

**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, August 2, 2010, 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 - Public Hearing Authorizing Spending From Coagulation Basin Reserve Fund
- Resolution No. 2 - Authorizing the Sale of Bicycles, Miscellaneous Items and Equipment at Public Auction
- Resolution No. 3 - Authorizing Public Auction for Sale of City Owned Properties
- Resolution No. 4 - Authorizing Public Sale of City Owned Tax Sale Certificates
- Resolution No. 5 - Accepting Proposal for Flu Shots, North Country Urgent Care
- Resolution No. 6 - Approving the Site Plan for the Construction of a 34 Space Parking Lot at 585 Rand Drive, Parcel No. 8-29-105

ORDINANCES

- Ordinance No. 1 - Changing the Zoning Classifications for Parcels in the 500 Block of Jefferson and Olive Streets and the 200 Block of Mechanic Street From Light Industry to Residence C and in the 400 and 500 Blocks of Factory Street, 300 Block of Mechanic Street and the 200 and 300 Blocks of High Street From Light Industry to Commercial

LOCAL LAW

PUBLIC HEARING

7:30 p.m. Resolution Approving the Special Use Permit Request Submitted by James Petersen to Allow an Automobile Sales Lot for Up to 5 Vehicles at 500 Main Street West, Parcel No. 1-01-122

OLD BUSINESS

STAFF REPORTS

1. Offer to Purchase Property Adjacent to Stewart's at 229 South Massey Street

NEW BUSINESS

EXECUTIVE SESSION

1. To discuss the employment history of a particular individual.

WORK SESSION

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, AUGUST 16, 2010.

Res No. 1

July 29, 2010

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: Public Hearing Authorizing Spending of Funds,
Repair Reserve Fund, Coagulation Basin

In adopting the 1998-99 Water Fund Budget, the City Council approved establishing a Repair Reserve Fund for the costs associated with dredging and pumping of the coagulation basin. The City has found that this dredging process needs to be done every three to four years to improve the quality of water coming into the City's water treatment plant. The decision was made to establish a reserve fund to spread the expenses out rather than have a large spike in expenses every year the dredging is done.

In support of this, the Purchasing Department advertised for sealed bids for the dredging of the City's Black river coagulation basin. The bid responses will be ready for City Council consideration at their meeting of August 16, 2010.

Prior to spending money from an established reserve fund, the City Council must hold a public hearing to receive public input on the appropriating of funds. Once the public hearing has been held, the attached resolution authorizing the expenditure of funds and the resolution awarding the bid, can be considered by the City Council.

Staff is recommending that a public hearing be set for August 16, 2010 at 7:30 p.m. to discuss the appropriation of these funds.

Page 1 of 1

Public Hearing Authorizing Spending From
Coagulation Basin Reserve Fund

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 in adopting the 1998-99 Water Fund Budget, the City Council approved establishing a Repair Reserve Fund for the costs associated with dredging and pumping of the coagulation basin, and

WHEREAS the City has found that this dredging process needs to be done every two to three years to improve the quality of water coming into the City’s water treatment plant, and

WHEREAS the decision was made to establish a reserve fund to spread the expense over a three year period rather than have a large spike in expenses every three years, and

WHEREAS the City has issued and received bids for the dredging, and

WHEREAS on Monday, August 16, 2010, at 7:30 p.m., the City Council of the City of Watertown held a public hearing to discuss the expenditure of funds from this reserve fund, and

WHEREAS it has been determined that the expenditure of these funds is in keeping with the purpose for the reserve fund,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the appropriating of funds to pay for the dredging at the City’s coagulation basin.

Seconded by

Res No. 2

July 28, 2010

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Authorizing the Sale of Abandoned Bicycles and
Miscellaneous Items at Public Auction

During the past year, the City of Watertown Police Department has acquired a number of abandoned bicycles and miscellaneous items. These items are not needed by any of the departments within the City, and therefore, staff is recommending that these items be sold at public auction. A list of the items to be auctioned is attached.

The public auction would be held on Wednesday, August 11, 2010, at 4:00 p.m. in the Public Safety Building garage.

The attached resolution authorizes the sale by auction and also authorizes the acceptance or rejection of any bids to be made at the time of the auction.

RESOLUTION

Page 1 of 1

Authorizing the Sale of Bicycles,
Miscellaneous Items and Equipment
at Public Auction

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 of Watertown has acquired a number of abandoned bicycles and miscellaneous items and equipment, the listing of which is attached and made a part of this resolution, and

WHEREAS these bicycles and miscellaneous items have some value best determined by public auction,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby authorizes the sale, by auction, of abandoned bicycles and miscellaneous items and equipment, and to further declare all bids final and sales complete while said auction is conducted, and

BE IT FURTHER RESOLVED that final acceptance of such bids shall constitute acceptance of the same by the City Council.

Seconded by

AUCTION ITEM LIST

Various bicycles (approximately 71)

Miscellaneous items such as:

China – various dinner plates, teacups, saucers, etc.

Wooden Picture Frames – approximately 2 dozen 3' x 4' frames

Misc. wooden chairs – 15

Two matching tires and rims

Push mower

Leaf blower

Playstation II gaming console

2' x 2' speaker box with speaker

Res No. 3

July 28, 2010

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Authorizing Public Auction for Sale of City Owned Properties

At a recent work session City Council reviewed various parcels of property that the City of Watertown had taken title to through its tax sale process. After reviewing each parcel some were deemed to be best disposed of through a public auction. Accordingly, the attached resolution authorizes my office to advertise the parcels and hold a public auction on Wednesday, September 8th at 4:00 p.m. in City Council chambers.

It should be noted that the resolution authorizing the auction, the legal advertisement, the Purchase Offer signed by the prospective buyer, and the deed will all contain language to the effect that the buyer of the property agrees to bring it into compliance with all applicable provisions of the New York State Fire Prevention and Building Code, and all City of Watertown zoning and health codes within one (1) year of the sale to the buyer and if the property is not brought into compliance within one (1) year the City can seek reversion of the property.

RESOLUTION

Page 1 of 3

Authorizing Public Auction for Sale
of City Owned Properties

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

WHEREAS the City of Watertown owns certain lots of land acquired at Tax Sale and designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as follows:

<u>Parcel Number</u>	<u>Address</u>
6-04-209.000	523 Jefferson Street
11-12-130.001	VL Flower Avenue East
7-11-216.000	111 Rear Scio Street
1-10-307.000	100 Alexandria Avenue
1-10-308.000	101 Alexandria Avenue
1-10-310.000	103 Alexandria Avenue
1-10-124.000	89 Alexandria Avenue
1-10-125.000	90-93 Alexandria Avenue
3-06-404.000	M30 Charles Street
3-06-403.000	M32 Charles Street
3-06-405.000	M31 Cleveland Street
3-06-406.000	33 BK Stuart Street
3-06-407.000	35 Stuart Street
3-09-101.000	36 Stuart Street
1-24-202.000	59 Woodley Street
1-24-201.000	60 Woodley Street
7-03-314.000	425 Court Street
4-23-103.000	VL-4 Water Street
4-23-102.000	VL-6 Water Street
4-16-102.000	VL-5 Water Street
4-05-123.003	670 Rear Grant Street
12-02-113.001	165 Rear Union Street

and,

WHEREAS title said land has been retained by the City of Watertown, and

WHEREAS the City Council deems the properties to be excess and not required for any City purposes, and

RESOLUTION

Page 2 of 3

Authorizing Public Auction for Sale
of City Owned Properties

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

WHEREAS the City Council desires to ensure that properties such as those listed above be brought into compliance with all applicable provisions of the New York State Fire Prevention and Building Code and all City of Watertown zoning and health codes within one (1) year of their sale to subsequent buyers,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 13 adopted by the Council, on June 6, 1977, the Comptroller of the City of Watertown be and he hereby is authorized to publish a Notice of Sale of the parcels of land above mentioned once a week for three (3) consecutive weeks in the official newspaper of the City of Watertown to the effect that said parcels of land will, at 4:00 p.m. on the 8th day of September, 2010, in the 3rd Floor City Council Chambers in the Municipal Building, 245 Washington Street, be offered individually for sale to the highest bidder and there present, under the conditions herein set forth:

The aforesaid parcels are conveyed, together with all rights and privileges affecting the same, and also together with all buildings, improvements and appurtenances located upon said described parcels, and

BE IT FURTHER RESOLVED that the City Comptroller be and he hereby is authorized to accept bids for said parcels, in an amount not less than the minimum price set below, subject to the rights of the said City Council to reject any and all bids, and

<u>Parcel Number</u>	<u>Address</u>	<u>Minimum Bid</u>
6-04-209.000	523 Jefferson Street	\$ 500
11-12-130.001	VL Flower Avenue East	\$ 100
7-11-216.000	111 Rear Scio Street	\$ 100
1-10-307.000	100 Alexandria Avenue	\$ 100
1-10-308.000	101 Alexandria Avenue	\$ 100

RESOLUTION

Page 3 of 3

Authorizing Public Auction for Sale
of City Owned Properties

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.

