

**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, September 19, 2011, 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

PRESENTATIONS

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Appointing Ann M. Saunders as a Marriage Officer for the City of Watertown
- Resolution No. 2 - Readopting Fiscal Year 2011-12 General Fund Budget
- Resolution No. 3 - Accepting Bid for Police Officers' Uniforms, United Uniforms
- Resolution No. 4 - Accepting Proposal for Flu Shots, MedReady Medical Group
- Resolution No. 5 - Accepting Bid for Prefabricated, Four-Post Metal Pavilions, Denzak Recreational Design & Supply, Inc.
- Resolution No. 6 - Approving the Site Plan for the Construction of a 14,891 Square Foot Freezer Warehouse Addition And a 4,368 Square Foot Loading Dock Addition to The Renzi Foods Freezer Warehouse Located at 901 Rail Drive, Parcel 9-43-101.008

ORDINANCES

- Ordinance No. 1 - Approving The Zone Change Request Submitted by Brian J. Burri of Bergmann Associates on Behalf of Sunoco to Change the Approved Zoning Classification of the Rear Section of 1222 Washington Street, Parcel Numbers 14-13-201 and 14-13-232, from Residence A to Neighborhood Business

LOCAL LAW

PUBLIC HEARING

- 7:30 p.m. Resolution Approving the Special Use Permit Request Submitted by Tamara Pulley to Allow ATV, Snowmobile, and Automobile Sales at 426 Arsenal Street, Parcels 7-05-206, 7-05-207, and 7-05-208

OLD BUSINESS

Tabled – Resolution Approving the Special Use Permit Request Submitted by Sheila Sweet to Allow the Continuation of Auto Detailing and Auto Sales, and the Commencement of Auto Repair at 804 State Street, Parcel Number 12-06-322

STAFF REPORTS

1. Morrison Street Safety Review
2. September 12, 2011 Letter from Thousand Islands Area Habitat for Humanity
3. Fall Drop Off Flyer
4. R. P. Flower Memorial Library Board of Trustees Meeting Minutes of August 9, 2011

NEW BUSINESS

EXECUTIVE SESSION

1. The sale or purchase of real property where public disclosure could affect the value there of.
2. The employment history of a particular individual.

WORK SESSION

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, OCTOBER 3, 2011.

Res No. 1

September 13, 2011

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: Marriage Officer

The attached resolution appointing Deputy City Clerk Ann M. Saunders as a Marriage Officer for the City of Watertown was requested by City Clerk Donna M. Dutton.

Appointing Ann M. Saunders as a
Marriage Officer for the City of Watertown

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 §11-c (1) of the New York Domestic Relations Law permits the City Council of the City of Watertown to appoint one or more Marriage Officers who shall have the authority to solemnize marriages within the City, and

WHEREAS the City Council of the City of Watertown adopted Local Law No. 2 of 2002, establishing the position of City Marriage Officer under Section 45-11.3 of the Watertown City Code, and

WHEREAS Ann M. Saunders is over the age of 18, and resides within the City of Watertown, as required by §11-c (2) of the New York Domestic Relations Law,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that Ann M. Saunders is appointed as a Marriage Officer for the City of Watertown with the duties established by §45-11.3 of the City Code of the City of Watertown and by Article 3 of the New York Domestic Relations Law.

Seconded by

Res No. 2

September 14, 2011

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Re-adoption of FY 2011-12 General Fund Budget

Included in the Fiscal Year 2010-11 General Fund budget was an appropriation of \$38,000 for the purchase of a pick-up truck with a service utility body for the Department of Public Works' road maintenance department. Due to internal budget freezes during the fiscal year, as well as issues with the timing of and inventory availability off of the New York State contracts, the purchase of the vehicle was not ordered prior to the end of the fiscal year. An appropriation for this purchase was not included in the Fiscal Year 2011-12 General Fund budget as it was anticipated to be ordered prior to the end of the fiscal year.

As there is no appropriation in the Fiscal Year 2011-12 General Fund Budget and the department is requesting to make the purchase, a resolution has been prepared for City Council consideration to re-adopt the Fiscal Year 2011-12 General Fund Budget to add an appropriation to allow for the purchase of this vehicle.

RESOLUTION

Page 1 of 2

Readopting Fiscal Year 2011-12
General Fund Budget

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 on June 1, 2011 the City Council passed a resolution adopting the Budget for Fiscal Year 2011-12, of which \$38,023,157 was appropriated for the General Fund, and

WHEREAS on July 5, 2011 the City Council re-adopted the General Fund Budget to increase appropriations by \$25,240 to pay the costs of the Symphony Syracuse concert to a total of \$38,048,397, and

WHEREAS on August 1, 2011 the City Council re-adopted the General Fund Budget to increase appropriations by \$45,150 to pay the costs of the change order to the contract with Bat-Con to reconstruct the J. B. Wise parking lot to a total of \$38,093,547, and

WHEREAS included in the General Fund Budget for Fiscal Year 2010-11 was an appropriation of \$38,000 for the purchase of a pick-up for the Department of Public Works' roads maintenance department (A5110.0230), and

WHEREAS the purchase of said vehicle was not ordered prior to the end of the fiscal year due to budget freezes as well as the timing of and the lack of inventory available through the New York State Contract, and

WHEREAS the vehicle replacement is still needed by the Department of Public Works, and

WHEREAS there is no appropriation in the Fiscal Year 2011-12 General Fund Budget for the purchase, and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York that it hereby re-adopts the Fiscal Year 2011-12 Budget for the General Fund in the total amount of \$38,131,547, and

RESOLUTION

Page 2 of 2

Readopting Fiscal Year 2011-12
General Fund Budget

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

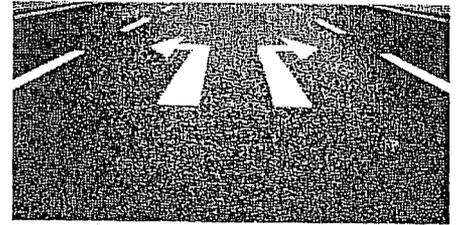
YEA	NAY

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that the following adjustment be included in the re-adopted Fiscal Year 2011-12 General Fund Budget.

GENERAL FUND	<u>Revenues</u>	
	Appropriated Fund Balance	<u>\$ 38,000</u>
	Total	<u>\$ 38,000</u>
	<u>Expenditures</u>	
	A 5110.0230 Road Maintenance – Vehicles	<u>\$ 38,000</u>
	Total	<u>\$ 38,000</u>

Seconded by

A5110 – Maintenance of Roads



Fiscal Year 2010-11
Equipment Requests

Pickup Truck

\$38,000

This is a request to purchase a replacement for vehicle 1-82. This vehicle is a 1997 Ford F350 one ton, two wheel drive pickup with a service utility body used primarily by the road maintenance division. During the summer construction season it pulls a trailer with a pavement roller used by the street patching crew on a daily bases. This vehicle has extensive rust and corrosion deterioration to the under structure of the utility body and the truck cab.

The proposed replacement vehicle, which will be purchased from the NYSOGS contract, will be a one ton, dual wheel pickup with an eleven foot utility service body. The present truck will be disposed of at the City's annual surplus vehicle auction or assigned to Parks and Recreation as a summer field use vehicle.



August 22, 2011

INTER-OFFICE NOTE

Jim----

Ref.: pickup truck 2010-11 budget

In the 2010-11 approved City budget, page 75, Code A5110.230, there was an appropriation of \$38,000.00 to buy a replacement pickup truck with service body. You requested an explanation of why the truck was not purchased during that fiscal year. I can offer you the following.

The vehicle was available on NYSOGS contract. In July 2010 I obtained pricing from the contract holder and a requisition was prepared and sent to City Purchasing. Former Purchasing Agent Bob Cleaver requested approval from the City Manager's office before issuing a purchase order. On or about the end of July an email was sent from the City Manager to Gene Hayes. The Manager was inquiring as to whether the present truck was unsafe, in imminent danger of failure, and could the purchase be delayed until spring? I responded the truck was not unsafe, or in imminent danger of failure, that the truck needed to be replaced but that it would most likely go until spring. My understanding was that the purchase was put on hold until a better figure on revenue was available. At the end of March 2011, approval to purchase the truck was given. I contacted the vendor who held the OGS contract for that vehicle for an updated quotation on the truck and body. While the contract was still valid, the truck could not be ordered as the gasoline engine that was requested was not available. It was a new engine for that model year and there was greater demand than supply. I believe retail orders get priority. A diesel engine was available but at about \$7500 dollars over the cost of the gasoline engine. The diesel option was not viable for our application. The dealer was hoping to get 2012 model year pricing approved through the State before the June 30, 2011, expiration date of the contract. The dealer did not get the approval from OGS in time to order before the end of the City's fiscal year, therefore the truck was not ordered.

The truck is still needed. When the truck is delivered the present truck will be sent to Recreation to replace a 1988 van used by the summer

crews on the athletic fields.

As always, if you need any further details on this subject please contact Gene when he returns or myself.

Pete Monaco

Res No. 3

September 13, 2011

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: Accepting Bid for Police Officers' Uniforms

The City Purchasing Department has advertised and received sealed bids for the purchase of new and unused Police uniform apparel, on an as needed basis, as specified by our Police Department for the period July 1, 2011 – June 30, 2013. This bid was previously bid and the prior bid responses were rejected as non-responsive.

As recommended to the City Council at the August 15, 2011 meeting, a new bid process was initiated. Invitations to bid were issued to seven (7) prospective bidders, with three (3) bids submitted to the Purchasing Department where they were publicly opened and read on Monday, September 12, 2011, at 11:00 a.m.

City Purchasing Agent Amy M. Pastuf reviewed the bids received and is recommending that the City Council accept the bid submitted by United Uniform of Buffalo, New York, as the lowest qualified bidder meeting our specifications. The other bids submitted are detailed in the attached report of Mrs. Pastuf.

RESOLUTION

Page 1 of 1

Accepting Bid for Police Officers' Uniforms,
United Uniforms

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 Agent has advertised and received sealed bids for the purchase of new and unused police uniform apparel, on an as needed basis, as specified by the Police Department for the period July 1, 2011 – June 30, 2013, and

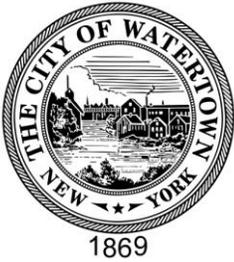
WHEREAS invitations to bid were issued to seven (7) prospective bidders with three (3) bids submitted to the Purchasing Department, and

WHEREAS on Monday, September 12, 2011, at 11:00 a.m., the bids received were publicly opened and read, and

WHEREAS City Purchasing Agent Amy M. Pastuf reviewed the bids received and is recommending that the City Council accept the bid submitted by United Uniform of Buffalo, New York,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid of United Uniform of Buffalo, New York, for Police Officers' uniforms, on an as needed basis.

Seconded by



CITY OF WATERTOWN, NEW YORK

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Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Mary Corriveau, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Bid 2011-07 – Police Uniforms
DATE: 9/15/2011

The City's Purchasing Department advertised in the Watertown Daily Times on August 22, 2011 calling for sealed bids for the purchase of new and unused police uniforms as per City of Watertown bid specifications. The bid creates a standard price list from which orders for apparel will be placed on an as-needed basis for the contract period of July 1, 2011 to June 30, 2013. This bid was previously bid and the prior bid responses were rejected as non-responsive at the August 15, 2011 City Council Session.

Invitations to bid were issued to seven (7) prospective bidders and three (3) sealed bids were submitted to the Purchasing Department. The sealed bids were publically opened and read on Monday September 12 at 11:00 am, local time. Sealed bids were received from Mountain Uniforms, Starr Uniform and United Uniform. Please see below for the bid tabulation.

