

CITY OF WATERTOWN, NEW YORK
AGENDA
Monday, June 19, 2017

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, June 19, 2017, 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 - Accepting Proposal of Armory Associates, LLC For Actuarial Services
- Resolution No. 2 - Accepting Proposal of Bowers & Company CPAs, PLLC, For Auditing Services
- Resolution No. 3 - Finding That the Bar Screen Grit Removal Equipment Project is a Type II Action Under SEQRA
- Resolution No. 4 - Approving the CDBG Grant Agreement With Maple Housing Development Fund Corporation for the Black River Apartments Project
- Resolution No. 5 - Accepting Bid for Knickerbocker Drive Project
- Resolution No. 6 - Accepting Bid for Chemicals at the Waste Water Treatment Plant, Slack Chemical Company, Inc.
- Resolution No. 7 - Approving the Special Use Permit Request Submitted by Michael Amell to Allow a Used Auto and Golf Cart Sales Lot at 861 Coffeen Street, Parcel Number 18-11-101.000

- Resolution No. 8 - Finding That Changing the Approved Zoning Classification of 161 Clinton Street, Parcel Number 10-07-109.000, From Limited Business to Downtown and Approving the Site Plan for the Construction of a 4,280 Square Foot Building Addition and Associated Site Improvements at 161 Clinton Street, Parcel Number 10-07-109.000 Will Not Have a Significant Impact on the Environment
- Resolution No. 9 - Approving the Site Plan for the Construction of a 4,280 Square Foot Building Addition and Associated Site Improvements at 161 Clinton Street, Parcel Number 10-07-109.000
- Resolution No. 10 - Authorizing Assignment of City-owned Tax Sale Certificate on Parcel Number 01-11-101.005 Known as 923 Rear Morrison Avenue To Community Bank, N.A., 216 Washington Street, Watertown, New York 13601
- Resolution No. 11 - Authorizing the City Manager to Sign the Grant Application for the Bar Screen Grit Removal Equipment Project

ORDINANCES

- Ordinance No. 1 - Amending Section 253-77 of the Code of the City of Watertown to Provide for a Change in Fees for the Acceptance of Hauled Waste

LOCAL LAW

PUBLIC HEARING

- 7:30 p.m. Resolution Authorizing spending From Capital Reserve Fund
- 7:30 p.m. Ordinance Changing the Approved Zoning Classification of 161 Clinton Street, Parcel Number 10-07-109.000, From Limited Business to Downtown
- 7:30 p.m. Local Law No. 3 of 2017 - Amending Section 120-37 of the Code of the City of Watertown, Abatement of Violation
- 7:30 p.m. Local Law No. 4 of 2017 - Amending Section 253-28 of the Code of the City of Watertown to Provide for a Change in Fees for the Acceptance of Hauled Waste

OLD BUSINESS

STAFF REPORTS

1. Fiscal Year 2017-18 Adopted Budgeted Positions
2. Donation of Bike Rack from BOCES
3. Sale of Surplus Hydro-electricity – May 2017
4. Sales Tax Revenue – May 2017

NEW BUSINESS

EXECUTIVE SESSION

The proposed acquisition, sale or lease of real property when publicity would affect the value thereof.

WORK SESSION

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, JULY 3, 2017.

June 8, 2017

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Actuarial Services for Valuation of Other Post Employment Benefits (OPEB) and Medicare Part D Attestation

Governmental Accounting Standards Board establishes the standards for measurement, recognition, and display of Other Postemployment Benefits Other than Pensions (OPEB) expenditures and related liabilities, as well as note disclosures in the financial reports of the City. For financial reporting purposes, an actuarial valuation is required annually for OPEB plans with 200 or more members, such as the City's.

Additionally, the City is required to annually have a Medicare Part D Attestation for continued inclusion in the Center for Medicare Services (CMS) Retiree Drug Subsidy (RDS) Program. The attestation has already been performed for the fiscal year ending June 30, 2017.

The City Comptroller's office sent out Requests for Proposals for actuarial services for valuation of its OPEB plan and attestation of its Medicare Part D plan for the fiscal years ending June 30, 2017 through June 30, 2020. A total of eight proposals were sent to actuarial firms with two of them submitting proposals. A summary of the proposals received is as follows.

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	TOTAL
Armory Associates, LLC	GASB - \$6,600 Medicare - \$0	GASB - \$2,200 Medicare - \$1,750	GASB - \$7,200 Medicare - \$1,750	GASB - \$2,200 Medicare - \$1,750	GASB - \$18,200 Medicare - \$5,250
	Total \$6,600	Total \$3,950	Total \$8,950	Total \$3,950	Total \$23,450
Boomershine Consulting Group, LLC	GASB - \$11,500 Medicare - \$0	GASB - \$3,200 Medicare - \$6,500	GASB - \$11,500 Medicare - \$6,500	GASB - \$3,200 Medicare - \$6,500	GASB - \$29,400 Medicare - \$19,500
	Total \$11,500	Total \$9,700	Total \$18,000	Total \$9,700	Total \$48,900

Based upon the experience, qualifications and fees proposed, staff is recommending continuing with Armory Associates, LLC for the necessary actuarial services to comply with GASB and the Center for Medicare Services (CMS) Retiree Drug Subsidy (RDS) Program for the fiscal years ending June 30, 2017 through June 30, 2020. Armory Associates has performed the GASB and Medicare Part D actuarial services for the City since 2012.

RESOLUTION

Page 1 of 1

Accepting Proposal of Armory Associates, LLC
For Actuarial Services

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

WHEREAS it is the responsibility of local municipalities to comply with Government Accounting Standards Board (GASB) which establishes the standards for measurement, recognition, and display of Other Postemployment Benefits Other than Pensions (OPEB) expenditures and related liabilities as well as note disclosures in the financial reports of the City, and

WHEREAS the City is required to annually have a Medicare Part D Attestation for continued inclusion in the Center for Medicare Services (CMS) Retiree Drug Subsidy (RDS) Program, and

WHEREAS the City has solicited proposals for the services of qualified health benefit actuaries to comply with the requirements of the Governmental Accounting Standards Board and the Center for Medicare Services Retiree Drug Subsidy (RDS) Program, and

WHEREAS a proposal has been received from Armory Associates, LLC to provide actuarial services for valuation of other post employment benefits (OPEB) and Medicare Part D Attestations,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes and directs the City Manager to execute an Agreement with Armory Associates, LLC for the purpose of providing actuarial services to the City for valuation of its other post employment benefits in accordance with the requirements of Governmental Accounting Standards Board (GASB) and Medicare Part D Attestation in accordance with the rules established by the Center for Medicare Services (CMS) Retiree Drug Subsidy (RDS) Program , in the amount of \$6,600 for Fiscal Year 2016-17, \$3,950 for Fiscal Year 2017-18, and \$8,950 for Fiscal Year 2018-19 and \$3,950 for Fiscal Year 2019-20.

Seconded by

Res No. 2

June 8, 2017

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Audit Services

The City Comptroller's office sent out Requests for Proposals for auditing services for the five fiscal years ending June 30, 2017 through 2021. A total of nine proposals were sent to local and regional firms across New York State. Proposals were opened on Friday, May 19th, from four submitters. A summary of the proposals received is as follows.

	Number of hours estimated per audit year	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Total Fees
Bonadio & Co., LLP Syracuse, NY	Not provided	\$36,000	\$34,000	\$34,000	\$34,000	\$34,000	\$172,000
Bowers & Company CPAs, PLLC Watertown, NY	450	\$26,000	\$26,800	\$27,600	\$28,400	\$29,300	\$138,100
Drescher & Malecki LLP Buffalo, NY	400	\$23,495	\$24,500	\$25,500	\$26,500	\$27,500	\$127,495
Insero & Co. Ithaca, NY	400	\$28,000	\$28,000	\$28,000	\$28,000	\$28,000	\$140,000

The City's independent auditors over the past twenty-one fiscal years were:

FY 2011/12 – FY 2015/16 Bowers & Company CPAs PLLC (5 years)

FY 2006/07 – FY 2010/11 Poulsen & Podvin (5 years)

FY 2003/04 – FY 2005/06 Green & Seifter (3 years)

FY 1998/99 – FY 2002/03 Sovie & Bowie (5 years)

FY 1995/96 – FY 1997/98 Dermody Burke & Brown (3 years)

Per a GFOA recommended practice for audit procurements, governmental entities should enter into multiyear agreements of at least five years in duration when obtaining the services of independent auditors. GFOA also recommends that the auditor selection process be structured so that the principal factor is the auditor's ability to perform a quality audit. In no case should price be allowed to serve as the sole criterion for the selection of an independent auditor.

Based upon Bowers & Company's qualifications, expertise and knowledge of the City, it is recommended that they be selected as the City's auditors for the fiscal years ending June 30, 2017 through 2021.

RESOLUTION

Page 1 of 1

Accepting Proposal of Bowers & Company CPAs, PLLC, For Auditing Services

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

WHEREAS it is the responsibility of local municipalities to comply with Federal and State Single Audit requirements, and

WHEREAS the City has solicited proposals for an audit of the General Purpose Financial Statements and the Single Audit of the City’s financial activities for the fiscal years ending 2016-17 through 2020-21, and

WHEREAS a proposal has been received from Bowers & Company CPAs, PLLC to perform an audit of the General Purpose Financial Statements and a Single Audit of the financial activities of the City of Watertown, as prescribed by the Comptroller General, in the amount of \$26,000 for Fiscal Year 2016-17, \$26,800 for Fiscal Year 2017-18, \$27,600 for Fiscal Year 2018-19, \$28,400 for Fiscal Year 2019-20 and \$29,300 for Fiscal Year 2020-21,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes and directs the City Manager to execute the annual engagement letter for each fiscal year’s audit with Bowers & Company CPAs, PLLC, for the purpose of conducting an audit of the General Purpose Financial Statements, Single Audits of the financial activities of the City of Watertown for the Fiscal Years 2016-17 through Fiscal Year 2020-21.

Seconded by

Res No. 3

June 9, 2017

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Finding That the Bar Screen Grit Removal Equipment Project
Is a Type II Action Under SEQRA

At the May 1, 2017 Meeting, City Council approved a Bond Ordinance in the amount of \$900,000 to pay the cost of the Replacement of Bar Screens at the City's Waste Water Treatment Plant. This funding is included in the Fiscal Year 2017-2018 Budget.

The proposed project requires that the City review the action pursuant to SEQRA. As the replacement of the bar screens is considered replacement of a structure or facility in kind, involving no substantial changes in the existing structure or facility, the project is considered a Type II Action under SEQRA. Type II Actions are not subject to review under SEQRA as they have been determined not to have a significant impact on the environment.

The attached Resolution states that the project is a Type II Action and is not subject to review under SEQRA.

RESOLUTION

Page 1 of 1

Finding That the Bar Screen Grit Removal Equipment Project is a Type II Action Under SEQRA

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS on May 1, 2017, City Council approved a Bond Ordinance in the amount of \$900,000 to pay the cost of the Replacement of Bar Screens at the City’s Waste Water Treatment Plant and is included in the Fiscal Year 2017-2018 Capital Budget, 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 replacement of the bar screen and grit removal equipment is a Type II Action under SEQRA, and

WHEREAS the City Council has determined that replacement of the bar screen and grit removal equipment at the City of Watertown Waste Water Treatment Plant has been found categorically to not have significant adverse impacts on the environment and is classified as a Type II Action under SEQRA regulations 617.5(c)(2),

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that the replacement of the bar screen and grit removal equipment project at the City of Watertown Waste Water Treatment Plant is considered a Type II Action under SEQRA and has been determined not to have a significant impact on the environment and is not subject to further review under SEQRA, and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

Seconded by

Res No. 4

June 12, 2017

To: The Honorable Mayor and City Council

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

Subject: Approving CDBG Grant Agreement with Maple Housing Development Fund Corporation for the Black River Apartments Project

The City's Community Development Block Grant (CDBG) Annual Action Plan for Program Year 2016 that was adopted by the City Council on May 2, 2016 included \$150,000 to pay for architectural fees related to the renovation of the Black River Apartments. The Black River Apartments Project consists of the renovation and/or redevelopment of 115 affordable housing units in several buildings at the following locations: 309 Mill Street, 261 State Street, 550 Coffeen Street, 272 Mullin Street, 536 Emerson Street, and 152 Academy Street.

An agreement between the City of Watertown and Maple Housing Development Fund Corporation for the grant has been drafted and is attached. Cold Black River, L.P. will receive the funds in return for completing the project, complying with CDBG regulations and continuing to rent to low and moderate income persons at rents within the HUD restrictions for 20 years.

The Resolution prepared for City Council consideration approves the proposed agreement and authorizes the City Manager to sign it on behalf of the City Council.

RESOLUTION

Page 1 of 1

Approving the CDBG Grant Agreement
With Maple Housing Development Fund
Corporation for the Black River Apartments
Project

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.

YEA	NAY

Total

Introduced by

WHEREAS the City of Watertown’s Community Development Block Grant (CDBG) Annual Action Plan for Program Year 2016 includes a project known as the Black River Apartments Project, and

WHEREAS the Black River Apartments Project consists of the renovation and/or redevelopment of 115 affordable housing units in several buildings at the following locations; 309 Mill Street, 261 State Street, 550 Coffeen Street, 272 Mullin Street, 536 Emerson Street, and 152 Academy Street in Watertown, New York, and

WHEREAS the Annual Action Plan identifies the Black River Apartments activity to be \$150,000 in funding for architectural fees for the project, and

WHEREAS the owner of Black River Apartments will be Maple Housing Development Fund Corporation, and

WHEREAS a Grant Agreement between the City of Watertown Maple Housing Development Fund Corporation for the CDBG funds has been drafted,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it hereby approves the Grant Agreement with the Maple Housing Development Fund Corporation, and

BE IT FURTHER RESOLVED that the City Manager, Sharon Addison, is hereby authorized and directed to execute the Grant Agreement on behalf of the City Council.

Seconded by

GRANT AGREEMENT

This Grant Agreement ("*Grant Agreement*") is made this ____ day of _____, 2017, by and between the **CITY OF WATERTOWN**, a municipal corporation of the State of New York (hereinafter referred to as the "*Grantor*"), and **MAPLE HOUSING DEVELOPMENT FUND CORPORATION**, a housing development fund company formed pursuant to Article XI of the Private Housing Finance Law of the State of New York and Section 402 of the Not-For-Profit Corporation Law (hereinafter referred to as the "*Grantee*").

The Grantor is the recipient of Community Development Block Grant (CDBG) funds from the U. S. Department of Housing and Urban Development (HUD). CDBG funds are provided under Title I of the Housing and Community Development Act of 1974, as amended, and all activities supported by those funds must comply with the federal regulations at 24 CFR Part 570 and specific provisions of the Funding Approval/Agreement between the Grantor and HUD for Grant Number B-16-MC-36-0121 dated August 3, 2016.