YEA	NAY

		Total
1-10-310.000	103 Alexandria Avenue	\$ 100
1-10-124.000	89 Alexandria Avenue	\$ 100
1-10-125.000	90-93 Alexandria Avenue	\$ 400
3-06-404.000	M30 Charles Street	\$ 100
3-06-403.000	M32 Charles Street	\$ 100
3-06-405.000	M31 Cleveland Street	\$ 100
3-06-406.000	33 BK Stuart Street	\$ 100
3-06-407.000	35 Stuart Street	\$ 100
3-09-101.000	36 Stuart Street	\$ 100
1-24-202.000	59 Woodley Street	\$ 100
1-24-201.000	60 Woodley Street	\$ 100
7-03-314.000	425 Court Street	\$ 400
4-23-103.000	VL-4 Water Street	\$ 500
4-23-102.000	VL-6 Water Street	\$ 100
4-16-102.000	VL-5 Water Street	\$ 100
4-05-123.003	670 Rear Grant Street	\$ 100
12-02-113.001	165 Rear Union Street	\$ 100

BE IT FURTHER RESOLVED that the highest bidder deposit at least 10 per cent (10%) of the bid price at the same time of each said successful bid with the City Comptroller, and

BE IT FURTHER RESOLVED that said parcels of land shall be then sold to the successful bidder for cash or certified funds only, and

BE IT FURTHER RESOLVED that the Notice of Sale, any offer to purchase, and any deed issued by the City contain a provision that if the property sold is not brought into compliance with all applicable provisions of the State Fire Prevention and Building Code and all City of Watertown zoning and health codes within one (1) year of the City's delivery of the deed to the buyer, the City shall have the right to seek reversion of title to the City, and

BE IT FURTHER RESOLVED that the said bids shall be submitted to the Mayor and City Council for their approval or rejection, and

BE IT FURTHER RESOLVED that the City reserves the right to withdraw any parcel prior to the public sale of said parcels.

Seconded by

Res No. 4

July 28, 2010

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Authorizing Public Auction for Tax Sale Certificate Assignments

The City of Watertown is the holder of tax sale certificates on various parcels for which the redemption periods have expired. The City does not wish to take title to these parcels and would like to instead hold a public auction to assign the City's interest in these tax sale certificates to the highest bidder with the recommended minimum bid being set at the original tax sale certificate amount plus all base tax amounts accrued since the original tax sale certificate auction. The high bids received at the public auction will still be presented to City Council for final approval. Upon City Council approval of the assignments the holder of the tax sale certificate could then request a tax deed to the parcels.

The parcels for which the City is the holder of the tax sale certificates and proposes a tax sale certificate assignment auction are:

560 Main Street West
430 Court Street
1543 State Street
451 Martin Street
465 Martin Street.

The attached resolution authorizes my office to advertise the tax sale certificates on these parcels and hold a public auction on Wednesday, September 8th at 4:00 p.m. in City Council chambers.

Please note that the parcel located at 457 Court Street owned by M.E. Avery Company is not included in the proposed tax sale certificate auction as the tax sale certificate was cancelled on April 15, 1993. Accordingly this is no tax sale certificate to auction. A special tax sale auction will be held in August to auction a new tax sale certificate on this parcel at the current amount of all outstanding taxes, penalties and interest totaling approximately \$74,000. This auction will start the two year redemption period. At the end of the two year period City Council may consider authorizing a tax sale certificate assignment auction, provided the tax sale certificate was not redeemed, similar to the auction proposed for the parcels listed above.

RESOLUTION

Page 1 of 2

Authorizing Public Sale of City
Owned Tax Sale Certificates

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 of Watertown is the owner of certain tax sale certificates on various lots of land as designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as follows:

<u>Parcel Number</u>	<u>Address</u>	<u>Original Tax Sale Certificate Amount</u>	<u>Tax Sale Certificate Amount Plus Subsequent Taxes (floor amount)</u>
01-01-128.000	560 Main Street West	\$ 6,445.35	\$ 82,540.35
07-07-203.000	430 Court Street	\$ 3,312.92	\$ 68,392.28
05-14-103.000	1543 State Street	\$ 3,537.59	\$ 22,825.06
01-17-210.001	451 Martin Street	\$ 1,608.97	\$ 21,049.88
01-17-209.000	465 Martin Street	\$ 1,766.77	\$ 17,523.24

and,

WHEREAS the City Council does not wish to take title to these properties,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 13 adopted by the Council, on June 6, 1977, the Comptroller of the City of Watertown be and he hereby is authorized to publish a Notice of Sale of the tax sale certificates for the land above mentioned once a week for three (3) consecutive weeks in the official newspaper of the City of Watertown to the effect that said parcels of land will, at 4:00 p.m. on the 8th day of September, 2010, in the 3rd Floor City Council Chambers in the Municipal Building, 245 Washington Street, be offered individually for sale to the highest bidder above the minimum cost as set by the City Comptroller and their present, and

RESOLUTION

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Authorizing Public Sale of City
Owned Tax Sale Certificates

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

BE IT FURTHER RESOLVED that the City Comptroller be and he hereby is authorized to offer for sale said tax sale certificates with the minimum bid starting at the tax sale certificate amount, together with all accrued taxes, subject to the rights of the said City Council to reject any and all bids, and

BE IT FURTHER RESOLVED that the highest bidder deposit at least 10 percent (10%) of the bid price at the same time of each said bid with the City Comptroller, and

BE IT FURTHER RESOLVED that said tax sale certificates shall be offered for sale for cash only, and

BE IT FURTHER RESOLVED that the said bids shall be submitted to the Mayor and City Council for their approval or rejection, and

BE IT FURTHER RESOLVED that the City reserves the right to withdraw any tax sale certificate prior to the public sale of said certificate.

Seconded by

Res No. 5

July 28, 2010

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: Accepting Bid for Flu Shots, North Country Urgent Care

The City Purchasing Department has advertised and received proposals to supply and administer immunizations for the standard seasonal flu virus, per our requirements, to current and retired City employees. This proposal does not include immunization for the H1N1 virus.

Invitations to submit proposals were issued to fourteen (14) local medical facilities with only one (1) proposal received, which was publicly opened and read in the City Purchasing Department on Thursday, July 22, 2010, at 2:00 p.m.

City Purchasing Agent Robert J. Cleaver reviewed the proposals, and it is his recommendation that the City accept the proposal submitted by North Country Urgent Care, 21017 NYS Route 12F, Watertown, New York, in the amount of \$30 per injection with a 100 injection minimum and 220 injection maximum.

A resolution accepting the proposal submitted by North Country Urgent Care has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Accepting Proposal for Flu Shots,
North Country Urgent Care

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 to supply and administer immunizations for the standard seasonal flu virus, per our requirements, and

WHEREAS invitations to submit proposals were issued to fourteen (14) local medical facilities with only one (1) proposal received, which was publicly opened and read in the City Purchasing Department on Thursday, July 22, 2010, at 2:00 p.m., and

WHEREAS City Purchasing Agent Robert J. Cleaver reviewed the proposal received, and it is his recommendation that the City Council accept the proposal submitted by North Country Urgent Care, 21017 NYS Route 12F Watertown, New York, in the amount of \$30 per injection with a 100 injection minimum and 220 injection maximum,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York, accepts the proposal from North Country Urgent Care to administer flu shots to interested employees and retirees of the City of Watertown.

Seconded by



CITY OF WATERTOWN, NEW YORK

ROOM 205, MUNICIPAL BUILDING
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601
Tel. (315) 785-7749 • Fax (315) 782-9014

ROBERT J. CLEAVER
PURCHASING AGENT

July 27, 2010

To: Mary Corriveau
From: Robert J. Cleaver
Subject: Flu Shot Proposals



The City's Purchasing Department advertised in the Watertown Daily Times on Friday, July 9th 2010 seeking proposals for professional services to supply and administer immunizations for the standard seasonal flu virus, per our requirements, for current and retired City employees. This proposal is for the standard seasonal flu virus only and does not include immunization for the H1N1 virus.

Invitations to submit a proposal were issued to 14 local medical facilities with only one proposal submitted to the Purchasing Department where it was publicly opened and read on Thursday, July 22, 2010 at 2:00 pm local time. That proposal is as follows:

North Country Urgent Care	\$30 per injection
21017 NYS Rte 12F	100 injection minimum
Watertown, N.Y. 13601	220 injection maximum

The pricing submitted by North Country Urgent Care is the same as their 2009 pricing at \$30.00 per injection. Their tentative date for the immunization is scheduled for Thursday, September 9, 2010 from 9:00 – 11:00 am at City Hall. For those individuals that cannot meet that schedule date, North Country Urgent Care will administer immunizations at their facility. To reduce the employee's waiting time at their office, North Country Urgent Care recommends that the individual call ahead to advise them of their pending arrival.

Having witnessed first hand the efficiency and professionalism exhibited by the staff of North Country Urgent Care administering 102 immunizations during last year's clinic held at City Hall; it is my recommendation that we award them the contract for 2010.

If you have any questions regarding this recommendation please contact me at your convenience.