Vendor Name	Number of Items Bid Category 1	Total Bid Amount Category 1	Number of Items Bid Category 2	Total Bid Amount Category 2
Mountain Uniforms	3 of 34	\$700.00	0 of 38	\$0.00
Starr Uniform	43 of 45	\$2,310.00	37 of 38	\$1,303.50
United Uniform	44 of 45	\$ 2,242.10	38 of 38	\$1,190.95

When the bids were compared using only commonly bid items, United Uniform from Buffalo, NY was the lowest responsive responsible bidder. The Purchasing Department checked the references provided and three other municipal police forces, including Jefferson County Sheriff's Department, vouched for the performance of United Uniform. It is recommended that the bid for Police Uniforms be awarded to United Uniforms for the bid period of July 1, 2011 to Jun 30, 2013.

Res No. 4

September 14, 2011

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Accepting Bid for Flu Shots,
MedReady Medical Group

The City Purchasing Department has advertised and received proposals to supply and administer immunizations for the standard seasonal flu virus to include immunization for the H1N1 virus, per our requirements, to current and retired City employees.

Invitations to submit proposals were issued to fourteen (14) local medical facilities with two (2) proposals received, which were publicly opened and read in the City Purchasing Department on Monday, September 12, 2011 at 11:00 a.m.

City Purchasing Agent Amy M. Pastuf reviewed the proposals, and it is her recommendation that the City accept the proposal submitted by MedReady Medical Group, Watertown, New York, in the amount of \$22 per injection with a 75 inoculation minimum. This represents a savings over last year's flu shots of \$30 per injection, done by North Country Urgent Care, as detailed in Ms. Pastuf's attached report.

A resolution accepting the proposal submitted by MedReady Medical Group has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Accepting Proposal for Flu Shots,
MedReady Medical 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

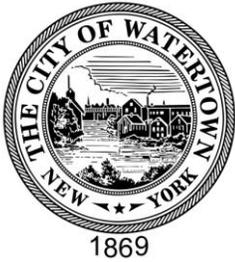
WHEREAS the City Purchasing Department has advertised and received proposals to supply and administer immunizations for the standard seasonal flu virus to include immunization for the H1N1 virus, per our requirements, and

WHEREAS invitations to submit proposals were issued to fourteen (14) local medical facilities with two (2) proposals received, which were publicly opened and read in the City Purchasing Department on Monday, September 12, 2011 at 11:00 a.m., and

WHEREAS City Purchasing Agent Amy M. Pastuf reviewed the proposals received, and it is her recommendation that the City Council accept the proposal submitted by MedReady Medical Group of Watertown, New York, in the amount of \$22 per injection with a 75 inoculation minimum,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York, accepts the proposal from MedReady Medical Group of Watertown, New York to administer flu shots to interested employees and retirees of the City of Watertown.

Seconded by



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Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Mary Corriveau, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: RFP 2011-04 – Flu Vaccine for City Employees and Retirees
DATE: 9/15/2011

The City's Purchasing Department advertised in the Watertown Daily Times on Monday August 29, 2011 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 and includes immunization for the H1N1 virus.

Invitations to submit a proposal were issued to 14 local medical facilities and two (2) proposals were submitted to the Purchasing Department where they were publicly opened and read on Monday, September 12, 2011 at 11:00 am local time. The proposals were as follows:

MedReady Medical Group	North Country Urgent Care
* Proposes sending two licensed Professional Nurses at a time mutually convenient.	*Proposes clinic date of October 5, 2011 from 9 am to 11 am.
* Individuals may also report to MedReady Medical Group on Washington Street Monday-Friday, 8 am to 8 pm or Saturday and Sunday 9 am to 5 pm.	* Individuals may also report to North Country Urgent Care. It is suggested that employees make an appointment to reduce wait time.
* Pricing is based on a minimum of 75 individuals seeking immunization	* Pricing is based on a minimum of 100 individuals to a maximum of 200 seeking immunization
* Immunization fee including vaccine, supplies, labor and forms: \$22.00 each	* Immunization fee : \$30.00 each
Minimum Cost: 75 inoculations @\$22.00 = \$1,650.00. 100 inoculations @\$22.22= \$2,200.00	Minimum Cost: 100 inoculations @\$30.00 = \$3,000.00.

When the proposals were reviewed it was determined that both met the basic requirements of the RFP. MedReady Medical Group proposed a lower fee per vaccine of \$22.00 versus \$30.00 from North Country Urgent Care. With an estimated 110 participants, the cost savings would be \$880.00. It is recommended that the City of Watertown contract with MedReady Medical Group to provide the Flu Vaccine for City employees and retirees.

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

Res No. 5

September 14, 2011

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Accepting Bid for Prefabricated, Four-Post Metal Pavilions,
Denzak Recreational Design & Supply, Inc.

The City Purchasing Department has advertised and received sealed bids for the purchase of two new, prefabricated, four-post metal pavilions to be placed at Marble Street and Bicentennial Parks. Invitations to bid were issued to five (5) prospective bidders, with one (1) bid submitted to the Purchasing Department where it was publicly opened and read on Wednesday, September 7, 2011, at 11:00 a.m.

City Purchasing Agent Amy M. Pastuf reviewed the bid received and noted that the vendor had included some exceptions, as detailed in Ms. Pastuf's attached report. After consulting with Superintendent of Public Works Eugene Hayes and City Planner Michael Lumbis, City Purchasing Agent Amy M. Pastuf is recommending that the City Council accept the bid submitted by Denzak Recreational Design & Supply, Inc. of Syracuse, New York, as the lowest qualified bidder meeting our specifications in the amount of \$50,528.90.

The pavilions are a portion of the Bicentennial Park and Marble Street Park Improvements Project. The improvements at the two sites are funded with matching grant funds from the New York State Department of State through a 2006 Environmental Protection Fund, Local Waterfront Revitalization Program grant that was awarded to the City.

The parks project was originally scheduled to be constructed by a contractor beginning in the spring of 2010, but the City Council rejected contractor bids because they were over budget. The City Council then assigned the construction of the project to the Department of Public Works. DPW has been constructing these projects as originally designed when time permits in between normal operations. Having the DPW complete the work has enabled the City to complete the project within the original grant budget and has allowed us to seek reimbursement of some of our labor costs.

The pavilion is one of the final items to be completed at Bicentennial Park. At Marble Street Park, the pavilion will also be one of the final components after the completion of additional trail and site work.

RESOLUTION

Page 1 of 1

Accepting Bid for Prefabricated, Four-Post Metal Pavilions, Denzak Recreational Design & Supply, 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 the City Purchasing Agent has advertised and received sealed bids for the purchase of two new, prefabricated, four-post metal pavilions to be placed at Marble Street and Bicentennial Parks, and

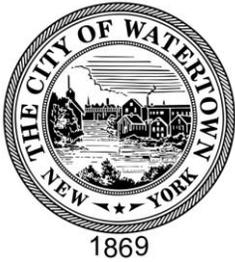
WHEREAS invitations to bid were issued to five (5) prospective bidders with one (1) bid submitted to the Purchasing Department, and

WHEREAS on Wednesday, September 7, 2011, at 11:00 a.m., the bid received was publicly opened and read, and

WHEREAS City Purchasing Agent Amy M. Pastuf reviewed the bid received and is recommending that the City Council accept the bid submitted by Denzak Recreational Design & Supply, Inc. of Syracuse, New York,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid of Denzak Recreational Design & Supply, Inc. of Syracuse, New York, for the purchase of two prefabricated, four-post metal pavilions in the amount of \$50,528.90.

Seconded by



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Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Mary Corriveau, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Bid 2011-06 – Prefabricated, Four-Post Metal Pavilions
DATE: 9/15/2011

The City's Purchasing Department advertised in the Watertown Daily Times on August 26, 2011 calling for sealed bids for the purchase of two new prefabricated, four-post metal pavilions. The pavilions are to be placed at Marble Street and Bicentennial Parks as components of the City of Watertown Parks Improvement Project. The purchased pavilions will be installed by the Department of Public Works on poured concrete pads. The Department of Public Works will also install the necessary electrical and security camera cables and circuitry.

Invitations to bid were issued to five (5) prospective bidders and one (1) sealed bid was submitted to the Purchasing Department. The sealed bid was publically opened and read on Wednesday, September 7, 2011 at 11:00 am, local time. The sealed bid received was from Denzak Recreational Design & Supply, Inc. from Syracuse, New York. The unit bid is manufactured by Litchfield Landscape Elements for whom Recreational Design & Supply, Inc is an authorized dealer. The bid for each unit is \$25,264.45 making the bid total \$50,528.90. Pricing was based on the purchase of two units. The vendor noted the following exceptions:

- 1. All feed lines, chase-ways/conduit and weather sealing synthetic grommets to be provided by others. This is for both electrical and security camera circuit. Electrical fixtures provided by others, Litchfield will provide necessary cut outs and electrical access throughout the frame.*
- 2. Litchfield will provide 4 sets of sealed drawings and two sets of structural calculations sealed by a Professional Engineer licensed in the State of New York three weeks ARO.*
- 3. Litchfield will provide the detailed concrete base design layout/bolt template along with necessary hardware 14 days after sealed drawings, calculations and footings are approved.*
- 4. The manuals or written installation instructions and component breakout can be requested during the production phase. They are not available at this time.*
- 5. Litchfield does provide extra hardware with the customer orders. Additional requests for spare parts will be quoted and furnished as needed.*

The exceptions and limitations were reviewed by the City Department of Public Works and City Planning Department to ensure that the deviations did not change the scope of the purchase agreement. It was agreed that the proposal made by Denzak Recreational Design & Supply, Inc., substantially complies with the requirements of the bid specifications. It is recommended that the bid for the purchase of two new prefabricated, four-post metal pavilions be awarded to Denzak Recreational Design & Supply, Inc., for the amount of \$50,528.90.

If there are any questions concerning this recommendation, please contact me at your convenience.

Res No. 6

September 14, 2011

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 14,891 Square Foot Freezer Warehouse Addition and a 4,368 Square Foot Loading Dock Addition to the Renzi Foods Freezer Warehouse Facility Located at 901 Rail Drive, Parcel 9-43-101.008

A request has been submitted by John Walsh of Paradigm Design on behalf of Food Tech, LLC for the above subject site plan approval.

The Planning Board reviewed the request at its September 6, 2011 meeting. At that meeting, the Board adopted a motion recommending that City Council approve the site plan with the seven conditions listed in the resolution.

Attached is a report on the site plan prepared for the Planning Board, along with an excerpt from its minutes.

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 significant negative impact on the environment and approves the site plan submitted to the City Engineer on August 22, 2011 with the conditions recommended by the Planning Board.

RESOLUTION

Page 1 of 3

Approving the Site Plan for the Construction of a 14,891 Square Foot Freezer Warehouse Addition And a 4,368 Square Foot Loading Dock Addition to The Renzi Foods Freezer Warehouse Located at 901 Rail Drive, Parcel 9-43-101.008.

