

CITY OF WATERTOWN, NEW YORK
AGENDA
Monday, June 3, 2019

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, June 3, 2019, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Establishing Standard Work Day And Reporting For NYS Retirement, Council Member Sarah V. Compo
- Resolution No. 2 - Authorizing the Sale of Bicycles
- Resolution No. 3 - Accepting Bid for Ready-Mix Concrete, Cranesville Block Company Inc.
- Resolution No. 4 - Accepting Bid for Ready-Mix Concrete, Watertown Concrete
- Resolution No. 5 - Accepting Proposal for Pouring Rights at the Watertown Municipal Arena
- Resolution No. 6 - Finding That Amending City Municipal Code § 265, Streets and Sidewalks Will Not Have A Significant Impact on the Environment

ORDINANCES

- Ordinance No. 1 - Amending City Municipal Code § 265, Streets and Sidewalks

LOCAL LAW

PUBLIC HEARING

7:30 p.m.

Resolution Approving the Special Use Permit Request Submitted by TBR Automotive, LLC to Allow an Automobile Sales Lot in a Neighborhood Business District at 949 Main Street West, Parcel Number 1-17-402.001

OLD BUSINESS

STAFF REPORTS

1. Property Purchase Offer – 549 Leray Street
2. Recommendation on the Sale of a Tax Certificate for Property Located at 603 Boyd Street
3. Tax sale certificate assignment request – 144 Haven Street
4. Verbal Report from City Manager: Update on Watertown Golf Course - Encroachments

NEW BUSINESS

EXECUTIVE SESSION

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

WORK SESSION

Next Work Session scheduled for Monday, June 10, 2019, at 7:00 p.m. will be rescheduled.

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, JUNE 17, 2018.

To: The Honorable Mayor and City Council

From: Ann M. Saunders, City Clerk

Subject: Establishing Standard Work Day and Reporting for Elected and Appointed Officials, NYS Retirement System, Council Member Sarah V. Compo

In August 2009, the New York State Retirement System adopted new regulations for the establishment of a standard work day and the reporting of days worked for elected and appointed officials. This will affect members of the City Council who were sworn into a new term of office and have chosen to be members of the NYS Retirement System. Based on the new regulations, the required resolution must be adopted at the first regular meeting held after the Record of Activities has been submitted.

Council Member Sarah V. Compo has submitted her Record of Activities to the City Clerk. City Council must now review these records to determine:

- If the activities listed constitute reasonable and appropriate work for the position, and
- If the hours reported seem appropriate for the duties.

Once approved by the City Council, the Records of Activities must be retained for a period of at least 30 years.

I have reviewed the document submitted and calculated the number of work days to be reported to the NYS Retirement System by dividing the total number of hours worked by three (3) months then by the minimum number of hours in a standard work day (6 hours). The calculations of total number of days per month to be reported for the NYS Retirement System are as follows:

Council Member Compo:	
2/1/19 – 2/28/19	21.50 hrs
3/1/19 – 3/31/19	15.50 hrs
4/1/19 – 4/30/19	13.75 hrs
<u>Total Hours Worked</u>	<u>50.75 hrs</u>

$$50.75 \text{ hrs} \div 3 \text{ months} \div 6 \text{ hrs} = 2.82 \text{ days per month to be reported}$$

A resolution establishing the standard work day and the number of work days to report each month for Council Member Compo has been prepared for City Council approval. Once adopted, the resolution must be posted on the City’s website for at least 30 days, and an affidavit of the posting and a copy of the resolution must be filed with the Office of the State Comptroller within 45 days of adoption.

RESOLUTION

Page 1 of 1

Establishing Standard Work Day
And Reporting For NYS Retirement,
Council Member Sarah V. Compo

- Council Member Sarah V. Compo
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member HORBACZ, Cody J.
- Council Member RUGGIERO, Lisa L.
- Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

BE IT RESOLVED, that the City of Watertown hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of this body.

Elected Officials

Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Employer Record of Time Worked (Y/N)	Days/Month (based on Record of Activities)
Council Member Sarah V. Compo		6 hours	01/07/19-12/31/19	N	2.82 days

On this 6th day of May 2019, I, Ann M. Saunders, Clerk of the governing board of the City of Watertown, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 6th day of May 2019, on file as part of the minutes of such meeting, and the same is a true copy thereof and whole of such original.

I further certify that the full board consists of 5 members and that 5 of such members were present at such meeting and that 4 of such members voted in favor of the above resolution and 1 such member abstained from voting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the City of Watertown.

(Signature of Clerk)

Date enacted _____

Seconded by

Council Member Sarah V. Compo Record of Activity

DATE	WHAT	HOURS
2/2/19	CHILI COOK OFF	1
2/3/19	MEETING PREP	1
2/4/19	COUNCIL MEETING	3.75
2/8/19	ORIENTATION	2.5
2/12/19	WORK SESSION PREP	0.5
2/12/19	WORK SESSION	2.5
2/14/19	ADVANTAGE WATERTOWN	1
2/15/19	JLI GOVERNMENT DAY	1
2/19/19	MEETING PREP	1
2/19/19	COUNCIL MEETING	3
2/25/19	WORK SESSION PREP	0.75
2/25/19	WORK SESSION	2.5
2/27/19	URBAN MISSION ANNUAL MEETING	1

21.50 Hours for 2/1/19 - 2/28/19

3/4/19	MEETING PREP	0.75
3/4/19	COUNCIL MEETING	2.5
3/10/19	MEETING PREP	0.5
3/11/19	SPECIAL COUNCIL MEETING	1.5
3/11/19	WORK SESSION	3
3/13/19	SPECIAL COUNCIL MEETING	0.5
3/17/19	IRISH FEST FLAG RAISING	0.5
3/17/19	IRISH FEST PARADE	1
3/17/19	MEETING PREP	0.5
3/18/19	COUNCIL MEETING	1.25
3/22/19	CONSTITUENT MEETING	1
3/25/19	WORK SESSION PREP	0.25
3/25/19	WORK SESSION	1.25
3/31/19	MEETING PREP	1

15.50 Hours for 3/1/19 - 3/31/19

4/1/19	COUNCIL MEETING	2.5
4/5/19	WCSD ART SHOW	0.5
4/9/19	WORK SESSION PREP	0.25
4/9/19	WORK SESSION	2.25
4/13/19	VICTORIA RICHARDSON CELEBRATION	2.5
4/15/19	CALL WITH MEIRA SHAPIRO	0.25
4/15/19	MEETING PREP	1
4/15/19	COUNCIL MEETING	3
4/29/19	WORK SESSION PREP	0.5
4/29/19	CITY COUNCIL WORK SESSION	1

13.75 Hours for 4/1/19 - 4/30/19

50.75 **Total Hours**

Res No. 2

May 28, 2019

To: Richard M. Finn, City Manager
From: James E. Mills, City Comptroller
Subject: Authorizing the Sale of Abandoned Bicycles at Public Auction

During the past couple of years, the City of Watertown Police Department has acquired sixty abandoned bicycles. Staff is recommending that these bicycles be sold through Auctions International's online website.

A resolution is attached for City Council consideration.

ACTION: City Manager recommends approval.

A handwritten signature in black ink, appearing to be "R. Finn", written over the text of the action item.

RESOLUTION

Page 1 of 1

Authorizing the Sale of Bicycles

- Council Member COMPO, Sarah V.
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member HORBACZ, Cody J.
- Council Member RUGGIERO, Lisa L.
- Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown has acquired a number of abandoned bicycles, the listing of which is attached and made a part of this resolution, and

WHEREAS these bicycles may have some value best determined by on-line auction,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby authorizes the sale, by on-line auction, of abandoned bicycles, and

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

Seconded by

BIKE AUCTION LIST

WP-010707-17	JEEP MT BIKE
WP-013275-16	YELLOW HERO ROYO BMX
WP-013396-17	BK / GR MT. BIKE
BL-008058-18	26 INCH ROSS MT BIKE POCONO (GREEN)
WP-013800-17	BK / GY HUFFY STALKER TS
WP-014480-17	CHROME MONGOOSE BMX BIKE BLUE GRAPHICS
WP-014854-17	BLACK 10 SPEED ROYCE UNION
WP-018004-17	26" MURAY PHOENIX 10 SPEED BLUE
BL-008676-18	BLACK SPINNER HYPER BMX
WP-014644-17	BLACK BMX BIKE "NEXT"
WP-015172-17	BLACK SCHWINN BMX
WP-007885-17	GY/RD BMX BIKE "BCA"
WP-013006-17	GIRLS RED HUFFY BIKE
WP-018059-17	HUFFY HOWLER BK/RD MT BIKE
BL-008962-18	20" BL / PNK MONGOOSE BYTE BMX BLACK
WP-009107-17	GR MONGOOSE REBEL BMX
WP-023590-17	SCHWINN LAKE SHORE GY/WH
WP-013187-17	WH/SEAFOAM BLUE GIRLS HUFFY CRUISER BIKE
WP-014758-17	PINK MONGOOSE 24 " LEDGE
WP-011564-17	GR / SLV MONGOOSE SPRITE
WP-010764-17	GR /RED NEXT POWER X MT BIKE
BL-011680-18	BK MONGOOSE OUTREACH MT BIKE
WP-015807-17	BK /RD NEXT WIPEOUT BMX BIKE
WP-010855-17	KENT CHAOS GREEN BMX BIKE
WP-011680-17	PURPLE HUFFY CROSSWIND MT BIKE
WP-013800-17	BLUE SCHWINN 10 SPEED
WP-013800-17	BK / GY MT BIKE
WP-016265-16	BLACK ROADMASTER MT BIKE
WP-006096-17	YELLOW 10 SPEED
WP-011065-16	GY SCHWIIN BMX
BL-007861-18	20 INCH MAGNA BMX BIKE RED
WP-021726-17	26 INCH BOYS MT BIKE TREK RST