Robert J. Cleaver

cc: File

Res No. 6

July 29, 2010

To: The Honorable Mayor and City Council

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

Subject: Request for Site Plan Approval for the Construction of a 34 Space Parking Lot at 585 Rand Drive, Parcel Number 8-29-105.

A request has been submitted by Matthew J. Cooper, P.E. of Bernier Carr and Associates on behalf of the Watertown Family YMCA, Inc. for the above subject Site Plan Approval.

The Planning Board reviewed the request at its July 6, 2010 meeting and adopted a motion recommending that the City Council approve the Site Plan with the conditions listed in the resolution. Attached are copies of the report prepared for the Planning Board and an excerpt from its Minutes.

A revised site plan that addresses all of the conditions was submitted to the City Engineer on July 29, 2010. A copy of the revised plan is included in each Council Member's agenda package.

The Jefferson County Planning Board reviewed the Site Plan at its meeting held on July 27, 2010 and adopted a motion that the project does not have any significant County-wide or inter-municipal issues and is of local concern only.

The City Council must respond to the questions in Part 2, and Part 3, if necessary, of the SEQRA 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 revised site plan submitted to the City Engineering Department on July 29, 2010.

RESOLUTION

Page 1 of 3

Approving the Site Plan for the Construction of a 34 Space Parking Lot at 585 Rand Drive, Parcel No. 8-29-105

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 Matthew J. Cooper, P.E. of Bernier Carr & Associates, has made an application for site plan approval on behalf of the Watertown Family YMCA, Inc., for the construction of a 34 space parking lot at 585 Rand Drive, Parcel No. 8-29-105, and

WHEREAS the Jefferson County Planning Board reviewed the site plan at its meeting held on July 27, 2010, pursuant to General Municipal Law Section 239-m and adopted a motion that the project does not have any significant county-wide or inter-municipal issues and is of local concern only, and

WHEREAS the Planning Board of the City of Watertown reviewed the site plan at its meeting held on July 6, 2010, and recommended that the City Council of the City of Watertown approve the site plan, contingent upon the following:

1. The applicant must coordinate the RV pedestal removal/relocation with the City of Watertown and add it to the Demo & Site Plans.
2. The applicant must provide additional existing contours and/or spot elevations at the northeast end of the site so the drainage patterns can be evaluated to ensure positive drainage is provided.
3. The catch basin detail must be revised to show rubber boot connections from the pipe to the structure.
4. The applicant must provide calculations and a drainage area map for analysis of the existing catch basin and associated storm sewer.
5. The applicant must provide a detailed Erosion & Sediment Control Plan for the proposed work, including a detail for Inlet Protection.
6. The applicant must coordinate the existing light pole relocation with the City and add this information to the Demo & Site Plans.
7. The applicant must provide an updated photometric plan for the lighting layout.
8. For all existing trees to remain, the applicant must add further details and/or symbols to the drawings to provide for 4' high construction fencing installed in an eight (8) foot square around each tree or to the tree's dripline, whichever is greater.

RESOLUTION

Page 2 of 3

Approving the Site Plan for the Construction of a 34 Space Parking Lot at 585 Rand Drive, Parcel No. 8-29-105

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

- 9. The applicant must comply with the City’s tree ordinance regarding the removal of City owned trees and their replacement.
- 10. The applicant must increase the entrance curb radii to a similar size as the adjacent radius off of Rand Drive and the exit curb radii should be increased as well.
- 11. A detail for a curb wipedown must be provided.

And,

WHEREAS the applicant submitted a revised site plan to the City Engineering Department on July 29, 2010 that meets all of the conditions recommended by the Planning Board, 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 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 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 Codes 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 Codes 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 Matthew J. Cooper, P.E. of Bernier Carr &

RESOLUTION

Page 3 of 3

Approving the Site Plan for the Construction of a 34 Space Parking Lot at 585 Rand Drive, Parcel No. 8-29-105

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

Associates, on behalf of the Watertown Family YMCA, Inc., for the construction of a 34 space parking lot at 585 Rand Drive, Parcel No. 8-29-105, as shown on the revised site plan submitted to the City Engineer on July 29, 2010.

Seconded by



MEMORANDUM

City of Watertown Planning Office

245 Washington Street, Room 304

Watertown, New York 13601

315-785-7730

Fax: 315-782-9014

TO: Norman J. Wayte II, Chairman, Planning Board

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

SUBJECT: Site Plan Approval – 585 Rand Drive

DATE: June 30, 2010

Request: Site Plan Approval for the construction of a 34 space parking lot at 585 Rand Drive, Parcel Number 8-29-105.

Applicant: Matthew J. Cooper, P.E. of Bernier Carr & Associates on behalf of the Watertown Family YMCA, Inc.

Proposed Use: Parking Lot for Recreational Facility.

Property Owner: City of Watertown – Land Leased to YMCA.

Submitted:

Property Survey: Yes	Preliminary Architectural Drawings: N/A
Site Plan: Yes	Preliminary Site Engineering Plans: Yes
Vehicle and Pedestrian Circulation Plan: Yes	Construction Time Schedule: Yes
Landscaping and Grading Plan: Yes	Description of Uses, Hours & Traffic Volume: Yes

SEQRA: Unlisted Action County Planning Board Review Required: Yes

Zoning Information:

District: Neighborhood Business	Maximum Lot Coverage: 40%
Setback Requirements: Front-20', Rear-25'	Buffer Zone Required: No

Project Overview: The Watertown Family YMCA, Inc. is proposing the construction of a 13,900 +/- square foot, 34 space parking lot at their existing facility located at 585 Rand Drive. The existing building and proposed parking lot are within the City's Fairgrounds facility and the land upon which the YMCA facilities exist is leased to the YMCA by the City of Watertown. The plan involves the construction of an asphalt parking lot, lighting and minor landscaping. The entrance to the new lot will be from the existing parking lot. Traffic will flow one way and will exit at the north side of the building onto an existing paved driveway.

Parking: The purpose of the proposed construction is to accommodate for overflow parking during the times of peak activity at the YMCA and for visitor parking during special fairground activities. The existing parking lot located on the south side of the building contains approximately 143 spaces. The new lot will provide an additional 34 spaces.

Grading, Drainage and Utilities: The Engineering Department has reviewed the plans and has the following comments regarding these items:

1. The proposed entrance to the parking lot will shift the curb in front of the eastern-most RV pedestal from approximately 6' to 26' making its use impractical without blocking the entrance to the proposed parking lot. The applicant must coordinate the RV pedestal removal/relocation with the City of Watertown and add it to the Demo & Site Plans.
2. The applicant must provide additional existing contours and/or spot elevations at the northeast end of the site so the drainage patterns can be evaluated to ensure positive drainage is provided.
3. The catch basin detail must be revised to show rubber boot connections from the pipe to the structure.
4. The applicant must provide calculations and a drainage area map for analysis of the existing catch basin and associated storm sewer for which an existing flow of 4.51 cfs was stated in the Engineering Report. (The proposed storm sewer ties into this catch basin.)
5. The applicant must provide a detailed Erosion & Sediment Control Plan for the proposed work, including a detail for Inlet Protection.

Lighting: An existing light pole is located in the proposed entrance to the new parking lot. The applicant must coordinate the light pole relocation with the City and add this information to the Demo & Site Plans. The proposed lighting plan calls for the installation of 3 pole mounted light fixtures. The applicant should provide a detail for proposed light pole and light pole base. One of the fixtures will be installed along the entrance drive to the parking lot while the other two will be placed along the east side of the parking lot. The photometric plan that was submitted shows that the average number of foot-candles for the proposed parking lot is 1.36, with the minimum being .5 and the maximum being 2.3. The Engineering Report indicates that a minimum of 0.2 foot-candles is the standard for this type of parking lot, so the minimum standard has been met.

Landscaping: The proposed construction will require the removal of a 6" Littleleaf Linden along the new entrance drive to the lot and a 10" Sugar Maple near the first space along the east side of the lot. A row of trees along the proposed eastern edge of the parking lot will remain; however, they will be impacted from construction activities. The plan calls for the contractor to protect all existing trees during construction, but does not specify a protection method. The City's tree ordinance calls for 4' high construction fencing installed in an eight (8) foot square around each tree or to the tree's dripline, whichever is greater. A symbol depicting this should be added to the drawings.

The proposed landscaping plan consists of a single Japanese Tree Lilac to be planted on the eastern side of the lot. As is noted above, two City owned trees are proposed to be removed. The City's tree ordinance states that whenever a City owned tree is removed for development it shall be subsequently replaced. Replacement must occur within one year and the trees shall be replaced by the caliper inch,

such that for every inch of diameter removed, an equal number of caliper inches shall be replaced. For this project, a total of 16" in tree diameter is proposed to be removed which means that eight (8) 2" caliper trees should be replanted.

There is room for planting on each end of the row of existing trees, along the driveway entrance, on either side of the exit and along the north side of the building. The selected species should be several varieties chosen from the Large Deciduous or Coniferous tree lists in the Planning Board's guidelines.

Other Comments: The applicant should increase the radii on the driveway entrance and exit. The entrance radii should be increased to a similar size as the adjacent radius off Rand Drive. A detail for a curb wipedown should also be provided. A General City Permit for work in the Right-of-Way (No Fee) and a Storm Sewer Permit (\$125) must be obtained prior to construction.

