Past Performance and Cost. It was agreed by the committee that each proposal contained the necessary information to ensure that the provider is capable of accomplishing the required service. The cost proposals are provided below:

	BSG	POMCO	Relph
Monthly 125 Fees per Employee	\$3.00	\$4.50	\$4.25
Annual 125 Fee	\$600.00	\$0.00	\$100.00
New Card Fees	\$2.00	Included	\$0.00
Expired Card Replacement Fee	\$2.00	NA	\$0.00
Replacement Card Fees	\$5.00	\$4.50	\$5.00

Based on the positive past relationship with the City and their reasonable rates, it is recommended by the committee that the City enter into a one-year agreement with the Benefit Services Group. If there are any questions concerning this recommendation, please contact me at your convenience.

Res No. 17

November 13, 2013

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning and Community Development Coordinator

Subject: Authorizing the Sale of Parcels No. 7-01-112.003 and 7-01-114.001 to Neighbors of Watertown, Inc.

Gary Beasley, Executive Director of Neighbors of Watertown, Inc. presented his organization's request to acquire two small parcels from the City of Watertown at the City Council's November 12, 2013 Work Session. The parcels will be used for the redevelopment of 122-130 Court Street (former Empsall Department Store).

The City Council requested that the attached resolution be prepared, which authorizes the sale of Parcels No. 7-01-112.003 and 7-01-114.001 to Neighbors of Watertown, Inc. for \$1.00.

Resolution No.

November 18, 2013

RESOLUTION

Page 1 of 1

Authorizing the Sale of Parcels No.7-01-112.003 and 7-01-114.001 to Neighbors of Watertown, Inc.

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS Neighbors of Watertown, Inc. is planning to renovate the building that formerly housed Empsall Department Store at 122-130 Court Street, and

WHEREAS two city-owned parcels known as Parcels No. 7-01-112.003 and 7-01-114.001, are needed by Neighbors of Watertown, Inc. to complete the redevelopment plan, and

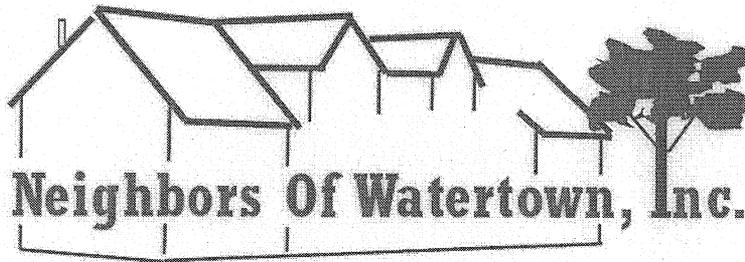
WHEREAS Neighbors of Watertown, Inc. has offered \$1.00 to purchase Parcels No. 7-01-112.003 and 7-01-114.001, and

WHEREAS Parcels No. 7-01-112.003 and 7-01-114.001 have never been assigned a public purpose by the City Council,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York, pursuant to Section 23(b) of the General City Law, §247 of the Charter of the City of Watertown as amended by Local Law No. 1 of 1983, adopted December 3, 1984, effective January 17, 1985, and the Ordinance, Municipal Code, Chapter 16 adopted by the City Council on June 6, 1977, finds that the offer of \$1.00 submitted by Neighbors of Watertown, Inc., 112 Franklin Street, Watertown, NY 13601, to purchase Parcels No. 7-01-112.003 and 7-01-114.001 is a fair and reasonable offer and is hereby accepted, and

BE IT FURTHER RESOLVED that the Mayor is hereby authorized, empowered and directed to execute a Quit Claim Deed of said property to Neighbors of Watertown, Inc. upon receipt of the above-mentioned sum of money in cash only to the City Comptroller.

Seconded by



November 7, 2013

Ms. Sharon Addison, City Manager
City of Watertown
215 Washington Street
Watertown, NY 13601

Re: property

Dear Ms. Addison,

Neighbors Of Watertown is in the process of acquiring the former Empsall Department store property at 122 Court Street. We have owned the upper six floors, known as the Brighton Apartments, since 1992. With the financial uncertainty surrounding the lower floors we decided that it is in the projects best interest for NOWI to proceed with acquisition of that section as well.