WP-017906-17	14" CHILDS BLACK BIKE
WP-011680-17	PURPLE ROADMASTER SPORT SX MT BIKE
BL-001370-19	29 QUARY RIDGE ROADMASTER MT BIKE
BL-007133-18	PURPLE ROADMASTER (GR)
BL-008763-18	GY FS ELITE MT BIKE
BL-010792-18	24" HUFFY TRAIL RED / PINK
BL-010792-18	BL 24" MONGOOSE MT BIKE
BL-011154-18	26" BOYS ROADMASTER MT BIKE (GR)
BL-011680-18	BK / OR MONGOOSE MT BIKE
BL-011680-18	MONGOOSE DXR FRAME
BL-011680-18	SPECIALIZED BMX FRAME
BL-014417-18	GR NEXT TREK MT BIKE
BL-016029-18	GY BMX KENT CHAOS BKE ORANGE LETTERS
BL-017114-18	RED/BLACK HUFFY MNT BIKE
BL-017157-18	WHITE ROYCE UNION
BL-017157-18	20" NEXT GR BMX BIKE
BL-021485-18	BL GREEN 20 " BMX TRANSTER BIKE
BL-022799-18	PINK 10 SPEED
BL-023104-18	PINK "MISS BEHAVING" BMX BIKE
BL-025646-18	20" BOYS BMX BIKE
BL-025910-18	20" BLACK MENS Crestwood Mt. Bike
BL-21723-18	BL BMX FRAME
WP-006128-16	MOTORIZED SCOOTER
WP-022725-17	MOTOVOX KIDS ELECTRIC SCOOTER
WP-022813-17	BL / BK MONGOOSE MT BIKE
WP-022896-18	GR / BK ROCK IT BMX
?	RAZOR SCOOTER
BL-023736-18	20" BLIUE MONGOOSE BMX

Res Nos. 3 and 4

May 29, 2019

To: The Honorable Mayor and City Council

From: Richard M. Finn, City Manager

Subject: Accepting Bids for Ready-Mix Concrete



The City Purchasing Department has advertised and received sealed bids for the purchase of Ready-Mix Concrete products for use by various City Departments during Fiscal Year 2019-2020, on an as needed basis, per our specifications.

Invitations to bid were also sent to Bid Net with two (2) bids received and publicly opened and read in the City Purchasing Department on Wednesday, May 15, 2019, at 2:00 p.m.

City Purchasing reviewed the bids received with the Engineering Department and the Department of Public Works, and it is their recommendation that the City Council split the bid awards between Cranesville Block Company, Inc. and Watertown Concrete based on their analysis.

The bid information is detailed in the attached report of Ms. Morrow.

Resolutions have been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Accepting Bid for Ready-Mix Concrete,
Cranesville Block Company Inc.

Introduced by

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of Ready-Mix Concrete products for use by various City Departments during Fiscal Year 2019-2020, and

WHEREAS invitations to bid were also sent to Bid Net with two (2) bids received and publicly opened and read in the City Purchasing Department on Wednesday, May 15, 2019, at 2:00 p.m., and

WHEREAS City Purchasing reviewed the bids received with the Engineering Department and the Department of Public Works, and it is their recommendation that the City Council accept the bid from Cranesville Block Company, Inc. as the lowest qualifying bidder for all requirements six cubic yards and more for 4,000 pound and 5,000 pound mixes:

Description	Cranesville Block Company, Inc.
	Amsterdam, NY
4000 lb. Coarse Mix	\$108.00
4000 lb. Fine Mix	\$109.00
5000 lb. Fine Mix	\$115.00
4000 lb. Coarse Mix / Heated Concrete	\$118.00
4000 lb. Fine Mix / Heated Concrete	\$119.00
5000 lb. Fine Mix / Heated Concrete	\$125.00

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid submitted by Cranesville Block Company, Inc. of Amsterdam, New York, as detailed above, being the lowest qualifying bidder meeting City specifications, for the purchase of Ready-Mix Concrete products for use by various City Departments during Fiscal Year 2019-2020 for all requirements 6 cubic yards and more for 4,000 pound and 5,000 pound mixes, and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to sign all contracts associated with implementing the award to Cranesville Block Company, Inc.

Seconded by

RESOLUTION

Page 1 of 1

Accepting Bid for Ready-Mix Concrete,
Watertown Concrete

Introduced by

- Council Member COMPO, Sarah V.
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member HORBACZ, Cody J.
- Council Member RUGGIERO, Lisa A.
- Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of Ready-Mix Concrete products for use by various City Departments during Fiscal Year 2019-2020, and

WHEREAS invitations to bid were also sent to Bid Net with two (2) bids received and publicly opened and read in the City Purchasing Department on Wednesday, May 15, 2019, at 2:00 p.m., and

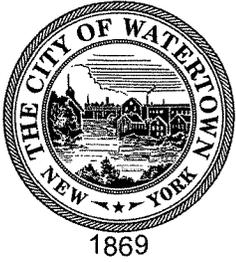
WHEREAS City Purchasing reviewed the bids received with the Engineering Department and the Department of Public Works, and it is their recommendation that the City Council accept the bid from Watertown Concrete as the lowest qualifying bidder for all requirements less than six cubic yards for 4,000 pound and 5,000 pound mixes, as well as Low Strength Material:

Description	Watertown Concrete
	Watertown, NY
4000 lb. Coarse Mix	\$122.00
4000 lb. Fine Mix	\$122.00
5000 lb. Fine Mix	\$125.00
4000 lb. Coarse Mix / Heated Concrete	\$132.00
4000 lb. Fine Mix / Heated Concrete	\$132.00
5000 lb. Fine Mix / Heated Concrete	\$135.00
Controlled Low Strength Material (No Fly Ash)	\$85.00

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid submitted by Watertown Concrete of Watertown, New York, as detailed above, being the lowest qualifying bidder meeting City specifications, for the purchase of Ready-Mix Concrete products for use by various City Departments during Fiscal Year 2019-2020 for all requirements less than 6 cubic yards for 4,000 pound and 5,000 pound mixes, as well as Low Strength Material, and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to sign all contracts associated with implementing the award to Watertown Concrete.

Seconded by



CITY OF WATERTOWN, NEW YORK

ROOM 302, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
E-MAIL DMorrow@watertown-ny.gov
Phone (315) 785-7749 Fax (315) 785-7752

Dale Morrow
Purchasing Manager

MEMORANDUM

TO: Richard M. Finn, City Manager
FROM: Dale Morrow, Purchasing Manager
SUBJECT: Bid 2019-09 – Ready Mix Concrete Products
DATE: 05/20/19

The City's Purchasing Department advertised in the Watertown Daily Times on April 20, 2019, calling for sealed bids for the Ready Mix Concrete Products, as per City specifications.

The Purchasing Department issued Invitations to Bid to Bid Net. The City received two (2) sealed bid submittals. The Purchasing Department publically opened and read the sealed bids on May 15, 2019, at 2:00 pm local time. The bid tabulation for the bid is shown below.

Description	Cranesville Block Amsterdam, NY	Watertown Concrete Watertown, NY
4,000 lb. Coarse Mix	108.00	122.00
4,000 lb. Fine Mix	109.00	122.00
5,000 lb. Fine Mix	115.00	125.00
4,000 lb. Coarse Mix / Heated Concrete	118.00	132.00
4,000 lb. Fine Mix / Heated Concrete	119.00	132.00
5,000 lb. Fine Mix / Heated Concrete	125.00	135.00
733.0102 - Controlled Low Strength Material (No Fly Ash)	93.00	85.00
733.0103 - Lightweight Concrete Fill (Type A)	No Bid	No Bid
733.0104 - Lightweight Concrete Fill (Type B)	No Bid	No Bid

City Engineering, Department of Public Works, and the Purchasing Department reviewed the responses to ensure that they complied with the specifications.

In reviewing the two bid submittals, Cranesville Block Co., Inc. included surcharges to their base bid prices for all shipments under 7 cubic yards. A cost analysis was conducted and is attached for your reference. Cranesville's total cost for shipments fewer than 6 cubic yards is greater than Watertown Concrete. Cranesville's total cost for shipments in excess of 6 cubic yards, with the exception of 733.0102 Controlled Low Strength Material (No Fly Ash), is less than Watertown Concrete.