For good and valuable consideration, the sufficiency of which is hereby acknowledged, Grantor agrees to distribute a grant from CDBG funds in the amount of One Hundred and Fifty Thousand and 00/100 (\$150,000.00) Dollars (hereinafter referred to as the "*Grant Funds*") to Grantee for the purposes and uses set forth in this Grant Agreement. The Grant Funds shall be used by **MAPLE HOUSING DEVELOPMENT FUND CORPORATION** to loan to **COLD BLACK RIVER, L.P. ("CBR")** exclusively for some or all of the out-of-pocket third-party architectural fees, costs and expenses ("*Grant Purposes*") incurred by the CBR in connection with the renovation and/or redevelopment (the "*Project*") of that certain affordable housing development known as Black River Apartments consisting of buildings at the following locations; 309 Mill Street, 261 State Street, 550 Coffeen Street, 272 Mullin Street, 536 Emerson

Street, and 152 Academy Street in Watertown, New York 13601 (the "***Project Premises***"). The Grant Funds will be disbursed to Grantee forthwith upon CBR's, (i) acquisition of title to the Project Premises, (ii) closing of a construction loan facility for purposes of completing the Project and, execution of the Grant Agreement.

Grantor reserves the right to require a refund of any Grant Funds if the Project has not commenced construction within sixty (60) days or has not been completed within two years of the date that the Grantee receives the Grant Funds, and in Grantor's good faith judgment, the Grant Funds have not been used for the Grant Purposes.

Grantee agrees to provide Grantor with a complete financial reporting regarding the use of the Grant Funds after they have been spent. Grantee agrees to provide Grantor with information required for Grantor to comply with all federal regulations that apply to the use of Community Development Block Grant funds for the Project.

Grantee will not discriminate on the basis of race, color, creed, national origin, sex, age, handicap or family status in the lease, use or occupancy of the Project Premises.

Grantee agrees that no officer, employee or agent of the Grantor who exercises any control or influence in connection with the Project will have any interest, direct or indirect, in the work to be done on the Project Premises or in any contract related to the Project. Also, no member or delegate to the Congress of the United States shall have any interest in or derive any benefit from the Project.

Grantee agrees that rents in Black River Apartments shall remain affordable to low and moderate income persons, as defined by HUD, for a 20-year period commencing on the date of the substantial completion of the project. Housing units shall only be rented to persons having an income of 80% of the median income or below for the Watertown-Fort Drum Metropolitan Statistical Area (MSA) or such more stringent standard as applied under the federal Low Income Housing Tax Credit program. The Grantee shall provide the Grantor with a copy of an

executed Regulatory Agreement between the CBR and the New York State Department of Housing and Community Renewal (“HCR”) evidencing the Low Income Housing Tax Credit restrictions (“Regulatory Agreement”) within one hundred and twenty days of construction completion. If the Grantor is determined to be in violation of the Regulatory Agreement and such violation is not cured to the satisfaction of the HCR, the CDBG grant shall be repaid to the Grantor on a prorated basis of 5% per year remaining in the 20-year period.

Grantee hereby certifies that it is in its complete control to use the Grant Funds for the Grant Purposes. This document contains the entire agreement between Grantor and Grantee, and there are no terms or conditions, oral or written, governing the use of the Grant Funds other than those contained in this document. This agreement will be governed by the laws of the State of New York. This Grant Agreement may be executed by Grantor and Grantee in separate counterparts. All such counterparts shall constitute one and the same agreement and shall become effective when one or more counterparts have been signed by each party and delivered to the other party. This Grant Agreement may be signed by facsimile signatures or other electronic delivery of an image file reflecting the execution hereof, and, if so signed: (i) may be relied on by each party as if the document were a manually signed original and (ii) will be binding on each party for all purposes.

[Signature Page Follows]

IN WITNESS WHEREOF, the undersigned have caused this Grant Agreement to be executed as of the date first above written.

MAPLE HOUSING DEVELOPMENT FUND CORPORATION, a housing development fund company formed pursuant to Article XI of the Private Housing Finance Law of the State of New York and Section 402 of the Not-For-Profit Corporation Law

By: Charles E. Allen
Its: President

CITY OF WATERTOWN

By: Sharon Addison
Its: City Manager

Res No. 5

June 14, 2017

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Accepting Bid for Knickerbocker Drive Project

The City Purchasing Department has advertised and received sealed bids for the purchase of 28 materials for the Knickerbocker Drive Project, per our revised specifications.

Invitations to bid were issued to four (4) prospective bidders with three (3) sealed bids received and publicly opened and read in the City Purchasing Department on Tuesday, June 13, 2017, at 11:30 a.m.

City Purchasing Manager Amy Pastuf reviewed the bids received, and it is her recommendation that the City Council accept the bid received from HD Supply Waterworks, as the lowest qualifying bidder. The other bids submitted, along with the materials list, are detailed in the attached report of Ms. Pastuf.

At the April 17, 2016 Meeting, City Council approved the Knickerbocker Drive water main replacement project at an estimated cost of \$100,000 by re-adopting the capital budget. At the May 1, 2017 Meeting, City Council authorized the issuance of \$100,000 bonds to pay for the cost.

A Resolution has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Accepting Bid for Knickerbocker Drive Project

Introduced by

- Council Member HORBACZ, Cody J.
- Council Member JENNINGS, Stephen A.
- Council Member MACALUSO, Teresa R.
- Council Member WALCZYK, Mark C.
- Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

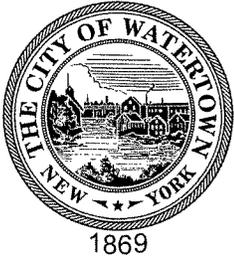
WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of 28 materials for the Knickerbocker Drive Project, and

WHEREAS invitations to bid were issued to four (4) prospective bidders with three (3) sealed bids received and publicly opened and read in the City Purchasing Department on Tuesday, June 13, 2017, at 11:30 a.m., and

WHEREAS City Purchasing Manager Amy Pastuf reviewed the bids received, and it is her recommendation that the City Council accept the bid from HD Supply Waterworks as the lowest qualifying bidder, per City specifications,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid submitted by HD Supply Waterworks in the amount of \$37,429.57 as the lowest qualifying bidder meeting City specifications for the purchase of 28 materials for the Knickerbocker Drive Project.

Seconded by



CITY OF WATERTOWN, NEW YORK

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

Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Bid 2017-12- Knickerbocker Drive Project
DATE: 6/14/2017

The City's Purchasing Department advertised in the Watertown Daily Times on May 23, 2017 calling for sealed bids for the purchase of materials for the Knickerbocker Drive Project. The material list consisted of 28 items for the project. Invitations to bid were issued to four (4) prospective bidders and three (3) sealed bids were submitted to the Purchasing Department. The sealed bids were publically opened and read on June 13, 2017 at 11:30 am, local time. The bid tabulation for the bid totals is shown below.

Blair Supply Corp.	Ferguson Enterprises	HD Supply Waterworks
Rochester, NY	East Syracuse	Utica, NY
\$38,290.36	\$38,688.00	\$37,429.57

It is recommended that the bid for Knickerbocker Drive Project Materials be awarded to **HD Supply Waterworks** for **\$37,429.57** as the lowest responsive responsible bidder. If there are any questions concerning this recommendation, please contact me at your convenience.

Size	Description	Qty.	Blair Supply Corp.		Ferguson Enterprises		HD Supply Waterworks	
			Rochester, NY		East Syracuse		Utica, NY	
			Unit Price	Total	Unit Price	Total	Unit Price	Total
Temporary Water Service								
2"	Corporation Stop Compression	1	\$192.00	\$192.00	\$210.30	\$210.30	\$189.70	\$189.70
2"	Curb Stops Compression	2	\$280.00	\$560.00	\$308.90	\$617.80	\$281.40	\$562.80
2"	Copper to Copper Compression	2	\$75.80	\$151.60	\$86.00	\$172.00	\$78.33	\$156.66
2"	HDPE Tee	1	\$210.00	\$210.00	\$7.85	\$7.85	\$7.50	\$7.50
1"	HDPE pipe (feet)	300	\$0.33	\$165.00	\$0.40	\$120.00	\$0.29	\$87.00
1" to 3/4"	Copper to Copper Compression	17	\$16.25	\$276.25	\$18.75	\$318.75	\$16.01	\$272.17
3/4"	Copper to Copper Compression	17	\$14.75	\$250.75	\$16.55	\$281.35	\$14.76	\$250.92
3/4"	Corporation Stop Compression	17	\$38.60	\$656.20	\$43.80	\$744.60	\$39.02	\$663.34
3/4"	Curb Stop Compression	17	\$54.68	\$929.56	\$60.65	\$1,031.05	\$55.27	\$939.59
3/4"	Copper (feet)	120	\$3.28	\$393.60	\$3.05	\$366.00	\$159.00	\$318.00
	95 E Curb Boxes	17	\$55.17	\$937.89	\$71.50	\$1,215.50	\$52.72	\$896.24
	Gate Boxes	8	\$104.00	\$832.00	\$125.00	\$1,000.00	\$107.25	\$858.00
Water Main Materials								
4"	Gate Valve	1	\$432.90	\$432.90	\$448.00	\$448.00	\$423.91	\$423.91
4"	Solid Sleeve	1	\$57.80	\$57.80	\$56.00	\$56.00	\$51.89	\$51.89
4"	MJ Cap with 2" Out	1	\$53.04	\$53.04	\$51.00	\$51.00	\$47.67	\$47.67
6"	Gate Valve	4	\$552.41	\$2,209.64	\$570.00	\$2,280.00	\$524.44	\$2,097.76
6"	Solid Sleeve	3	\$87.00	\$261.00	\$82.90	\$248.70	\$77.61	\$232.83
6"	Class 52 Ductile Iron Pipe (feet)	60	\$12.84	\$770.40	\$12.30	\$738.00	\$13.35	\$801.00
8"	Gate Valve	4	\$873.92	\$3,495.68	\$910.00	\$3,640.00	\$835.35	\$3,341.40
6"	Wedge Action Restraints	18	\$31.00	\$558.00	\$33.30	\$599.40	\$27.40	\$493.20
8" x 6"	Tees	4	\$174.90	\$699.60	\$171.65	\$686.60	\$160.57	\$642.28
8" x 6"	Reducers	2	\$95.90	\$191.80	\$91.35	\$182.70	\$85.56	\$171.12
8" x 4"	Tees	1	\$147.56	\$147.56	\$141.65	\$141.65	\$132.61	\$132.61
8"	plug	1	\$83.70	\$83.70	\$80.95	\$80.95	\$77.50	\$77.50
8"	class 52 D.I. pipe (feet)	1000	\$18.30	\$18,300.00	\$17.35	\$17,350.00	\$18.16	\$18,160.00
	Kennedy 81 Guardian 5.5 Orange Hydrants	2	\$2,207.59	\$4,415.18	\$2,515.00	\$5,030.00	\$2,318.00	\$4,636.00
4"	Wedge Action Restraints - kit	6	\$25.56	\$153.36	\$25.70	\$154.20	\$23.37	\$140.22
8"	Wedge Action Restraints	21	\$43.16	\$906.36	\$43.60	\$915.60	\$37.06	\$778.26
Total				\$38,290.87		\$38,688.00		\$37,429.57
Non-Collusive Bidding Certificate			Yes		Yes		Yes	
Certificate of Non-Segregated Facilities			Yes		Yes		Yes	
Certificate of Compliance with the Iran Divestment Act			Yes		Yes		Yes	
Exceptions:					* 4 week estimate on hydrants, 3 weeks on curb/valve boxes			

Res No. 6

June 14, 2017

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Accepting Bids for Purchase of Chemicals, Waste Water Treatment Plant, Slack Chemical Company, Inc.

The City Purchasing Department advertised in the *Watertown Daily Times* for sealed bids for the purchase of the City's 2017-2018 fiscal year's requirements of disinfection chemicals for use at the Waste Water Treatment Plant, per specifications.

Invitations to bid were issued to thirty (30) prospective bidders, with a total of five (5) bids being received that were publicly opened and read in the Purchasing Department on Tuesday, June 13, 2017, at 11:00 a.m.

City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Waste Water Treatment Plant, and it is their recommendation that the award be issued to the lowest qualifying bidder meeting City specifications, as follows:

Description	Quantity	Company	Unit Price	Total
Sodium Hypochlorite - Gallons	75,000	Slack Chemical Co., Inc.	\$0.758	\$56,850.00
Sodium Bisulfite Solution - Gallons	35,000	Slack Chemical Co., Inc.	\$1.279	\$44,765.00
				\$101,615.00

The other bids submitted are detailed in the attached report of Ms. Pastuf.

A Resolution has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Accepting Bid for Chemicals at the Waste Water Treatment Plant, Slack Chemical Company, Inc.

Introduced by

- Council Member HORBACZ, Cody J.
- Council Member JENNINGS, Stephen A.
- Council Member MACALUSO, Teresa R.
- Council Member WALCZYK, Mark C.
- Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of chemicals for use at the City’s Waste Water Treatment Plant, for the City’s 2017-2018 fiscal year’s requirements, and

WHEREAS invitations to bid were issued to thirty (30) prospective bidders, with a total of five (5) bids received, and

WHEREAS on Tuesday, June 13, 2017, at 11:00 a.m. in the City Purchasing Department, the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Waste Water Treatment Plant, and it is their recommendation that the City Council accept the bids from Slack Chemical Company, Inc., as detailed below:

Description	Quantity	Company	Unit Price	Total
Sodium Hypochlorite - Gallons	75,000	Slack Chemical Co., Inc.	\$0.758	\$56,850.00
Sodium Bisulfite Solution - Gallons	35,000	Slack Chemical Co., Inc.	\$1.279	\$44,765.00
				\$101,615.00

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bids submitted by Slack Chemical Company, Inc., as detailed above, being the lowest qualifying bidder meeting City specifications, for the purchase of Sodium Hypochlorite and Sodium Bisulfite Solution for use at the City’s Waste Water Treatment Plant.

Seconded by



CITY OF WATERTOWN, NEW YORK

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

Amy M. Pastuf
 Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Bid 2017-06 – Disinfection Chemicals – WWTP
DATE: 6/14/2017

The City's Purchasing Department advertised in the Watertown Daily Times on May 19, 2017 calling for sealed bids for the purchase of Disinfection Chemicals for use at the Waste Water Treatment Plant. Invitations to bid were issued to thirty (30) prospective bidders and five (5) sealed bids were submitted to the Purchasing Department. The sealed bids were publically opened and read on June 13, 2017 at 11:00 am, local time. The bid tabulation is shown below.