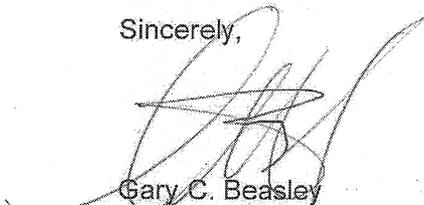
The acquisition includes 122 Court St., tax parcels 7-01-123.777, 122-30 rear, tax parcel #7-01-123.000 and the parking lot, tax parcel #7-01-135.000. We are also purchasing a portion of parcel # 7-01-115 from Watertown Rx LLC so that the parcels connect. We are not acquiring 223 JB Wise which is under foreclosure.

In order for Neighbors to fully redevelop this property it would be very advantageous to connect the site with Safford Lane. Such a connection would allow construction of a drive to be installed from JB Wise up along the side of 223 JB Wise to a side entrance into 122-30 rear, then continuing around to Safford Lane. (See attached rough concept drawing). It is our goal to see the highly visible rear facades of these Court Street buildings made attractive, accessible and productive.

To accomplish this we are requesting that the City transfer two small unused parcels, # 7-01-112.003 and #7-01-114.001 to Neighbors Of Watertown, Inc. for \$1. Doing so will further our efforts to bring this plaza to full productive use as well as make this area more attractive.

Thank you and please feel free to contact me at (315) 782-8497 if you have any questions.

Sincerely,


Gary C. Beasley
Executive Director
Neighbors Of Watertown, Inc.

Enc: Drawing



The Housing & Redevelopment Store
112 Franklin Street, Watertown, NY 13601
Phone (315) 782-8497 Fax (315) 782-0102
www.neighborsofwatertown.com

CONCEPT

223 J B WISE PL

NEW DRIVEWAY

VL-1 J B WISE PL

PLAZA
PARKING,
LOT

VL-3 J B WISE PL

PROP OFF
PLAZA ENTRANCE

NEW DRIVEWAY

SAFFORD LANE

41 PUBLIC SQ

35-39 PUBLIC SQ

31 PUBLIC SQ

29 PUBLIC SQ

25 PUBLIC SQ

1 REAR COURT ST

105 REAR COURT ST

RT ST

URT ST

104 COURT ST

J B W

SS P



Legend

- NEIGHBORS OF WATERTOWN
- CITY OF WATERTOWN

Revision:	Description of Revision:	Date:	By:

Project:	Neighbors of Watertown Properties
Title:	130 Court Street

CITY OF WATERTOWN, NEW YORK
GIS DEPARTMENT
 ROOM 305B, MUNICIPAL BUILDING
 245 WASHINGTON STREET
 WATERTOWN, NEW YORK 13601
 TEL: (315) 785-7793



Project: Neighbors of Watertown Properties	
Requested By: K.Mix	Approved By:
Drawn By: J.Carlisson	Date:
Date: 11/12/2013	Map Number: 13-15
Scale: 1 inch = 20 feet	
Title: 130 Court Street	

Ord No. 1

November 12, 2013

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Changing the Approved Zoning Classification of VL1 Indiana Avenue North, Parcel 6-16-107, From Light Industrial to Residence B

Janel Donnelly of 235 Indiana Ave. N. has submitted the above subject zone change request. The owner of the subject parcel has submitted a letter indicating that they are in favor of the change.

The Planning Board reviewed the request at its November 5, 2013 meeting and voted to recommend that City Council approve the request.

Attached are the report on the zone change request prepared for the Planning Board and an excerpt from the minutes.

The attached ordinance adopts the change as requested. The Council must hold a public hearing on the ordinance before it may vote. It is recommended that a public hearing be scheduled for 7:30 pm on Monday, December 2, 2013. A SEQRA resolution will also be presented for City Council consideration at that meeting.