Therefore, it is my recommendation that we split the award to each bid respondent as follows:

Cranesville Block Co., Inc. - All requirements (6) cubic yards and more for 4,000 lb. and 5,000 lb.
1250 Riverfront Center mixes, pricing per attached bid sheet.
Amstersdam, NY 12010

Watertown Concrete - All requirements less than (6) cubic yards for 4,000 lbs. and 5,000 lbs.
24471 Route 12 mixes, inclusive of all requirements for 733.0102 Controlled Low Strength
Watertown, NY 13601 Material (No Fly Ash), pricing per attached bid sheet.

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

cc: Pat Keenan, Superintendent of Public Works
Justin Wood, City Engineer
File

Attach: Bid Sheet
Cost Analysis

Description	Cranesville Block Amsterdam, NY	Watertown Concrete Watertown, NY	
4,000 lb. Coarse Mix	\$ 108.00	\$ 122.00	cu yd
4,000 lb. Fine Mix	109.00	122.00	cu yd
5,000 lb. Fine Mix	115.00	125.00	cu yd
4,000 lb. Coarse Mix / Heated Concrete	118.00	132.00	cu yd
4,000 lb. Fine Mix / Heated Concrete	119.00	132.00	cu yd
5,000 lb. Fine Mix / Heated Concrete	125.00	135.00	cu yd
733.0102 - Controlled Low Strength Material (No Fly Ash)	93.00	85.00	cu yd
733.0103 - Lightweight Concrete Fill (Type A)	No Bid	No Bid	cu yd
733.0104 - Lightweight Concrete Fill (Type B)	No Bid	No Bid	cu yd

Recommendation:

Cranesville Block- six cubic yards and more for 4,000 pound and 5,000 pound mixes

Watertown Concrete -less than six cubic yards for 4,000 pound and 5,000 pound mixes, as well as Low Strength Material



Ready-Mix Concrete
 Bid #2019-09
 Cost Comparison

4,000 Lb. Coarse						
Order Quantity	Vendor Cranesville Block			Vendor Watertown Concrete		
	Price per yd	Surcharge	Ext. Cost	Price per yd	Surcharge	Ext. Cost
3yd	108.00/yd	\$150.00	\$474.00	\$122.00	N/A	\$366.00
3-3.5yd*	108.00/yd	\$150.00	\$528.00	\$122.00	N/A	\$427.00
4-4.5yd*	108.00/yd	\$120.00	\$606.00	\$122.00	N/A	\$549.00
5-5.5yd*	108.00/yd	\$90.00	\$684.00	\$122.00	N/A	\$671.00
6yd	108.00/yd	\$50.00	\$698.00	\$122.00	N/A	\$732.00
6.5yd	108.00/yd	\$20.00	\$722.00	\$122.00	N/A	\$793.00
5,000 Lb. Fine						
Order Quantity	Vendor Cranesville Block			Vendor Watertown Concrete		
	Price per yd	Surcharge	Ext. Cost	Price per yd	Surcharge	Ext. Cost
3yd	115.00/yd	\$150.00	\$495.00	\$125.00	N/A	\$375.00
3-3.5yd*	115.00/yd	\$150.00	\$552.50	\$125.00	N/A	\$437.50
4-4.5yd*	115.00/yd	\$120.00	\$637.50	\$125.00	N/A	\$562.50
5-5.5yd*	115.00/yd	\$90.00	\$722.50	\$125.00	N/A	\$687.50
6yd	115.00/yd	\$50.00	\$740.00	\$125.00	N/A	\$750.00
6.5yd	115.00/yd	\$20.00	\$767.50	\$125.00	N/A	\$812.50

*Calculations were based on the largest amount in quantity range.

Res No. 5

May 29, 2019

To: The Honorable Mayor and City Council
From: Richard M. Finn, City Manager 
Subject: Accepting Proposal for Pouring Rights at the Watertown Municipal Arena

The City Purchasing Department has advertised and received proposals for Pouring Rights at the Watertown Municipal Arena, per our specifications.

Proposals were also sent to Bid Net with two (2) bids received and publicly opened and read in the City Purchasing Department on Friday, April 12, 2019, at 11:00 a.m.

City Purchasing reviewed the bids received with the Parks and Recreation Department, and it is their recommendation that the City Council award the Pouring Rights at the Watertown Municipal Arena to Coca Cola as the sole provider of bottled beverages.

The attached report of Ms. Morrow details the submittals received.

A Resolution has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Accepting Proposal for Pouring Rights
at the Watertown Municipal Arena

Introduced by

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

WHEREAS the City Purchasing Department has advertised and received sealed proposals for Pouring Rights at the Watertown Municipal Arena, per City specifications, and

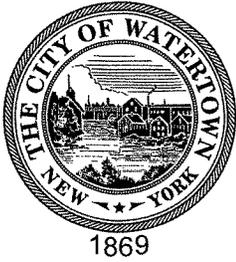
WHEREAS invitations were also sent to Bid Net with two (2) bids received and publicly opened and read in the City Purchasing Department on Friday, April 12, 2019, at 11:00 a.m., and

WHEREAS City Purchasing reviewed the bids received with the Parks and Recreation Department, and it is their recommendation that the City Council accept the proposal from Coca Cola as the sole provider of bottled beverages for the Municipal Arena at \$4,000,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the proposal submitted by Coca Cola, as detailed above, being the lowest qualifying bidder meeting City specifications, as the sole provider of bottled beverages for the Municipal Arena at \$4,000, and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to sign all contracts associated with implementing the award to Coca Cola.

Seconded by



CITY OF WATERTOWN, NEW YORK

ROOM 302, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
E-MAIL DMorrow@watertown-ny.gov
Phone (315) 785-7749 Fax (315) 785-7752

Dale Morrow
Purchasing Manager

MEMORANDUM

TO: Richard M. Finn, City Manager
FROM: Dale Morrow, Purchasing Manager
SUBJECT: RFP 2019-01 – Pouring Rights at the City Municipal Arena – Recommendation
DATE: 5/28/2019

The City's Purchasing Department advertised in the Watertown Daily Times on March 15, 2019, calling for proposals for Pouring Rights at the City Municipal Arena as per City specifications.

The City of Watertown Purchasing Department issued Proposal Invitations to BidNet and received two (2) proposals. The Purchasing Department opened the proposals on April 12, 2019, at 11:00 am, local time.

- Coca-Cola's proposal showed an overall decrease compared to their prices last year.
- Coca-Cola's highest selling product showed a decrease of 21% compared to their highest selling product last year.
- Coca-Cola's proposal has the lowest cost per item for the three highest selling products as compared to Pepsi's proposal.
- Coca-Cola's projections show an increase of 5% for the next 4 years.
- Pepsi's projections show an increase of 5% in years 2-4, and 6% in year 5.
- Coca-Cola and Pepsi are each proposing \$4,000.00 per year for exclusive pouring rights.

The Parks and Recreation Department and the Purchasing Department reviewed the submittals received. Coca Cola has been the sole provider of bottled beverages for the Municipal Arena since January 19, 2017. The prior consideration for exclusive pouring rights for this term was also \$4,000.00.

Staff recommends that City Council award the Pouring Rights at the City Municipal Arena to Coca-Cola.

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

Res No. 6

May 28, 2019

To: Richard M. Finn, City Manager
From: Michael A. Lumbis, Planning and Community Development Director
Subject: Finding That Amending City Municipal Code § 265, Streets and Sidewalks Will Not Have a Significant Impact on the Environment

At its May 13, 2019 meeting, the City Council provided positive feedback on draft revisions and additions to City Sidewalk Code written with the intent of encouraging more outdoor dining, and streamlining the process for approving outdoor dining facilities downtown. The Council then directed Staff to draft an Ordinance that adopted the proposed code. Ordinance No. 1 on the June 3, 2019 City Council agenda adopts the proposed code as written.

The City Council must complete Part 2, and Part 3 if necessary, of the Short Environmental Assessment Form and adopt the attached resolution before it may vote on the Ordinance. The resolution states that the proposed code revisions and additions contained in the Ordinance will not have a significant impact on the environment.

ACTION: City Manager recommends approval.

A handwritten signature in black ink, appearing to be "R. Finn", written over the text of the action item.