Description	Qty.	Amrex Chemical Company, Inc.		Holland Company, Inc.		Kuehne Company		PVS Chemical Solutions, Inc.		Slack Chemical Company, Inc.	
		Binghamton, NY		Adams, MA		South Kearny, NJ		Detroit, MI		Carthage, NY	
		Unit	Total	Unit	Total	Unit	Total	Unit	Total	Unit	Total
Sodium Hypochlorite (Gallons)	75,000	\$0.86	\$64,500.00	No Bid	No Bid	\$5.00	\$375,000.00	No Bid	No Bid	\$0.758	\$56,850.00
Sodium Bisulfite Solution (Gallons)	35,000	\$1.34	\$46,900.00	\$1.50	\$52,500.00	No Bid	No Bid	\$1.69	\$59,150.00	\$1.279	\$44,765.00
Total			\$111,400.00		\$52,500.00		\$375,000.00		\$59,150.00		\$101,615.00
Non-Collusive Bidding Certificate		Yes		Yes		Yes		Yes		Yes	
Certificate of Compliance with the Iran Divestment Act		Yes		Yes		Yes		Yes		Yes	
Vendor Certification		Yes		Yes		Yes		Yes		Yes	
Exceptions		None		2000 Gallon minimum delivery		None		None		None	

It is recommended that the bid for Disinfection Chemicals be awarded to Slack Chemical Company, Inc. for \$101,615.00 as the lowest responsive responsible bidder. If there are any questions concerning this recommendation, please contact me at your convenience.

Res No. 7

June 7, 2017

To: The Honorable Mayor and City Council

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

Subject: Approving the Special Use Permit Request Submitted by Michael Amell, to Allow a Used Auto and Golf Cart Sales Lot at 861 Coffeen Street, Parcel Number 8-11-101.000

Michael Amell has submitted the above Special Use Permit request to allow a used auto and golf cart sales lot at 861 Coffeen Street, Parcel Number 8-11-101.000.

The Planning Board reviewed the request at its June 6, 2017 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.

Section 310-8(g) of the Zoning Ordinance states that an automobile sales lot or automobile parking lot is only allowed by special approval of the City Council in the Neighborhood Business District.

The Resolution prepared for City Council consideration approves the Special Use Permit for a used auto and golf cart sales lot, with conditions. A public hearing is required before the City Council may vote on the resolution. It is recommended that a public hearing be scheduled for 7:30 p.m. on Monday, July 3, 2017.

RESOLUTION

Page 1 of 2

Approving the Special Use Permit Request Submitted by Michael Amell to Allow a Used Auto and Golf Cart Sales Lot at 861 Coffeen Street, Parcel Number 18-11-101.000

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

WHEREAS Michael Amell, has made an application for a Special Use Permit to allow a used auto and golf cart sales lot at 861 Coffeen Street, Parcel Number 8-11-101.000, and

WHEREAS the Planning Board of the City of Watertown reviewed the request for a Special Use Permit at its meeting held on June 6, 2017, 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 maintain a 10 foot setback from the sidewalk.
2. The maximum number of vehicles for sale must not exceed 16.
3. The applicant shall provide 4 customer parking spaces.

and,

WHEREAS a public hearing was held on the proposed Special Use Permit on July 3, 2017, 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, 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 a used auto and golf cart sales lot at 861 Coffeen Street 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,

RESOLUTION

Page 2 of 2

Approving the Special Use Permit Request Submitted by Michael Amell to Allow a Used Auto and Golf Cart Sales Lot at 861 Coffeen Street, Parcel Number 18-11-101.000

- Council Member HORBACZ, Cody J.
- Council Member JENNINGS, Stephen A.
- Council Member MACALUSO, Teresa R.
- Council Member WALCZYK, Mark C.
- Mayor BUTLER, Jr., Joseph M.

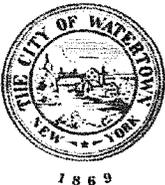
Total

YEA	NAY

and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown, that a Special Use Permit is hereby granted to Michael Amell, to allow a used auto and golf cart sales lot in a Neighborhood Business District located at 861 Coffeen Street, Parcel Number 8-11-101.000, contingent upon the applicant meeting the conditions listed above.

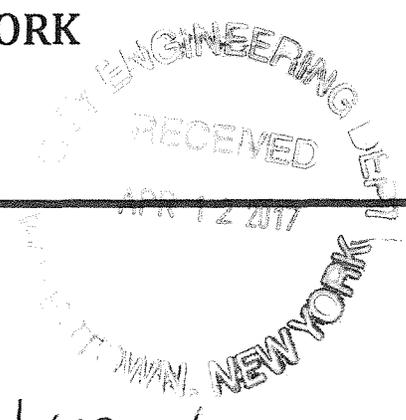
Seconded by



CITY OF WATERTOWN, NEW YORK

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

Special Use Permit Application



APPLICANT INFORMATION

Name: *Mike Amell / Michael Amell*

Mailing Address: *865 Coffeen St.
Watertown NY 13601*

Phone Number: *315-486-8122* Email: *freepowerbill@yahoo.com*

PROPERTY INFORMATION

Property Address: *871 Coffeen St. Watertown NY 13601*

Tax Parcel Number(s): *8-0011-101.00*

Property Owner (if not applicant): *Rick Chase or Allen Chase*

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: *B neighbourhood Business*

Land Use: *currently the land is used for Ice cream stand.*

Required Attachments: *would like to use land for used car/sales/lot Trucks Golf carts*

- 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: *I would like to sell used cars/trucks/golf carts at the 871*

Explain proposal (use additional 8.5x11 sheets if necessary): *Coffeen St. location*

current
Building size is *12' x 12'-3" x 28'4"* - no change to building

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

Signature: *Michael P. Amell*

Date: *3-9-17*

Business Property Lease

THIS AGREEMENT, entered into this 3rd day of August, 2010, between RICHARD CHASE, (hereinafter called the "Lessor"), party of the first part, and THE MIDWAY, INC., with an office at 20444 Slater Road, Watertown, New York 13601, (hereinafter called the "Lessee" or "Tenant", party of the second part;

WITNESSETH, that the said Lessor does this day lease unto said Lessees, and said Lessee does hereby hire and take as Tenant under said Lessor the vacant lot located at 871 Coffeen Street, Watertown, New York, to be used and occupied by the Lessee for the term of five (5) years, beginning the 1st day of June, 2010, and ending on the 30th of May, 2015, at and for the agreed total rental of two hundred and fifty dollars (\$250.00) per month. Rent shall be payable to Lessor and forwarded to Lessor's address at 1760 County Route 45, Fulton, New York 13069.

The following express stipulations and conditions are made a part of this Lease and are hereby assented to the Lessee:

1. The Lessee shall not assign this Lease, nor sub-let the premises, or any part thereof nor use the same, or any part thereof, nor permit the same, or any part thereof, to be used for any other purpose than as above stipulated without the written consent of the Lessor, and all improvements which may be made by Lessee, except movable improvements, shall become the property of the Lessor and remain upon the premises as a part thereof, and be surrendered with the premises at the termination of this Lease. Lessor's consent to the above shall not be unreasonably withheld.

2. All personal property placed or moved in the premises above described shall be at the risk of the Lessee or owner thereof, and Lessor shall not be liable for any damage to said personal property, or to the Lessee arising from the bursting or leaking of water pipes, or from any act of negligence of any co-tenant or occupants of the building or of any other person whomsoever.

3. That the Tenant shall promptly execute and comply with all statutes,

ordinances, rules, orders, regulations and requirements of the Federal, State and City Government and of any and all their Departments and Bureaus applicable to said premises, for the correction, prevention and abatement of nuisances or other grievances, in, upon, or connected with said premises during said term.

4. The prompt payment of rent for said premises upon the dates named, and the faithful observance of the rules and regulations printed upon this Lease, and which are hereby made a part of this covenant, and of such other and further rules or regulations as may be hereafter made by the Lessor, are the conditions upon which the Lease is made and accepted and any failure on the part of the Lessee to comply with the terms of said Lease, or any of said rules and regulations now in existence, or which may be hereafter prescribed by the Lessor, shall at the option of the Lessor, work a forfeiture of this contract, and all of the rights of the Lessee hereunder, and thereupon the Lessor, his agents or attorneys, shall have the right to enter said premises, and remove all persons therefrom forcibly or otherwise, and the Lessee thereby expressly waive any notice and all required by law to terminate tenancy, and also waive any and all legal proceedings to recover possession of said premises, and expressly agree that in the event of a violation of any of the terms of this Lease, or of said rules and regulations now in existence, or which may hereafter be made, said Lessor, his agent or attorneys, may immediately re-enter said premises and dispossess the Lessee without legal notice or the institution of any legal proceeding whatsoever.

5. Either party breaching this agreement shall be liable for reasonable attorney's fees and costs necessary to enforce same.

6. The Lessor shall be responsible for the first \$1,000 in property tax related to said property, on an annual basis. At such time as the associated property tax exceeds \$1,000, on an annual basis, the Lessor will present a copy of the property tax bill to the Lessee and the Lessee will be responsible to reimburse the Lessor the difference between the actual property tax amount and the \$1,000. For example if the tax liability is \$1,100, the Lessee will reimburse the Lessor \$100. The Lessee shall be responsible for all utilities, including gas, electric, telephone, cable, water, garbage collection, sewer and

any service fees required for the installation thereof.

7. This Lease shall automatically be renewed for an additional five (5) year period unless Lessee notifies the Lessor no later than thirty (30) days prior to the expiration of this Lease of his intention to alter the conditions of or terminate this Lease. Said notice shall be in writing and mailed to Lessor's address.

8. The Lessor, or any of its agents, shall have the right to exhibit said premises, and to put or keep upon the doors or windows thereof a notice "FOR RENT" or "FOR SALE" at any time within thirty (30) days before the expiration of this Lease. The right of entry shall likewise exist for the purpose of removing placards, signs, fixtures, alterations or additions, which do not conform to this agreement, or to the rules and regulations of the building.

9. It is expressly, agreed and understood by and between the parties to this agreement, that the Lessee shall be liable for any damage or injury by water, which may be sustained by the said Tenant or other person or for any other damage or injury resulting from the carelessness, negligence or improper conduct on the part of any other tenant or agents, or employees, or by reason of the breakage, leakage or obstruction of the water or sewer pipe, or other leakage or obstruction of the water and sewer or other leakage in or about the said building.

10. The Tenants agree to keep and maintain the Leasehold Premises, lawn and surrounding areas in a clean and sanitary condition at all times, free of all garbage and debris. The lawn care and snow removal and will be maintained at the expense of the Tenants.

11. If the Lessee shall become insolvent or if bankruptcy proceedings shall be begun by or against the Lessee, before the end of said term the Lessor is hereby irrevocably authorized, at its option, to forthwith cancel this lease, as for a default. Lessor may elect to accept rent from such receiver, trustee or other judicial officer during the term of their occupancy in their fiduciary capacity without effecting Lessor's rights as contained in this contract, but no receiver, trustee or other judicial officer shall ever have

any right, title or interest in or to the above described property by virtue of this contract.

12. Lessee hereby waives and renounces for itself any and all homestead and exemption rights they may have now or hereafter, under or by virtue of the laws of this State or any other State or of the United States, against the payment of said rental or any portion hereof, or any other obligation or damage that may accrue under the terms of this agreement.

13. This contract shall bind the parties and their assigns or successors, and the heirs, assigns, administrators, legal representatives, executors or successors as the case may be, of the parties.

14. It is understood and agreed between the parties hereto that time is of the essence of this contract and this applies to all terms and conditions contained herein.

15. It is understood and agreed between the parties hereto that written notice mailed or delivered to the premises leased hereunder shall constitute sufficient notice to the Lessee and written notice mailed or delivered to the office of the Lessor shall constitute sufficient notice to the Lessor, to comply with the terms of this contract.

16. The rights of the Lessor under the foregoing shall be cumulative, and failure on the part of the Lessor to exercise promptly any rights given hereunder shall not operate to forfeit any of the said rights.

17. It is further understood and agreed between the parties hereto that any charges against the Lessee by the Lessor for services or work done on the premises by order of the Lessee or otherwise accruing under this contract shall be considered as rent due and shall be included in any lien for rent due and unpaid.

18. The Lessee shall give ninety (90) days written notice to the Lessor in the event they wish to terminate this Lease prior to the end of the term.

19. Lessee shall be responsible for insuring all personal property and contents on premises against loss. The Lessee shall at all times maintain sufficient and customary public liability insurance for the said property.

20. If at any time in the future, the entire property held by the Lessor at 871 Coffeen Street, Watertown, New York becomes available for sale, the Lessee shall have the right of first refusal to purchase the entire property upon such price and terms of any bona fide written offer that Lessor shall secure in writing. The Lessor shall notify the Lessee, in writing, of the offer and its price and terms, by certified mail, return receipt required, and Lessee shall notify the Lessor, in writing, if it wishes to exercise its right to purchase said lot by placing said exercise in writing, by certified mail, return receipt required, to Lessor. The Lessee shall have seven (7) days from receipt of said written notice from Lessor to exercise said right to purchase. All notices shall be sent by certified mail to the following addresses:

For the Lessor: Richard Chase
1760 County Route 45
Fulton, New York 13069

For the Buyer: Michael P. Amell, President
The Midway, Inc.
20444 Slater Road
Watertown, New York 13601

IN WITNESS WHEREOF, the parties hereby have hereunto executed this instrument for the purpose herein express, the day and year above written.


Richard A. Chase

Lessor: RICHARD CHASE


Michael P. Amell

Lessee: The MIDWAY, INC

By Michael P. Amell, President

State of New York)

) ss:
Oswego)
County of Jefferson)

On this 15th day of Feb 2010, before me, the undersigned, a notary public in and for said state, personally appeared RICHARD CHASE personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual or the person upon behalf of which the individual acted, executed the instrument.