ORDINANCE

Page 1 of 1

Changing the Approved Zoning Classification of VL1 Indiana Avenue North, Parcel 6-16-107, From Light Industrial to Residence B

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

BE IT ORDAINED where Janel Donnelly has submitted an application to change the approved zoning classification of VL1 Indiana Avenue North, parcel 6-16-107, from Light Industrial to Residence B, and

WHEREAS the Planning Board of the City of Watertown considered the request at its November 5, 2013 meeting and recommended that City Council adopt the zone change as requested, and

WHEREAS a public hearing was held on the proposed zone change on December 2, 2013, after due public notice, and

WHEREAS the City Council has made a declaration of Negative Findings of the impacts of the proposed zone change according to the requirements of SEQRA, and

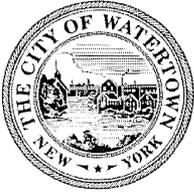
WHEREAS the City Council deems it in the best interest of the citizens of the City of Watertown to approve the requested zone change,

NOW THEREFORE BE IT ORDAINED that the approved zoning classification of VL1 Indiana Avenue North be changed from Light Industrial to Residence B, and

BE IT FURTHER ORDAINED that the Zoning Map of the City of Watertown shall be amended to reflect these changes, and

BE IT FURTHER ORDAINED this amendment to the Zoning Ordinance of the City of Watertown shall take effect as soon as it is published once in the official newspaper of the City of Watertown, or otherwise printed as the City Manager directs.

Seconded by



MEMORANDUM

CITY OF WATERTOWN, NEW YORK – PLANNING OFFICE
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601
PHONE: 315-785-7730 – FAX: 315-782-9014

TO: Planning Board Members

FROM: Kenneth A. Mix, Planning and Community Development Coordinator *KAM*

SUBJECT: Zone Change – VL-1 North Indiana Avenue, Parcel Number 6-16-107.000

DATE: October 30, 2013

Request: To change the approved zoning classification of VL-1 North Indiana Avenue, Parcel Number 6-16-107.000, from *Light Industrial to Residence B*.

Applicant: Janel M. Donnelly

Owner: Hamilton Central, LLC

SEQRA: Unlisted

County review: Not required

Comments: The applicant, Janel Donnelly, is the owner of the property located adjacent to the subject parcel. Mrs. Donnelly was recently preparing to begin the construction of an addition on the north side of her home at 235 North Indiana Avenue. While trying to obtain a building permit, she discovered that the land upon which she wanted to construct the addition was actually part of the old railroad property and currently owned by Hamilton Central LLC. It was also discovered that the subject property was zoned Light Industrial, meaning that a residential use would not be allowed on the property. She was denied a building permit because of those two issues.

This zone change request is the first step in resolving the issues. While the zone change request is being considered, Mrs. Donnelly is also in the process of purchasing all or a portion of the parcel. If only a portion of the property is being purchased, a subdivision request will be submitted at a later date for Planning Board consideration.

This property is designated for medium density residential use in the adopted Land Use Plan.

cc: City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Janel M. Donnelly
Bradford White, Hamilton Central LLC

October 28, 2013

To Whom It May Concern,

My husband and I hired a contractor to erect an addition onto our home. Prior to going forth with the addition, we had the City Code Enforcer's visit our home on four different occasions; verifying specifications. If there was a question of lines, they should have pulled it before allowing the demolition. The City gave a permit to demolish the existing structure and dig footer holes. When the contractor went to retrieve a permit for erection, he was denied. He was told that he wasn't able to proceed, "our land", wasn't our land. It was someone else's land. Pure negligence. As of Friday, Mr. White (neighboring land owner), found out that the property was zoned as commercial. He was unaware that structures had previously been built on his property. This point forward, so we can proceed with the addition before snow comes, we would like to have the vacant property rezoned to residential. The purpose is to finish the addition on our home so it doesn't get destroyed by the winter elements. This land hasn't been used nor will be used; it is landlocked. Your attention is greatly appreciated in this matter as we have young children.