RESOLUTION

Page 1 of 2

Finding That Amending City Municipal Code § 265, Streets and Sidewalks Will Not Have A Significant Impact on the Environment

Council Member COMPO, Sarah V.
 Council Member HENRY-WILKINSON, Ryan J.
 Council Member HORBACZ, Cody J.
 Council Member RUGGIERO, Lisa A.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

WHEREAS the City Council of the City of Watertown, New York, has before it an Ordinance to amend Chapter 265 of the City Municipal Code to create enabling legislation for outdoor dining uses within the Downtown Core Overlay, and

WHEREAS the proposed Ordinance would amend § 265-10, § 265-19 and would insert § 265-26, § 265-27, § 265-28, § 265-29, § 265-30 and § 265-31, to establish said legislation, and

WHEREAS the City Council must evaluate all proposed actions submitted for its consideration in light of the State Environmental Review Act (SEQRA), and the regulations promulgated pursuant thereto, and

WHEREAS the proposed Ordinance would constitute such an “Action,” and

WHEREAS the City Council has determined that the proposed ordinance is an “Unlisted Action” as that term is defined by 6NYCRR Section 617.2 (ak), and

WHEREAS there are no other involved agencies for SEQRA review as that term is defined in 6NYCRR Section 617.2, and

WHEREAS to aid the City Council in its determination as to whether the proposed Ordinance will have a significant impact on the environment, Part I of a Short Environmental Assessment Form has been prepared, a copy of which is attached and made part of this Resolution,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of

RESOLUTION

Page 2 of 2

Finding That Amending City Municipal Code § 265, Streets and Sidewalks Will Not Have A Significant Impact on the Environment

Council Member COMPO, Sarah V.
 Council Member HENRY-WILKINSON, Ryan J.
 Council Member HORBACZ, Cody J.
 Council Member RUGGIERO, Lisa A.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Watertown, New York, that:

1. Based upon its examination of the Short Environmental Assessment Form and comparing the proposed action with the criteria set forth in 6NYCRR Section 617.7, no significant impact is known and the adoption of the ordinance amending Chapter 265 of the City Municipal Code will not have a significant impact on the environment.
2. The Mayor of the City of Watertown is authorized to execute the Environmental Assessment Form to the effect that the City Council is issuing a Negative Declaration under SEQRA.
3. This Resolution shall take effect immediately.

Seconded by

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

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

Part 1 - Project and Sponsor Information			
Name of Action or Project: Ordinance to amend City Municipal Code § 265, Streets and Sidewalks			
Project Location (describe, and attach a location map): Downtown Core Overlay, City of Watertown (see attached map)			
Brief Description of Proposed Action: The City of Watertown proposes to amend Chapter 265 of its Municipal Code to establish a new permitting process for outdoor dining uses on City-owned property within the Downtown Core Overlay.			
Name of Applicant or Sponsor: City of Watertown		Telephone: (315) 785-7740	
		E-Mail: planning@watertown-ny.gov	
Address: 245 Washington Street			
City/PO: Watertown		State: NY	Zip Code: 13601
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>

I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: Geoffrey Urda, Planner, City of Watertown

Date: 5/28/2019

Signature: 

Ordinance to amend City Municipal Code § 265, Streets and Sidewalks

- **SEQR EAF Part 1 Attachments:**
 - **Narrative Description of Proposed Action**
 - **Location Map**

On the State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF), the instructions for Question 1 direct that if the proposed action only involves the legislative adoption of a plan, local law, ordinance, administrative rule or regulation, the sponsor must attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality. This memorandum to file is intended to fulfill that function.

The intent of the proposed action is to encourage more outdoor dining in Watertown's downtown core, and to establish a new permitting process for such facilities. The City does not foresee any impacts to environmental resources in the municipality as a result of the proposed action. The proposed City Code includes operations standards governing cleanliness, noise and other considerations.

Project:

Date:

**Short Environmental Assessment Form
Part 2 - Impact Assessment**

Part 2 is to be completed by the Lead Agency.

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

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

Project:

Date:

**Short Environmental Assessment Form
Part 3 Determination of Significance**

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

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

Ord No. 1

May 28, 2019

To: Richard M. Finn, City Manager
From: Michael A. Lumbis, Planning and Community Development Director
Subject: Outdoor Dining Within the Downtown Core Overlay

Last year, at several of its monthly meetings, the Advantage Watertown advisory board discussed various means of activating the public realm in downtown Watertown. One activator that received great support was to encourage more outdoor dining, and streamline the process for approving outdoor dining facilities downtown.

Planning, Engineering and Public Works Staff presented a formal report and draft Code additions and revisions to the City Council at its May 13, 2019 work session, that created new enabling legislation for outdoor dining uses within the Downtown Core Overlay. At this work session, the Council provided positive feedback and directed Staff to proceed with drafting an Ordinance to adopt the proposed code.

The ordinance attached for City Council Consideration approves three separate changes to Chapter 265, which governs streets and sidewalks, all of which relate to outdoor dining. The attached ordinance approves amendments to Section 265-10 and 265-19, and approves the newly created Article III of Chapter 265 in its entirety.

At the Council's request, Staff sent a copy of the draft code to Downtown Business Association (DBA) leadership and requested that the DBA share the code with its membership. The DBA subsequently reported to Staff that it received no significant opposition to the proposal following its outreach.

The Council must consider and adopt the corresponding SEQRA resolution prior to voting on this ordinance.

ACTION: City Manager recommends approval.

A handwritten signature in black ink, appearing to read "R. Finn", is written over the text of the action item.

ORDINANCE

Page 1 of 6

Amending City Municipal Code § 265,
Streets and Sidewalks

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown recognizes the value of outdoor dining in cultivating a vibrant and walkable downtown, and

WHEREAS the City seeks to streamline the process of approving outdoor dining uses within the Downtown Core Overlay and promote the increasing establishment of said uses.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Watertown that § 265-10 of the City Code of the City of Watertown is amended by adding the following:

E. Establish any outdoor dining use on any sidewalk within the Downtown Core Overlay, per Article III of this Chapter.

and,

BE IT FURTHER ORDAINED that the following replaces the current § 265-19 in its entirety:

A. General

No person shall place any barrel, box, showcase, merchandise or other material or article upon any sidewalk or street, except in front of the premises occupied by such person and then only for such time as is necessary to transport the same across the sidewalk or street. Each and every day that any person permits any violation of this section to continue after the City provides notice to remove the same shall constitute a separate and distinct violation of this section.

Upon obtaining a License Agreement from the City Manager’s Office, an owner or occupant of a store may display for sale goods, wares and merchandise adjoining the outer wall of such store and within three feet thereof, provided that said owner or occupant maintains five (5) feet of unobstructed corridor space for pedestrian traffic to ensure a continuous Pedestrian Access Route (PAR).

ORDINANCE

Page 2 of 6

Amending City Municipal Code § 265, Streets and Sidewalks

Council Member COMPO, Sarah V.
 Council Member HENRY-WILKINSON, Ryan J.
 Council Member HORBACZ, Cody J.
 Council Member RUGGIERO, Lisa A.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

B. Outdoor Dining Facilities

(1) Within the Downtown Core Overlay, Outdoor Dining Facilities on City property will require a permit pursuant to Article III of this Chapter.

(2) Outside of the Downtown Core Overlay, Outdoor Dining Facilities on City property will require a License Agreement from the City Manager’s Office.

And,

BE IT FURTHER ORDAINED that § 265-26, § 265-27, § 265-28, § 265-29, § 265-30 and § 265-31 are added to create Article III of Chapter 265, consisting of the following:

Article III. Outdoor Dining within the Downtown Core Overlay

§ 265-26. Purpose.

This article is intended to facilitate outdoor dining in order to create an active streetscape, to enhance the economic and social vitality of Public Square and to promote pedestrian activity. It is also intended to expedite the approval of such facilities within the Downtown Core Overlay, while ensuring that such dining will not significantly impair the public’s use of the sidewalks and protecting adjacent residential and commercial uses from any adverse impacts from such dining.

§ 265-27. Authorization Requirement.

A restaurant wishing to establish an outdoor dining facility within the Downtown Core Overlay may apply for a permit to establish said facility under this article. Other uses of City sidewalks and/or Right-of Way (ROW) and any Restaurant outside the Downtown Core Overlay wishing to establish an outdoor dining facility on City property must apply for a License Agreement from the City Manager’s Office under Section § 265-19.

§ 265-28. Administrative Permit Process.

A. An applicant for an Outdoor Dining Permit shall file an application with the City Engineer for review. The application shall include:

ORDINANCE

Page 3 of 6

Amending City Municipal Code § 265,
Streets and Sidewalks

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

(1) A completed application form;

(2) A site plan drawing with dimensions depicting the proposed location for the outdoor dining area, including the layout of tables, chairs, barriers, umbrellas, lighting and other facilities to be located within the proposed outdoor dining area. The drawing shall also accurately depict the existing sidewalk conditions, including sidewalk width from building face to curb, location and dimensions of tree wells, locations of lamp posts, traffic and parking signs, signal poles, trash receptacles benches and other information as the City Engineer may require to assist the review and approval process;

(3) Photos or other images of proposed furniture;

(4) An estimated square footage calculation of the proposed outdoor dining area;

(5) Proof of Commercial General Liability Insurance in the sum of \$2,000,000 for the general aggregate limit and \$1,000,000 for each occurrence, and also Liquor Liability Coverage, and to furnish the City Engineer, upon executing this permit, a Certificate of the insurance company in which it carries said insurance showing that such a policy has been issued and is in force, and that the City is listed as an additional insured.