Jean M. Gulliver
Notary Public

JEAN M. GULLIVER
Notary Public, State of New York
Registration No. 01GU5024931
Qualified in Oswego County
My Commission Expires Mar. 21, 2014

State of New York)

) ss:

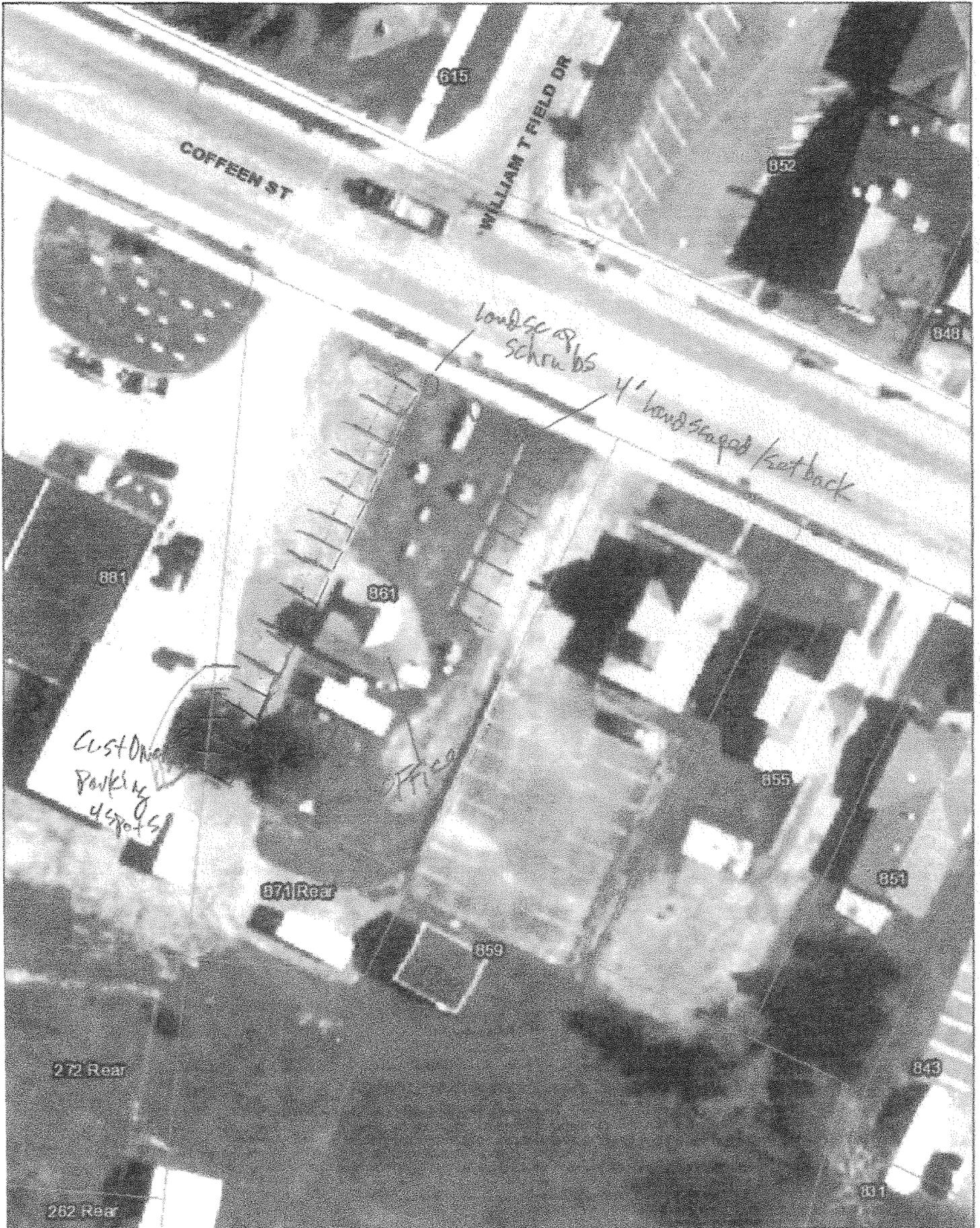
County of Jefferson)

On this 26th day of January 2010, before me, the undersigned, a notary public in and for said state, personally appeared MICHAEL P. AMELL personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual or the person upon behalf of which the individual acted, executed the instrument.

Julie L. Thompson
Notary Public

~~JULIE L. THOMPSON~~ Amell
Notary Public, State of New York
Qualified in Jefferson County
No. 4993522
Commission Expires March 16, 192014

4' set back from sidewalk



1 inch = 40 feet

16 cars for sale

16 customer parking spots



CITY OF WATERTOWN, NEW YORK

CITY PLANNING BOARD
ROOM 304, WATERTOWN CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
(315) 785-7740

MEETING: May 2, 2017

PRESENT:

Larry Coburn, Chairperson
Michelle Capone
Linda Fields
Neil Katzman
Anthony Neddo
Steve Rowell

ALSO:

Michael A. Lumbis, Planning & Community
Development Director
Jennifer Voss, Senior Planner
Michael DeMarco, Planner
Geoffrey Urda, Planner
Justin Wood, City Engineer

ABSENT:

None

The May 16, 2017 Planning Board Meeting was called to order at 3:01 p.m. by Planning Board Chair Larry Coburn. Mr. Coburn then called for a reading of the Minutes from the May 2, 2017 Planning Board Meeting. Ms. Fields made a motion to accept the minutes as written. Mr. Neddo seconded the motion and all voted in favor.

SPECIAL USE PERMIT 861 COFFEEN STREET- PARCEL # 8-11-101.000

The Planning Board then considered a tabled request submitted by Michael Amell for a Special Use Permit to allow an automobile sales lot at 861 Coffeen Street, Parcel Number 8-11-101.000.

Mr. Amell was in attendance to represent the request.

Mr. Coburn began by noting that the plans the applicant submitted indicate that the proposed business would have up to 30 cars on the property at any given time; a substantial increase from the 15 cars that the applicant indicated on his initial application. Mr. Coburn then referenced Staff's memorandum and said that this was now more than a Special Use Permit and there was now a requirement for full Site Plan Approval. Mr. Coburn then asked if this meant the review had hit a wall.

Mr. Amell replied that he wanted up to 30 cars in the future and his proposed business would not be that large today. Mr. Amell then asked what the threshold was for triggering the need for Site Plan Approval, if it was 15 or 20 cars. Mr. Lumbis replied that the threshold was if the proposal expanded the parking lot area by 400 square feet or more, then a

Waiver of Site Plan Approval became necessary and an expansion of more than 2,500 square feet required full Site Plan Approval.

Mr. Coburn then said those thresholds pushed this proposal into Site Plan Approval mode. Mr. Neddo then asked Mr. Amell if he understood. Mr. Amell replied that he thought he did, and then added that he did not need gravel. Mr. Neddo then said to Mr. Amell that the Planning Board was discussing the impervious nature of the lot.

Mr. Amell then said that he had 16 parking spaces left from the ice cream store that he previously operated on the lot and that the front was grass and the rear was gravel. Mr. Coburn then countered that the drawing Mr. Amell submitted with his application depicted 30 spaces, and asked Mr. Amell what he wanted the Planning Board to look at. Mr. Amell then reiterated that 30 was the number that he would ultimately like to have in the future.

Mr. Katzman then said that he did not think the Planning Board had enough information to make a decision on a site plan. He said he thought they could vote on a Special Use Permit, but not a site plan. Mr. Coburn then said that he thought the Special Use Permit made this drawing null and void. Ms. Voss said the City Council would still need to approve the Special Use Permit.

Mr. Urda then said that, as he understood it, Mr. Coburn was asking Staff if the Planning Board could still vote on a Special Use Permit without an approved site plan in place. Mr. Coburn confirmed that this was his primary confusion.

Mr. Wood then said that a way to look at it would be to take an aerial view of the property and have Mr. Amell draw on it exactly what he proposed where, and that this illustration should go to the Planning Board as part of the Special Use Permit application for them to vote on. Mr. Wood then said to Mr. Amell that if in the future, the lot turned into a muddy mess, Mr. Amell would want to change it anyway because a muddy lot would not be good for business, and that this change, once proposed, would trigger a need for Site Plan Approval, and possibly an amendment to the Special Use Permit.

Mr. Amell said that was exactly what he was asking for, and that he presently had room for 16 cars. Mr. Coburn replied that in that case, the submitted map was misleading to the Planning Board as far as trying to make a decision for the present time. All the other Planning Board members agreed.

Mr. Coburn then noted that there was a summary item in Staff's memorandum about setbacks, and added that the setbacks were not appropriate as shown. Mr. Amell then asked what the required setback distance was. Mr. Neddo replied that it was 15 feet. Mr. Amell countered that there was no car lot in the City that was like that and that they were all right on the sidewalk. Mr. Coburn replied that those other lots did not need a Special Use Permit and they already had approval.

Mr. Amell then said that he just wanted to make this as simple as possible. Mr. Coburn replied that he understood and respected that desire, but the Planning Board did not make the rules. Mr. Wood then referenced the previous year's Fast Lube of Watertown expansion and

said that what Fast Lube submitted in their application was perfect for what the Planning Board needed to perform an adequate review. Mr. Amell said that at the last Planning Board meeting, he identified the existing parking spaces. Mr. Katzman then suggested that Mr. Amell take an aerial image from Google Maps and use it to depict what he was planning.

Mr. Lumbis then said to Mr. Amell that if he only intended to use the existing gravel, the Planning Board would need to know where the existing vehicles would be to consider the Special Use Permit application. Mr. Lumbis then added that once Mr. Amell proposed removing grass and expanding the parking lot, then he would be looking at the need for Site Plan Approval.

Mr. Rowell then said if Mr. Amell took an existing Google Maps aerial, put 12 cars for sale on the lot, six on each side, then nothing would need to change gravel-wise, it would leave green space and it would leave the setback close to what it needed to be.

Mr. Rowell then said that what he did not see was customer parking. Mr. Amell replied that customer parking would be beside the building itself. Mr. Katzman said that was employee parking. Mr. Amell countered that he was the only employee. Mr. Katzman replied that Mr. Amell might be the only employee right now, but that might not always be the case.

Mr. Rowell then asked about the right-of-way between the subject parcel and its neighbors and who had what. Mr. Amell replied that the adjacent property to the west was owned by the same landlord, and to the east was Liliane's Alterations, owned by Liliane Mandeville, and she had right-of-way into his landlord's property.

Mr. Rowell asked about access to and from the street on Ms. Mandeville's property. Mr. Amell replied that she had six feet, which was enough to get her in from the road, and then showed this to Mr. Rowell on a map, and added that the property line was further onto her side.

Mr. Katzman then asked about traffic. Ms. Capone then said that she was concerned about traffic as well, and added that there were already traffic issues in the area with the entrance to the fairgrounds across the street. Mr. Amell replied that traffic volume would be less than what it used to be because he was not serving ice cream anymore. He added that with the ice cream parlor, his busiest times were Friday and Saturday evenings, but now there would be no more night customers and he would be done at 5 p.m. when the traffic starts. Mr. Katzman said that just because a business's posted closing hours were at 5 p.m. did not necessarily mean that everyone left by 5 p.m. Mr. Rowell then said that congestion on Coffeen Street corridor already prompted some motorists to use Vanduzee Street to leave the area.

Ms. Fields then asked about landscaping. Mr. Katzman added that landscaping was one of the summary items. Mr. Amell said that he could plant a tree or do whatever needed to happen.

Mr. Coburn then said that he was still stuck on the drawing that Mr. Amell submitted and he still was unclear what exactly Mr. Amell was asking for. Mr. Coburn then asked Mr. Amell what he was trying to do tomorrow. Mr. Amell replied that he just wanted to

park cars on existing spots. Mr. Coburn said that meant parking on grass. Mr. Amell said he parked his golf cart on grass.

Mr Katzman then said that he would prefer to table the application rather than discuss something for an hour that the Planning Board could not approve. Ms. Fields then moved to table the request submitted by Michael Amell for a Special Use Permit to allow an automobile sales lot at 861 Coffeen Street, Parcel Number 8-11-101.000.

Before anyone could second the motion, Mr. Lumbis asked Mr. Coburn what he wanted to see from the applicant at the next meeting. Mr. Coburn replied that most important thing was a drawing that depicted what the applicant wanted to do right now. Mr. Coburn elaborated that the drawing the applicant submitted depicted a potential future expansion, not what would be happening now under the requested Special Use Permit. Mr. Coburn said that he saw this proposal likely requiring full Site Plan Approval.

Ms. Voss then said that full Site Plan Approval only came into play if the applicant put down gravel. Ms. Capone then asked Staff which it was, a Special Use Permit only, or both that and Site Plan Approval. Mr. Lumbis replied that the two went hand in hand. Ms. Capone then asked if Mr. Amell expanded without putting down gravel, would he need full Site Plan Approval. Mr. Lumbis then read from the Zoning Ordinance that a site plan review becomes necessary “where the building or parking area coverage of the lot is to be increased by more than 400 square feet.”

Ms. Capone then said that it sounded like the proposal required Site Plan Approval. Mr. Coburn then said that was what he had been saying all along. Mr. Coburn and Mr. Katzman then discussed the situation amongst themselves and suggested tabling the application. Mr. Urda then said that Ms. Fields had already made a motion to table the application, but that no one had seconded it yet. Mr. Katzman then seconded the motion.

Ms. Voss then asked Mr. Coburn what he was asking the applicant to provide for the next meeting. Mr. Coburn replied that he could not discern from this sitting what the Planning Board was supposed to be considering. Mr. Lumbis then said that Mr. Amell needed a Special Use Permit no matter what. Ms. Voss then explained that the Special Use Permit was for the use itself, the act of using the property as an automobile sales lot, regardless of site layout. She further explained that the Mr. Amell would then need Site Plan Approval for any expansion.

Mr. Neddo then said that he thought the Special Use Permit review was the Planning Board’s opportunity to put restrictions on a business, and add that he needed to see what the applicant was going to do. Mr. Lumbis then said that if the Planning Board had conditions that it wanted to impose, it had to tell the applicant what they were so the applicant could address them on his next drawing.

Mr. Coburn then told Mr. Amell to define what he was doing, and added that the current drawing depicted 30 cars and the Planning Board thought it was looking at 15. Mr. Katzman then asked how cars were going to park. Mr. Coburn then said that setbacks needed to be considered. Mr. Neddo then said in summary that the Planning Board wanted Mr. Amell to return with a clear map that depicted the operation of his business as if he were going to operate

it today, complete with setbacks, landscaping, ingress/egress, employee parking, etc. Mr. Katzman then suggested that Mr. Amell hire an engineer, and added that Mr. Amell might not want to sell anything until he had everything approved.

Mr. Lumbis then said that Staff could print an aerial photo that Mr. Amell could use to help him draw his plans. The Planning Board then voted on the motion that Ms. Fields made and Mr. Katzman seconded to table the request submitted by Michael Amell for a Special Use Permit to allow an automobile sales lot at 861 Coffeen Street, Parcel Number 8-11-101.000. All voted in favor.

**SITE PLAN APPROVAL
161 CLINTON STREET – PARCEL NUMBER 10-07-109.000**

The Planning Board then considered a tabled request submitted by Patrick J. Scordo, P.E. of GYMO, DPC on behalf of Mike Lundy of Lundy Development and Property Management for the construction of a 4,280 square foot building addition and associated site improvements at 161 Clinton Street, Parcel Number 10-07-109.000.

Tom Ross of GYMO, DPC and Mr. Lundy were both in attendance to represent the project.

Mr. Ross began by distributing floor plans to the Planning Board members as well as to Staff, as the applicant had just received them from his architect earlier that day. Mr. Coburn said that, just like the previous application, the Planning Board had tabled this application at its previous meeting. Mr. Coburn then noted that Staff had provided an updated report that described the status of all of the summary items from the original memorandum.

Mr. Ross then said that he had received Staff's comments and that he would walk through them with the Planning Board. Mr. Ross added that since the last meeting, he had gotten a lot of them done, and that he would start with those summary items that were taken care of.