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 John Walsh of Paradigm Design has made an application on behalf of Food Tech, LLC for approval of a site plan for the construction of a 14,891 square foot freezer warehouse addition and a 4,368 square foot loading dock addition to the Renzi Foods freezer warehouse facility located at 901 Rail Drive, parcel 9-43-101.008, and

WHEREAS the Planning Board of the City of Watertown reviewed the site plan at its meeting held on September 6, 2011, and recommended that the City Council of the City of Watertown approve the site plan, contingent upon the following:

1. The applicant shall depict turn movements for the City Fire Department’s ladder truck as it passes through the western end of the parking lot, ensuring a clear path of access even when the parking lot is full or the aisles are skewed.
2. The fire apparatus road must be maintained and plowed all year.
3. The applicant shall install a fence or safety rail along the top of the retaining wall.
4. The applicant shall provide a stamped and signed copy of the Stormwater Pollution Prevention Plan sent to NYSDEC for SPDES permit.
5. Further development of the site will increase stormwater flows to the infiltration basins and exacerbate their already poor performance. The owner should consider taking additional measures such as upland ponds or basins to mitigate flooding on the property.

RESOLUTION

Page 2 of 3

Approving the Site Plan for the Construction of a 14,891 Square Foot Freezer Warehouse Addition And a 4,368 Square Foot Loading Dock Addition to The Renzi Foods Freezer Warehouse Located at 901 Rail Drive, Parcel 9-43-101.008.

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

- 6. The applicant shall install shade trees every 40’ on center around the perimeter of the parking lot in strategically located areas outside the traditional snow storage areas on site, as recommended by the Planning Board’s Landscaping and Buffer Zone Guidelines.
- 7. The applicant shall install additional fire hydrants or water lines as recommended, if deemed necessary by the Fire Department or Code Enforcement.

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

RESOLUTION

Page 3 of 3

Approving the Site Plan for the Construction of a 14,891 Square Foot Freezer Warehouse Addition And a 4,368 Square Foot Loading Dock Addition to The Renzi Foods Freezer Warehouse Located at 901 Rail Drive, Parcel 9-43-101.008.

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 by the City Council of the City of Watertown, that site plan approval is hereby granted to John Walsh of Paradigm Design on behalf of Food Tech, LLC for approval of a site plan for the construction of a 14,891 square foot freezer warehouse addition and a 4,368 square foot loading dock addition to the Renzi Foods freezer warehouse facility located at 901 Rail Drive, parcel 9-43-101.008, as shown on the site plan submitted to the City Engineer on August 22, 2011, contingent on the applicant making the revisions and meeting the conditions recommended by the Planning Board as listed above.

Seconded by

Project Overview: The applicant is proposing a total of 19,259 square feet of additions to their freezer warehouse facility on Rail Drive, including a 14,891 square foot freezer and a 4,368 square foot loading dock. The proposed freezer will extend 174' southeasterly from the existing building, and the dock will extend 72' northeasterly from the existing. A 20' fire access drive will be constructed, looping from the parking lot around the rear of the building. A drainage swale will be constructed along the interior of the drive, and an 8' retaining wall along a portion of the exterior. The total disturbed area will be 2.44 acres. The nearest residential structure will be approximately 300 feet from the southeast wall of the addition.

General Comments: The submitted plans are in compliance with zoning statutes, and the proposed additions do not overlap the NYSDEC regulated wetlands in the area. The site has limited ingress and egress, but the wholesale nature of the business means that congestion is unlikely. The applicant estimates that the proposed addition will generate an additional 75 trips per day.

The applicant is providing a fire apparatus drive to allow access to the rear of the building, but the path of this access passes through parking lanes. The applicant must depict turn movements for the City Fire Department's ladder truck as it passes through the western end of the parking lot, ensuring that the path of access remains clear even when the parking lot is full. This may be especially troublesome in the winter, when parking aisles tend to become skewed due to snow coverage.

The fire apparatus road must be maintained and plowed year-round to provide access in case of emergency.

The proposed retaining wall reaches a height of 8 feet. The applicant should consider adding a fence or rail along the top for safety.

Water: There are currently three fire hydrants located on the property, all of which are on the north side of the building. The distance from the rear of the proposed addition to the nearest hydrant is about 500 feet—additional hydrants may be required to ensure adequate protection. It should be noted that the Master Site Plan approved in 2003 depicts additional fire hydrants on the south side of the warehouse. Comments from Code Enforcement and the Fire Department are forthcoming.

Drainage & Grading: The existing Infiltration Basins are intended to provide water quality treatment and detention by storing runoff and allowing it to drain into the soil, thereby keeping post-construction stormwater flows at or below pre-construction flows. Flooding at this property has been an ongoing issue over the years, particularly during spring snow melt and rainy seasons. The site is located at a low point adjacent to wetlands and consistently has a high water table. In addition, there are two drainage easements on the property that convey significant runoff flows to the wetlands area.

The owner's Engineer provided drainage calculations and back up documentation, showing that the existing basins are adequately sized for the existing build out as well as the proposed 19,259 square foot addition. The calculations assume two things: the percolation/infiltration rate of the soil's ability to drain the water (without field verification), and that the presence of the high water table is not impacting the basin's function. According to the NYS Stormwater Management Design Manual 2010, the minimum required depth to the seasonally high water table from the bottom elevation of the Infiltration Basin is 3 feet, a threshold which is not achieved on this site.

An inspection of the Infiltration Basins on August 29, 2011 revealed standing water 1 to 2 feet deep and large algae blooms throughout, suggesting the ponds retain water for extended periods of time. Infiltration Basins should be dry except during rain events. The inspection and past history of flooding in the area shows these basins are not functioning properly and that the high water table severely limits their performance.

Further development of the site will increase storm water flows to the basins and exacerbate their already poor performance. The owner should consider taking additional measures such as upland ponds or basins to mitigate flooding on the property, which could potentially hinder emergency access.

The applicant must provide a stamped and signed copy of the SWPPP sent to NYDEC for SPDES permit.

Landscaping: No new landscaping is proposed as part of the project. Current plantings consist of two rows of maple trees flanking a portion of the driveway entrance from Rail Drive. The perimeter of the developed site is primarily a natural wooded area. Because of the relatively rustic condition of surrounding lands, extensive landscaping around the building addition and fire access road is not needed.

The goal of the Planning Board's Landscaping and Buffer Zone Guidelines for existing sites is to gradually bring the sites into compliance with the guidelines. It states that the applicant should make every effort to include new landscaping and buffering as part of any alteration or expansion. One area where landscaping could be included for this site would be around the perimeter of the parking lot. The applicant could install shade trees 40' on center in strategically located areas outside of the traditional snow storage areas on site. Some of the proposed planting areas would likely be located near the stormwater management ponds and the plantings would also be beneficial in stormwater absorption as the trees grow. This would help to mitigate some of the stormwater problems noted above.

Summary:

1. The applicant shall depict turn movements for the City Fire Department's ladder truck as it passes through the western end of the parking lot, ensuring a clear path of access even when the parking lot is full or the aisles are skewed due to snow cover.
2. The fire apparatus road must be maintained and plowed all year.
3. The applicant shall install a fence or safety rail along the top of the retaining wall.
4. The applicant shall provide a stamped and signed copy of the Stormwater Pollution Prevention Plan sent to NYSDEC for SPDES permit.
5. Further development of the site will increase storm water flows to the infiltration basins and exacerbate their already poor performance. The owner should consider taking additional measures such as upland ponds or basins to mitigate flooding on the property.
6. The applicant shall install shade trees 40' on center around the perimeter of the parking lot in strategically located areas outside of the traditional snow storage areas on site, as recommended by the Planning Board's Landscaping and Buffer Zone Guidelines.

cc: Planning Board Members
City Council Members
Robert J. Slye, City Attorney
Justin Wood, P.E., Civil Engineer II
John Walsh, 550 3 Mile Rd NW, Grand Rapids, MI 49544
Food Tech LLC, 300 Ledgewood Pl, Suite 100, Rockland MA 02370
MLR Realty, 901 Rail Dr, Watertown 13601

August 16, 2011

Mr. Kurt Hauk
City of Watertown Engineer
245 Washington St., Rm. 305
Watertown, NY 13601

Re: Renzi Foodservice Addition
Watertown, NY
Job #1107073



Dear Mr. Hauk:

Enclosed you will find required application documents as well as site and building plans, for a proposed building addition to the existing Renzi food service facility located on Rail Drive. The following is a brief description of the project.

The existing facility was constructed in 2003, and subsequently expanded in 2006/2007 to the present day facility. Due to increasing demand, the Owner has recognized the need to expand the existing freezer warehouse area to the south side of the building. In addition, an existing freezer will be modified to a cooler warehouse, and the dock area will be expanded to accommodate the additional storage space within the building. The intent of the building addition is to match the existing building color and style.

The freezer expansion will extend south from the existing building toward existing railroad tracks. Due to the size and configuration of the building addition, a fire apparatus road will be constructed to allow emergency vehicles to access the new addition. Runoff from the addition will be diverted to the existing site infiltration basin through grass swales, which should help provide water quality treatment prior to infiltrating into the ground.

Construction is anticipated to begin in late September (after securing all necessary approvals from City of Watertown and NY DEC), with completion tentatively scheduled for January 2012.

We look forward to working with you on this project, and ask that you do not hesitate to contact me at (616) 785-5567 with any questions or additional information necessary to complete your review of this project.

Respectfully submitted,

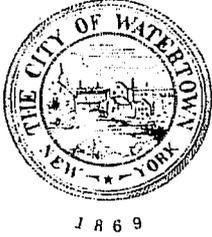
PARADIGM DESIGN, INC.

A handwritten signature in black ink, appearing to read "John R. Walsh".

John R. Walsh, P.E.
Civil Engineer, LEED® AP

Cc: Bob Ross – Food Tech, LLC
File





**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

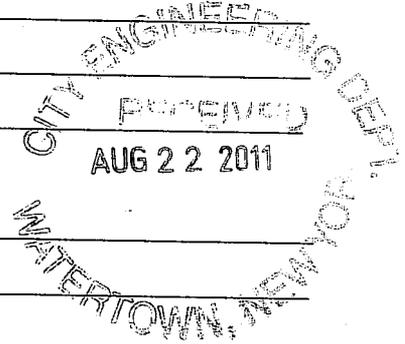
Proposed Project Name: Renzi Freezer & Dock Expansion
Tax Parcel Number: 9-43-101.008
Property Address: 901 Rail Drive, Watertown, NY 13601
Existing Zoning Classification: Light Industrial

OWNER OF PROPERTY

Name: MLR Realty LLC
Address: 901 Rail Drive,
Watertown, NY
Telephone Number: _____
Fax Number: _____

APPLICANT

Name: Food Tech LLC
Address: 300 Ledgewood Pl (Suite 100)
Rockland, MA 02370
Telephone Number: (781)261-9700
Fax Number: (781)261-9701
Email Address: bross@foodtech.com



ENGINEER/ARCHITECT/SURVEYOR

Name: Paradiam Design, Inc.
Address: 550 3 Mile Rd NW
Grand Rapids, MI 49544
Telephone Number: (616)785-5567
Fax Number: (616)785-5657
Email Address: jwalsh@paradiamae.com

PROJECT DESCRIPTION

Describe project and proposed use briefly:

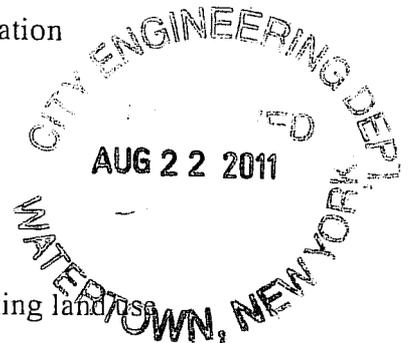
The project will consist of an approximately 14,500 square foot freezer expansion along the south side of the existing building, along with an approximately 4,300 square foot dock expansion at the northeast corner of the existing building. No other site improvements are proposed as part of this project.