B. The City Engineering Department shall review the application to determine if the proposed dining establishment and any encroachment into the public right-of-way can be accommodated while still providing adequate space within the public right-of-way to facilitate safe circulation of pedestrian traffic.

C. The City Engineer may approve, approve with conditions, or deny the application. The restaurant shall maintain a complete copy of the approved application package at their premises.

D. Any changes to the approved plan are subject to review and approval by the City Engineer.

E. The Outdoor Dining Permit shall be valid only between May 1 and October 15 in order to avoid conflict with snow removal during the cold weather season. Short-term exceptions may receive consideration on a case-by-case basis.

ORDINANCE

Page 4 of 6

Amending City Municipal Code § 265,
Streets and Sidewalks

Council Member COMPO, Sarah V.
 Council Member HENRY-WILKINSON, Ryan J.
 Council Member HORBACZ, Cody J.
 Council Member RUGGIERO, Lisa A.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

F. The restaurant must renew its permit each year prior to using the sidewalk. The restaurant may do this without submitting a new application, upon providing the City with proof of all required insurance and a signed letter affirming no changes to the approved plan.

G. If an entire Dining Season (May 1 – October 15 of a single calendar year) passes without renewal or if a restaurant undergoes an ownership change, then that restaurant must re-apply for a new permit.

§ 265-29. Standards for Outdoor Dining.

A. The outdoor dining area shall be located adjacent to the restaurant’s frontage. Special Exceptions may receive consideration at the discretion of the City Engineer, upon the applicant obtaining the written consent of the adjacent property owner.

B. The outdoor dining area may be open to patrons from 6:00 a.m. to 11:00 p.m. daily.

C. The restaurant must maintain a minimum unobstructed corridor space of at least five (5) feet in width for pedestrian traffic to ensure a continuous Pedestrian Access Route (PAR) across the restaurant’s frontage. The PAR may run either around or through an outdoor dining area, provided that the City Engineer determines the dining area layout to be safe to sidewalk users, restaurant patrons and employees.

D. Ingress/egress between any building entryway and the PAR must meet width standards of the Americans with Disabilities Act (ADA).

F. The outdoor dining area must remain neat and clean at all times. It must be free at all times from food waste and all other garbage in order to deter animals and minimize the spread of garbage throughout downtown.

G. No food preparation may occur in the outdoor dining area.

H. All signs in the outdoor dining area must have a valid City Permit. Menus under glass shall not be considered signs for the purposes of this Article, and may be displayed.

I. Awnings must obtain a separate building permit.

ORDINANCE

Page 5 of 6

Amending City Municipal Code § 265,
Streets and Sidewalks

Council Member COMPO, Sarah V.
 Council Member HENRY-WILKINSON, Ryan J.
 Council Member HORBACZ, Cody J.
 Council Member RUGGIERO, Lisa A.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

J. Noise levels must adhere to a reasonable volume.

K. New York State alcohol laws govern the service and consumption of all alcohol.

L. Barriers are required around the outdoor dining area in order to delineate the dining area from the PAR. The City reserves the right to review and approve the type and design of any barrier.

M. All furniture and barriers must be temporary in nature and readily removable without damage to the surface of the Right-of-Way. There shall be no penetration of or physical attachment to sidewalk surfaces.

N. Smoking and vaping are prohibited in all outdoor dining areas within the Downtown Core Overlay.

O. The applicant must comply with reasonable conditions as the City Engineer may require

§ 265-30. Insurance and Hold Harmless

A. The issuance of any Outdoor Dining Permit shall be conditioned upon the restaurant maintaining liability insurance and liquor liability insurance, with required limits and coverage, including for its operation within the outdoor dining area. Permission to establish and maintain the outdoor dining area shall not be construed to relieve the restaurant of liability for any negligence on the restaurant’s part on account of or in connection with the outdoor dining area. A restaurant’s insurance must be valid at all times, and a restaurant must notify the City of any termination or loss of insurance for any reason.

B. By accepting the authorization granted by a permit authorized by this article to establish and maintain an outdoor dining area, and by so establishing the outdoor dining area, the restaurant shall be deemed to have promised to save harmless the City of Watertown from any and all liability (including attorneys’ fees and litigation expenses) arising by reason of the establishment, construction, placement, existence, use or maintenance of the outdoor dining area.

ORDINANCE

Page 6 of 6

Amending City Municipal Code § 265,
Streets and Sidewalks

Council Member COMPO, Sarah V.
 Council Member HENRY-WILKINSON, Ryan J.
 Council Member HORBACZ, Cody J.
 Council Member RUGGIERO, Lisa A.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

§ 265-31. Termination

The City of Watertown may terminate the authorization granted by a permit under this section whenever the City Manager determines that the City has need to use the affected public right-of-way for just cause. In such cases, the City will, by written notification, demand that the restaurant remove the outdoor dining area. The restaurant shall complete said removal by the date specified in the notice and shall accomplish the removal on its own without cost to the City. If the restaurant shall fail or neglect to remove the encroachment within the time specified, the city shall have the right to remove the encroachment, at the expense of the restaurant, and shall not be liable to the restaurant for any loss or damage to the structure of the encroachment or personal property within the encroachment area, caused by the removal.

BE IT FURTHER ORDAINED that this amendment 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

7:30 p.m. – Public Hearing

May 28, 2019

To: Richard M. Finn, City Manager

From: Michael A. Lumbis, Planning & Community Development Director

Subject: Approving the Special Use Permit Request Submitted by TBR Automotive, LLC to Allow an Automobile Sales Lot in a Neighborhood Business District at 949 Main Street West, Parcel Number 1-17-402.001

Selene Parker-Rowland of TBR Automotive, LLC has submitted the above Special Use Permit request to allow an automobile sales lot in a Neighborhood Business District at 949 Main Street West, Parcel Number 1-17-402.001. The City Council has scheduled a public hearing on the request for 7:30 p.m. on Monday, June 3, 2019.

The Planning Board reviewed the request at its May 7, 2019 meeting and adopted a motion recommending that City Council approve the request with the conditions listed in the Resolution.

Attached is a copy of the Special Use Permit application, the report on the request prepared for the Planning Board and a copy of the Planning Board meeting minutes.

After the Public Hearing, 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 Special Use Permit to allow an automobile sales lot will not have a significant effect on the environment and approves the Special Use Permit with the conditions listed in the Resolution.

ACTION: City Manager recommends approval.

A handwritten signature in black ink, appearing to be 'RMF', written over the text of the action item.

RESOLUTION

Page 1 of 2

Approving the Special Use Permit Request Submitted by TBR Automotive, LLC to Allow an Automobile Sales Lot at 949 Main Street West, Parcel Number 1-17-402.001

Council Member COMPO, Sarah V.
Council Member HENRY-WILKINSON, Ryan J.
Council Member HORBACZ, Cody J.
Council Member RUGGIERO, Lisa L.
Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by
Council Member Cody J. Horbacz

WHEREAS TBR Automotive, LLC has made an application for a Special Use Permit to allow an automobile sales lot in a Neighborhood Business District at 949 Main Street West, Parcel Number 1-17-402.001, and

WHEREAS the Planning Board of the City of Watertown reviewed the request for a Special Use Permit at its meeting held on May 7, 2019, and voted to recommend that the City Council of the City of Watertown approve the Special Use Permit with the following conditions:

1. The applicant must obtain a building permit and any other permits required by the City Code Enforcement Bureau prior to any remodeling or construction in the building.
2. The applicant must provide a written statement from the owner of 925 Main Street West stating that the applicant has permission to use space on the property at 925 Main Street West for employee and customer parking to support her business located at 949 Main Street West.
3. The applicant may display a maximum of 12 vehicles for sale on the site at any time.
4. The cars displayed for sale must not block any portion of the sidewalk or obstruct vehicular access from the street.

and

WHEREAS a public hearing was held on the proposed Special Use Permit on June 3, 2019, 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 an Unlisted Action and will not have a significant effect on the environment,

RESOLUTION

Page 2 of 2

Approving the Special Use Permit Request Submitted by TBR Automotive, LLC to Allow an Automobile Sales Lot at 949 Main Street West, Parcel Number 1-17-402.001

Council Member COMPO, Sarah V.
 Council Member HENRY-WILKINSON, Ryan J.
 Council Member HORBACZ, Cody J.
 Council Member RUGGIERO, Lisa L.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed Special Use Permit to allow an automobile sales lot at 949 Main Street West 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 TBR Automotive, LLC, to allow an automobile sales lot in a Neighborhood Business District at 949 Main Street West, Parcel Number 1-17-402.001, contingent upon the applicant meeting the conditions listed above.