Review of this site plan is also required by the Jefferson County Planning Board, pursuant to General Municipal Law, Section 239-m. The next County Planning Board meeting is scheduled for July 27th. The City Council cannot consider the site plan until after County review, meaning that it will not act on the site plan until August 2nd.

Summary: The following lists several key issues that should be addressed:

1. The applicant must coordinate the RV pedestal removal/relocation with the City of Watertown and add it to the Demo & Site Plans.
2. The applicant must provide additional existing contours and/or spot elevations at the northeast end of the site so the drainage patterns can be evaluated to ensure positive drainage is provided.
3. The catch basin detail must be revised to show rubber boot connections from the pipe to the structure.
4. The applicant must provide calculations and a drainage area map for analysis of the existing catch basin and associated storm sewer.
5. The applicant must provide a detailed Erosion & Sediment Control Plan for the proposed work, including a detail for Inlet Protection.
6. The applicant must coordinate the existing light pole relocation with the City and add this information to the Demo & Site Plans.
7. The applicant must provide a detail for proposed light pole and light pole base.
8. For all existing trees to remain, the applicant must add further details and/or symbols to the drawings to provide for 4' high construction fencing installed in an eight (8) foot square around each tree or to the tree's dripline, whichever is greater.
9. To comply with the City's tree ordinance regarding the removal of City owned trees, the applicant must provide eight (8) 2" caliper trees to replace the 16" in tree diameter that has to be removed for the project.
10. The applicant must increase the entrance curb radii to a similar size as the adjacent radius off of Rand Drive and the exit curb radii should be increased as well.
11. A detail for a curb wipedown should also be provided.

cc: Planning Board Members
City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Matthew Cooper, P.E. Bernier Carr & Assoc.
Peter Schmitt, YMCA



1869

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

JUN 23 2010

WATERTOWN, NY

** 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: Watertown YMCA Fairgrounds - Parking Lot

Tax Parcel Number: 829105

Property Address: 585 Rand Drive

Existing Zoning Classification: Zoned Neighborhood Business

OWNER OF PROPERTY

Name: Watertown Family YMCA Inc.

Address: 585 Rand Drive

Watertown, NY 13601-1811

Telephone Number: (315) - 755-9622

Fax Number: N/A

APPLICANT

Name: Watertown Family YMCA Inc.

Address: 585 Rand Drive

Watertown, NY 13601-1811

Telephone Number: (315) - 755-9622

Fax Number: N/A

Email Address: ymca_pschmitt@yahoo.com

ENGINEER/ARCHITECT/SURVEYOR

Name: Matthew J. Cooper, P.E.

Address: 327 Mullin Street

Watertown, NY 13601

Telephone Number: (315) - 782-8130

Fax Number: (315) - 782-7192

Email Address: MCooper@thebcgroup.com

PROJECT DESCRIPTION

Describe project and proposed use briefly:

The proposed project is construction of a new parking lot to accommodate overflow parking needs of Watertown Family YMCA at the Fairgrounds. Stormwater runoff will be drained to new catch basins included in design and discharged through existing stormwater sewers on Rand Dr.

Is proposed Action:

New Expansion Modification/Alteration

Amount of Land Affected:

Initially: 0.319 Acres Ultimately: 0.319 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)

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 N/A Sq. Ft.

2nd Floor N/A Sq. Ft.

3rd Floor N/A Sq. Ft.

Total N/A Sq. Ft.

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

Number of parking spaces proposed: 34

Construction Schedule: July-August 2010

Hours of Operation: Normal Business Hours

Volume of traffic to be generated: None, used to manage existing ADT

REQUIRED DRAWINGS:

** 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.

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.

N/A 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 supercede 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)

- 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."

N/A **PRELIMINARY ARCHITECTUAL 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.

N/A 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.

N/A 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

N/A 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.

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.

N/A Explanation for any item not checked in the Site Plan Checklist.

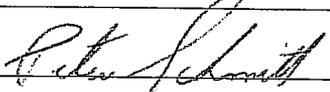
Completed SEQR – Short Environmental Assessment Form – Part I.

*A copy of the SEQR Form can be obtained from the City of Watertown website.

SIGNATURE

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

Applicant (please print) Peter Schmitt

Applicant Signature  Date: 6/18/10

**SITE PLAN APPROVAL
585 RAND DRIVE, PARCEL NO. 8-29-105
WATERTOWN FAMILY YMCA, INC.**

The Planning Board then considered a request for Site Plan Approval submitted by Matthew J. Cooper, P.E. of Bernier Carr & Associates on behalf of the Watertown Family YMCA, Inc. for the construction of a 34 space parking lot at 585 Rand Drive, Parcel No. 8-29-105. In attendance to represent the proposed plan were Peter Schmitt, the Executive Director of the YMCA, and Matthew Cooper and David Wright of Bernier Carr & Associates. Mr. Schmitt began by stating that the parking at the existing Fairgrounds YMCA facility is an ongoing issue in that they often exceed capacity at times and overflow onto the surrounding roadways. He said to help alleviate that, they are proposing the construction of a 34 space lot that will help them to strengthen their programming and make it easier for people to participate.

Mr. Schmitt continued by noting he was fine with complying with most of the summary items, but that he had a question regarding a few of them. He said that the first question was item No. 1, which asked the applicant to coordinate the removal and/or relocation of the RV pedestal with the City of Watertown. Mr. Schmitt said that from what they have seen in their four or five years at this site, there is no real demand for the RV pedestals on the YMCA side of the existing parking lot and that they weren't sure where or why the relocation of the existing pedestal would be necessary. He said he thought it would make sense to simply remove it and asked if they could work with City staff regarding the removal. Mr. Mix agreed that it would be fine.

Mr. Schmitt then addressed item No. 7 regarding the lighting plan. He said they asked Bernier Carr to look at the possibility of using wall packs rather than light poles as a cost saving measure. Mr. Cooper explained that their preliminary photometric plan indicates that the use of wall packs would provide adequate lighting levels and that they could submit a revised photometric plan showing the use of wall packs to the City Engineer.

Mr. Schmitt then addressed item No. 9 with the Planning Board, which is regarding the removal of two City-owned trees and the replacement of them with eight 2" diameter trees. Mr. Schmitt stated that he is not opposed to installing some form of landscaping to make up for the removal of the trees; however, he questioned the need for eight trees and wondered if eight would fit on the site. He asked that perhaps Item No. 9 could be changed to state that the applicant provide "up to" eight trees, and they would consider adding other landscaping at the entrance to the parking lot. A discussion then followed regarding this issue. Mr. Lumbis explained that the tree ordinance requires that when a City tree is removed for development that it be replaced by the diameter inch, meaning that if 16" in tree diameter is removed, 16" must be replaced. He noted that rather than eight 2" caliper trees, the applicant could propose five 3" caliper trees and one 1" caliper tree to make up the 16" in tree diameter. Mr. Lumbis then provided a sketch showing where eight potential trees could be located. He said that the proposed locations were in keeping with the spacing with the existing trees located just behind the sidewalk along Rand Drive. He said that two trees were also located along the north edge of the existing building. Mr. Cooper asked if small- to medium-sized maturing trees

would be suitable for this area. Mr. Lumbis responded that a mixture of both small to medium maturing trees and large maturing trees should be provided. Mr. Lumbis also noted that the one tree the applicant was proposing on the proposed site plan could be included in the total.

After further discussion regarding this issue, Mr. Schmitt noted that they would comply with the City's tree ordinance and replace the trees that were removed.

Mr. Schmitt then asked the City to clarify item No. 11. Mr. Wood noted that he would like a detail of how the proposed curbing at the parking lot exit transitions to the surrounding ground. Discussion also followed regarding drainage in the area of the parking lot exit and the north side of the building. Mr. Wood asked for additional contours and spot elevations on the grading plan so that the drainage in that area could be evaluated to ensure that water was not going to pond along the edge of the proposed curb.

Hearing no further discussion on the proposed site plan, Mrs. Gervera moved to recommend Site Plan Approval for the requested submitted by Matthew J. Cooper, P.E. of Bernier Carr & Associates on behalf of the Watertown Family YMCA Inc. for the construction of a 34 space parking lot at 585 Rand Drive, Parcel No. 8-29-105 contingent upon the following:

1. The applicant must coordinate the RV pedestal removal/relocation with the City of Watertown and add it to the Demo & Site Plans.
2. The applicant must provide additional existing contours and/or spot elevations at the northeast end of the site so the drainage patterns can be evaluated to ensure positive drainage is provided.
3. The catch basin detail must be revised to show rubber booted connections from the pipe to the structure.
4. The applicant must provide calculations and a drainage area map for analysis of the existing catch basin and associated storm sewer.
5. The applicant must provide a detailed Erosion & Sediment Control Plan for the proposed work, including a detail for Inlet Protection.
6. The applicant must coordinate the existing light pole relocation with the City and add this information to the Demo & Site Plans.
7. The applicant must provide an updated photometric plan for the lighting layout.
8. For all existing trees to remain, the applicant must add further details and/or symbols to the drawings to provide for 4' high construction fencing installed in an eight (8) foot square around each tree or to the tree's dripline, whichever is greater.
9. The applicant must comply with the City's tree ordinance regarding the removal of City owned trees and their replacement.
10. The applicant must increase the entrance curb radii to a similar size as the adjacent radius off of Rand Drive and the exit curb radii should be increased as well.
11. A detail for a curb wipedown must be provided.