Thank you,

Janel Donnelly
615-305-6200

Michael Lumbis
City of Watertown Planning Office
245 Washington St, Room 304
Watertown NY 13601

I, Bradford A. White as a member of Hamilton Central LLC grant permission to Janel M. Donnelly to apply for a zone change to Residential B for the entire parcel 616107 located between N Indiana Ave and California Ave. in the City of Watertown NY.

Sincerely

Bradford A. White



November 1, 2013

To: Shawn R. McWayne, Code Enforcement Supervisor

From: Carolyn F. R. Meunier, Code Enforcement Office

File Memo Re: 235 North Indiana Avenue letter from Janet Donnelly dated October 28, 2013.

.....

I took several calls from Mrs. Donnelly, who inquired about making an addition out of an existing carport. I explained the structural reasons why that would not likely be allowed.

Mrs. Donnelly's contractor, Rick Ferguson, requested I meet to discuss the carport onsite.

I met with the contractor & Mrs. Donnelly once on September 3, 2013 at 11:30 a.m. and discussed the carport, Code requirements, that the carport was inadequate to use as the basis for the addition and raised zoning concerns for off road parking if a driveway and carport were removed from a residentially zoned dwelling. Mrs. Donnelly fully indicated that there was room on the side of the house for a driveway.

I had no reason to doubt Mrs. Donnelly's position of her property lines.

There is no reason to pull a property search for a demolition permit.

The City does not provide surveying or verification of someone's property lines.

Mr. White's land is zoned Light Industry and is not landlocked.

When a property owner signs a permit, they are signing a legal document.

I provided as much information and aid as I could with the information I was given. It is the owners responsibility to know the location of their property lines.

[The carport had been closed in without a permit, but a shed was built behind the carport with a permit showing a square lot].

Carolyn

EXCERPT FROM THE MINUTES – PLANNING BOARD 11/5/2013

ZONE CHANGE – LIGHT INDUSTRY TO RESIDENCE B

VL-1 INDIANA AVE NORTH – PARCEL 6-16-107

The Planning Board then considered a request submitted by Janel Donnelly to change VL-1 Indiana Avenue North, parcel 6-16-107, from *Light Industry* to *Residence B*.

Ms. Donnelly approached the board to explain her request. She explained that she lives next door to the subject parcel. She received a demolition permit to tear down her carport, and when she returned to apply for a building permit to reconstruct, she was told that the footprint of the old garage extended across the property line. She contacted the owner of VL-1 Indiana Avenue North, Brad White, and he subsequently agreed to change the parcel to Residence B and sell at least a portion to Ms. Donnelly. She mentioned that he was considering donating the remainder for use by Habitat for Humanity.

Mr. Katzman said that he would prefer to see a purchase offer prior to considering the zone change.

Mr. Mix noted that since the owner has agreed to the change request, the City may proceed with changing the parcel regardless of whether any land transaction ever occurs.

Mrs. Freda clarified that the whole rectangle that constitutes parcel 6-16-207 is being changed.

Mrs. Gervera asked if the Light Industry district was just the old rail bed, or if there was more land involved.

Mr. Mix noted that the former Ogilvie Foods plant site is also industrial and would likely be changed in the future, once the brownfield cleanup is resolved.

Hearing no further discussion, Mr. Katzman moved to recommend that the City Council approve the request submitted by Janel Donnelly to change VL-1 Indiana Avenue North, parcel 6-16-107, from *Light Industrial* to *Residence B*.

Mrs. Fields seconded, all voted in favor.

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.