Seconded by Council Member Lisa A. Ruggiero



MEMORANDUM

CITY OF WATERTOWN, NEW YORK
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601
PHONE: 315-785-7740 – FAX: 315-785-7829

TO: Planning Board Members

FROM: Michael A. Lumbis, Planning and Community Development Director

SUBJECT: Special Use Permit Approval – 949 Main Street West

DATE: May 2, 2019

Request: Special Use Permit to allow an automobile sales lot in a Neighborhood Business District at 949 Main Street West, Parcel Number 1-17-402.001

Applicant: TBR Automotive, LLC

Proposed Use: Automobile sales lot

Property Owner: Yopez & Sons Holdings LLC

Submitted:

8 ½" x 11" Copy of Parcel Map: Yes A Sketch of the Site to Scale: Yes

Completed Part I of an Environmental Assessment Form: Yes SEQRA: Unlisted Action

County Planning Board Review Required: No

Comments: The applicant proposes to use an existing structure and small parking area as an outdoor area for used automobile sales at 949 Main Street West, Parcel Number 1-17-402.001. As shown on the attached site plan sketch, the applicant proposes to use the existing parking area in front of and to the west of the building to park the vehicles that are for sale. The Zoning Ordinance permits automobile sales in Neighborhood Business Districts only by special approval of City Council, as per Section 310-8 of the Zoning Ordinance. This requires the applicant to apply for a Special Use Permit.

The subject property is part of a large Neighborhood Business District that extends down Main Street West from Bradley Street to the underpass beneath the CSX railroad. The subject property is the westernmost property on the south side of the street prior to the underpass, and it shares a rear boundary with the CSX Railroad right-of-way, which is zoned Heavy Industry.

Parking and Vehicular Circulation: Vehicular access to the site would be from Main Street West, where there is an approximately 30-foot wide curb cut that provides access to the site. The drawing depicts proposed locations to park cars for sale and identifies a “common area” to the east where the applicant proposes customer parking. The applicant also submitted a copy of the lease agreement with the property owner that grants the applicant access to this area for customer parking.

However, the “common area,” as depicted, is on the other side of the eastern property line and is actually on the neighboring property at 925 Main Street West, which is owned by Reban Holdings, LLC. If there is an agreement in place between the adjacent property owners for shared parking, the applicant should clarify this and be prepared to offer proof of such an agreement.

The applicant is requesting to display ten cars on the property, and notes in the application that ten is the minimum to qualify for various financing. The Planning Board has the authority to set what it feels is an appropriate limit for cars on display, even if that number is greater than the applicant’s request. If for example, the Planning Board felt that the lot could accommodate 12 or 14 cars, it could set that as the limit. The Planning Board may also wish to stipulate that the layout of the vehicles on site be such that they do not block any portion of the sidewalk and/or vehicular access from the street.

Building Encroachment: While the drawing depicts the primary structure on the parcel extending across the parcel boundary and onto CSX property, this is an existing nonconformity that predates the applicant’s ownership of the parcel. While the property line also bisects the parking lot to the west of the structure, the applicant only proposes to park cars for sale on the subject parcel. There is no new activity proposed for any land that falls on CSX property.

Special Use Permit Standards: Special Use Permits require City Council approval after recommendation from the Planning Board and a Public Hearing. The procedure is outlined in Section 310.67 of the Zoning Ordinance.

Special Use Permit standards are found in Section 310-52.3 of the Zoning Ordinance. The standards are as follows:

A. General standards. In granting a special use permit, the City Council may specify appropriate conditions and safeguards in harmony with the following rules and standards. These conditions will be in addition to any that may be imposed as part of site plan approval.

(1) The use shall be of such location, size and character that it will be in harmony with the appropriate and orderly development of the district in which it is situated and will not be detrimental to the orderly development of adjacent districts. The nature and intensity of the operations involved in or conducted in connection with it shall be compatible with the general character and intensity of development of the neighborhood.

(2) The use's relation to streets giving access to it shall be such that traffic to and from the use will not be hazardous or inconvenient to the neighborhood or conflict with the normal traffic of the neighborhood. Convenient routes of pedestrian traffic shall be considered in relation to main traffic thoroughfares and to street intersections.

(3) The use's site layout shall minimize the inconvenience to the neighborhood by providing adequate parking and adequate visual and noise buffering. The parking requirements of this chapter shall be considered the minimum. The buffer composition, density and width shall be determined after considering the type of proposed use, type of uses surrounding it and the distance from the surrounding uses.

Summary: The following should be included as contingencies in the motion to approve the Special Use Permit:

1. The applicant must obtain a building permit and any other permits required by the City Code Enforcement Bureau prior to any remodeling or construction in the building.
2. The applicant should clarify whether or not there is an agreement in place between the adjacent property owners at 925 and 949 Main Street West for shared parking, and be prepared to offer proof of such an agreement.
3. The Planning Board should consider whether it is appropriate to limit the number of vehicles that the applicant may display on site for sale.
4. The Planning Board must consider whether to stipulate that applicant configure the vehicles for sale in such a way that they do not block any portion of the sidewalk and/or vehicular access from the street.

cc: City Council Members
Selene Parker-Rowland, TBR Automotive, LLC
Justin Wood, City Engineer
Ben Arquitt, Civil Engineer I

**SPECIAL USE PERMIT
949 MAIN STREET WEST, PARCEL # 1-17-402.001**

The Planning Board then considered a request submitted by TBR Automotive, LLC to allow an automobile sales lot in a Neighborhood Business District at 949 Main Street West, Parcel Number 1-17-402.001.

Selene Parker-Rowland of TBR Automotive, LLC attended to represent the request. Ms. Parker-Rowland began by saying that her LLC has rented the property at 949 Main Street West and she was requesting a Special Use Permit granting permission to sell used cars at that location.

Ms. Parker-Rowland then noted that one requirement in Staff's memorandum was to submit a copy of the agreement that allowed her to use part of a neighboring parcel for employee and customer parking. She said that she had a copy of the agreement and held it up for the Planning Board. Mr. Urda then asked Ms. Parker-Rowland if the paper she had with her was the same agreement she had submitted as part of her application that was with her own landlord. She answered in the affirmative.

Mr. Urda explained that she would need to submit an agreement between her landlord and the neighboring property owner granting permission to park on the neighboring property. Ms. Parker-Rowland replied that her landlord actually owned both properties and they were just deeded to different LLCs. Mr. Urda then said that that was acceptable, but that she should submit a letter from her landlord explaining that for the record.

Mr. Coburn then asked if Ms. Parker-Rowland would be able to submit another letter that made the above land ownership situation clear. Mr. Lumbis further explained to Ms. Parker-Rowland that Ricky Martin, who owned both parcels, would need to write her a letter that stated that he owned both parcels and that he granted permission to Ms. Parker-Rowland to use the proposed space on the neighboring parcel for parking.

Mr. Coburn then asked if any Planning Board Members had other questions. Mr. Babcock then asked where this project was located in relation to other car dealerships in the area. Ms. Parker-Rowland replied that it was the last parcel on the south side of the street before the railroad bridge, to the right of the old Agway building.

Mr. Coburn then said that one summary item the Planning Board should discuss was stipulating the quantity and layout of vehicles for sale. Ms. Parker-Rowland said that her request was for 10 vehicles, adding that she probably would not display 10 immediately, but that ten was the minimum required to qualify for certain financing.

Mr. Coburn then noted that Ms. Parker-Rowland did submit a layout sketch as part of her application, and asked if anyone had ideas on the limit of the number of vehicles. Ms. Capone replied that she thought 10 was a good number. Mr. Babcock then noted that the drawing depicted two cars in the building. Ms. Parker-Rowland replied that they would also do detailing. She added that there was a garage portion of the building that had a garage door.

Mr. Babcock then asked about an additional car display area depicted to the east. Ms. Parker-Rowland replied that they only cars parked there would be employees and customers, not cars for sale. Ms. Capone asked if parking cars on a different parcel would require a separate Special Use Permit. Mr. Lumbis then explained that the area under discussion was the employee and customer parking area, and that all cars for sale would be on the subject parcel. Ms. Capone replied that it made sense to her now.

Ms. Parker-Rowland then returned to the topic of the maximum allowed number of cars for sale. She reiterated that the idea was for the Planning Board to be comfortable with 10, and that if she were allowed no more than 10, then she would have no more than 10. Ms. Capone said that she was fine with 10.

Mr. Coburn then asked the other members if it was safe to say that the Planning Board was comfortable saying that could accommodate 12 or 14 cars, but that nonetheless set a limit. Mr. Coburn then said that if the limit were 12, it would prevent stockpiling. Ms. Capone said that she also had no objection to 12.

Mr. Babcock then said that the average car is seven feet wide, so after allowing for access to and from the street, you could still fit 13 comfortably. Mr. Katzman then asked why not leave the limit at 10 cars for sale. He added that the driveway would need to be 20 or 25 feet and motorists would need room to maneuver when entering and exiting. Ms. Parker-Rowland noted that customer parking was in a separate place.

Further discussion then ensued about the merits of a 10-car versus a 12-car limit. Ms. Capone ultimately said that it would be the applicant's due diligence as to how she set aligned the cars for sale. Mr. Coburn then said that the Planning Board would still need to set a limit in order to have some kind of enforcement mechanism.