Mr. Ross then said that he had added the movements of a City fire truck to the site plan, fulfilling the second summary item, and adjusted the internal crosswalk to make a more appropriate pedestrian connection, fulfilling the fourth summary item.

Mr. Ross then said that he added a note to the site plan indicating that the project would include the replacement of substandard sidewalks along Mullin and Sherman Streets, fulfilling the fifth summary item. Mr. Ross then clarified that this did not include the Clinton Street side, since the City had just installed new sidewalks on Clinton Street.

Mr. Ross then said that he had added two new trees to the site plan, one on either side of the proposed driveway from Mullin Street, fulfilling the sixth summary item, and provided additional verbiage describing the perennial plantings on the interior parking lot islands, fulfilling the seventh summary item.

Mr. Coburn then noted that the Planning Board needed to consider the State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF) before it could act on the request. The Planning Board then considered each question on Part 2 of the Short EAF one-by-one, answering no to all of them.

Mr. Neddo then made a motion to issue a Negative Declaration for the proposed subdivision according to the requirements of SEQRA. Ms. Fields seconded the motion and all voted in favor.

Mr. Coburn then asked if there were any questions, comments or concerns related to the request for Subdivision Approval, and noted that there were two summary items, one that the applicant assemble the front section of the parcel proposed for subdivision with two adjacent parcels, owned by Edward and Marion Kirkland, and the other that the applicant amend the certification language on the Mylar to reflect the accurate date of the Planning Board's decision. Mr. Kolb said that his boss understood both conditions and that Mr. Storino would deliver the amended Mylar maps to Staff.

Mr. Neddo then asked about the other half of the subject parcel, owned by Nancy Coughlin, which would remain landlocked, and noted that Staff's memorandum to the Planning Board encouraged Ms. Coughlin to assemble all her properties. Mr. Kolb replied that Mr. Storino gave her family a description of all of the Coughlin pieces as one parcel and gave them a courtesy copy of the map. Mr. Neddo said that was about all the Planning Board could require.

Mr. Neddo then moved to approve the request submitted by Pat A. Storino of Storino Surveying on behalf of Nancy A. Coughlin for a two-lot subdivision of 340 Rear Colorado Avenue North, Parcel Number 5-06-260.000, contingent upon the following:

1. The applicant shall assemble the 0.006-acre front section of the parcel proposed to be subdivided with 336 Colorado Ave. North, Parcel Number 5-09-210.000, and VL Colorado Ave. North, Parcel Number 5-06-265.200 by way of a new metes and bounds description that is filed with the County Clerk.
2. The applicant shall amend the certification language on the Mylar to reflect the accurate date of the Planning Board's decision in this particular Subdivision application.

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

**SPECIAL USE PERMIT
861 COFFEEN STREET– PARCEL # 8-11-101.000**

The Planning Board then considered a request submitted by Michael Amell for a Special Use Permit to allow an automobile sales lot at 861 Coffeen Street, Parcel Number 8-11-101.000.

Mr. Amell was in attendance to represent the request.

Mr. Coburn began by asking exactly where the subject parcel was located. The other Planning Board members replied that it was across the street from the Fairgrounds. Mr. Coburn then asked if the Planning Board needed to consider the SEQR form. Ms. Voss replied that the City Council would be the Lead Agency pursuant to SEQR.

Mr. Neddo then asked if Staff needed more details from the applicant in order to evaluate the request properly. Ms. Voss answered in the affirmative. Mr. Neddo then said to Mr. Amell that such details would include traffic flow patterns, site layout, etc. Mr. Amell replied that none of the vehicular traffic in or out would change, and that he already had 18 parking spaces that he used for the ice cream stand, and added that he did not propose to put any more gravel down or do any more paving.

Mr. Neddo then asked how many cars Mr. Amell would have for sale on his lot at any given time. Mr. Amell replied that it would be a maximum of 15, and that he would park them across the front of the property.

Mr. Neddo then said to Mr. Amell that Staff was looking for a more detailed sketch of the proposed layout for the site. Mr. Neddo then asked Ms. Voss to confirm that Mr. Amell's Special Use Permit would be conditioned on him staying faithful to what he proposed. Ms. Voss replied in the affirmative.

Mr. Amell then said that Staff had requested a letter from the property owner authorizing Mr. Amell to apply for a Special Use Permit, and that he had that letter with him to submit to Staff. Ms. Voss thanked him for the letter and said that she would add it to the file.

Mr. Amell then asked if he would need to reappear in front of the Planning Board. Mr. Neddo replied that as he understood it, Mr. Amell would need to come back next month because the Planning Board could not make a decision without more information, and then asked Staff if that was accurate. Mr. Lumbis replied that that was ultimately up to the Planning Board whether they felt informed enough to make a decision, but that the Board may want to place a limit on the number of vehicles and require a setback from the sidewalk, etc. A plan would help the Board better evaluate the proposal.

Mr. Neddo then reiterated the need for a sketch of the proposed site layout, and added that the Planning Board did not want to stop Mr. Amell from doing business, but in order to vote, they had to have an idea of what he wanted to do. Mr. Amell replied that putting together additional details was easy enough.

Mr. Neddo then moved to table the request submitted by Michael Amell for a Special Use Permit to allow an automobile sales lot at 861 Coffeen Street, Parcel Number 8-11-101.000. Ms. Fields seconded the motion and all voted in favor.



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 – 861 Coffeen Street

DATE: April 27, 2017

Request: Special Use Permit to allow a used auto and golf cart sales lot in a Neighborhood Business District at 861 Coffeen Street, Parcel Number 8-11-101.000

Applicant: Michael Amell

Proposed Use: Sales lot for used automobiles and golf carts

Property Owner: Allen Chase

Submitted:

8 ½" x 11" Copy of Parcel Map: No A Sketch of the Site to Scale: No

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

County Planning Board Review Required: No

Comments: The applicant proposes to convert an existing structure to an office for used automobile and golf cart sales. The existing parking area in front of the building would be used to park the vehicles that are for sale. The property is in a Neighborhood Business zoning district, and was previously used as an ice cream stand. The sale of automobiles is permitted 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.

Other auto-oriented businesses are not abundant in this vicinity. There is a large car wash at 1020 Coffeen Street, roughly 0.3 miles to the northwest, also located in the Neighborhood Business District. An auto body repair shop is located at 595 Coffeen Street, roughly 0.3 miles to the southeast, split between Neighborhood Business and Heavy Industrial.

A similar request was made for a Special Use Permit to operate an auto sales lot at 816 Coffeen Street in 2013. That request was defeated.

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.

Site Plan Approval: The applicant indicated that there will be no physical changes to the site in terms of increased parking area, paving or other changes. If the size of the gravel parking area increases and/or if the site is ever paved, site plan approval will be required.

Other: The applicant did not provide a sketch of the site drawn to an engineering scale as required in the application. Therefore it is difficult to determine exactly where the cars would be placed on the site and whether or not the location of them would impact visibility, pedestrian access or traffic flow on the site. A sketch should be provided to help the Planning Board analyze the potential impacts of the project on the neighborhood.

The Planning Board may wish to consider whether or not it would be appropriate to limit the number of vehicles that would be allowed for sale at the site at any given time and the location of them on the site. With no limit on the number or location of vehicles, conflicts may arise with internal traffic flow on the site and pedestrian traffic on the sidewalk.

cc: City Council Members
Michael Amell, 865 Coffeen Street, Watertown, NY 13601
Justin Wood, City Engineer



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 – 861 Coffeen Street UPDATE

DATE: May 11, 2017

Request: Special Use Permit to allow a used auto and golf cart sales lot in a Neighborhood Business District at 861 Coffeen Street, Parcel Number 8-11-101.000

Applicant: Michael Amell

Proposed Use: Sales lot for used automobiles and golf carts

Property Owner: Allen Chase

Submitted:

8 ½” x 11” Copy of Parcel Map: No A Sketch of the Site to Scale: No

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

County Planning Board Review Required: No

Comments: As requested at the May 2, 2017 Planning Board meeting, the applicant submitted a sketch plan with details, along with photos of the proposed site.

The plan shows parking for 30 cars for the sales lot, and 10 customer parking spots. The vehicles for sale are shown to be parked within two feet from the sidewalk. A second sketch plan shows the current grass area labeled as “future gravel”.

Other auto-oriented businesses are not abundant in this vicinity. There is a large car wash at 1020 Coffeen Street, roughly 0.3 miles to the northwest, also located in the Neighborhood Business District. An auto body repair shop is located at 595 Coffeen Street, roughly 0.3 miles to the southeast, split between Neighborhood Business and Heavy Industrial.

A similar request was made for a Special Use Permit to operate an auto sales lot at 816 Coffeen Street in 2013. That request was defeated.

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.

Site Plan Approval: At the first meeting, the applicant indicated that there would be no physical changes to the site in terms of increased parking area, paving or other changes. The current site plans indicate the site will become a gravel parking area. Additionally, the preliminary application materials indicated a maximum of 15 cars to be sold on the lot. The current plan shows 30. The expansion of the parking into the lawn area and the proposal for a gravel parking area will require the applicant to apply for and obtain site plan approval in addition to the Special Use Permit.

Setbacks: The site plan show vehicles parked within two feet of the sidewalk. The Planning Board should consider a more appropriate setback to ensure pedestrian safety and overall aesthetics of the site. The Planning Board may wish to consider requiring the first row of cars be eliminated from the plan.

If the gravel is expanded and Site Plan Approval is required, the Landscaping and Buffer Zone Guidelines will require a minimum front yard setback of 15 feet.

Landscaping: The proposed plan does not show any landscaping. The Special Use Permit Standards require visual screening to minimize inconvenience to the neighborhood.

Additionally, if a Site Plan Review is required, the Landscaping and Buffer Zone Guidelines detail the landscaping treatments recommended for all site plan review projects.

Other: A typical parking lot drive aisle is 24 feet, while a typical parking space is 20 feet in length. Given these dimensions, the site layout would need approximately 60 additional feet to be able to fit three rows of cars and three drive aisles. The applicant should revise the drawing to fit within these standard dimensions of the site in order to allow adequate circulation.

The Planning Board may wish to consider whether or not it would be appropriate to limit the number of vehicles that would be allowed for sale at the site at any given time and the location of them on the site. With no limit on the number or location of vehicles, conflicts may arise with internal traffic flow on the site and pedestrian traffic on the sidewalk.

Summary:

1. The expansion of the parking into the lawn area and the proposal for a gravel parking area will require the applicant to apply for and obtain site plan approval.
2. The Planning Board may wish to consider requiring the first row of cars be eliminated from the plan.
3. The Planning Board should consider requiring a more appropriate setback with landscaping to ensure pedestrian safety and overall aesthetics of the site.
4. The Planning Board should require the applicant to submit a revised drawing that depicts the parking spaces and drive aisles at standard dimensions in order to allow for adequate vehicular circulation.
5. The Planning Board may wish to consider whether or not it would be appropriate to limit the number of vehicles that would be allowed for sale at the site at any given time

cc: City Council Members
Michael Amell, 865 Coffeen Street, Watertown, NY 13601
Justin Wood, City Engineer



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 – 861 Coffeen Street UPDATE

DATE: June 1, 2017

Request: Special Use Permit to allow a used auto and golf cart sales lot in a Neighborhood Business District at 861 Coffeen Street, Parcel Number 8-11-101.000

Applicant: Michael Amell

Proposed Use: Sales lot for used automobiles and golf carts

Property Owner: Allen Chase

Submitted:

8 ½” x 11” Copy of Parcel Map: No A Sketch of the Site to Scale: No

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

County Planning Board Review Required: No

Comments: As requested at the May 19, 2017 Planning Board meeting, the applicant submitted an updated sketch plan with details on parking, landscaping and setbacks.

The updated plan shows parking for 16 cars for the sales lot, and 4 customer parking spots. The vehicles for sale are shown to be parked within four feet from the sidewalk.

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.

Site Plan Approval: The sketch plan submitted will not require Site Plan Approval as the site is not expanding beyond what is already there. However, if the applicant decides expand the area with gravel or asphalt of at least 400 square feet, a Site Plan will then be required.

Setbacks: The updated plan show vehicles parked within four feet of the sidewalk. The Planning Board may wish to consider eliminating the first parking spaces and specify a minimum setback from the sidewalk.

If the gravel is expanded and Site Plan Approval is required, the Landscaping and Buffer Zone Guidelines will require a minimum front yard setback of 15 feet.

Landscaping: The proposed plan indicates there will be landscaping along the front of the parcel. The Special Use Permit Standards require visual screening to minimize inconvenience to the neighborhood.

Additionally, if a Site Plan Review is required, the Landscaping and Buffer Zone Guidelines detail the landscaping treatments recommended for all site plan review projects.

Other: The Planning Board may wish to consider whether or not it would be appropriate to limit the number of vehicles that would be allowed for sale at the site at any given time and the location of them on the site.

Summary:

1. The Planning Board may wish to consider whether or not it would be appropriate to limit the number of vehicles that would be allowed for sale at the site at any given time
2. The Planning Board may wish to consider requiring the first row of cars be eliminated from the plan and specifying a minimum setback from the sidewalk.

cc: City Council Members
Michael Amell, 865 Coffeen Street, Watertown, NY 13601
Justin Wood, City Engineer



CITY OF WATERTOWN, NEW YORK

CITY PLANNING BOARD
ROOM 304, WATERTOWN CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
(315) 785-7740

MEETING: June 6, 2017

PRESENT:

Larry Coburn, Chairperson
Michelle Capone
Linda Fields
Neil Katzman
Anthony Neddo
Steve Rowell

ALSO:

Michael A. Lumbis, Planning & Community
Development Director
Jennifer Voss, Senior Planner
Michael DeMarco, Planner
Geoffrey Urda, Planner

ABSENT:

None

The June 6, 2017 Planning Board Meeting was called to order at 3:00 p.m. by Planning Board Chair Larry Coburn. Mr. Coburn then called for a reading of the Minutes from the May 16, 2017 Planning Board special meeting. Ms. Capone made a motion to accept the minutes as written. Ms. Fields seconded the motion and all voted in favor.

SPECIAL USE PERMIT 861 COFFEEN STREET- PARCEL # 8-11-101.000

The Planning Board then considered a tabled request submitted by Michael Amell for a Special Use Permit to allow an automobile sales lot at 861 Coffeen Street, Parcel Number 8-11-101.000.

Mr. Amell was in attendance to represent the request.

Mr. Coburn began by saying that this was an updated application from a tabled request and all the Planning Board members should have read the updates. Mr. Coburn then said the updated proposal should correlate with the initial intent of the Special Use Permit application and better equip the Planning Board to make a decision.