Is proposed Action:

- New Expansion Modification/Alteration

Amount of Land Affected:

Initially: 2.44 Acres Ultimately: 2.44 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: A residential zone district is located on east side of RR tracks

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 58,669 Sq. Ft.
2nd Floor N/A Sq. Ft.
3rd Floor N/A Sq. Ft.
Total 58,669 Sq. Ft.

Area of building to be used for the boiler room, heat facilities, utility facilities and storage: < 500 Sq. Ft.

Number of parking spaces proposed: None (existing spaces to remain)

Construction Schedule: Tentative: Start September 20th & completion/occupancy by January 20, 2012

Hours of Operation: No change - same as existing building

Volume of traffic to be generated: 75 (estimated) 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.

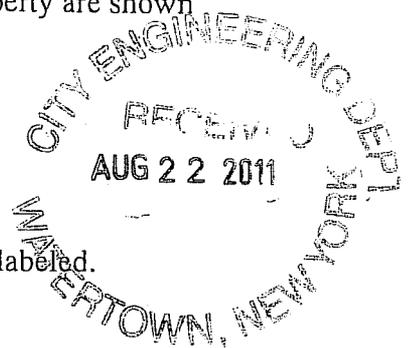
All items to be removed are labeled in darker text.

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.

N/A 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.

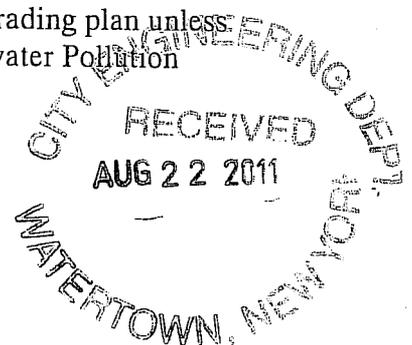
N/A All proposed easements & right-of-ways are shown and labeled.

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.

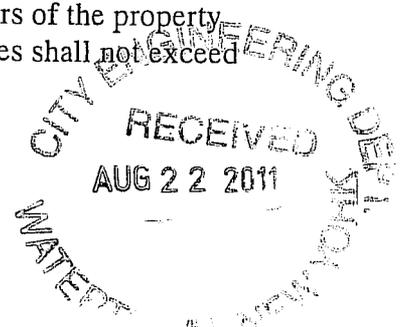
For additional landscaping requirements where nonresidential districts and land uses abut land in any residential district, please refer to Section 310-59, Landscaping of the City's Zoning Ordinance.

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."

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

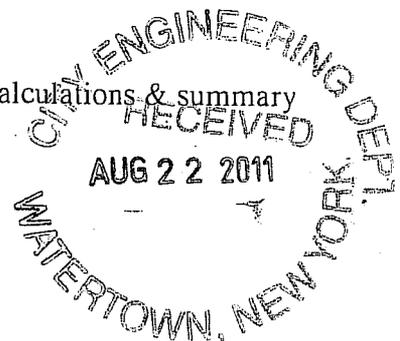
Water flows & pressure

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.

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.

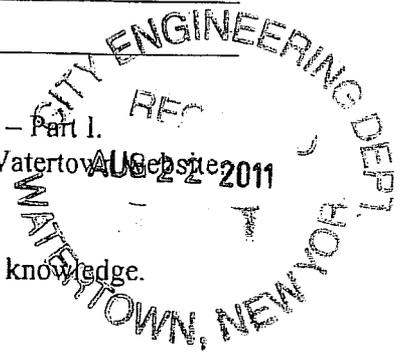
Signage will not be approved as part of this submission. It requires a sign permit from the Codes Department. See Section 310-52.2 of the Zoning Ordinance.

Plans have been collated and properly folded.

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

Completed SEQR – Short Environmental Assessment Form – Part 1.

*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) Robert W. Ross

Applicant Signature

Robert W. Ross

Date:

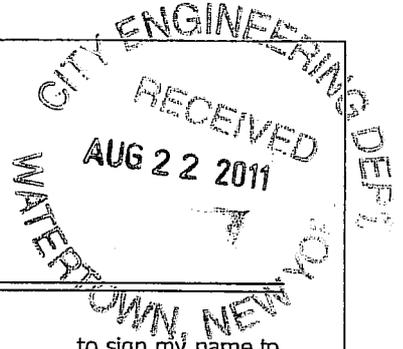
8/11/11

PERMIT REQUIREMENTS

If someone other than the property owner is obtaining a permit (i.e. building, sidewalk, sewer, sign, curb cut, city street use, etc.), authorization from the property owner, such as the form below, is required.

SIGNATURE AUTHORIZATION

TO: DEPARTMENT OF ENGINEERING
245 Washington Street
Room 305, Watertown Municipal Building
Watertown, NY 13601



I hereby authorize Food Tech, LLC (Bob Ross) to sign my name to
(Name of Person)

an application for a permit for:

(BUILDING)
 (SIGN)

(SIDEWALK)
 (CURB CUT)

(SEWER)
 (CITY STREET USE)

for or in connection with property owned by me, located at:

<u>901</u>	<u>Rail</u>	<u>Drive</u>
(street#)	(Direction)	(Street name)
		(street suffix: St, Ave, Bvd)

Also, I further agree to comply with all conditions called for in said application and to abide by all other applicable codes, ordinances and regulations.

John M Renzi
Printed Name of Property Owner
John M Renzi
Signature of Property Owner
8/11/2011
Date

FEES: Permit fees vary. Checks are an acceptable means of payment and should be made payable to "The City Of Watertown."

Excerpt from Planning Board's 9/6/11 Meeting Minutes

**SITE PLAN APPROVAL – RENZI FOODS
901 RAIL DRIVE – PARCEL 9-43-101.008**

The Board then considered a request for site plan approval submitted by John Walsh, PE of Paradigm Design, Inc. on behalf of Food Tech LLC for the construction of a 14,891 square foot freezer warehouse addition and a 4,368 square foot loading dock addition to the Renzi Foods freezer warehouse located at 901 Rail Drive, parcel 9-43-101.008.

John Walsh of Paradigm and Bob Ross of Food Tech approached the Board to represent the project.

Mr. Walsh explained that the original warehouse was constructed in 2003, and expanded to its current size in 2006-07. The proposed addition would add a 15,000 square foot freezer on the rear of the building, so that it will not interfere with existing operations. He stated that they propose to reuse existing infrastructure. Future expansion is possible.

Mr. Walsh then addressed the summary items of the Staff Report. He stated that they are okay with all items, but that #5 regarding stormwater infiltration basins would not require action unless/until future expansion takes place.

Mr. Harris inquired about an additional fire hydrant at the rear of the building.

Mr. Walsh stated that he can work with the Fire Department, and make any required changes.

Mr. Wood explained that the 2003 site plan shows an extension of the water line with two hydrants behind the building. He stated that hydrants must be placed every 600 feet along the access road.

Mr. Walsh stated that they currently meet the 600 foot requirement, but that he was amenable to a condition requiring final approval by the Fire Department.

Mr. Wood stated that final authority regarding the hydrant placement actually lies with Code Enforcement.

Mrs. Freda asked if county review is required. Mr. Nichols stated that it is not.

Mr. Walsh then raised concern that summary item #6, regarding landscaping, was somewhat open ended. Mr. Wayte suggested that he work with the Planning Office to identify locations where trees should be planted.

Mrs. Gervera then made a motion to recommend approval of the site plan submitted by John Walsh, PE of Paradigm Design, Inc. on behalf of Food Tech LLC for the construction of a 14,891 square foot freezer warehouse addition and a 4,368 square foot loading dock addition to the Renzi Foods freezer warehouse located at 901 Rail Drive, parcel 9-43-101.008, with the following conditions:

1. The applicant shall depict turn movements for the City Fire Department's ladder truck as it passes through the western end of the parking lot, ensuring a clear path of access even when the parking lot is full or the aisles are skewed.
2. The fire apparatus road must be maintained and plowed all year.
3. The applicant shall install a fence or safety rail along the top of the retaining wall.
4. The applicant shall provide a stamped and signed copy of the Stormwater Pollution Prevention Plan sent to NYSDEC for SPDES permit.
5. Further development of the site will increase stormwater flows to the infiltration basins and exacerbate their already poor performance. The owner should consider taking additional measures such as upland ponds or basins to mitigate flooding on the property.
6. The applicant shall install shade trees every 40' on center around the perimeter of the parking lot in strategically located areas outside the traditional snow storage areas on site, as recommended by the Planning Board's Landscaping and Buffer Zone Guidelines.
7. The applicant shall install additional fire hydrants or water lines as recommended, if deemed necessary by the Fire Department or Code Enforcement.

Mr. Fipps seconded the motion, 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 Paradigm Design, Inc (Attn: John Walsh)	2. PROJECT NAME Renzi Foodservice addition
3. PROJECT LOCATION: Municipality <u>Watertown</u> County <u>Jefferson</u>	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map) <u>901 Rail Drive, Watertown, NY</u>	
5. IS PROPOSED ACTION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY: <u>Construction of an approximately 15,000 square foot freezer warehouse along with 4,600 square foot dock area expansion. No parking lot expansion is proposed</u>	
7. AMOUNT OF LAND AFFECTED: Initially <u>2.44</u> acres Ultimately <u>2.44</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 checked="" type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: <u>Residential zone is south and east of existing railroad tracks</u>	
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>John Walsh (Paradigm Design)</u> Date: <u>8/16/11</u>	
Signature: <u>[Signature]</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

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)

Ord No. 1

September 14, 2011

To: The Honorable Mayor and City Council

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

Subject: Changing the Approved Zoning Designation of the Rear Portion of 1222 Washington Street, Parcels 14-13-201 and 14-13-232, from *Residence A* to *Neighborhood Business*

A request has been submitted by Brian J. Burri of Bergmann Associates on behalf of Sunoco for the above subject zone change request. The Planning Board reviewed the request at its September 6, 2011 meeting. At that meeting, the Board voted 6-0 against a motion recommending approval by City Council as submitted.

Attached is a report on the zone change request prepared for the Planning Board, along with an excerpt from its minutes.

Also attached are a letter and petition from neighbors and a letter responding to the neighbors' concerns from Sunoco.

The ordinance prepared for City Council consideration approves the zone change as requested. The Council must hold a public hearing on the ordinance prior to voting on it. It is recommended that the public hearing be scheduled for 7:30 pm on Monday, October 3, 2011. A SEQRA resolution will be presented for City Council consideration at that meeting.

ORDINANCE

Page 1 of 1

Approving The Zone Change Request Submitted by Brian J. Burri of Bergmann Associates on Behalf of Sunoco to Change the Approved Zoning Classification of the Rear Section of 1222 Washington Street, Parcel Numbers 14-13-201 and 14-13-232, from Residence A to Neighborhood Business.