Part 1 - Project and Sponsor Information							
Name of Action or Project: REZONING INDUSTRIAL TO RESIDENTIAL							
Project Location (describe, and attach a location map): VL 1 NORTH INDIANA AVE							
Brief Description of Proposed Action: Rezoning a lot from Industrial to Residential							
Name of Applicant or Sponsor: Bradford White		Telephone: 315- 770-8042 788-6200					
Address: 231 NORTH RUTLAND STREET		E-Mail: bwhite@whitelumber.com					
City/PO: WATERTOWN		State: NY	Zip Code: 13601				
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? 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.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">NO</th> <th style="width: 50%;">YES</th> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	NO	YES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NO	YES						
<input type="checkbox"/>	<input checked="" type="checkbox"/>						
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">NO</th> <th style="width: 50%;">YES</th> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
3.a. Total acreage of the site of the proposed action?		9/10 acres					
b. Total acreage to be physically disturbed?		< .1 acres					
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		9/10 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 type="checkbox"/> Commercial <input checked="" 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	YES	N/A	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Consistent with the adopted comprehensive plan?	NO	YES		
	<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	YES		
	<input type="checkbox"/>	<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	YES		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES		
	<input checked="" type="checkbox"/>	<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"/>	
	<input type="checkbox"/>	<input checked="" 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: N/A	NO	YES		
	<input type="checkbox"/>	<input type="checkbox"/>		
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ N/A	NO	YES		
	<input type="checkbox"/>	<input type="checkbox"/>		
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ N/A	NO	YES		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	<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? 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: _____	NO	YES		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	<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 checked="" 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	YES		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
16. Is the project site located in the 100 year flood plain?	NO	YES		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES		
	a. Will storm water discharges flow to adjacent properties? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input checked="" 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	YES
	<input checked="" type="checkbox"/>	<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	YES
	<input checked="" type="checkbox"/>	<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	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: <u>Bread and White Home Care Center</u> Date: <u>10/30/17</u>		
Signature: <u>[Signature]</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?"

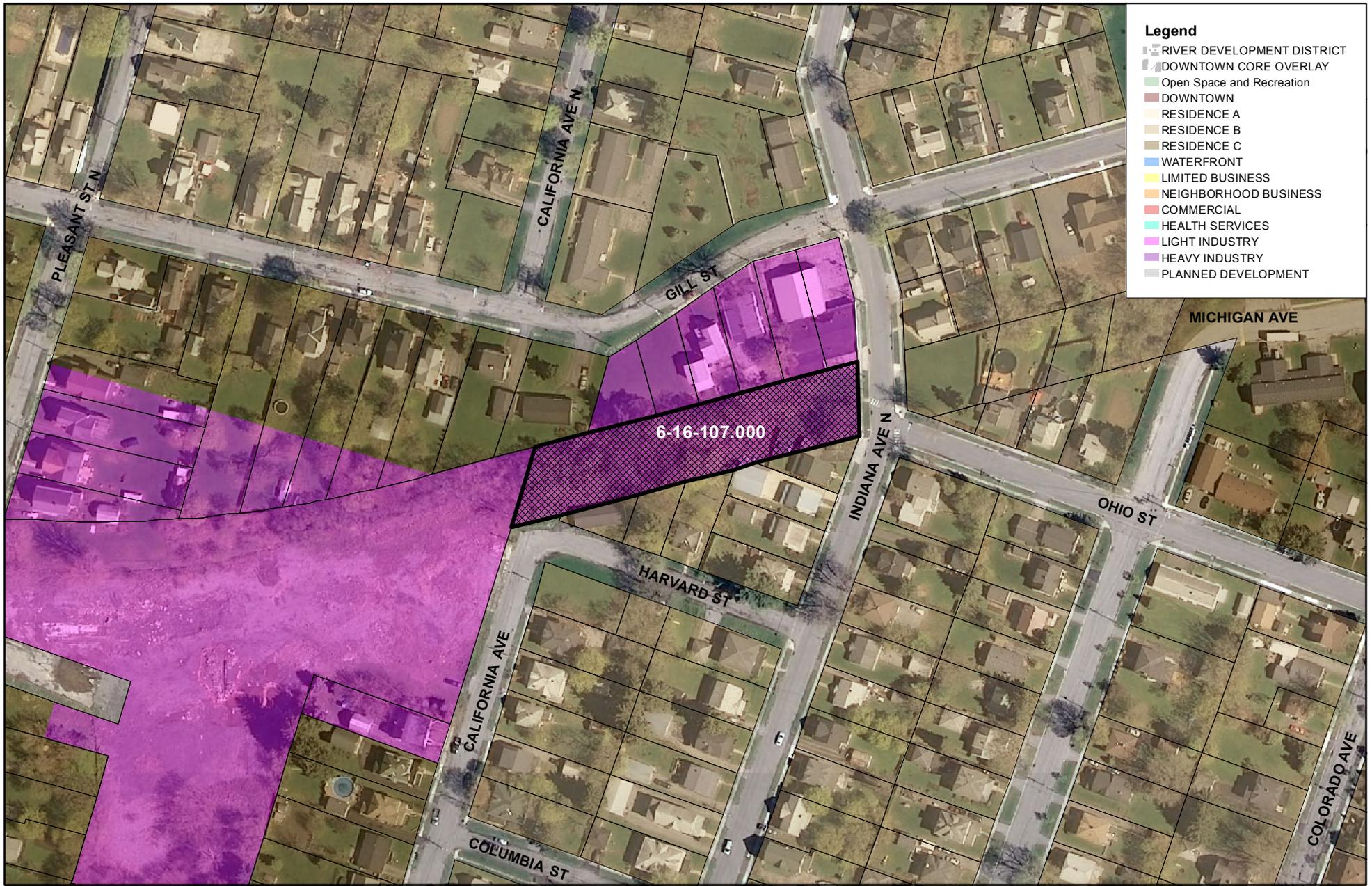
	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use 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:		
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.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