Mr. Coburn noted that the updated drawing depicted parking for 16 display cars and four customer spaces as well as the locations for both. He then read from Staff's memorandum and explained that while this proposal did not require Site Plan Approval, any future expansion would trigger that requirement. Mr. Coburn then asked Mr. Amell where he thought this business was going. Mr. Amell replied that he would probably consider adding a few spots in the front if his business does well.

Ms. Capone then asked whether there were 14 spaces for display cars or 16, and that she only saw 14. Mr. Amell clarified his drawing by explaining the locations of 20 total parking spaces on the property, and then said that four of them would be for customers.

Mr. Coburn then asked about landscaping along the front of the property. Mr. Amell replied that he planned to use shrubs for landscaping.

Ms. Fields then noted that Mr. Amell previously said that he would not sell golf carts or campers, but she recently saw both of those on his property on a recent drive past. Mr. Amell replied that he has sold golf carts for the last seven years, and added that the camper belonged to someone else and he could not do anything about it.

Ms. Fields then reiterated to Mr. Amell that he indeed had sold golf carts and that her concern was with the ingress and egress of traffic. Mr. Amell replied that there would be far less vehicular traffic from when the property was an ice cream parlor. He further explained that when he sold ice cream, there were several hundred vehicles entering and leaving the property, especially on Friday and Saturday evenings, and that with traffic greatly reduced, it would now be much easier to enter and leave the property.

Ms. Fields then asked if Mr. Amell could provide any more specific details regarding his proposed landscaping. Mr. Amell replied by asking if there was a requirement. Mr. Lumbis replied that the standards for a Special Use Permit stated that the Planning Board could put reasonable conditions on a Special Use Permit approval, such as setbacks, landscaping and limiting the number of vehicles for sale.

Ms. Capone then said that she would like to limit the number of vehicles to 16, as depicted in the plan that was presently in front of the Planning Board. She said that if Mr. Amell expanded his business in the future, the Planning Board could revisit that limit, but for now, the limit should be 16. Mr. Katzman then asked of that limit would apply to all types of vehicles, including golf carts. Ms. Capone replied that the limit was 16 vehicles, and if Mr. Amell wanted to occupy any of those spots with golf carts, that would be up to him.

Mr. Amell then said that he sold about six golf carts per summer, and added that he leased the neighboring mattress business as well. Mr. Coburn then asked if this Special Use Permit would also apply to the adjacent property where the mattress store was. Ms. Voss replied in the negative and said it was only for 861 Coffeen Street.

Mr. Neddo then inquired about the neighboring property on the other side, Liliane's Alterations, and asked whether Mr. Amell would be using the Liliane's driveway to access his own cars or kept any of his stock on her property. Mr. Neddo also asked whether the two properties shared a common landlord. Mr. Amell replied in the negative to both questions and said that Liliane Mandeville owned her own property.

Mr. Coburn then said that he agreed with Ms. Capone's proposed limit of 16 cars for sale at any given time under the umbrella of this Special Use Permit. Mr. Amell replied that he understood. Ms. Capone then reiterated that in her mind that limit was a combination of golf carts and vehicles.

Mr. Katzman then asked if there should be a buffer from the street. Ms. Fields replied that she had an issue with landscaping and thought there should be more landscaping than just shrubs. Ms. Fields then said to Mr. Lumbis that the Planning Board needed guidance, and added that the site did not need trees but did need some kind of buffer. Mr. Lumbis replied that there were many different types of shrubs that stayed small. Ms. Fields then said that she would like to see something similar to what Kinney's did, and wondered if that was too much to ask.

Ms. Capone then asked what the existing setback was. Mr. Amell replied that there was four feet of green space currently. Ms. Fields then said that if this site grew and necessitated a Site Plan Approval, the requirement would then be 15 feet. Mr. Coburn then reiterated Ms. Fields' remarks and said to Mr. Amell that if he thought that his business might expand, that he might want to consider 15 feet right now.

Mr. Katzman then said that knowing what he knows about car dealers, they have a habit of encroaching, and added that he would like to see a raised flower bed or something else that would keep the cars from encroaching on the buffer, such as a three-foot high planter with flowers or shrubs in it.

Ms. Capone then said that she did not think it was up to the Planning Board to dictate landscaping, and that she felt the setback distance was more important than the type of landscaping it contained. She then asked her fellow Planning Board members what the setback should be and asked if the rest of the Planning Board wanted 15 feet. She then suggested requiring a 10-foot setback, a maximum of 16 vehicles for sale, and improved landscaping in some form.

Mr. Rowell then said that he thought the setback should be further than four feet, but did not see the present need for 15 since the applicant was not seeking Site Plan Approval. Mr. Rowell then asked if the Planning Board could suggest something in between. Ms. Voss replied that the Planning Board could suggest whatever they wanted. Mr. Coburn then said that he suggested 10 feet.

Mr. Katzman then asked if a plastic decorative chain or rope or some kind of curb stop could be included. Mr. Amell replied that he could put blocks across the front. Mr. Coburn then said that would suffice, as it would keep Mr. Amell from putting things too close to the front of his parcel. Ms. Fields then told Mr. Amell just to make it look nice. Ms. Capone then said that to summarize, the Planning Board would require 10-foot setbacks and a maximum of 16 vehicles for sale at any time and four customer parking spaces. All the other Planning Board members nodded in agreement.

Ms. Capone then made a motion to recommend that the City Council approve the request submitted by Michael Amell for a Special Use Permit to allow an automobile sales lot at 861 Coffeen Street, Parcel Number 8-11-101.000.

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

Short Environmental Assessment Form

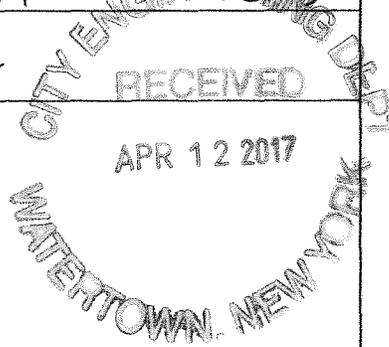
Part 1 - Project Information

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>Used car sales Trucks/ Golf cart sales</i>							
Project Location (describe, and attach a location map): <i>877 Calfeen St. Watertown NY 13601</i>							
Brief Description of Proposed Action: <i>Sell used cars Trucks/ Golf carts</i>							
Name of Applicant or Sponsor: <i>Michael P. Amell</i>		Telephone: <i>315-486-8122</i>					
Address: <i>865 Calfeen St</i>		E-Mail: <i>freepowerbill@gotho.com</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.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">NO</th> <th style="width: 50%;">YES</th> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">NO</th> <th style="width: 50%;">YES</th> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
3.a. Total acreage of the site of the proposed action?		<i>15 1/2</i> acres					
b. Total acreage to be physically disturbed?		<i>15 1/2</i> acres					
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		<i>15 1/2</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							



<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>_____</p> <p>_____</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>_____</p> <p>_____</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: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input 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>Michael P. Amell</u> Date: <u>3-9-17</u></p> <p>Signature: <u>Michael P. Amell</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:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>
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)

PRINT FORM

Res No. 8

June 13, 2017

To: The Honorable Mayor and City Council

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

Subject: Finding That Changing the Approved Zoning Classification of 161 Clinton Street, Parcel Number 10-07-109.000, from Limited Business to Downtown and Approving the Site Plan for the Construction of a 4,280 Square Foot Building Addition and Associated Site Improvements at 161 Clinton Street, Parcel Number 10-07-109.000 Will Not Have a Significant Impact on the Environment

At its June 6, 2017 meeting, the City Planning Board adopted a motion recommending that the City Council change the approved zoning classification of 161 Sterling Street, Parcel Number 10-07-109.000, from Limited Business to Downtown District. The Council has scheduled a public hearing on the request for Monday, June 19, 2017, at 7:30 p.m.

At its May 16, 2017 meeting, the City Planning Board adopted a motion recommending that the City Council approve the application for Site Plan Approval for the construction of a 4,280 square foot building addition and associated site improvements at 161 Clinton Street, Parcel Number 10-07-109.000.

To avoid segmentation of the environmental review, the State Environmental Quality Review Act (SEQRA) requires proposals or parts of proposals that are related to each other closely enough to be, in effect, a single course of action to be evaluated as one whole action. In this case the zone change and site plan approval requests are closely related enough to trigger the requirement to evaluate them as a “whole action.”

6NYCRR Section 617.4 (b)(9) states that any Unlisted action occurring wholly or partially within, or substantially contiguous to, any historic building, structure, facility, site or district or prehistoric site that is listed on the National Register of Historic Places becomes a Type I Action. In this case, the action occurs contiguous to the Trinity Episcopal Church property along the east side of Sherman Street so the project is considered a Type I Action under SEQRA.

Type 1 Actions require the completion of a Full Environmental Assessment Form (EAF). The applicant has completed Part 1 of the Full EAF to aid the City Council in completing the SEQRA review. The City Council must complete Part 2 and Part 3 of the Full Environmental Assessment Form and adopt the attached Resolution before it may vote on the Zone Change Ordinance. The Resolution states that the “whole action” will not have a significant impact on the environment.

RESOLUTION

Page 1 of 2

Finding That Changing the Approved Zoning Classification of 161 Clinton Street, Parcel Number 10-07-109.000, From Limited Business to Downtown and Approving the Site Plan for the Construction of a 4,280 Square Foot Building Addition and Associated Site Improvements at 161 Clinton Street, Parcel Number 10-07-109.000 Will Not Have a Significant Impact on the Environment

Council Member HORBACZ, Cody J.
Council Member JENNINGS, Stephen A.
Council Member MACALUSO, Teresa R.
Council Member WALCZYK, Mark C.
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 for the zone change application of Thomas H. Ross of GYMO, DPC on behalf of Lundy Development and Property Management to change the approved zoning classification of 161 Clinton Street, Parcel Number 10-07-109.000, from Limited Business to Downtown, and

WHEREAS Patrick J. Scordo of GYMO, DPC, on behalf of Mike Lundy of Lundy Development and Property Management, has submitted an application for Site Plan Approval for the construction of a 4,280 square foot building addition and associated site improvements at 161 Clinton Street, Parcel Number 10-07-109.000, 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 approval of the zone change and of the proposed site plan would constitute such "Actions," and

WHEREAS under SERQA, proposals or parts of proposals that are related to each other closely enough to be, in effect, a single course of action should be evaluated as one whole action, and

WHEREAS these two activities addressed together would constitute a "whole action," and

RESOLUTION

Page 2 of 2

Finding That Changing the Approved Zoning Classification of 161 Clinton Street, Parcel Number 10-07-109.000, From Limited Business to Downtown and Approving the Site Plan for the Construction of a 4,280 Square Foot Building Addition and Associated Site Improvements at 161 Clinton Street, Parcel Number 10-07-109.000 Will Not Have a Significant Impact on the Environment

Council Member HORBACZ, Cody J.
Council Member JENNINGS, Stephen A.
Council Member MACALUSO, Teresa R.
Council Member WALCZYK, Mark C.
Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

WHEREAS the City Council has determined that the cumulative “whole action” of changing the zoning classification of this property and approving the proposed site plan is a Type I Action as that term is defined by 6NYCRR Section 617.4 (b)(9), and

WHEREAS there are no other involved or interested agencies for SEQRA review as those terms are defined in 6NYCRR Section 617.2 (s) and 617.2 (t), and

WHEREAS to aid the City Council in its determination as to whether the proposed zone change and site plan will have a significant impact on the environment, Part I of a Full Environmental Assessment Form has been prepared by the applicant, 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 Watertown, New York, that:

1. Based upon its examination of the Full 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 cumulative “whole action” of adopting the zone change and approving the proposed site plan 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

**Full Environmental Assessment Form
Part 1 - Project and Setting**

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. 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; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either "Yes" or "No". If the answer to the initial question is "Yes", complete the sub-questions that follow. If the answer to the initial question is "No", proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Sponsor Information.

Name of Action or Project: CLINTON CENTER DEVELOPMENT		
Project Location (describe, and attach a general location map): 161-171 CLINTON STREET, TAX MAP PARCEL #10-07-109.000		
Brief Description of Proposed Action (include purpose or need): THE PROJECT CONSISTS OF THE REHABILITATION OF TWO EXISTING BUILDINGS AND AN ADDITION TO CONNECT THE TWO BUILDINGS. A LARGE PARKING LOT WILL BE REHABILITATED AND REQUIRED UTILITIES WILL SERVE THE FACILITY		
Name of Applicant/Sponsor: CLINTON CENTER DEVELOPMENT, LLC		Telephone: 315-493-2493
		E-Mail: mlundy@mlundygroup.com
Address: 35794 NYS ROUTE 126		
City/PO: CARTHAGE	State: NY	Zip Code: 13619
Project Contact (if not same as sponsor; give name and title/role): THOMAS ROSS - GYMO		Telephone: 315-788-3900
		E-Mail: TROSS@GYMOPC.COM
Address: 220 STERLING STREET		
City/PO: WATERTOWN	State: NY	Zip Code: 13601
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No or Village Board of Trustees	City Council	
b. City, Town or Village <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Planning Board or Commission	City of Watertown Planning Board	
c. City Council, Town or <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Village Zoning Board of Appeals	ZBA - Building Setback	March 2017
d. Other local agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
e. County agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
f. Regional agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
g. State agencies <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	NYS DOH, NYS DEC	
h. Federal agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
iii. Is the project site within a Coastal Erosion Hazard Area?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

C. Planning and Zoning

C.1. Planning and zoning actions.

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? Yes No

- If Yes, complete sections C, F and G.
- If No, proceed to question C.2 and complete all remaining sections and questions in Part 1

C.2. Adopted land use plans.

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? Yes No
 If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? Yes No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) Yes No
 If Yes, identify the plan(s):

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? Yes No
 If Yes, identify the plan(s):

C.3. Zoning

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. Yes No
 If Yes, what is the zoning classification(s) including any applicable overlay district?
 LIMITED BUSINESS

b. Is the use permitted or allowed by a special or conditional use permit? Yes No

c. Is a zoning change requested as part of the proposed action? Yes No
 If Yes,
 i. What is the proposed new zoning for the site? _____

C.4. Existing community services.

a. In what school district is the project site located? WATERTOWN CITY SCHOOLS

b. What police or other public protection forces serve the project site?
 WATERTOWN CITY POLICE DEPARTMENT; JEFFERSON COUNTY SHERRIF

c. Which fire protection and emergency medical services serve the project site?
 WATERTOWN FIRE DEPARTMENT

d. What parks serve the project site?
 N/A

D. Project Details

D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)? COMMERCIAL/OFFICE SPACE

b. a. Total acreage of the site of the proposed action? _____ 2.684 acres
 b. Total acreage to be physically disturbed? _____ 2.684 acres
 c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ 2.684 acres

c. Is the proposed action an expansion of an existing project or use? Yes No
 i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % 16% Building Footprint Units: 4,280 SF

d. Is the proposed action a subdivision, or does it include a subdivision? Yes No
 If Yes,
 i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types) _____
 ii. Is a cluster/conservation layout proposed? Yes No
 iii. Number of lots proposed? _____
 iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will proposed action be constructed in multiple phases? Yes No
 i. If No, anticipated period of construction: _____ 12 months
 ii. If Yes:
 • Total number of phases anticipated _____
 • Anticipated commencement date of phase 1 (including demolition) _____ month _____ year
 • Anticipated completion date of final phase _____ month _____ year
 • Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____

f. Does the project include new residential uses? Yes No
 If Yes, show numbers of units proposed.