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 Brian J. Burri of Bergmann Associates, on behalf of Sunoco, has made application by petition filed with the City Clerk, pursuant to Section 83 of the New York General City Law to change the approved zoning classification of the rear section of 1222 Washington Street, parcel numbers 14-13-201 And 14-13-232, from Residence A to Neighborhood Business, and

WHEREAS the Planning Board of the City of Watertown considered the zone change request at its meeting held on September 6, 2011, and unanimously defeated a motion recommending that the City Council approve the zone change as requested, and

WHEREAS a public hearing was held on the proposed zone change on October 3, 2011, 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,

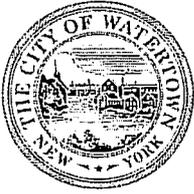
WHEREAS the City Council deems it in the best interest of the citizens of the City of Watertown to approve the requested zone change, and

NOW THEREFORE BE IT ORDAINED that the zoning classification shall be changed for the rear sections of parcels 14-13-201 and 14-13-232 located at 1222 Washington Street, from Residence A to Neighborhood Business, as depicted by the drawing titled "REZONING PLAN" submitted by Bergmann Associates to the City Engineer on August 19, 2011, and

BE IT FURTHER ORDAINED that the Zoning Map of the City of Watertown shall be amended to reflect the zone change, 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 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: Norman J. Wayte II, Chairman, Planning Board

FROM: Kenneth A. Mix, Planning and Community Development Coordinator ^{Kan}

SUBJECT: Zone Change Request – 1222 Washington Street, Parcel 14-13-201

DATE: August 31, 2011

Request: To change the approved zoning classification of a portion of 1222 Washington Street, parcel 14-13-201, from *Residence A* to *Neighborhood Business*

Applicant: Brian J. Burri, Bergman Associates

Owner: Atlantic Refining and Marketing Corp. (Sunoco)

SEQRA: Unlisted

County review: Not required

Comments: The applicant operates a gas station at the location in question, and wishes to rearrange the site layout to accommodate a larger store and additional parking. Currently, the lot has split zoning designations. The front portion near Washington Street is *Neighborhood Business*, while the rear of lot is *Residence A*. This request will eliminate the split zoning issue, allowing the applicant to proceed with a (concurrent) Special Use Permit application to allow the operation of the gas station in the newly created Neighborhood Business District.

Although the applicant only requires an additional ~30 feet of depth from Washington Street for the NBD, Staff has suggested that they apply to change the entire property, in keeping with the current standard practice of zoning by parcel—in order to reduce the confusion that often arises due to split zoning. A parcel with two zoning designations creates conflicts in the application of the zoning ordinance, and often makes a portion of the lot unusable. Potential negative impacts associated with the future development of the rear section of the lot may be mitigated through the Site Plan Review and/or Special Use Permit processes.

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

Brian J. Burri, Bergmann Assoc., 28 East Main
St., Rochester NY 14614
Tom Boje, Sunoco, 1840 Lyell Ave, Rochester
NY 14606

August 17, 2011

Re: Sunoco A-Plus
1222 Washington Street
Watertown, NY
Rezoning Application

The Sunoco property located at 1222 Washington Street comprises of two different zoning districts. The east portion is zoned NB - Neighborhood Business and the western half is zoned Residence A. We are proposing to rezone the entire 1.14 +/- acre parcel to NB, Neighborhood Business in addition to redeveloping the existing parcel by removing the existing building, constructing a new 3,540 +/- square foot building, which includes a partial basement, new dispensers, storefront parking, and significant landscaped areas. The new building will be located slightly west of the current building location.

Sunoco contact person is:

Tom Boje
1840 Lyell Avenue
Rochester, NY 14606
585-245-8626

Sincerely,

BERGMANN ASSOCIATES



Brian J. Burri
Project Manager
585-232-5135



Excerpt from Planning Board's 9/6/11 Meeting Minutes

**ZONE CHANGE – SUNOCO
1222 WASHINGTON STREET – PARCELS 14-13-201 AND 14-13-232**

The Board then considered a request submitted by Brian J. Burri of Bergmann Associates on behalf of Sunoco to change the approved zoning designation of the rear section of 1222 Washington Street, parcels 14-13-201 and 14-13-232, from Residence A to Neighborhood Business.

Mr. Burri, Clayton L. McCane of Sunoco, and Tom Boje of Sunoco were present to explain the proposal. Mr. Burri stated that the proposed project is meant to update and modernize the convenience store, move it toward the rear of the property and introduce storefront parking. He stated that the changes offer better on site traffic patterns and a safer pedestrian environment. He continued, describing the proposed landscaping, new dumpster enclosure, and new underground storage tank. The pump canopy would remain unchanged, but the pumps themselves would be replaced in the same location. He also stated that they were willing to repair the damaged sidewalks as needed. Mr. Burri concluded by stating that a zone change is needed because the rear portion of 2 of the 3 lots where the expansion will take place is located in a Residential A zone.

Mr. Harris asked if it would be possible to remove the asphalt between the sidewalk and the curb along Washington Street, and plant grass instead. Mr. Wayte explained that most of Washington Street has grass margins.

Mr. Burri asked who is responsible for maintaining them. Mr. Wayte stated that the property owner is responsible. Mr. Harris added that it would be nice to have this on Elm Street as well.

Mrs. Freda asked whether fuel trucks enter from Elm Street or Washington Street. Mr. Burri responded that they enter from Washington and exit onto Elm.

Mr. Harris asked why the Staff Report recommended having a single curb cut on Elm Street. Mr. Wood stated that it minimizes turning conflicts.

Mrs. Freda asked how many parking spaces are currently provided versus how many are proposed. Mr. Burri stated that there are currently 3 marked spaces and the rest of the site is a free for all. The new proposal was designed to meet the Zoning Code requirements.

Mr. Harris asked about the size of the proposed basement. Mr. Burri stated that it would be about 20' by 40'. Mr. Harris then asked how much of the natural slope would need to be removed to accommodate it. Mr. Burri stated that it would be minimal because the land falls away steeply.

Mrs. Freda stated that the existing building is about 1,600 square feet, and the new building is more than 400 square feet larger. She asked if Sunoco had considered all options for the site, including doing nothing.

Mr. McCane stated that Sunoco does not wish to expand or intensify their operation, just modernize and update it. This would include ADA compliance and better utility hardware. Their first option is always to raze and rebuild, but they scaled back their plans based on the nature of the neighborhood.

Mr. Wayte asked if it would be possible to do this using only the existing Neighborhood Business District area. Mr. McCane responded that the storefront parking is very important, and there is no other arrangement that allows it within the confines of the existing NB area.

Mrs. Freda said that she understands this from a commercial standpoint, but that the nature of the neighborhood makes expansion undesirable.

Mr. Wayte continued saying that the Planning Board has a goal of protecting existing neighborhoods whenever possible, and that they are more concerned about a ripple effect that with this particular proposal. He cited a hypothetical expansion of Stewart's as an example.

Mr. Burri pointed out that the distinction here is that Sunoco is trying to use property that they already own. Stewart's, or other businesses on Washington Street would have to acquire new property in order to expand the commercial areas of the neighborhood.

Mrs. Freda pointed out the concern that subsequent owners may use the rear of the lot, even if Sunoco does not. Mr. Wayte stated that this would be like rezoning someone's back yard. Mr. Harris clarified that Sunoco owns this land, and it is not "their" backyard.

Mr. Mix addressed the Board to explain the split zoning issues. He stated that a modern zoning map would not use the method that left Watertown with a legacy of many parcels with split districts. The City has been trying to encourage the elimination of split parcels because it makes application of the zoning regulations very complicated, and typically renders a section of the parcel unusable. The Council has the authority to keep this parcel split if they choose.

Mrs. Gervera asked what the depth of the existing NBD area is. Mr. Mix responded that it is roughly 100 feet from Washington Street.

Mr. Burri stated that he is okay with limiting the zone change to only front portion of the property.

Mrs. Gervera asked if the rear of the lot was open, or treed. Mr. Burri responded that it is all trees and brush.

There followed some discussion between Mrs. Freda, Mr. McClane, and Mr. Burri of various alternative locations for the new store.

Mrs. Freda asked what the purpose of the side and back doors would be. Mr. Burri explained that the side door is for employee access and deliveries, and the back door is for emergency exit only. The side door would be shielded from view by a 6 foot fence between the door and the dumpster enclosure.

Mrs. Freda stated that the Board must be careful about allowing development so near a Residence A area. Mrs. Gervera said that she is in favor of maintaining a split zoning designation on this site.

Mrs. Freda said that she would like further review of the site plan, irrespective of the Zone Change Request.

Mr. Wayte then invited public comment on the issue.

Mary Espinoza of 123 Chestnut Street approached the Board to read a letter, which was attached to a petition submitted to the City Manager's office on 9/6/2011. The letter detailed various complaints against the proposal, including concerns about property values, drainage, and past petroleum spills in the area. The letter is on file in the Engineering Department. After reading the letter, she added that she often hears foul language from employees while they smoke behind the existing store.

Susan Burker of 111 Chestnut Street approached the Board and stated that she often finds trash in her back yard, and that the garbage truck wakes her up when emptying the dumpster. She stated that she is worried she will not be able to sell her house if this expansion takes place.

Fred McGraw of 121 Elm Street approached and stated that he would prefer to see Sunoco expand to the north, where the property is already appropriately zoned. He said that he bought his home because it was in Residence A. Mrs. Espinoza interjected that she would like to see Sunoco break up the rear lot and sell it to the neighbors, then acquire the site to the north.

Deborah Austin then spoke on behalf of John and Fern Allen of 126 Elm Street. She explained that Mr. and Mrs. Allen are worried about extra runoff into nearby basements, the proximity of the school to new commercial development, the need for additional retail when there are already two stores, and the extra traffic that may be generated by the proposed project.

Mr. Boje then spoke about the need to differentiate between operation issues and structural issues. He stated that many of the neighbors' problems seem to have more to do with the way that the current station is being run than they do with the physical layout of the proposed expansion. He mentioned that he would bring the concerns voiced today to the attention of the franchisee who runs the station.

Mrs. Gervera said that she thinks the proposal should be redesigned to fit within the existing NBD area. Mr. Wayte said he was leaning toward voting to reject the zone change request. Mr. Fipps also voiced his inclination toward rejecting the application, saying that he would like to see a more creative solution.

Mr. Burri stated that he would be willing to apply to change the zoning of only the first 170' of the property, similar to the summary point listed in the Special Use Permit application. This would allow the rear section to remain undeveloped open space for the neighbors' benefit.

Mrs. Gervera stated that she understood this to be the ideal scenario from Sunoco's point of view, but that she was not convinced that no other solution is possible.

Mrs. Freda said that she is in favor of keeping the zoning as-is.

Mrs. Freda then moved to recommend approval by City Council of the zone change request as submitted by Brian J. Burri of Bergmann Associates on behalf of Sunoco to change the approved zoning designation of the rear section of 1222 Washing Street, parcels 14-13-201 and 14-13-232, from Residence A to Neighborhood Business.

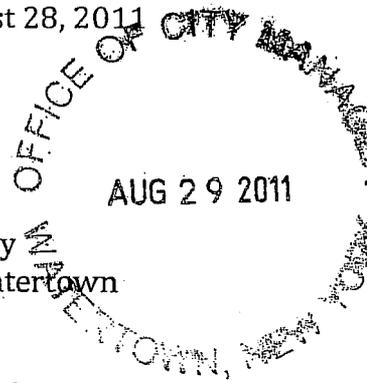
Mrs. Gervera seconded the motion, and it was defeated unanimously.

Mr. Burri asked what the Board would be open to as far as a reduced request. Mr. McCane stated that he does not believe improvements can be made within the current boundaries.

There was some general discussion among the Board about how to proceed, whether a special meeting may be needed, and whether to table the other two related applications.

Mr. Fipps commented that franchisee of this location does not seem to care about the appearance of the property or the needs of the neighbors. He recommended that any expansion would not be looked upon favorably by the neighborhood or the Board unless the operation issues are addressed. He recommended that the franchisee be present at future meetings.

August 28, 2011



Dear City Manager,

I would like to express my concern on a zoning change 14-13-201 near my residence at 121 Elm Street Watertown, NY. I have lived in the City of Watertown since 1972.

I purchased this home in 2006 with the full intent that this property would always remain a *Residence A, not Neighborhood Business*.

As you may know I live in very close proximity to Stewart's. My Back yard is adjacent to Dunkin' Donuts. Why I even mention this is because there has been 3 robberies 2006, 2010 and a shooting just this past Saturday Night at Stewart's. My home was taped "Criminal Crime Scene" the night of August 27, 2011 at 11:30 pm.