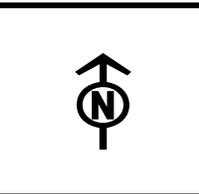
PRINT



- Legend**
- RIVER DEVELOPMENT DISTRICT
 - DOWNTOWN CORE OVERLAY
 - Open Space and Recreation
 - DOWNTOWN
 - RESIDENCE A
 - RESIDENCE B
 - RESIDENCE C
 - WATERFRONT
 - LIMITED BUSINESS
 - NEIGHBORHOOD BUSINESS
 - COMMERCIAL
 - HEALTH SERVICES
 - LIGHT INDUSTRY
 - HEAVY INDUSTRY
 - PLANNED DEVELOPMENT

CITY OF WATERTOWN, NEW YORK
 GIS DEPARTMENT
 ROOM 305B, MUNICIPAL BUILDING
 245 WASHINGTON STREET
 WATERTOWN, NEW YORK 13601
 TEL: (315) 785-7793

Drawn By: J. Carlsson					
Date: 10/30/2013					
Approved By:					
Date:					
Scale: 1 inch = 150 feet					
Map Number: 13-12					
Revision:	Description of Revision:	Date:	By:		



Project: ZONE CHANGE MAP
 Title: VL-1 INDIANA AVE N (6-16-107.000)

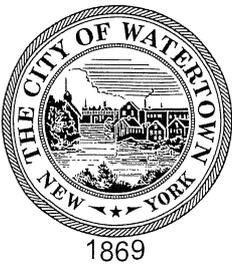
November 14, 2013

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Addressing the Human Resource Management Gap

Recent staff positioning in the Office of the City Manger, including the creation of the Administrative Specialist position and replacing the Confidential Assistant to the City Manager, does not adequately address the complexity and uniqueness of human resource and labor relations issues that we encounter on a daily basis. Mrs. Beth Morris has been filling in, part-time, as my Assistant until the Civil Service Commission finds a replacement for her. During the past two months, we have encountered numerous complicated personnel matters for which I have relied on Public Sector HR Consultants, LLC's expertise. I find that Public Sector's experience and depth on municipal labor and personnel matters, coupled with the fact that municipalities are their sole clients, have saved hundreds of hours of research and account for significant cost savings. I request Council's approval to retain Public Sector as the City's HR Consultant for the remainder of this fiscal year at \$1250.00 per month for a total of \$8750.00. Support would include but not be limited to: unlimited phone and email consultation addressing employee discipline and separation, interpretation and application of the City's personnel policies and collective bargaining agreements, personnel file recordkeeping consultation ensuring compliance with mandatory Federal and State regulations, including Civil Service Law.