The motion was seconded by Mr. Harris and all voted in favor.

SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

PART 1 - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR Watertown Family YMCA Inc.	2. PROJECT NAME Watertown YMCA Fairgrounds - Parking Lot
3. PROJECT LOCATION: Municipality City of Watertown County Jefferson County	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map) 585 Rand Drive Watertown, NY 13601-1811	
5. IS PROPOSED ACTION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY: Proposed is construction of a new parking lot to accommodate overflow parking needs of Watertown Family YMCA at the Fairgrounds. Stormwater runoff will be drained to new catch basins included in design and discharged through existing stormwater sewers on Rand Dr.	
7. AMOUNT OF LAND AFFECTED: Initially <u>0.319</u> acres Ultimately <u>0.319</u> acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input checked="" type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe:	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list agency(s) and permit/approvals	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list agency(s) and permit/approvals	
12. AS A RESULT OF PROPOSED ACTION, WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE	
Applicant/sponsor name: <u>Peter Schmitt</u>	Date: <u>6/21/10</u>
Signature: <u><i>Peter Schmitt</i></u>	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.12?

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 patterns, 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 CEA?

Yes No

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.

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

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)

Date

Ord No. 1

July 28, 2010

To: The Honorable Mayor and City Council

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

Subject: Changing the Zoning Classification of Parcels in the 500 Block of Jefferson and Olive Streets and the 200 Block of Mechanic Street From Light Industrial to Residence C and in the 400 and 500 Blocks of Factory Street, 300 Block of Mechanic Street and the 200 and 300 Blocks of High Street from Light Industrial to Commercial

The City Council had requested that the Planning Board review the zoning along Jefferson Street and make a recommendation on any changes the Board felt were necessary. The Planning Board did so at its July 6, 2010 meeting. A map of their proposal was included in the agenda for the City Council's July 19, 2010 meeting.

The City Council considered their recommendation and directed staff to initiate the adoption process. An Ordinance amending the zoning map that implements the Planning Board's recommendation has been prepared for City Council consideration. A public hearing must be held on the Ordinance. It is recommended that the public hearing be scheduled for 7:30 p.m. on August 16, 2010.

ORDINANCE

Page 1 of 3

Changing the Zoning Classification of Parcels in the 500 Block of Jefferson and Olive Streets and the 200 Block of Mechanic Street From Light Industrial to Residence C and in the 400 and 500 Blocks of Factory Street, 300 Block of Mechanic Street and the 200 and 300 Blocks of High Street From Light Industrial to Commercial

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 the City Council of the City of Watertown, New York, is considering changing the zoning classification in the 500 blocks of Jefferson Street and Olive Street and the 200 block of Mechanic Street from Light Industrial to Residence C and in the 400 and 500 blocks of Factory Street, the 300 block of Mechanic Street and the 200 and 300 blocks of High Street from Light Industrial to Commercial, and

WHEREAS the Tax Assessment Parcels proposed to be changed from Light Industrial to Residence C are as follows:

- | | | |
|--------------|--------------|--------------|
| 6-04-103.000 | 6-04-115.000 | 6-04-126.000 |
| 6-04-104.000 | 6-04-116.000 | 6-04-202.000 |
| 6-04-105.000 | 6-04-116.001 | 6-04-203.000 |
| 6-04-106.000 | 6-04-117.000 | 6-04-204.000 |
| 6-04-107.000 | 6-04-118.000 | 6-04-205.000 |
| 6-04-108.000 | 6-04-119.000 | 6-04-207.000 |
| 6-04-109.000 | 6-04-120.000 | 6-04-208.000 |
| 6-04-110.000 | 6-04-121.000 | 6-04-209.000 |
| 6-04-111.000 | 6-04-122.000 | 6-04-210.000 |
| 6-04-112.000 | 6-04-123.000 | 6-04-211.000 |
| 6-04-113.000 | 6-04-124.000 | 6-04-212.000 |
| 6-04-114.000 | 6-04-125.000 | 6-04-213.000 |

and

ORDINANCE

Page 2 of 3

Changing the Zoning Classification of Parcels in the 500 Block of Jefferson and Olive Streets and the 200 Block of Mechanic Street From Light Industrial to Residence C and in the 400 and 500 Blocks of Factory Street, 300 Block of Mechanic Street and the 200 and 300 Blocks of High Street From Light Industrial to Commercial

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

WHEREAS the Tax Assessment Parcels proposed to be changed from Light Industrial to Commercial are as follows:

- | | | |
|--------------|--------------|--------------|
| 6-04-101.000 | 6-04-206.000 | 6-04-229.000 |
| 6-04-127.000 | 6-04-214.000 | 6-04-230.000 |
| 6-04-128.000 | 6-04-217.000 | 6-04-231.000 |
| 6-04-130.000 | 6-04-222.000 | 6-04-233.000 |
| 6-04-132.000 | 6-04-223.000 | 6-04-235.000 |
| 6-04-132.001 | 6-04-224.000 | 6-04-236.000 |
| 6-04-133.000 | 6-04-225.000 | 6-04-237.000 |
| 6-04-133.001 | 6-04-226.000 | 6-04-238.000 |
| 6-04-201.000 | 6-04-227.000 | 6-04-239.000 |

and

WHEREAS the Planning Board of the City of Watertown recommended said zone changes at its meeting held on July 6, 2010, and

WHEREAS a public hearing was held on the proposed zone changes on August 16, 2010 after due public notice, and

WHEREAS the City Council has made a declaration of negative findings of the impact of the proposed zone changes 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 proposed zone changes,

THEREFORE BE IT ORDAINED that the zoning classifications be changed from Light Industrial to Residence C and Commercial for the Tax Assessment Parcels as listed above, and

BE IT FURTHER ORDAINED that the zoning map of the City of Watertown shall be amended to reflect the zone changes, and

ORDINANCE

Page 3 of 3

Changing the Zoning Classification of Parcels in the 500 Block of Jefferson and Olive Streets and the 200 Block of Mechanic Street From Light Industrial to Residence C and in the 400 and 500 Blocks of Factory Street, 300 Block of Mechanic Street and the 200 and 300 Blocks of High Street From Light Industrial to Commercial

- 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

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 printed as the City Manager directs.

Seconded by

**DISCUSSION – ZONING IN THE JEFFERSON STREET
AND OLIVE STREET NEIGHBORHOODS**

Mr. Mix began the discussion on this issue by stating that Jefferson Street is located in a Light Industrial District; however, most of the existing land use in that area consists of housing. He said that the City is the owner of 523 Jefferson Street and has received an offer from an individual to purchase the property for a residential use. He said that because the property has been vacant for more than one year, the parcel has lost its nonconforming status; therefore, the housing use cannot be reestablished. He said that the Code Enforcement office has recommended the demolition of the property because the property is so small and because the use cannot be reestablished. City Council has asked the Planning Board whether or not the zoning should be changed to more accurately reflect the existing uses. If the Planning Board feels it should be changed, the Council would also like a recommendation as to what the proposed zoning should be. Mr. Mix referred to an existing land use map and noted that most of the existing uses for the properties fronting Jefferson Street are residential except the corner of Jefferson Street and High Street, the portion of the Party Store property and building which extend into Jefferson Street frontage, and an existing playground.

Mr. Mix then provided a few options for the Planning Board to consider. He said if the zoning were changed to Residence C, the properties would still be substandard with regard to lot size, although the uses would then be allowed. He said a zoning district of Residence B would be a good fit as far as the uses are concerned but again the frontage and lot size would still be an issue. He said that a Commercial zoning district would also be a possibility as residential uses are allowed in Commercial Districts and that the lot size and frontage would not be an issue as there are no minimum requirements for those items in a Commercial District.

Mrs. Freda wondered whether or not it would be considered spot zoning if the Planning Board were to recommend a change to a residential district for everything except for the Converse Welding property located on High Street. Mr. Mix thought that yes, it would be a spot zoning issue. Mrs. Freda suggested that the frontage along High Street be changed to a Commercial zoning designation while the rest of the frontage on Jefferson Street be changed to residential to avoid the spot zoning issue. Mrs. Gervera noted that this approach would make it much cleaner. Mr. Mix added that all of the frontage on High Street would become Commercial as the existing east side of the street is already zoned Commercial. Mrs. Freda further suggested that the Planning Board change the frontage along Factory Street to Commercial to better fit in with existing land uses.

Mrs. Gervera recommended that a Residence C District be considered for the residential portion of the zone change because of the existing lot sizes. She said that more of the lot sizes would conform to the Residential C requirements than other residential districts. She said that a Residential C designation also lends itself to higher density use which is what exists in that area. Mrs. Freda agreed and liked the idea of having Commercial along High Street.