Dunkin' Donuts has their garbage pick up at 3:30 AM and the noise from the banging of the Waste Management truck to loosen their debris is "deafening". This has allowed me to put 26 new windows in my residence to try to muffle this sound. Their deliveries start at 4:30 AM and it too is very loud. The drive thru opens at 5:00 AM and the cashier's voice is Loud and Clear.

The reason I mention these daily occurrences is that my "Resident A" home has in fact been impacted by these businesses. Lack of sleep, security, and privacy are only the beginning.

In Closing, what I'm truly frightened of is the "Ripple" effect of my neighborhood becoming much less of a "Residential" area and becoming a Commercial / Neighborhood Business. I frequent these businesses and do not wish them harm but they have affected my family of 5 with concerns, lack of sleep, security, and privacy.

Please reconsider any movement to make this "Residential A" neighborhood to Neighborhood Business/ Commercial. More of the same will follow in this neighborhood if approved.

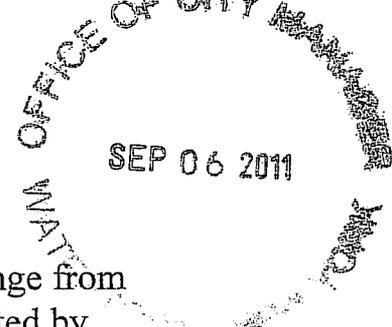
Sincerely,

A handwritten signature in cursive that reads "Frederick W. McGraw Jr."

A handwritten signature in cursive that reads "Kathleen M. McGraw".

Frederick W. McGraw Jr.
Kathleen. M. McGraw

SUBJECT: 1222 Washington Street, Watertown, New York



We, the undersigned, strongly oppose the proposed zoning change from Residential A to Neighborhood Business which is being requested by Sunoco for property at 1222 Washington Street, City of Watertown, New York. This newly planned Sunoco structure would be located on property currently zoned Residential A - and would protrude into an area adjacent to the backyard of homes on Chestnut Street and Elm Street.

1. The Sunoco property proposal which is to remove trees, install a sidewalk in back of a new proposed structure along with a blacktop area in the back, and ultimately adding inches of soil to this currently zoned Residential A property will affect properties and property owners on Chestnut Street as well as Elm Street. The property in this issue protrudes almost halfway into a current valley area between Chestnut and Elm Streets. Chestnut street is noted for its lowlands in the very center of the block running from Sherman Street to Washington Street and bounded by Elm and Chestnut Streets. This proposed Sunoco change to the topography and environment will alter the natural drainage and create additional water collection(s) in backyards. This alteration will reduce the use of land for lawns, flowers, gardens, etc. and actually destroy land of residential property owners. In Spring/Summer the increased wetland could become a nuisance if not hazardous. There is currently a problem of water collection and to raise the land at one end of the block would damage land of owners in the block. Unexpected storms could cause even more water damage to property of others as a result of any change to the lay of the land.

2. We understand the neighborhood Sunoco station wants to update its facilities. However to develop a larger structure by expanding onto property presently zoned Residential A would be detrimental to the area and the residents and owners of property. The increased lighting and the noise from operating the 24 hour business will be noticeable by the entire block on which Sunoco is located along with the adjacent and surrounding areas. Property owners across Washington Street will be effected by the change. It was not long ago that the residents in the block surrounded by Thompson Boulevard and Green Street opposed a small business being located on the corner of Washington and Green Streets; the property owners were successful.

3. In 2006 and 2007 assessments in this area jumped by approximately 35%. The City assessor's office said that our homes were in the new special "300" or "301" area which contains prime residential property and encompasses a large area west of Washington Street. This area consisted of (but is not limited to) property on Chestnut Street, Elm Street, Sherman Street, and beyond. It is possible that this proposed zoning change and the effect on the surrounding residential property could remove the properties from the special zone and ultimately decrease assessments, property values, and real estate taxes. In addition, it would lower the value of the homes for any re-sale. The residential property owners surrounding Sunoco would be hurt not only in dollars but also would no longer be able to use portions of the backyard for children and family gatherings. The noise and the unkempt surroundings which often occurs in the back of the gas stations would eliminate any chance for peaceful quiet use of the backyards for family gatherings. People purchased the real estate because it was Residential property. This was one of the reasons people purchased or decided to live here.

4. Interesting to note, years ago a small gas station was located on the northwest corner of Washington Street and Chestnut Street. Due to negligence thousands of gallons of gasoline were pumped into the ground. The fumes were apparent to all property owners and passersby. The smell of gas was prevalent in the storm sewers. The house at 143 Chestnut had police and firemen there routinely and at one point the fire department was going to make the residents evacuate the house. NYS DEC eventually became involved, soil was removed, and a building was erected to monitor/meter the gas damage remaining in the area. It took a several years to correct. To change the zoning from Residential A to Neighborhood Business would eventually not be considering the future damage that could be caused to the property and owners in this prime residential area which is also located several hundred feet from the Watertown High school complex.

5. In addition, the property owners at 123 Chestnut Street previously wrote to Sunoco because Sunoco had not been maintaining the back of the property. There were limbs, trash, a large metal oil container, and other debris abandoned there. People use the back of the station as a secluded smoking area.

6. We respectfully request the property remain zoned as Residential A.

NAME

ADDRESS

DATE

Mary Eganina123 Chestnut Street9-5-11Roman Eganina by PA123 Chestnut Street9-5-11Rebekah Clarke143 Chestnut Street9-5-11Gene L. Holmes140 Elm St.9-5-11Nancy A. Cavestro1123 Sherman St.9/5/11Fubini W M Y

Mc 494 W

121 ELM STREET9-5-11Don Folger147 Chestnut St.9-5-11David Folger

DAVID FOLGER

147 Chestnut St9-5-11Johanne Shold150 Elm St9-6-11Sandra Weidner134 Elm St.9-6-11Walter Weidner134 Elm St9-6-11~~Gregory J. Zand~~~~141 Elm Street~~~~9/6/11~~



Sunoco, Inc.
10 Industrial HW
Building G
Lester, PA 19029

September 12, 2011

City of Watertown
City Hall
245 Washington Street
Watertown, NY 13601

Attn: Planning Board Members

RE: Sunoco – 1222 Washington Street

Dear Members of the Board;

Thank you for reviewing our project. As a result of our meeting this past Tuesday evening and as a follow up to the neighbor complaints we offer the following.

There was a question about deliveries at this location. Per the site operator, all vendor deliveries generally occur between the hours of 7 am and 5 pm, Monday thru Friday. There are exceptions to this, such as newspaper deliveries which are usually around 5 am, daily, Byrne Dairy deliveries occurs around 6 am, twice a week and a Frito Lay and other local snack deliveries are around 6:30 am, once a week. These deliveries access the building through the front door. Fuel deliveries are usually outside of this window, up until midnight at the latest. The fuel tanks are located closer to Washington St than the residential properties. Our refuse pickup is on Thursdays in the morning up until noon and the cardboard pickup is on Tuesdays in the morning up until noon. In addition, Sunoco proposes to construct a new six foot high block wall enclosure (block to match the building) that meets the City buffer setback code which will mitigate noise.

At the meeting there were some very harsh comments made about activities at the site. In Ms. Burker's (111 Chestnut Street) testimony regarding noise from refuse pickup at Sunoco, it's quite possible it could be coming from other properties, possibly the repair station adjacent to the east of her property. It was noticed that their dumpster is on her easterly property line and is not screened. Also, as Ms. Burker stated, there is excessive noise, foul language and smoking all coming from the Sunoco property. We revisited the site after our meeting on Tuesday and asked the store attendant who was working, where they smoke during their breaks. Smoking occurs at the front door so that they can keep an eye on the store, thus shielding the neighbors from any noise, etc. Furthermore, this building does not have a rear door, so conjugating behind the building is not being done by employees. Once again, the source of these complaints may very well be coming from the adjacent properties or possibly people walking on the public sidewalks.

The letter from the neighbors that was presented the night of the meeting mentions a proposed blacktop area in the back of the building. Our proposal for redeveloping this property does not call for any impervious area behind the new building, with the exception of a small concrete pad at the emergency exit door, which is required by Code. At the completion of the

redevelopment project, the amount of impervious surface area will be at what it is today as we are adding significant landscaped areas that are currently paved.

The letter continues to discuss the proposed project adding soil to the back, intensifying the lighting, noise and clutter behind the building, drainage, and dumping of limbs and other debris in the back. We find these statements to be inaccurate from our proposal. Our lighting layout/design meets the City of Watertown requirements for foot-candles at the property lines. We are adding minimal soil to the rear portion of the parcel, in fact we've modified our initial thought for the building and created a basement layout so that filling in this area would be minimized. Drainage will not be impacted by this redevelopment and will be demonstrated in the near future with drainage area maps. As will be demonstrated in the drainage figures, much of the contribution of storm water runoff actually comes from the neighboring properties and ultimately ends up at the western property line of our parcel.

As you are aware, most of our current site consists of imperviousness, any pervious area is located behind the building in the treed area. It seems improbable that we are dumping tree limbs and other debris back there when there aren't any limbs to get rid of. Any limbs behind the store have either falling from the existing trees or have been placed there by others. As everyone knows the rear of our parcel is treed and very dense with under scrub, making access from the developed portion of our site extremely difficult.

Our proposal has the back of the building fenced off from the front which eliminates any potential gathering at the back of the building. Additionally, the back of the building will only be accessible through the emergency exit located in the basement, only employees will have such access. Although the proposal is requesting the entire current residentially zoned area of our property be rezoned, Sunoco would be willing to amend the proposal such that we rezone what is needed to construct the new building in the location shown on the submitted drawings. This would keep approximately 0.4 acres zoned residential.

We do not seek confrontation with the neighbors and hope to work matters out in an amicable way, as they also are our customers. We are taking the neighbor's concerns very seriously and want to work with them so that everyone is satisfied and the project, as well as the neighborhood, is successful. We are investing a significant amount of money on this project and rest assured we will keep our investment in top condition.

We look forward to meeting you and the neighbors in the very near future with hopes of further discussion on the proposed improvements.

Sincerely,

Sunoco, Inc.

Public Hearing – 7:30 p.m.

September 13, 2011

To: The Honorable Mayor and City Council

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

Subject: Special Use Permit Request Allowing ATV, Snowmobile and Automobile Sales at 426 Arsenal Street, Parcels Nos. 7-05-206, 7-05-207, and 7-05-208

The City Council scheduled a public hearing on the above subject request at 7:30 p.m. on Monday, September 19, 2011.

The Planning Board reviewed this request submitted by Tamara Pulley at its August 2, 2011 meeting and adopted a motion recommending that the City Council approve the Special Use Permit with the conditions listed in the resolution. The conditions include the Special Use Permit expiring after one year. The report prepared for the Planning Board and an excerpt from the August 2nd minutes was included in the agenda for the City Council's August 15, 2011 meeting.

The County Planning Board reviewed the application on July 25, 2011 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 public hearing must be held and the City Council must respond to the questions in Part II, and Part III if necessary, of the Short Environmental Assessment Form before it may vote on the resolution. The resolution finds that the operation of the ATV, snowmobile and automobile sales lot will not have a negative environmental impact and approves the Special Use Permit with the conditions recommended by the Planning Board.

RESOLUTION

Page 1 of 2

Approving the Special Use Permit Request Submitted by Tamara Pulley to Allow ATV, Snowmobile, and Automobile Sales at 426 Arsenal Street, Parcels 7-05-206, 7-05-207, and 7-05-208

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 Joseph M. Butler, Jr.