Ms. Capone then made a motion to recommend that the City Council approve the request submitted by TBR Automotive, LLC to allow an automobile sales lot in a Neighborhood Business District at 949 Main Street West, Parcel Number 1-17-402.001, contingent upon the following:

1. The applicant must obtain a building permit and any other permits required by the City Code Enforcement Bureau prior to any remodeling or construction in the building.
2. The applicant must provide a written statement from the owner of 925 Main Street West stating that the applicant has permission to use space on the property at 925 Main Street West for employee and customer parking to support her business located at 949 Main Street West.
3. The applicant may display a maximum of 12 vehicles for sale on the site at any time.
4. The cars displayed for sale must not block any portion of the sidewalk or obstruct vehicular access from the street.

Mr. Katzman seconded the motion and all voted in favor.

Mr. Lumbis then said that the City Council, at its May 20, 2019 meeting, would set a public hearing for the request for the June 3, 2019 meeting, and would be free to act on the request at that time. Mr. Urda then said that the Planning Department would mail Ms. Parker-Rowland correspondence each step of the way.



CITY OF WATERTOWN, NEW YORK

245 Washington Street, Watertown, NY 13601
Office: (315) 785-7740 - Fax: (315) 785-7829

Special Use Permit Application

CITY ENGINEERING DEPT.
RECEIVED
APR 23 2019
WATERTOWN, NY

APPLICANT INFORMATION

Name: TBR Automotive LLC.

Mailing Address: P.O. Box 147
Brownville NY 13615

Phone Number: 315-778-3994

Email: SPR309@gmail.com

PROPERTY INFORMATION

Property Address: 949 W. Main St. Watertown NY 13601

Tax Parcel Number(s): 1-17-402.001

Property Owner (if not applicant): Yepez & Sons Holdings LLC

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

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

Zoning District: NB. Nbrd Business
Land Use:

Required Attachments:

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

REQUEST DETAILS

Proposed Use: Automobile Dealership operation at location for used cars

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

We would like permission to open an automobile dealership in order to sell used cars. We would like to be zoned for 10 cars on premise. In order to qualify for dealer floorplan financing as well as buyer finance company option we must have 10 cars for sale on the lot.

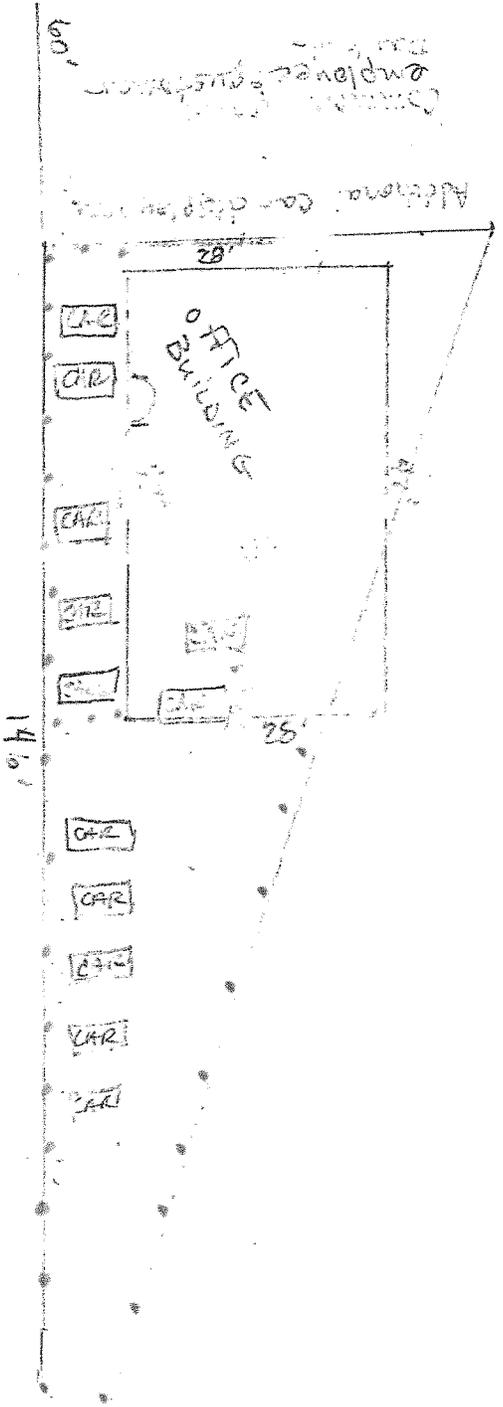
I certify that the information provided in this application is true to the best of my knowledge.

Signature: Selene Parker-Rouland
December 1, 2015 TBR Automotive LLC

Date: 4/1/19



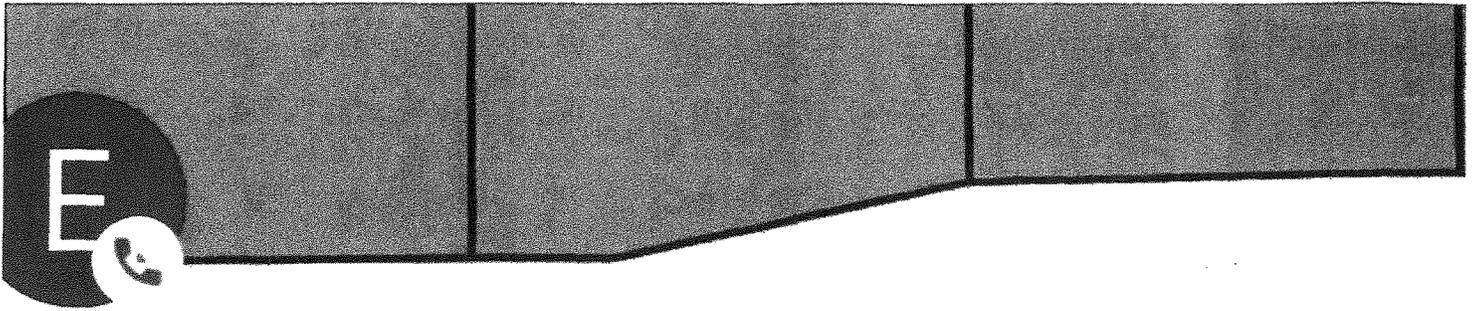
919 W. Main St.
 Philadelphia, PA
 19101



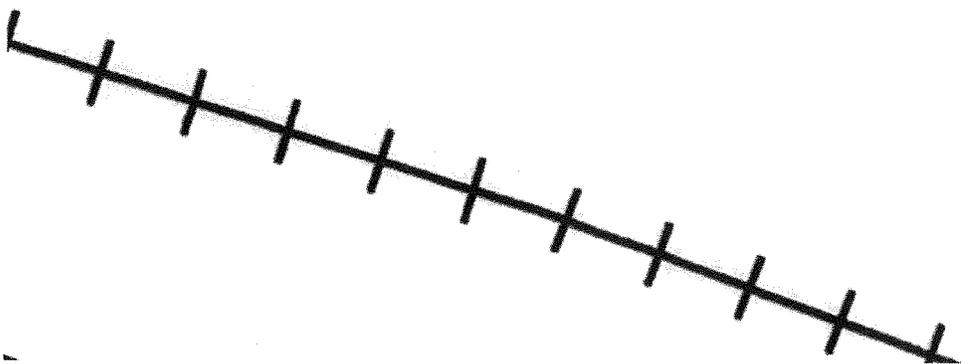
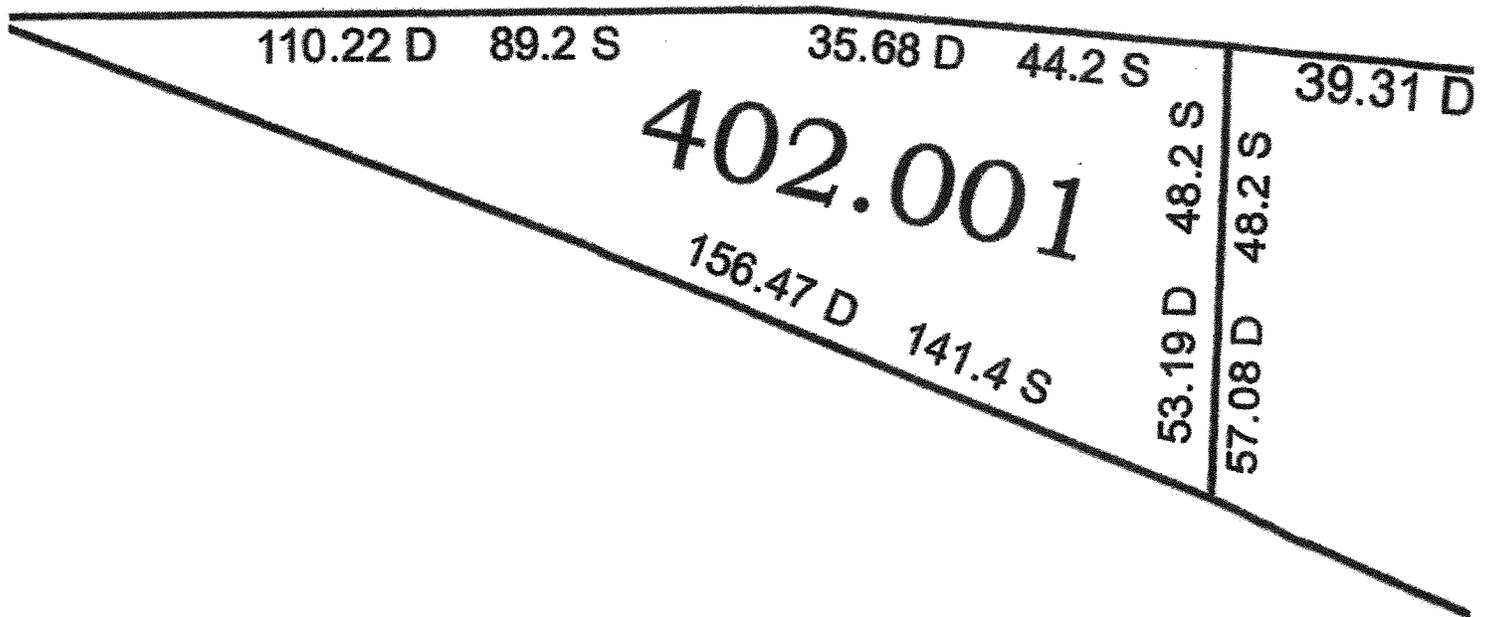
••• = 20' x 80' car deck area
 ••• 1' x 5' area in front of building
 on driveway area