Mrs. Gervera then moved to recommend that the City Council consider a zone change in this neighborhood to change the existing Light Industrial zoning along Jefferson Street and Olive Street to Residential C and changing the existing Light Industrial zoning along High

Street and Factory Street to Commercial. The motion was seconded by Mr. Harris and all voted in favor.

7:30 p.m. Public Hearing

July 28, 2010

To: The Honorable Mayor and City Council

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

Subject: Request for a Special Use Permit to Allow an Automobile Sales Lot for Up to Five Vehicles at 500 Main Street West, Parcel No. 1-01-122

The City Council scheduled a public hearing on the above subject request for 7:30 p.m. on Monday, August 2, 2010.

The Planning Board reviewed the request submitted by James Petersen at its July 6, 2010 meeting and adopted a motion recommending that the City Council approve the Special Use Permit as submitted. Attached is a copy of the report prepared for the Planning Board and an excerpt from its Minutes.

The City Council must complete Part II of the Short Environmental Assessment Form before it votes on the resolution.

RESOLUTION

Page 1 of 1

Approving the Special Use Permit Request Submitted by James Petersen to Allow an Automobile Sales Lot for Up to 5 Vehicles at 500 Main Street West, Parcel No. 1-01-122

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

Council Member Roxanne M. Burns

WHEREAS James Petersen has made an application for a Special Use Permit to allow an automobile sales lot for up to 5 vehicles at 500 Main Street West, Parcel Number 1-01-122, and

WHEREAS the Planning Board of the City of Watertown reviewed the request for a Special Use Permit at its meeting held on July 6, 2010, and recommended that the City Council of the City of Watertown approve the request as submitted, and

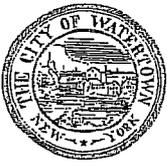
WHEREAS a public hearing was held on the proposed Special Use Permit on August 2, 2010, after due public notice, and

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 an automobile sales lot 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 James Peterson to allow an automobile sales lot for up to 5 vehicles at 500 Main Street West, Parcel Number 1-01-122.

Seconded by Council Member Teresa R. Macaluso

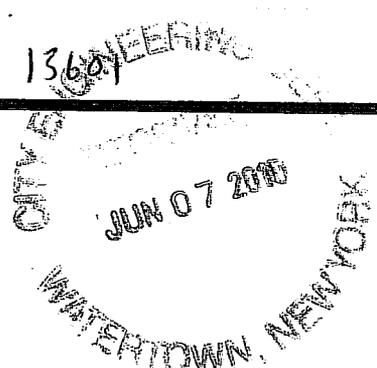


CITY OF WATERTOWN, NEW YORK
Special Use Permit Application

I. Applicant Information

Name: JAMES PETERSEN

Mailing Address: 1272 GOTHAM Street
WATERTOWN, NEW YORK



II. Property Information

Address: 500 main st. W

Tax Parcel #: 1-01-122

Property Owner (if not applicant):

If applicant is not owner, does applicant have a signed purchase agreement [] Yes [] No

Zoning District: Neighborhood Business

Attachments Required:

- 8 1/2" x 11" parcel map with tax parcel involved in request outlined with a thick black line
A sketch of the site drawn to an engineering scale (e.g. 1"=20', 1"= 30').
Completed Part I of an Environmental Assessment Form (SEQR)

III. Request Information

Proposed Use: Adding Automobile sales lot

Explain Proposal:

Would like to Add Automobile sales lot to the oil change business at the above location

Would like to use (5) five parking spaces in the corner of the parking lot for Automobile sales

Use additional 8 1/2" x 11" sheets as needed.

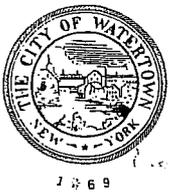
I certify that the information provided above is true to the best of my knowledge.

Signature:

[Handwritten signature]

Date:

6/7/2010



CITY OF WATERTOWN, NEW YORK
BUREAU OF CODE ENFORCEMENT

Room 105, City Hall
245 Washington Street
Watertown, New York 1360

Tel. (315) 785-7735
Fax (315) 785-7854

June 4, 2010

James Peterson
1272 Gotham St.
Watertown, NY 13601

Peterson

Re: Land Use
500 Main St. W.
Parcel No.: 1-01-122

Dear Property Owner:

This office received a complaint regarding the operation of an automobile sales lot at the referenced address. You are aware that the property is located in a Neighborhood Business Zoning District and requires special approval of the City Council to operate an automobile sales business.

Therefore, as Code Enforcement Supervisor for the City of Watertown, I am obligated by law to direct the following:

- Cease the operation of automobile sales at the referenced address and remove all signs that indicate the same.

If you wish to operate this type of business at this address, please contact the City Engineering Department and Justin Wood can provide guidance to apply for the proper approval through the City Council.

Failure to comply will result in legal action.

If you have any questions, please feel free to contact me.

Sincerely,

Shawn R. McWayne

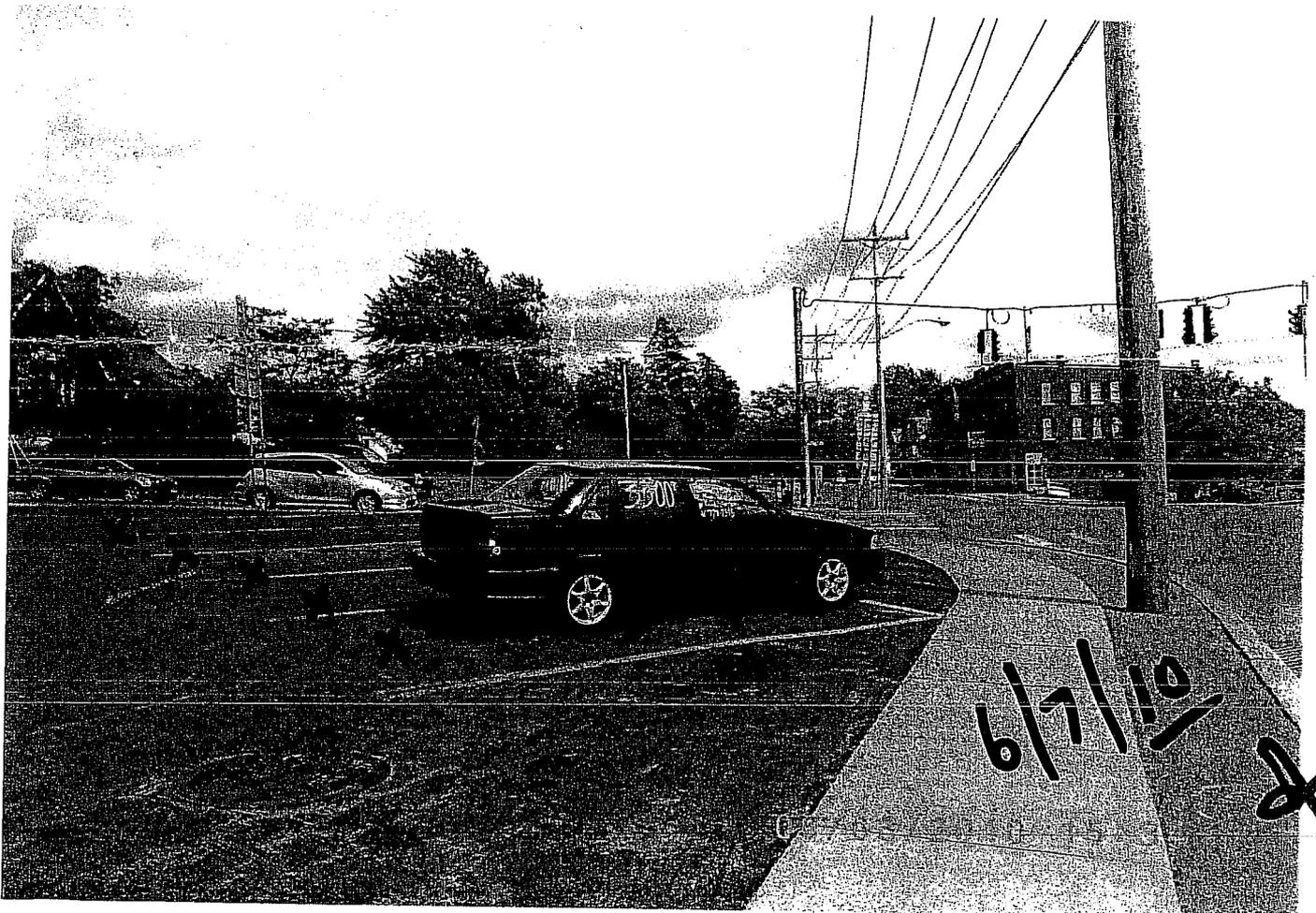
Shawn R. McWayne
Code Enforcement Supervisor