WHEREAS Tamara Pulley has made an application for a Special Use Permit allowing the sale of all-terrain vehicles, snowmobiles, and automobiles at 426 Arsenal Street, parcels 7-05-206, 7-05-207, and 7-05-208, and

WHEREAS the Jefferson County Planning Board reviewed the special use permit request at its meeting held on July 26, 2011, 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 request for a Special Use Permit at its meeting held on August 2, 2011, and recommended that the City Council of the City of Watertown approve the request with the following conditions:

1. The applicant shall immediately remove the old wooden fence located on the outside of the new white fence surrounding the lot.
2. The applicant shall immediately install new plantings in the landscaped buffer along Arsenal Street, following the Landscaping and Buffer Zone Guidelines.
3. The applicant shall improve the landscaping along the fence before August 1, 2012—in compliance with the approved site plan of June 11, 2003.
4. The applicant shall pave the rear of the lot before August 1, 2012—including drainage control measures as depicted in the June 11, 2003 approved site plan.
5. The applicant shall limit the spillage of light onto neighboring properties to less than 0.5 fc.
6. The applicant shall not carry more than 5 cars in stock at one time.

RESOLUTION

Page 2 of 2

Approving the Special Use Permit Request Submitted by Tamara Pulley to Allow ATV, Snowmobile, and Automobile Sales at 426 Arsenal Street, Parcels 7-05-206, 7-05-207, and 7-05-208

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

7. The applicant shall not allow the test-driving of ATVs or snowmobiles on the property.
8. The applicant shall limit the hours of operation of the proposed business to 9am to 7pm Monday through Saturday, and 11am to 4pm on Sunday.
9. The Special Use Permit shall expire one year from the date of approval by City Council.

And,

WHEREAS a public hearing was held on the proposed Special Use Permit on September 19, 2011, 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 all-terrain vehicle, snowmobile, and automobile sales 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 Tamara Pulley allowing the sale of all-terrain vehicles, snowmobiles, and automobiles at 426 Arsenal Street, parcels 7-05-206, 7-05-207, and 7-05-208, subject to he conditions listed above.

Seconded by Council Member Teresa R. Macaluso

SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

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

1. APPLICANT/SPONSOR <u>Tamara Pulley</u>		2. PROJECT NAME <u>ATV and Auto business</u>	
3. PROJECT LOCATION: Municipality <u>City of Waterdown</u> County <u>JEFFERSON</u>			
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map) <u>426 A Arsenau</u> <u>The nearest intersection would be W. Meadow and Arsenau St.</u>			
5. IS PROPOSED ACTION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration			
6. DESCRIBE PROJECT BRIEFLY: <u>Planning to open ATV and Auto sale business.</u>			
7. AMOUNT OF LAND AFFECTED: Initially <u>150' w by 100' L</u> acres Ultimately _____ 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 type="checkbox"/> Park/Forest/Open Space <input checked="" type="checkbox"/> Other Describe: <u>Neighborhood Business</u>			
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input checked="" type="checkbox"/> Yes <input 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>Tamara Pulley</u>		Date: <u>7-12-11</u>	
Signature: <u>Tamara Pulley</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

Tabled

September 13, 2011

To: The Honorable Mayor and City Council

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

Subject: Special Use Permit Request to Allow the Continuation of Auto Detailing and Auto Sales and the Commencement of Auto Repair at 804 State Street, Parcel No. 12-06-322

The City Council held a public hearing on this request on Tuesday, September 6, 2011 and then tabled the resolution.

The City Council granted a two-year Special Use Permit for the operation of auto detailing and auto sales businesses on December 21, 2009. Sheila Sweet has submitted an application to continue those businesses and commence an auto repair business.

The Planning Board reviewed the request at its August 2, 2011 meeting and adopted a motion recommending that the City Council approve the Special Use Permit subject to the three conditions listed in the resolution. A copy of the report prepared for the Planning Board and an excerpt from its Minutes was included in the Agenda Package for August 15, 2011.

The City Council responded to the questions in Part II of the Short Environmental Assessment Form on September 6, 2011. The tabled resolution finds that the auto sales lot, auto detailing operation and auto repair operation will not have a negative environmental impact and approves the Special Use Permit with the three conditions recommended by the Planning Board.

August 15, 2011

RESOLUTION

Page 1 of 2

Approving the Special Use Permit Request Submitted by Sheila Sweet to Allow the Continuation of Auto Detailing and Auto Sales, and the Commencement of Auto Repair at 804 State Street, Parcel Number 12-06-322

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

Introduced by

Council Member Jeffrey M. Smith

WHEREAS the City Council granted a two-year Special Use Permit for the operation of auto detailing and auto sales businesses at 804 State Street on December 21, 2009, and

WHEREAS Sheila Sweet has made an application for a Special Use Permit to allow the continuation of auto detailing and auto sales, and the commencement of auto repair, at 804 State Street, Parcel Number 12-06-322, and

WHEREAS the Planning Board of the City of Watertown reviewed the request for a Special Use Permit at its meeting held on August 2, 2011, and recommended that the City Council of the City of Watertown approve the request with the following conditions:

1. The applicant shall immediately repair or replace the fence along the rear property line, and install landscaping alongside in conformance with the Planning Board's Landscaping and Buffer Zone Guidelines.
2. The applicant shall install a minimum 5-foot wide landscaped buffer in conformance with the Planning Board's Landscaping and Buffer Zone Guidelines between the sidewalk and the parking lot, along northern and western edges of the lot, before August 1, 2012.
3. The applicant shall pave the northern and western parking areas before August 1, 2012.

And,

WHEREAS a public hearing was held on the proposed Special Use Permit on September 6, 2011, after due public notice, and

RESOLUTION

Page 2 of 2

Approving the Special Use Permit Request Submitted by Sheila Sweet to Allow the Continuation of Auto Detailing and Auto Sales, and the Commencement of Auto Repair at 804 State Street, Parcel Number 12-06-322

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 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 auto detailing, sales, and repair 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 Sheila Sweet to allow the continuation of auto detailing and auto sales, and the commencement of auto repair at 804 State Street, Parcel Number 12-06-322, subject to the conditions recommended by the Planning Board as listed above.

Seconded by Council Member Joseph M. Butler Jr.

SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

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

1. APPLICANT/SPONSOR <i>Sheila A. Sweet</i>	2. PROJECT NAME <i>Finishing Touch Auto Detail Center</i>
3. PROJECT LOCATION: Municipality <i>Watertown</i> County <i>Jefferson</i>	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map) <i>804 State St. Watertown NY 13601</i>	
5. IS PROPOSED ACTION: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY: <i>Auto Detail Shop Auto Repair Shop Auto Sales</i>	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ 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 checked="" type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency(s) and permit/approvals <i>NYS Registered Repair Shop NYS Registered Auto Dealer</i>	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency(s) and permit/approvals <i>Repair - 7111756 NYS Inspection - 7111756 Auto Sales - 7104034</i>	
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: <i>Sheila A. Sweet</i>	Date: <i>7/6/11</i>
Signature: <i>Sheila A. Sweet</i>	

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

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:
YES, NOISE AND TRAFFIC PATTERN

C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:
NO

C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:
NO

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:
NO

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:
NO

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:
NO

C7. Other impacts (including changes in use of either quantity or type of energy? Explain briefly:
NO

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:
ONE PERSON HAD CONCERNS DURING PUBLIC HEARING.

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.

CITY OF WATERBURY
 Name of Lead Agency

_____ Date

JEFFREY E. GRAHAM
 Print or Type Name of Responsible Officer in Lead Agency

MAYOR
 Title of Responsible Officer

_____ Signature of Responsible Officer in Lead Agency

[Signature]
 Signature of Preparer (If different from responsible officer)

September 14, 2011

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: Morrison Street Safety Review

In response to a request from Mayor Jeffrey E. Graham, the City of Watertown Police Department and Engineering Department have looked at the safety concerns raised by a resident regarding parking on both sides of Morrison Street. The attached memorandum and map from City Engineer Kurt Hauk are self-explanatory.



CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

September 12, 2011

TO: Mary Corriveau, City Manager

FROM: Kurt Hauk, City Engineer

SUBJECT: Morrison Street Report

At the request of the Council and City Manager, members of the WPD and the Engineering Department have reviewed the question of the narrowness of the newly curbed sections of Morrison Street.

The section of Morrison Street that was recently curbed runs from Main St to Burdick St. The approximate width of each section is listed as follows:

1. Main St to Curve/Bend: 26'-6"
2. Curve/Bend to Binsse St: 21'-8"
3. Binsse St to Burdick St: 22'-8"

The standard parallel parking space width is defined in Chapter 3 of the MUTCD as 8 feet. Since local residential streets are rarely marked for parking lanes, Chapter IV of the AASHTO Policy on Highways and Streets gives 26' feet as the generally accepted width to allow one freely moving lane of travel even with parking on both sides of a local street.

Given these criteria, it is recommended that those sections of the 500 and 700 block of Morrison Street north of the curve/bend should be limited to parking on one side of the street. When the geometry of the street is factored in, it is further recommended that the eastern side of the street be designated "No Parking" for the 500 block. This is due to the fact that vehicles parking along the interior of the curve/bend will block the line of sight of oncoming vehicles.

If Council moves forward with this action, an exact measurement will be determined in the field for the start of the parking restricted area along the curve/bend.

Cc. Gene Hayes, Superintendent of Public Works
Ken Mix, Planning and Community Development Coordinator
Joe Goss, Chief of Police

Proposed Morrison Street Parking Restriction



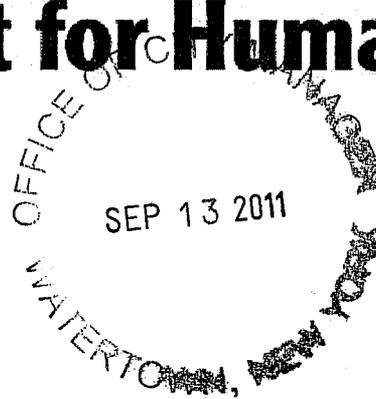
 Proposed Parking Restricted Area



Thousand Islands Area

Habitat for Humanity®

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



12 September, 2011

Dear Mary,

On behalf of the Thousand Islands Area Habitat for Humanity, please extend our deep appreciation to the City Council for waiving the fee for the connections associated with water & sewer service at 126 W. Lynde Street.

The house is progressing well. The siding is almost completed, the entrances secured, the electrical is almost complete. Soon, the foam insulation will be sprayed and the sheetrock installed.

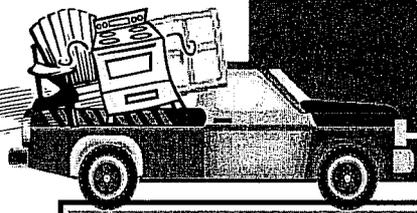
Again, we are most appreciative of the Council's vote on the waiver.

Sincerely,
Lynn Morgan

chair, Family Selection
& Support



United Way
of Northern New York, Inc.



FALL DROP OFF

FOR CITY OF WATERTOWN RESIDENTS

The City of Watertown will once again offer a bulk drop off program to City residents. This is an opportunity to dispose of bulk items such as furniture, appliances, windows, cabinets, fencing, yard furniture, and small quantities of construction and demolition materials such as siding, steps, scrap lumber, and floor coverings.

EXPANDED SERVICES: PARTNERING WITH JEFFERSON COUNTY & THE DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY, FROM 9:00 A.M. TO 2:00 P.M. **ALL RESIDENTS OF JEFFERSON, LEWIS AND ST. LAWRENCE COUNTIES** CAN DISPOSE OF ELECTRONIC EQUIPMENT AND HAZARDOUS WASTE PRODUCTS AT NO CHARGE.