Previously, staff relied on the City Attorney for guidance on personnel and labor matters, along with guidance from the NY State Department of Civil Service in Albany, for those matters related to Civil Service. Staff has found that Public Sector is able to respond quickly and proficiently because of similar situations presented in different municipalities. With continued budget cuts, Albany's support has significantly diminished. A personnel matter requiring the City's immediate attention has often suffered because there is no longer a person at the other end of the phone, and an email response often takes days, or sometimes defers to the City Attorney to answer the question. City Attorney Slye has been included in conference calls with Public Sector to assist in defining the needs of the City.

I am confident that retaining Public Sector as the City's HR Consultant will place the City in a position to be in compliance with ever changing laws and assist my office in dealing with complex personnel matters.



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Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: City of Watertown City Council
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Surplus Sale Results Fall of 2013
DATE: 11/14/2013

On September 16, 2013, the City Council authorized the sale of surplus items from the Department of Public Works, the Water Department and the Department of Parks and Recreations. The items were put up for public auction on the Internet website Auctions International. The auction ran for two weeks, October 9, 2013 to October 23, 2013. All but one item, a pickup bed liner, received valid bids. The item that did not receive a bid will be discarded as scrap.

The three Parks and Recreation items, 2 POS systems and a hand-held scanner, received bids, but it was determined by staff that the bids were too low and were therefore rejected. Prior to the sale, we could not find any similar used units for sale using the E-bay and Craig's List web-sites. We have since found similar units for sale to establish a minimum price and will re-bid on the next round of surplus sales. We believe the minimum bid for the POS systems (sold individually) should be set at \$200.00 and the minimum bid for the hand-held scanner should be set at \$40.00.

A list of the items bid and the results is attached for your review.

If you have any questions, please let me know.

Item/Description	Bid Amount	# of Bids
<i>Item #1: Sam4s SPS-530 Cash Register (REJECTED)</i>	\$180.00	32
<i>Item #2: Sam4s SPS-530 Cash Register (REJECTED)</i>	\$185.00	25
<i>Item #3: M.O.SP5500 Portable Data Collector (REJECTED)</i>	\$31.00	5
Item #4: 2000 Chevrolet S10 Extended Cab Pick Up	\$920.00	41
Item #5: 1997 Chevrolet S10 Extended Cab Pick Up	\$700.00	33
Item #6: 1997 Ford F350 Pick Up	\$3,000.00	81
Item #7: 1997 Ford F350 Pick Up	\$560.00	30
Item #8: 1997 Ford F350 Service Body	\$1,975.00	71
Item #9: 1979 Champion 715A Motor Grader	\$7,400.00	29
Item #10: 1990's John Deere 755 Tractor	\$3,250.00	45
Item #11: Pick Up Short Box Bed Liner	\$0.00	0
Item #12: (4) Outdoor Charcoal Grills	\$52.50	25
Item #13: (5) Sander Control Valves	\$310.00	7
Item #14: Floor Model Pipe Vise 0-3"	\$55.00	18
Item #15: (3) Single Phase 3" Pumps	\$310.00	16
Item #16: 5K Generator with Leads	\$250.00	15
Item #17: Linde 225a Wire Feed Welder	\$62.50	6
Item #18: Floor Mounted Arbor Press	\$135.00	9
Item #19: Alamo Hydro Clipper 5' Sickle Bar	\$120.00	28
Item #20: 2002 Ford Super Duty Tail Gate	\$160.00	27
Item #21: 1994 Ford F250 Step Bumper	\$10.00	1
Item #22: 2002 Ford Super Duty Step Bumper	\$52.50	18
Item #23: 2002 Ford Super Duty Tail Gate	\$130.00	25
Item #24: 1999 FISHER 6'9" Plow Blade with Pump & Mount	\$460.00	27
Item #25: 2001 FISHER 8' Blade with Pump & Mounting	\$560.00	43
Item #26: Gorman Rupp Pump with Ford 6 cyl. Engine	\$620.00	23
Item #27: Various Parts	\$62.50	13
Item #28: Craftsman Table Top Drill	\$39.00	14
Item #29: (2) VIKING Poly Angle Plows	\$1,850.00	47
Total	\$23,044.00	