SRM/cas
cc: Justin Wood, Civil Engineer II

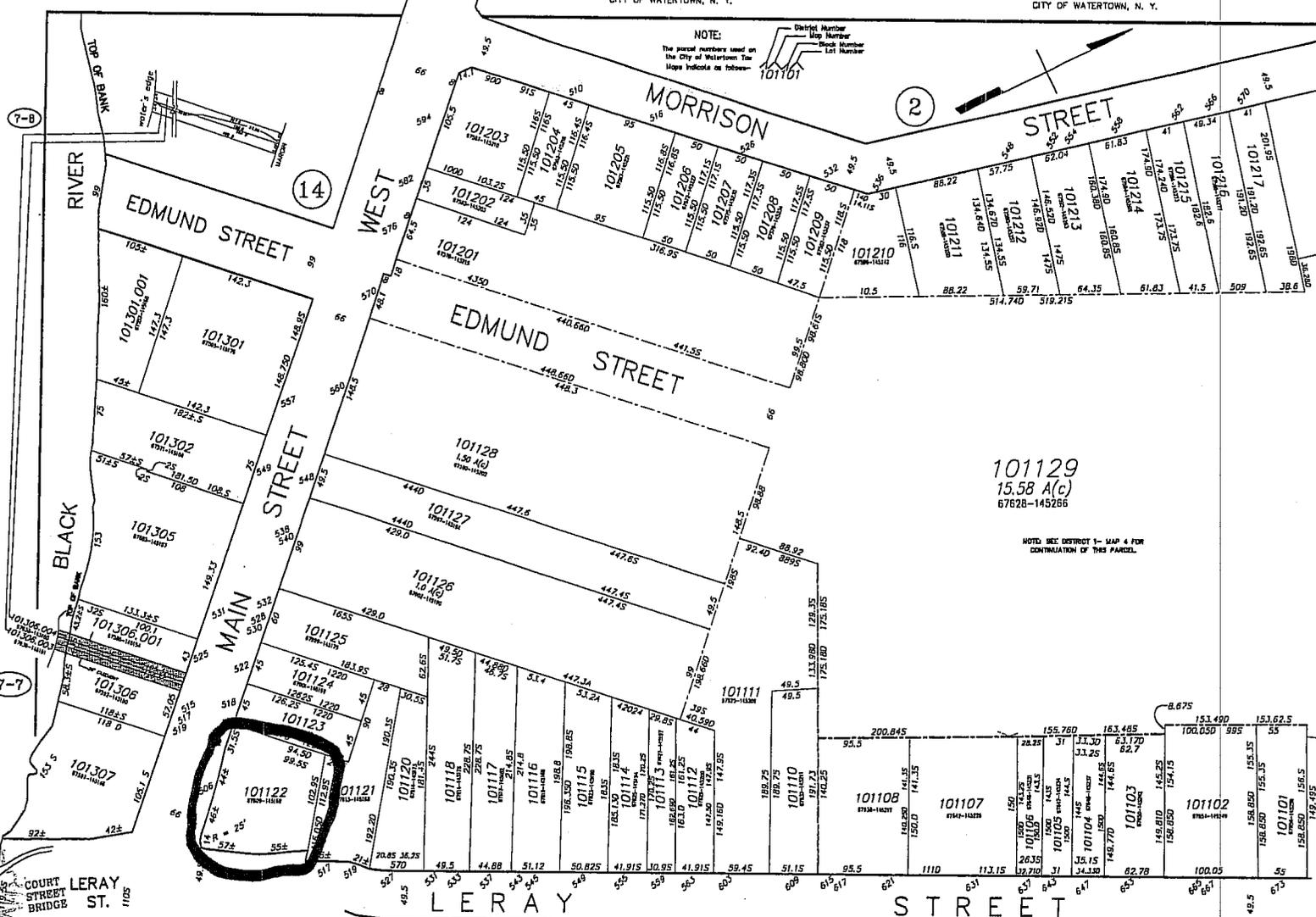
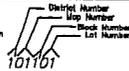


6/7/10

X



NOTE:
The parcel numbers used on
the City of Watertown Tax
Maps indicate as follows:



101129
15.58 A(c)
67628-145266

NOTE: SEE DISTRICT 1 - MAP 4 FOR
CONTINUATION OF THIS PARCEL.

FOR TAX PURPOSES ONLY
NOT TO BE USED FOR CONVEYANCE

DISTRICT 1 MAP 1

REVISED OCTOBER 31, 2003

SCALE: 1 INCH = 50 FEET

MAIN
ST.
WEST

LYNDE
STREET
WEST

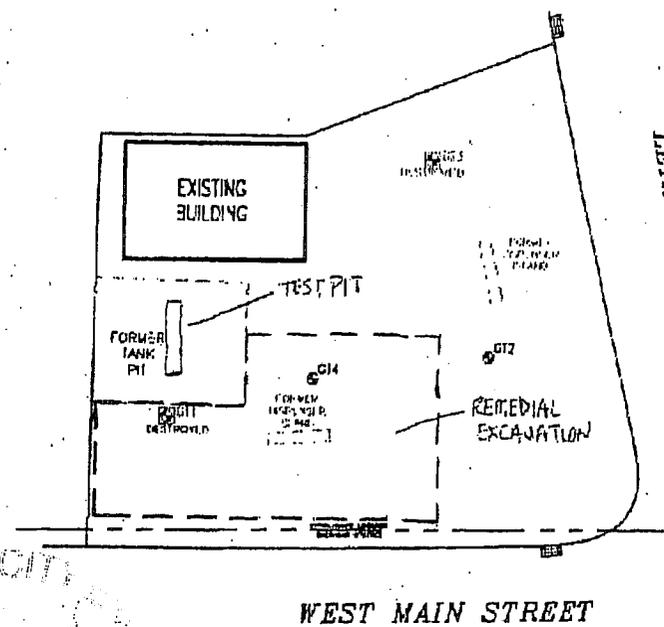
JUN 07 2010

WATERTOWN, NY



LEGEND

- STORM DRAIN
- MONITORING WELL
- DESTROYED MONITORING WELL
- PROPOSED LIMITS OF REMEDIAL EXCAVATION



LIRAY STREET

WEST MAIN STREET

6/29/04 NP

NEW YORK CITY
 JUN 07 2010
 DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Map generated by AutoCAD 2004, 12:02:07 PM, 6/29/04

DATE: 06/29/04	PROPOSED REMEDIAL EXCAVATION MAP	
CHECKED BY:	MOBIL SERVICE STATION #17-450 WEST MAIN & LIRAY STREET WATERTOWN, NEW YORK	
REVIEWED BY:	Groundwater & Environmental Services, Inc. 300 GATEWAY PARK DRIVE, NORTH SYRACUSE, NY 13212	
NORTH 	SCALE IN FEET 0 30	DATE 1-13-04
		FIGURE 2



MEMORANDUM

City of Watertown Planning Office

245 Washington Street, Room 304

Watertown, New York 13601

315-785-7730

Fax: 315-782-9014

TO: Norman J. Wayte II, Chairman, Planning Board

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

SUBJECT: Special Use Permit Approval – 500 Main Street West

DATE: July 2, 2010

Request: Special Use Permit Approval to allow an automobile sales lot at 500 Main Street West, Parcel Number 1-01-122.

Applicant: James Petersen.

Proposed Use: Automobile sales lot.

Property Owner: James Petersen.

Submitted:

8 ½" x 11" Copy of Parcel Map: Yes

A Sketch of the Site to Scale: Yes

Completed Part I of an
Environmental Assessment Form: Yes

SEQRA: Unlisted Action

County Planning Board Review Required: No

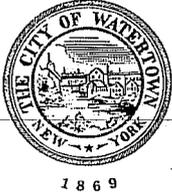
Comments: The applicant is requesting a special use permit to allow an automobile sales lot at the above referenced property. An automobile sales lot is an allowed use in a Neighborhood Business District with a special use permit. The applicant had been using the property for this purpose and was cited by codes for operating without the required approvals.

Zoning History: In October of 1993, Roy Livingston, the property owner at the time, was granted a special use permit by the City Council to operate a motor vehicle repair shop and automobile sales lot on the subject premises. The motor vehicle repair shop has continued in one form or another since that time. For a majority of that time, the business operation has been a quick service oil change establishment. When the oil change business was established, the automobile sales lot discontinued and the special use permit expired immediately. The applicant is now seeking to reestablish that use on the site.

Special use permits require City Council approval after recommendation from the Planning Board and a Public Hearing. The procedure is outlined in Section 310.67 of the Zoning Ordinance. The standards are in Section 310-52.3.

cc: Planning Board Members
City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
James Petersen

Excerpt from July 6, 2010 Planning Board Minutes



CITY OF WATERTOWN, NEW YORK

CITY PLANNING BOARD

ROOM 302, WATERTOWN CITY HALL

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3380

(315) 785-7730

Meeting: July 6, 2010

Present:

Sara Freda, Acting Chair

Lori Gervera

Sara Freda

Randy Fipps

Alan Harris

Sarah Warner

Also:

Kenneth A. Mix, Planning & Community

Development Coordinator

Michael A. Lumbis, Planner

Justin Wood, Civil Engineer II

Absent:

Norman J. Wayte, II

The July 6, 2010 Planning Board meeting was called to order at 1:30 p.m. by Acting Chair Sara Freda. Mrs. Freda called for a reading of the Minutes from the May 4, 2010 Planning Board Meeting. Mrs. Gervera moved to accept the Minutes as written. The motion was seconded by Mr. Harris and all voted in favor.