	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? Yes No
 If Yes,

i. Total number of structures _____ 1

ii. Dimensions (in feet) of largest proposed structure: _____ 30 height; _____ 42.5 width; and _____ 60 length

iii. Approximate extent of building space to be heated or cooled: _____ 5100 square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? Yes No
 If Yes,

i. Purpose of the impoundment: _____

ii. If a water impoundment, the principal source of the water: Ground water Surface water streams Other specify: _____

iii. If other than water, identify the type of impounded/contained liquids and their source. _____

iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres

v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length

vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? Yes No
 (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)
 If Yes:

i. What is the purpose of the excavation or dredging? _____

ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?

- Volume (specify tons or cubic yards): _____
- Over what duration of time? _____

iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____

iv. Will there be onsite dewatering or processing of excavated materials? Yes No
 If yes, describe. _____

v. What is the total area to be dredged or excavated? _____ acres

vi. What is the maximum area to be worked at any one time? _____ acres

vii. What would be the maximum depth of excavation or dredging? _____ feet

viii. Will the excavation require blasting? Yes No

ix. Summarize site reclamation goals and plan: _____

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? Yes No
 If Yes:

i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will proposed action cause or result in disturbance to bottom sediments? Yes No

If Yes, describe: _____

iv. Will proposed action cause or result in the destruction or removal of aquatic vegetation? Yes No

If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____

• proposed method of plant removal: _____

• if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? Yes No

If Yes:

i. Total anticipated water usage/demand per day: _____ 3,700 gallons/day

ii. Will the proposed action obtain water from an existing public water supply? Yes No

If Yes:

• Name of district or service area: CITY OF WATERTOWN

• Does the existing public water supply have capacity to serve the proposal? Yes No

• Is the project site in the existing district? Yes No

• Is expansion of the district needed? Yes No

• Do existing lines serve the project site? Yes No

iii. Will line extension within an existing district be necessary to supply the project?

Yes No

If Yes:

• Describe extensions or capacity expansions proposed to serve this project: _____

• Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? Yes No

If Yes:

• Applicant/sponsor for new district: _____

• Date application submitted or anticipated: _____

• Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? Yes No

If Yes:

i. Total anticipated liquid waste generation per day: _____ 3,700 gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

SANITARY WASTEWATER

iii. Will the proposed action use any existing public wastewater treatment facilities? Yes No

If Yes:

• Name of wastewater treatment plant to be used: CITY OF WATERTOWN WASTEWATER FACILITY

• Name of district: CITY OF WATERTOWN

• Does the existing wastewater treatment plant have capacity to serve the project? Yes No

• Is the project site in the existing district? Yes No

• Is expansion of the district needed? Yes No

• Do existing sewer lines serve the project site? Yes No
 • Will line extension within an existing district be necessary to serve the project? Yes No
 If Yes:
 • Describe extensions or capacity expansions proposed to serve this project: _____

iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? Yes No
 If Yes:
 • Applicant/sponsor for new district: _____
 • Date application submitted or anticipated: _____
 • What is the receiving water for the wastewater discharge? _____
 v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge, or describe subsurface disposal plans):

vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____

e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? Yes No
 If Yes:
 i. How much impervious surface will the project create in relation to total size of project parcel?
 _____ Square feet or 0.09 acres (impervious surface)
 _____ Square feet or 2.6 acres (parcel size)
 ii. Describe types of new point sources. STORMWATER WILL BE DIRECTED TO A CITY OF WATERTOWN CATCH BASIN ON SHERMAN STREET AS SHOWN ON THE CIVIL PLANS.

 iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?
ONSITE SWALES AND CATCH BASINS WILL DISCHARGE TO THE CITY OF WATERTOWN STORM SEWER SYSTEM.

 • If to surface waters, identify receiving water bodies or wetlands: _____

 • Will stormwater runoff flow to adjacent properties? Yes No

iv. Does proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? Yes No

f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? Yes No
 If Yes, identify:
 i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)
CONSTRUCTION PROCESS OPERATIONS
 ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)

 iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation)

g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? Yes No
 If Yes:
 i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) Yes No
 ii. In addition to emissions as calculated in the application, the project will generate:
 • _____ Tons/year (short tons) of Carbon Dioxide (CO₂)
 • _____ Tons/year (short tons) of Nitrous Oxide (N₂O)
 • _____ Tons/year (short tons) of Perfluorocarbons (PFCs)
 • _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆)
 • _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs)
 • _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? Yes No

If Yes:

i. Estimate methane generation in tons/year (metric): _____

ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? Yes No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? Yes No

If Yes:

i. When is the peak traffic expected (Check all that apply): Morning Evening Weekend
 Randomly between hours of _____ to _____

ii. For commercial activities only, projected number of semi-trailer truck trips/day: _____

iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____

iv. Does the proposed action include any shared use parking? Yes No

v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____

vi. Are public/private transportation service(s) or facilities available within 1/2 mile of the proposed site? Yes No

vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? Yes No

viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? Yes No

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? Yes No

If Yes:

i. Estimate annual electricity demand during operation of the proposed action: _____

ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____

iii. Will the proposed action require a new, or an upgrade to, an existing substation? Yes No

l. Hours of operation. Answer all items which apply.

<p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ 8-5 _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 	<p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ 8-5 _____ • Saturday: _____ • Sunday: _____ • Holidays: _____
--	---

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? Yes No

If yes:

i. Provide details including sources, time of day and duration:
CONSTRUCTION ACTIVITIES WILL BE FROM 8-5 MONDAY - FRIDAY

ii. Will proposed action remove existing natural barriers that could act as a noise barrier or screen? Yes No
Describe: _____

n.. Will the proposed action have outdoor lighting? Yes No

If yes:

i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:
POLE MOUNTED SIDE LIGHTING AND BUILDING LIGHTING ARE PROPOSED. SEE ATTACHED PHOTOMETRICS PLAN.

ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? Yes No
Describe: _____

o. Does the proposed action have the potential to produce odors for more than one hour per day? Yes No
If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____

p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? Yes No

If Yes:

i. Product(s) to be stored _____

ii. Volume(s) _____ per unit time _____ (e.g., month, year)

iii. Generally describe proposed storage facilities: _____

q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? Yes No

If Yes:

i. Describe proposed treatment(s):

ii. Will the proposed action use Integrated Pest Management Practices? Yes No

r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? Yes No

If Yes:

i. Describe any solid waste(s) to be generated during construction or operation of the facility:

- Construction: _____ 10 tons per _____ WEEK (unit of time)
- Operation : _____ 1 tons per _____ WEEK (unit of time)

ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:

- Construction: N/A _____
- Operation: THE FACILITY WILL RECYCLE AS EFFICIENTLY AS POSSIBLE _____

iii. Proposed disposal methods/facilities for solid waste generated on-site:

- Construction: OFFSITE REMOVAL _____
- Operation: OFFSITE REMOVAL _____

s. Does the proposed action include construction or modification of a solid waste management facility? Yes No

If Yes:

i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____

ii. Anticipated rate of disposal/processing:

- _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
- _____ Tons/hour, if combustion or thermal treatment

iii. If landfill, anticipated site life: _____ years

t. Will proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? Yes No

If Yes:

i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

iii. Specify amount to be handled or generated _____ tons/month

iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? Yes No

If Yes: provide name and location of facility: _____

If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility: _____

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site

a. Existing land uses.

i. Check all uses that occur on, adjoining and near the project site.

- Urban Industrial Commercial Residential (suburban) Rural (non-farm)
- Forest Agriculture Aquatic Other (specify): _____

ii. If mix of uses, generally describe:

PRIMARYLY ALL COMMERCIAL ENTITIES IN THIS AREA

b. Land uses and covertypes on the project site.

Land use or Covertypes	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces	2.34	2.43	.09
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: <u>LAWN</u>	.34	.25	-.09

c. Is the project site presently used by members of the community for public recreation? Yes No
i. If Yes: explain: _____

d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? Yes No
If Yes,
i. Identify Facilities: _____

e. Does the project site contain an existing dam? Yes No
If Yes:
i. Dimensions of the dam and impoundment:
• Dam height: _____ feet
• Dam length: _____ feet
• Surface area: _____ acres
• Volume impounded: _____ gallons OR acre-feet
ii. Dam's existing hazard classification: _____
iii. Provide date and summarize results of last inspection: _____

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? Yes No
If Yes:
i. Has the facility been formally closed? Yes No
• If yes, cite sources/documentation: _____
ii. Describe the location of the project site relative to the boundaries of the solid waste management facility: _____
iii. Describe any development constraints due to the prior solid waste activities: _____

g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? Yes No
If Yes:
i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred: _____

h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? Yes No
If Yes:
i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: Yes No
 Yes – Spills Incidents database Provide DEC ID number(s): _____
 Yes – Environmental Site Remediation database Provide DEC ID number(s): _____
 Neither database
ii. If site has been subject of RCRA corrective activities, describe control measures: _____
iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? Yes No
If yes, provide DEC ID number(s): V00473
iv. If yes to (i), (ii) or (iii) above, describe current status of site(s): _____

v. Is the project site subject to an institutional control limiting property uses? Yes No

- If yes, DEC site ID number: _____
- Describe the type of institutional control (e.g., deed restriction or easement): _____
- Describe any use limitations: _____
- Describe any engineering controls: _____
- Will the project affect the institutional or engineering controls in place? Yes No
- Explain: _____

E.2. Natural Resources On or Near Project Site

a. What is the average depth to bedrock on the project site? GREATER THAN 5 feet

b. Are there bedrock outcroppings on the project site? Yes No
 If Yes, what proportion of the site is comprised of bedrock outcroppings? _____ %

c. Predominant soil type(s) present on project site: URBAN LAND 100 %
 _____ %
 _____ %

d. What is the average depth to the water table on the project site? Average: >5 feet

e. Drainage status of project site soils: Well Drained: 100 % of site
 Moderately Well Drained: _____ % of site
 Poorly Drained: _____ % of site

f. Approximate proportion of proposed action site with slopes: 0-10%: 100 % of site
 10-15%: _____ % of site
 15% or greater: _____ % of site

g. Are there any unique geologic features on the project site? Yes No
 If Yes, describe: _____

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? Yes No

ii. Do any wetlands or other waterbodies adjoin the project site? Yes No

If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? Yes No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name _____ Classification _____
- Lakes or Ponds: Name _____ Classification _____
- Wetlands: Name _____ Approximate Size _____
- Wetland No. (if regulated by DEC) _____

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? Yes No
 If yes, name of impaired water body/bodies and basis for listing as impaired: _____

i. Is the project site in a designated Floodway? Yes No

j. Is the project site in the 100 year Floodplain? Yes No

k. Is the project site in the 500 year Floodplain? Yes No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? Yes No
 If Yes:
 i. Name of aquifer: _____

<p>m. Identify the predominant wildlife species that occupy or use the project site: _____ _____ _____</p>	
<p>n. Does the project site contain a designated significant natural community? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes:</p> <p style="margin-left: 20px;">i. Describe the habitat/community (composition, function, and basis for designation): _____ _____</p> <p style="margin-left: 20px;">ii. Source(s) of description or evaluation: _____</p> <p style="margin-left: 20px;">iii. Extent of community/habitat:</p> <ul style="list-style-type: none"> • Currently: _____ acres • Following completion of project as proposed: _____ acres • Gain or loss (indicate + or -): _____ acres 	
<p>o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, give a brief description of how the proposed action may affect that use: _____ _____</p>	
E.3. Designated Public Resources On or Near Project Site	
<p>a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide county plus district name/number: _____</p>	
<p>b. Are agricultural lands consisting of highly productive soils present? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p style="margin-left: 20px;">i. If Yes: acreage(s) on project site? _____</p> <p style="margin-left: 20px;">ii. Source(s) of soil rating(s): _____</p>	
<p>c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes:</p> <p style="margin-left: 20px;">i. Nature of the natural landmark: <input type="checkbox"/> Biological Community <input type="checkbox"/> Geological Feature</p> <p style="margin-left: 20px;">ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____ _____</p>	
<p>d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes:</p> <p style="margin-left: 20px;">i. CEA name: _____</p> <p style="margin-left: 20px;">ii. Basis for designation: _____</p> <p style="margin-left: 20px;">iii. Designating agency and date: _____</p>	

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on, or has been nominated by the NYS Board of Historic Preservation for inclusion on, the State or National Register of Historic Places?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
i. Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input checked="" type="checkbox"/> Historic Building or District	
ii. Name: Trinity Episcopal Church and Parish House, Taylor, Emma Flower, Mansion, Paddock Mansion, Watertown Masonic Temple	
iii. Brief description of attributes on which listing is based:	
<hr/>	
f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Have additional archaeological or historic site(s) or resources been identified on the project site?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Yes:	
i. Describe possible resource(s):	
ii. Basis for identification:	
<hr/>	
h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes:	
i. Identify resource:	
ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.):	
iii. Distance between project and resource: _____ miles.	
<hr/>	
i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes:	
i. Identify the name of the river and its designation:	
ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

F. Additional Information

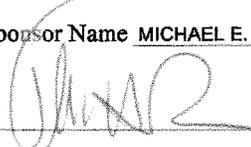
Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

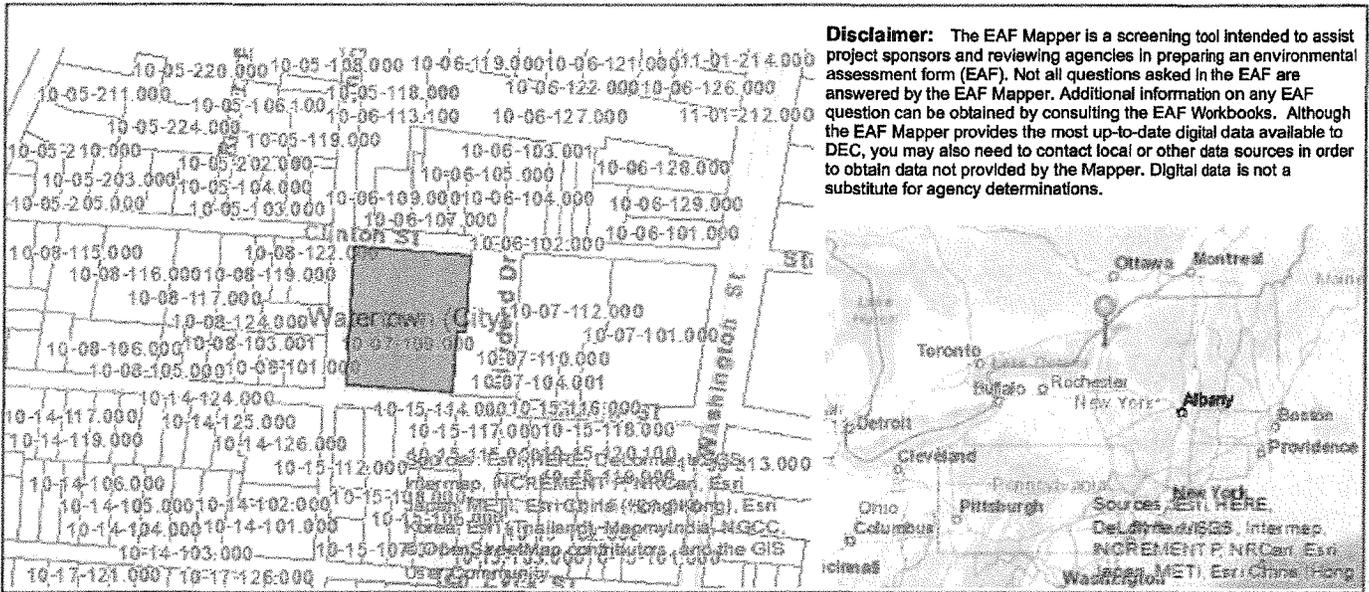
I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name MICHAEL E. LUNDY Date 4/18/2017

Signature  Title _____

EAF Mapper Summary Report

Wednesday, April 05, 2017 2:40 PM



Disclaimer: The EAF Mapper is a screening tool intended to assist project sponsors and reviewing agencies in preparing an environmental assessment form (EAF). Not all questions asked in the EAF are answered by the EAF Mapper. Additional information on any EAF question can be obtained by consulting the EAF Workbooks. Although the EAF Mapper provides the most up-to-date digital data available to DEC, you may also need to contact local or other data sources in order to obtain data not provided by the Mapper. Digital data is not a substitute for agency determinations.