Saturday
October 22, 2011
9:00 a.m.- 4:00 p.m.
Coffeen Street
Fairgrounds Arena
Parking Lot

QUESTIONS?
Call The
Department of
Public Works at
785-7770 or 785-7842

FEE STRUCTURE

Automobiles / SUV's (1/2 cubic yard)	\$10
Mini Van/Compact Pick-up Truck	\$20
Pick-up Truck (no rack/extended sides)	\$25
Pick-up Truck (with side racks)	\$45
Utility Trailer (variable sizes)	\$25- \$45
White Goods (large metal appliances)	FREE
Tires (autos/van/pick-up only)	\$5.00 Each
Batteries (car, truck, boat)	\$5.00 Each

REQUIREMENTS: Residency Verification (valid driver's license or other appropriate ID).

FEES: To be paid in cash or check prior to unloading.

UNLOADING OF VEHICLES and placing of the bulk items into containers is the responsibility of customer.

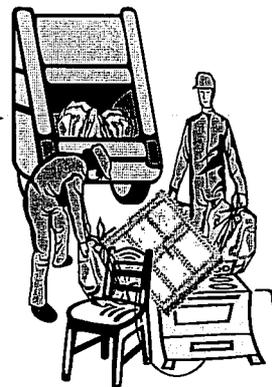
FEE STRUCTURE is based on size of vehicle used as shown above. Excess loads will be subject to additional charges, depending upon estimated volumes and/or average weights of material brought in for disposal.

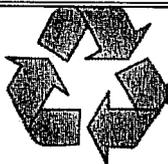


@ THE FAIRGROUNDS ARENA

RESTRICTIONS

- **NO YARD WASTE** - Brush, limbs, grass clippings, garden waste are prohibited.
- **NO REFUSE** - Items that normally would be picked up by your regular weekly trash collection are prohibited.
- **NO DUMP TRUCKS** - Only cars, vans, pick-up trucks, and utility trailers will be allowed on site.





***Free* Residential Household Hazardous Waste & Electronic Equipment Collection Day**

Sponsored by Jefferson County, City of Watertown, Development Authority of the North Country and NYS Department of Environmental Conservation

When: Saturday, October 22, 2011
Where: Watertown Fairgrounds Parking Lot, Coffeen St., Watertown, NY
Time: 9:00 am to 2:00pm

.....
*****Free to all residents of Jefferson, Lewis and St. Lawrence Counties*****
.....

The following types of waste **will be accepted:**

- Solvents
 - Household batteries (**excluding alkaline batteries**)
 - Pesticides (solids, liquids & poisons)
 - Misc vehicle fluids (except recyclable used motor oil)
 - Fluorescent light tubes & ballasts and compact fluorescent lights
 - Adhesives
 - Antifreeze
 - Pool chemicals
 - Oil based** paints & stains
 - Household cleaning products
 - Aerosol cans
 - Photography chemicals
 - Corrosives
 - Epoxy resins
 - Polishes & waxes
 - Driveway sealers
 - Wood preservatives
 - Home chemistry sets
 - Products containing mercury
-

The following types of waste **will not be accepted:**

- Asbestos
 - Latex paint** (should be dried up and disposed with regular trash)
 - Materials containing PCB's
 - Waste Oil (motor oil), unless contaminated with another fluid such as solvents
 - Non-residential hazardous waste (such as commercial or institutional waste generators)
 - Smoke detectors
 - Unsorted solid waste
 - Automotive batteries
 - Construction & demolition debris
 - Explosives, flares and munitions
 - Radioactive materials
 - Tires
 - Medications & infectious waste
 - Non-hazardous recyclable materials
 - Business or agricultural waste
-

Accepted Electronic Equipment

- | | | |
|-------------------------------------|------------------------------|--------------------------------|
| Computers (includes cables & cords) | Monitors | Keyboards |
| Mice | Televisions | Fax Machines |
| Scanners | Printers | VCRs |
| DVRs | DVD Players | Portable Digital Music Players |
| Digital Converter Boxes | Cable or Satellite Receivers | |
| Electronic or Video Game Consoles | Small scale servers | |
-

**For more information visit www.NorthCountryRecycles.org
Or contact Jan Oatman at (315)661-3234**

R.P. FLOWER MEMORIAL LIBRARY

BOARD OF TRUSTEES

Meeting Minutes
August 9, 2011

Opening:

The regular meeting of the ROSWELL P. FLOWER MEMORIAL LIBRARY was called to order at 4:00 p.m. on Tuesday, August 9, 2011, in the Trustees Room by President Quigg.

Present:

Mr. Abare, Mr. Caughlin, Ms. Dittrich, Mr. Gebo, Ms. Gray, Mrs. Holberg, Mr. Hopkins, Ms. Mesires, Mrs. Quigg, Mrs. Weldon, Mrs. Wheeler, Director

Excused: Mr. Doheny

Absent: Councilwoman Burns, Liaison, City Council

Guests: Joan Pellikka, Consultant, North Country Library System

Presentation by Joan Pellikka of NCLS on "What NCLS does". She presented a short video developed by Matt Corey, also of North Country Library System and a brief history of the Library System and how it has developed since 1948. After the presentation, questions were entertained. Updated Trustees handbooks will be sent for Board members who do not have a copy. The Board thanked Ms. Pellikka for her presentation.

A. Approval of Minutes

Ms. Mesires requested an amendment to the minutes of July 12 in that she suggested taking numbers for attendance and not Mrs. Weldon, as previously written in the minutes. The change was duly noted.

Mr. Hopkins moved, and Mrs. Holberg, seconded, that the minutes of the previous meeting be approved as amended. Motion carried.

B. Approval of Bills and Salaries

The compilation sheets from January – August, 2011 will be completed for approval at the September meeting.

C. Presidents Report

Lisa Martin wrote a thank you to the Board for their expression of sympathy on the recent passing of her father. Other matters will be discussed under Committee reports.

D. Treasurer's Report

The report was reviewed and Ms. Dittrich entertained questions. The amount questioned on last month's report was a carry over for monthly expenses. The new Treasurer's report will list expenses as well as the summary and receipts for the month. This is still a work in progress. Next months' report will include a column for spent year to date and the percentage of the budget used. Balance in the checking account is \$50.60.

Resolution: Mr. Caughlin moved, and Ms. Gray seconded, that the Treasurer's Report be approved as presented. Motion carried.

A copy of the report has been placed on file for audit.

E. Director's Report

Amanda received a Teen Read Week mini grant in the amount of \$1,000.00. Flower Library is the only library in New York State to receive this grant which will be used for her Teen Battle of the Books. Mrs. Wheeler attended the City Council work session recently. Ken Mix, the City Planner, is applying for an EPH Grant to restore the front portico of the library and the fence out front. The grant is due September 1. It is a \$250,000.00 grant with 25% matching funds from the City. If funded, the money will probably not be available for the repairs until approximately 4 years down the road. The library has received three of these grants in the past so this might have an impact on whether we receive funding this time. A question was raised about the fountains. The Council approved budgeting to rebuild the fountains in the spring. The cover of the current issue of *NNY Business* shows shelves from the library in the reference area. Jamie Munks of the Watertown Daily Times wrote the cover article on education. There was a special thank you to the library on the inside the issue for lending the space for the photo shoot. Questions on the report were entertained. There was discussion of some incidents at the library recently. The City is aware of this. Reports will be compiled and the data will be filtered by date. There was more discussion. There is a need to develop a plan which will be brought to the Board in September or October. A dumpster has been placed along the library building to be filled with junk that is being removed from the library basement. No further report.

F. Committee Reports

Building & Grounds: No report except noting the graffiti on the back wall of the library building which the maintenance staff is attempting to remove.

Finance & Investment: No report.

Friends: No report.

Nominating: No report.

Planning: No report.

Policy: No report. There will be a committee meeting scheduled next week.

G. Old Business

Decision on SPCA presentation. Steve Bradley will contact President Quigg regarding this by the end of August.

Proposed schedule for fall: Mrs. Wheeler gave an update on the matter. It was decided to go back to hiring a librarian. No Sunday hours but extend hours on Wednesday evenings and Saturdays in the summer. The Union will be meeting with the staff again on the matter. It was decided to work with what is given, then revisit this sometime in the future. Comments were shared and decided to revisit this at some future time.

Ad Hoc Committee 1 (a) update – Mr. Caughlin and Ms. Mesires gave an update of the meeting. The Ad Hoc Committee will now be known as the Bequest Society Committee. A charter was drafted and submitted to the Friends Board for consideration. The group will consist of 2 Trustees, 4 Friends representatives and the Library Director. Action will be taken at the next Board meeting after which, the charter will be submitted to Attorney Slye for his review. Members will again meet sometime in August to review any comments and officially adopt the draft. A kickoff for the campaign will be after the New Year in which brochures will be available inviting people to participate. Two drafts of the brochures were available for review.

The Book Sale Committee is OK with the dates.

Ad Hoc Committee 1 (b) update –the attorney in Albany contacted Mr. Gebo. An informational brochure on the law firms’ experience with libraries was sent to Mr. Gebo. In the event there is a need for his expertise in the future, he indicated he would be pleased to assist. Some issues were discussed with the attorney who was familiar with those issues. His fee is \$225/hour. This would be another option down the road. Mr. Gebo also reported on his findings regarding library trends and Board authorities. Mr. Gebo and his committee will meet with Attorney Gebo and review and discuss the most important issues at hand when a time can be agreed upon.

H. New Business

Representative from Flower Board to serve on the NCLS Board was discussed. It is a 5-year term. Meetings are every third Thursday from 10am-12 noon with lunch provided. There are six meetings per year that are 2 hours long. This term will begin in January. A suggestion was made to perhaps split this duty between two Board members. President Quigg is willing to share this appointment with another Trustee. Members are suggested to think about it. It was tabled until the September meeting so that a decision can be made then.

Technology Grant application was discussed. This is for a 13 site license for Adobe Photo Shop. This software does brochures and can help in the preservation of historical photographs. This would allow for 8 licenses for the ATTAIN Lab and 3 for Library Staff. Mari Ellen Ryan who has experience in this is willing to teach classes to the public. The cost is \$8,735.00. Mrs. Wheeler requested the funds from the Trustees up front and Board funds would be reimbursed by the grant later in the grant year. The application is due next week and notification would be done in September or October.

Resolution: Mr. Gebo moved, and Mr. Hopkins seconded, that the Board approve initial funding for 13 site licenses of Adobe Photo Shop to be reimbursed if the Technology grant is funded. Motion Carried.

LLSA Grant Appropriation \$6,425.10. Mrs. Wheeler has requested that the total of the recently received LLSA grant be appropriated toward the purchase of a two new servers as the library’s current ones are outdated and are causing issues with the public access and staff computers. A server would be purchased for the public computers and the library staff computers.

Resolution: Ms. Gray moved, and Mr. Caughlin seconded, that the Board approve the appropriation of the LLSA Grant in the amount of \$6,425.10 and the balance of the cost from the computer line appropriation to purchase 2 servers for the library: 1 for the public computers and 1 for library staff computers. Motion carried.

The Board discussed the Jefferson County grant funds appropriation. It was decided to hold it until the meeting with the attorney. At the September meeting, a decision will be made on where the check should go.

I. Adjournment:

Meeting was adjourned at 5:30pm by Mr. Hopkins and unanimously carried.

The next general meeting will be at 4:00pm on Tuesday, September 13 in the Trustees Room.

Minutes submitted by: Tina M. Uebler, Recording Secretary

Approved by: B. Wheeler