SPECIAL USE PERMIT

500 MAIN STREET WEST, PARCEL NO. 1-01-122

The Planning Board considered a Special Use Permit request submitted by James Petersen to allow an automobile sales lot at 500 Main Street West, Parcel No. 1-01-122. Mr. Petersen addressed the Planning Board by stating that he has operated an oil change business at the 500 Main Street West location for the last 10-15 years, and in the past, the property has been used for automobile repair and automobile sales. He said that he is looking to apply for a Special Use Permit to sell five cars at that location. Mr. Fipps asked if Mr. Petersen was already selling the vehicles at this point in time. Mr. Petersen responded that he has been selling the automobiles for a little more than one year not realizing that he was out of compliance. He said that the site had a previous Special Use Permit for automobile sales but that it had expired.

Mrs. Freda asked staff if the marked parking spaces were used for automobile sales, would there be enough space for vehicle parking to meet the requirements of the zoning ordinance. Mr. Lumbis said that it appeared that there were no other spaces striped on the lot. Mr. Mix said that no parking calculation was completed but that the only thing that would count

towards the parking would be the small office space in the building. He said that the site should have more than enough parking.

Hearing no further discussion, Mr. Harris moved to recommend that the City Council grant a Special Use Permit for the request submitted by James Petersen to allow an automobile sales lot at 500 Main Street West, Parcel No. 1-01-122. The motion was seconded by Mr. Fipps.

Prior to a vote on the Special Use Permit recommendation, Mrs. Gervera asked for a clarification regarding the expiration of the previous Special Use Permit. She stated that she thought that there was a time period of one year that had to pass before the Special Use Permit expired. Mr. Mix said that upon the issuance of a Special Use Permit, the applicant has one year to start the proposed use but that if the use ceases, the Special Use Permit expires immediately. He said in this case, the Special Use Permit had expired and therefore, Mr. Petersen needed to apply to the Planning Board again. Mrs. Gervera stated that the Special Use Permit stays with the land. Mr. Mix said that yes, the owner could sell the property and the Special Use Permit would stay with the new owner. Mrs. Freda then called for a vote on the motion that was on the table. All voted in favor.

SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

PART 1 - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR JAMES PETERSEN	2. PROJECT NAME FAST LUBE / AUTO 1st
3. PROJECT LOCATION: Municipality 500 MAIN ST W County Jefferson	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map) CORNER OF WEST MAIN ST + LERAY ST WATERBORN	
5. IS PROPOSED ACTION: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input checked="" type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY: FAST LUBE oil change shop would like to make 5 spots for AUTO SALES on corner.	
7. AMOUNT OF LAND AFFECTED: Initially <u>N/A</u> acres Ultimately <u>N/A</u> acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, describe briefly with Special Use permit	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input checked="" type="checkbox"/> Other Describe: Neighborhood Business	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list agency(s) and permit/approvals	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list agency(s) and permit/approvals	
12. AS A RESULT OF PROPOSED ACTION, WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p style="text-align: center;">I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor name: <u>James Petersen</u> Date: <u>6/7/2010</u></p> <p>Signature: </p>	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

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 patterns, 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 CEA?
 Yes No

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.

- 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

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)

Date

July 29, 2010

To: The Honorable Mayor and City Council

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

Subject: Offer to Purchase Property Adjacent to Stewart's at 229 South Massey Street

On July 6, 2010 the City Council discussed a request from Stewart's Shops Corporation to purchase 1.2 acre from the right-of-way of North Massey Street as shown on the attached maps. It was the consensus of the City Council that it would consider an offer.

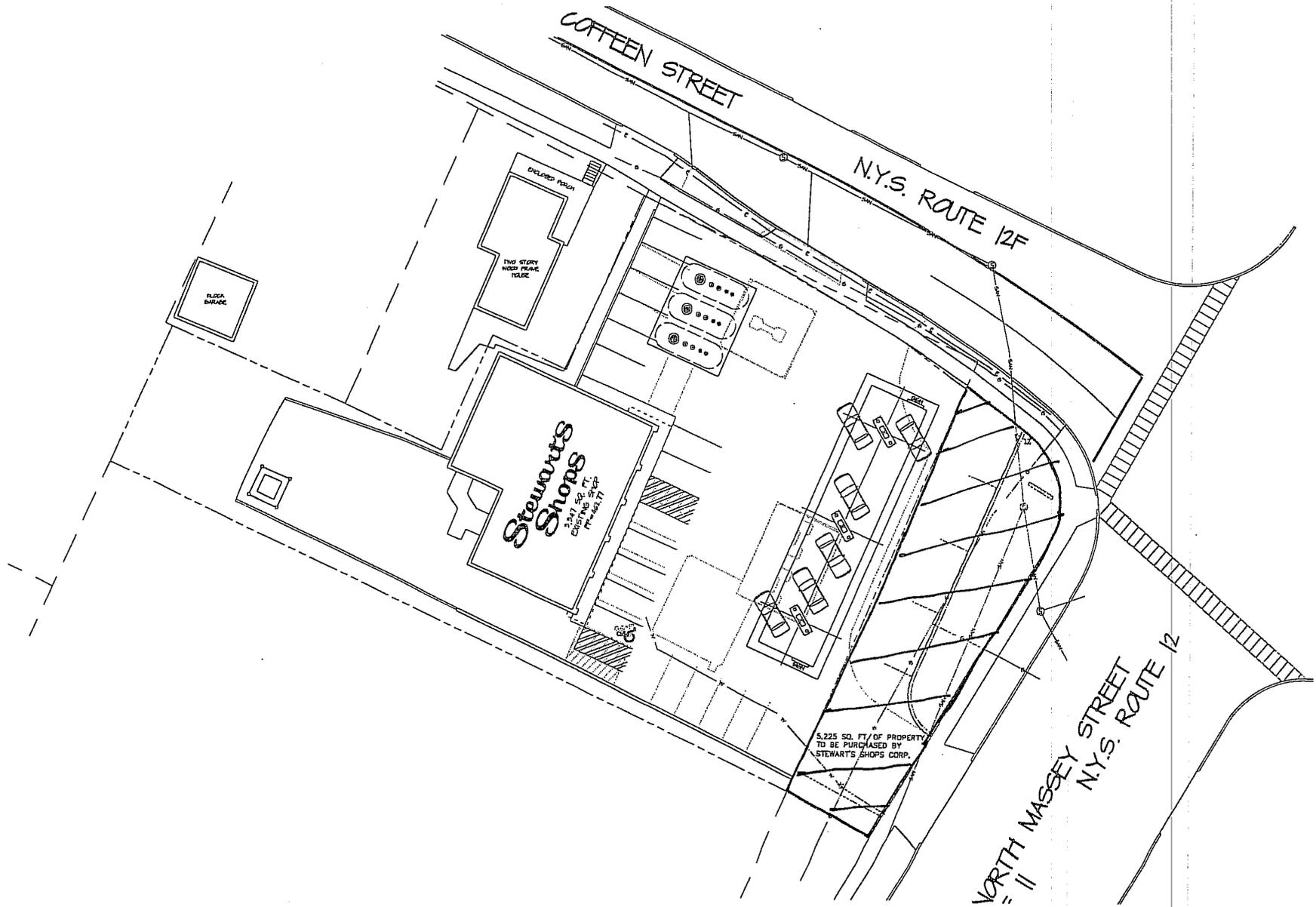
Attached is Stewart's offer to purchase the property for \$2,500 and pay for the cost of the survey parcel descriptions and utility easements.



- Legend**
-  Roads
 -  Tax Parcels
 -  City Boundary
 -  Aerial Photos

July 1, 2010

Disclaimer: This map was prepared by the City of Watertown Internet Mapping Application. The information was compiled using the most current data available. It is deemed accurate, but is not guaranteed.



COTTEN STREET

N.Y.S. ROUTE 12F

**Stewart's
Shops**
2,041 SQ. FT.
CHANGING SHOP
RENOVATED

RUBBER
GARAGE

DISHED
PORCH

TWO STORY
WOOD FRAME
HOUSE

5,225 SQ. FT./OF PROPERTY
TO BE PURCHASED BY
STEWART'S SHOPS CORP.

NORTH MASSEY STREET
N.Y.S. ROUTE 12

Stewart's



Mr. Ken Mix
City of Watertown
245 Washington Street Suite 302
Watertown, NY 13601

July 26, 2010

Dear Mr. Mix,

As per your request in you July 7th letter, Stewart's Shops Corp. is offering \$2500.00 to purchase the property.

The cost of the survey, parcel descriptions and utility easements will add quite a few thousand over and above that number.

We understand the City's Planning Board will have to approve the Subdivision. We will combine the lots as a condition of the approval.

Please let me know the next step to start this process.

Sincerely,

A handwritten signature in cursive script that reads "Tom L. Lewis".

Tom L. Lewis
Real Estate Representative
518-581-1201 ext. 4420
tlewis@stewartsshops.com

TOM LEWIS1@GMAIL.COM