1" = 20'

right side of building



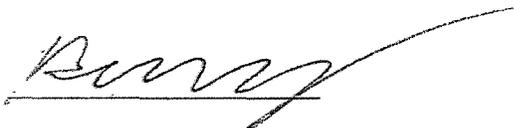
MAIN ST W



April 1, 2019

To Whom It may Concern:

As the property owner and landlord at 949 W. Main Street Watertown NY 13601, we give our permission for this property to be used as an automobile dealership by TBR Automotive LLC.



Yopez & Sons Holding LLC.

Yammy L. Stine
Notary Public, State of New York
No. 01ST6351352
Qualified in Jefferson County
My Commission Expires November 28, 2020

Yammy L. Stine

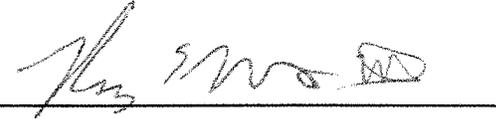
- * Tenant may display at least 3 vehicles in the area to the right of the office building. Area is black topped and 20' x 80'. *SPR*
- * Tenant has access to common area to the left of the office building. This area maybe used for customer or tenant parking. The area is 60' x 26'. Area is blacktopped. *SPR*
Tenant may display cars in this area also. *SPR / PJF*

May 10, 2019

I, REBAN Holdings, LLC give TBR Automotive, LLC permission to park and utilize the space between 949 West Main Street and the far right building on 925 West Main Street for employees and customers vehicles.



TBR Automotive, LLC



Authorized Representative of
REBAN Holdings, LLC

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

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

Part 1 - Project and Sponsor Information			
Name of Action or Project: <i>TBR Automotive LLC used car dealership</i>			
Project Location (describe, and attach a location map): <i>949 W. Main St. Watertown, NY. 13601</i>			
Brief Description of Proposed Action: <i>We would like to operate a used car dealership at this location. We would like to be zoned for 10 or more cars at one time.</i>			
Name of Applicant or Sponsor: <i>TBR Automotive LLC</i>		Telephone: <i>315-778-3994</i>	
		E-Mail: <i>spr309@gmail.com</i>	
Address: <i>949 W. Main St. Watertown NY. 13601</i>			
City/PO: <i>Watertown</i>		State: <i>NY</i>	Zip Code: <i>13601</i>
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input checked="" type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval: <i>a NY S DMV licence will be required.</i>			NO <input checked="" type="checkbox"/>
			YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		<i>0.09</i> acres	
b. Total acreage to be physically disturbed?		<i>0</i> acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		<i>0.09</i> acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			

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

<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: <u>The Vanduzze Site</u></p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input checked="" type="checkbox"/></p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p>		
<p>Applicant/sponsor name: <u>JBR Automotive LLC.</u></p>		<p>Date: <u>4-1-19</u></p>
<p>Signature: <u>Selma Pauls-Kowland</u></p>		

Project:

Date:

**Short Environmental Assessment Form
Part 2 - Impact Assessment**

Part 2 is to be completed by the Lead Agency.

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

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

Project:

Date:

**Short Environmental Assessment Form
Part 3 Determination of Significance**

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

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

May 28, 2019

To: Richard M. Finn, City Manager
From: James E. Mills, City Comptroller
Subject: Property Purchase Offer – 549 Leray Street

The City has been approached by Thomas Riche, owner of 545 Leray Street, requesting to purchase 549 Leray Street for \$1,200. The City acquired the parcel in June 2017 as a result of its tax sale certificate process and recently completed the demolition of the house that was on the parcel.

The City Comptroller's office has been contacted by a property owner in the neighborhood who also expressed interest in submitting an offer. Accordingly, to be fair to all interested parties I recommend that this parcel be included in the next property auction with the minimum price being set at Mr. Riche's offer.



545 and 549 Leray Street



ACTION: City Manager recommends including this parcel in the next property auction.



Property Description Report For: 549 Leray St, Municipality of City of Watertown



Status:	Active
Roll Section:	Wholly Exem
Swis:	221800
Tax Map ID #:	1-01-115.000
Account #:	12065670
Property Class:	210 - 1 Family Res
Site:	RES 1
In Ag. District:	No
Site Property Class:	210 - 1 Family Res
Zoning Code:	NB - Nbhd Business
Neighborhood Code:	00608
School District:	Watertown
Total Assessment:	2019 - \$15,700 2018 - \$55,000
Total Acreage/Size:	50 x 190
Land Assessment:	2019 - \$9,400 2018 - \$9,400
Full Market Value:	2019 - \$17,050 2018 - \$57,895
Equalization Rate:	----
Deed Book:	2017
Grid East:	996523
Property Desc:	Demolition 50x190 101115
Deed Page:	10938
Grid North:	1451945

Utilities

Sewer Type:	Comm/public	Water Supply:	Comm/public
Utilities:	Gas & elec	Heat Type:	Hot air
Fuel Type:	Natural Gas	Central Air:	No

Land Types

Type	Size
Primary	50 x 190

Taxes

Year	Description	Amount
2018	County	\$426.97
2017	City	\$558.75
2017	County	\$418.61
2017	School	\$567.46

*** Taxes reflect exemptions, but may not include recent changes in assessment.**

TO: CITY OF WATERTOWN

J THOMAS A. RICHIE WOULD LIKE
TO PURCHASE 549 LERAY ST
WATN N.Y., EMPTY LOT FOR \$1200.00.
I LIVE NEXT DOOR AT 545 LERAY ST.

Thank You
Thomas A. Richie

315-681-7984

May 30, 2019

To: The Honorable Mayor and City Council

From: Richard M. Finn, City Manager

Subject: Recommendation on the Sale of a Tax Certificate for Property Located at 603 Boyd Street

The City has been approached by Ms. Meira Shapiro of Moet Properties, LTD requesting to be assigned the City's tax sale certificate for 603 Boyd Street. Based on recommendations received by City Staff (Code Enforcement), it is recommended that the City not sell the Tax Certificate for 603 Boyd Street. The Code Enforcement Supervisor has indicated that this property has major problems and has been a problem property for a number of years. Also, the property, a three unit, does not have any parking for the tenants.

Therefore, it is recommended that the City not sell the Tax Certificate for the property at 603 Boyd Street. Rather, if the current owner of the property does not pay the outstanding property taxes, the City would take possession of the property and at that time would determine how best to proceed with the property.



May 28, 2019

To: Richard M. Finn, City Manager
From: James E. Mills, City Comptroller
Subject: Tax sale certificate assignment request – 144 Haven Street

The City has been approached by Meira Shapiro requesting to be assigned the City's tax sale certificate on 144 Haven Street. The tax sale certificate was acquired by the City as the default bidder from the tax sale certificate auction held on June 22, 2017. The current redemption price of the certificate is \$2,558.61. The owner of record for this parcel is James H. Hardy.

The City Comptroller's office has also been contacted by an abutting property owner (Deborah and Marin Tate, 138 Haven Street) who interested in the property if it were to be auctioned by the City. Accordingly, to be fair to all interested parties I do not recommend assigning this tax sale certificate to Ms. Shapiro and recommend instead that the tax sale certificate redemption period run its natural course. If the City does acquire the property it is recommended it be disposed of through a public auction.



ACTION: City Manager recommends to decline the assignment of tax sale certificate.