B.i.i [Coastal or Waterfront Area]	No
B.i.ii [Local Waterfront Revitalization Area]	No
C.2.b. [Special Planning District]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h [DEC Spills or Remediation Site - Potential Contamination History]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.i [DEC Spills or Remediation Site - Listed]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.i [DEC Spills or Remediation Site - Environmental Site Remediation Database]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.iii [Within 2,000' of DEC Remediation Site]	Yes
E.1.h.iii [Within 2,000' of DEC Remediation Site - DEC ID]	V00473
E.2.g [Unique Geologic Features]	No
E.2.h.i [Surface Water Features]	No
E.2.h.ii [Surface Water Features]	No
E.2.h.iii [Surface Water Features]	No
E.2.h.v [Impaired Water Bodies]	No
E.2.i. [Floodway]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.2.j. [100 Year Floodplain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.2.k. [500 Year Floodplain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.2.l. [Aquifers]	No
E.2.n. [Natural Communities]	No

E.2.o. [Endangered or Threatened Species]	Yes
E.2.p. [Rare Plants or Animals]	No
E.3.a. [Agricultural District]	No
E.3.c. [National Natural Landmark]	No
E.3.d [Critical Environmental Area]	No
E.3.e. [National Register of Historic Places]	Yes - Digital mapping data for archaeological site boundaries are not available. Refer to EAF Workbook.
E.3.e.ii [National Register of Historic Places - Name]	Trinity Episcopal Church and Parish House, Taylor, Emma Flower, Mansion, Paddock Mansion, Watertown Masonic Temple
E.3.f. [Archeological Sites]	Yes
E.3.i. [Designated River Corridor]	No

Full Environmental Assessment Form
Part 2 - Identification of Potential Project Impacts

Agency Use Only [If applicable]

Project :
 Date :

Part 2 is to be completed by the lead agency. Part 2 is designed to help the lead agency inventory all potential resources that could be affected by a proposed project or action. We recognize that the lead agency's reviewer(s) will not necessarily be environmental professionals. So, the questions are designed to walk a reviewer through the assessment process by providing a series of questions that can be answered using the information found in Part 1. To further assist the lead agency in completing Part 2, the form identifies the most relevant questions in Part 1 that will provide the information needed to answer the Part 2 question. When Part 2 is completed, the lead agency will have identified the relevant environmental areas that may be impacted by the proposed activity.

If the lead agency is a state agency **and** the action is in any Coastal Area, complete the Coastal Assessment Form before proceeding with this assessment.

Tips for completing Part 2:

- Review all of the information provided in Part 1.
- Review any application, maps, supporting materials and the Full EAF Workbook.
- Answer each of the 18 questions in Part 2.
- If you answer "Yes" to a numbered question, please complete all the questions that follow in that section.
- If you answer "No" to a numbered question, move on to the next numbered question.
- Check appropriate column to indicate the anticipated size of the impact.
- Proposed projects that would exceed a numeric threshold contained in a question should result in the reviewing agency checking the box "Moderate to large impact may occur."
- The reviewer is not expected to be an expert in environmental analysis.
- If you are not sure or undecided about the size of an impact, it may help to review the sub-questions for the general question and consult the workbook.
- When answering a question consider all components of the proposed activity, that is, the "whole action".
- Consider the possibility for long-term and cumulative impacts as well as direct impacts.
- Answer the question in a reasonable manner considering the scale and context of the project.

1. Impact on Land Proposed action may involve construction on, or physical alteration of, <input type="checkbox"/> NO <input type="checkbox"/> YES the land surface of the proposed site. (See Part 1. D.1) <i>If "Yes", answer questions a - j. If "No", move on to Section 2.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may involve construction on land where depth to water table is less than 3 feet.	E2d	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may involve construction on slopes of 15% or greater.	E2f	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve construction on land where bedrock is exposed, or generally within 5 feet of existing ground surface.	E2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve the excavation and removal of more than 1,000 tons of natural material.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may involve construction that continues for more than one year or in multiple phases.	D1e	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in increased erosion, whether from physical disturbance or vegetation removal (including from treatment by herbicides).	D2e, D2q	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action is, or may be, located within a Coastal Erosion hazard area.	B1i	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

2. Impact on Geological Features
 The proposed action may result in the modification or destruction of, or inhibit access to, any unique or unusual land forms on the site (e.g., cliffs, dunes, minerals, fossils, caves). (See Part 1. E.2.g) NO YES
If "Yes", answer questions a - c. If "No", move on to Section 3.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Identify the specific land form(s) attached: _____ _____	E2g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may affect or is adjacent to a geological feature listed as a registered National Natural Landmark. Specific feature: _____	E3c	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

3. Impacts on Surface Water
 The proposed action may affect one or more wetlands or other surface water bodies (e.g., streams, rivers, ponds or lakes). (See Part 1. D.2, E.2.h) NO YES
If "Yes", answer questions a - l. If "No", move on to Section 4.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may create a new water body.	D2b, D1h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in an increase or decrease of over 10% or more than a 10 acre increase or decrease in the surface area of any body of water.	D2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve dredging more than 100 cubic yards of material from a wetland or water body.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve construction within or adjoining a freshwater or tidal wetland, or in the bed or banks of any other water body.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may create turbidity in a waterbody, either from upland erosion, runoff or by disturbing bottom sediments.	D2a, D2h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may include construction of one or more intake(s) for withdrawal of water from surface water.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may include construction of one or more outfall(s) for discharge of wastewater to surface water(s).	D2d	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may cause soil erosion, or otherwise create a source of stormwater discharge that may lead to siltation or other degradation of receiving water bodies.	D2e	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may affect the water quality of any water bodies within or downstream of the site of the proposed action.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may involve the application of pesticides or herbicides in or around any water body.	D2q, E2h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may require the construction of new, or expansion of existing, wastewater treatment facilities.	D1a, D2d	<input type="checkbox"/>	<input type="checkbox"/>

l. Other impacts: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
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4. Impact on groundwater The proposed action may result in new or additional use of ground water, or may have the potential to introduce contaminants to ground water or an aquifer. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.a, D.2.c, D.2.d, D.2.p, D.2.q, D.2.t) <i>If "Yes", answer questions a - h. If "No", move on to Section 5.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may require new water supply wells, or create additional demand on supplies from existing water supply wells.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
b. Water supply demand from the proposed action may exceed safe and sustainable withdrawal capacity rate of the local supply or aquifer. Cite Source: _____	D2c	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may allow or result in residential uses in areas without water and sewer services.	D1a, D2c	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may include or require wastewater discharged to groundwater.	D2d, E2l	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the construction of water supply wells in locations where groundwater is, or is suspected to be, contaminated.	D2c, E1f, E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may require the bulk storage of petroleum or chemical products over ground water or an aquifer.	D2p, E2l	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may involve the commercial application of pesticides within 100 feet of potable drinking water or irrigation sources.	E2h, D2q, E2l, D2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

5. Impact on Flooding The proposed action may result in development on lands subject to flooding. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. E.2) <i>If "Yes", answer questions a - g. If "No", move on to Section 6.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in development in a designated floodway.	E2i	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in development within a 100 year floodplain.	E2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in development within a 500 year floodplain.	E2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in, or require, modification of existing drainage patterns.	D2b, D2e	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may change flood water flows that contribute to flooding.	D2b, E2i, E2j, E2k	<input type="checkbox"/>	<input type="checkbox"/>
f. If there is a dam located on the site of the proposed action, is the dam in need of repair, or upgrade?	E1e	<input type="checkbox"/>	<input type="checkbox"/>

g. Other impacts: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
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6. Impacts on Air The proposed action may include a state regulated air emission source. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.f., D,2,h, D.2.g) <i>If "Yes", answer questions a - f. If "No", move on to Section 7.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. If the proposed action requires federal or state air emission permits, the action may also emit one or more greenhouse gases at or above the following levels: i. More than 1000 tons/year of carbon dioxide (CO ₂) ii. More than 3.5 tons/year of nitrous oxide (N ₂ O) iii. More than 1000 tons/year of carbon equivalent of perfluorocarbons (PFCs) iv. More than .045 tons/year of sulfur hexafluoride (SF ₆) v. More than 1000 tons/year of carbon dioxide equivalent of hydrochloroflourocarbons (HFCs) emissions vi. 43 tons/year or more of methane	D2g D2g D2g D2g D2g D2h	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. The proposed action may generate 10 tons/year or more of any one designated hazardous air pollutant, or 25 tons/year or more of any combination of such hazardous air pollutants.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may require a state air registration, or may produce an emissions rate of total contaminants that may exceed 5 lbs. per hour, or may include a heat source capable of producing more than 10 million BTU's per hour.	D2f, D2g	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may reach 50% of any of the thresholds in "a" through "c", above.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the combustion or thermal treatment of more than 1 ton of refuse per hour.	D2s	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

7. Impact on Plants and Animals The proposed action may result in a loss of flora or fauna. (See Part 1. E.2. m-q.) <input type="checkbox"/> NO <input type="checkbox"/> YES <i>If "Yes", answer questions a - j. If "No", move on to Section 8.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may cause reduction in population or loss of individuals of any threatened or endangered species, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction or degradation of any habitat used by any rare, threatened or endangered species, as listed by New York State or the federal government.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may cause reduction in population, or loss of individuals, of any species of special concern or conservation need, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2p	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in a reduction or degradation of any habitat used by any species of special concern and conservation need, as listed by New York State or the Federal government.	E2p	<input type="checkbox"/>	<input type="checkbox"/>

e. The proposed action may diminish the capacity of a registered National Natural Landmark to support the biological community it was established to protect.	E3c	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in the removal of, or ground disturbance in, any portion of a designated significant natural community. Source: _____	E2n	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may substantially interfere with nesting/breeding, foraging, or over-wintering habitat for the predominant species that occupy or use the project site.	E2m	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action requires the conversion of more than 10 acres of forest, grassland or any other regionally or locally important habitat. Habitat type & information source: _____	E1b	<input type="checkbox"/>	<input type="checkbox"/>
i. Proposed action (commercial, industrial or recreational projects, only) involves use of herbicides or pesticides.	D2q	<input type="checkbox"/>	<input type="checkbox"/>
j. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

8. Impact on Agricultural Resources			
The proposed action may impact agricultural resources. (See Part 1. E.3.a. and b.)		<input type="checkbox"/> NO	<input type="checkbox"/> YES
<i>If "Yes", answer questions a - h. If "No", move on to Section 9.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may impact soil classified within soil group 1 through 4 of the NYS Land Classification System.	E2c, E3b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may sever, cross or otherwise limit access to agricultural land (includes cropland, hayfields, pasture, vineyard, orchard, etc).	E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in the excavation or compaction of the soil profile of active agricultural land.	E3b	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may irreversibly convert agricultural land to non-agricultural uses, either more than 2.5 acres if located in an Agricultural District, or more than 10 acres if not within an Agricultural District.	E1b, E3a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may disrupt or prevent installation of an agricultural land management system.	E1 a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result, directly or indirectly, in increased development potential or pressure on farmland.	C2c, C3, D2c, D2d	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed project is not consistent with the adopted municipal Farmland Protection Plan.	C2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

9. Impact on Aesthetic Resources The land use of the proposed action are obviously different from, or are in sharp contrast to, current land use patterns between the proposed project and a scenic or aesthetic resource. (Part 1. E.1.a, E.1.b, E.3.h.) <i>If "Yes", answer questions a - g. If "No", go to Section 10.</i>				<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur		
a. Proposed action may be visible from any officially designated federal, state, or local scenic or aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may result in the obstruction, elimination or significant screening of one or more officially designated scenic views.	E3h, C2b	<input type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may be visible from publicly accessible vantage points: i. Seasonally (e.g., screened by summer foliage, but visible during other seasons) ii. Year round	E3h	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
d. The situation or activity in which viewers are engaged while viewing the proposed action is: i. Routine travel by residents, including travel to and from work ii. Recreational or tourism based activities	E3h E2q, E1c	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
e. The proposed action may cause a diminishment of the public enjoyment and appreciation of the designated aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>		
f. There are similar projects visible within the following distance of the proposed project: 0-1/2 mile 1/2 -3 mile 3-5 mile 5+ mile	D1a, E1a, D1f, D1g	<input type="checkbox"/>	<input type="checkbox"/>		
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>		

10. Impact on Historic and Archeological Resources The proposed action may occur in or adjacent to a historic or archaeological resource. (Part 1. E.3.e, f. and g.) <i>If "Yes", answer questions a - e. If "No", go to Section 11.</i>				<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur		
a. The proposed action may occur wholly or partially within, or substantially contiguous to, any buildings, archaeological site or district which is listed on or has been nominated by the NYS Board of Historic Preservation for inclusion on the State or National Register of Historic Places.	E3e	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may occur wholly or partially within, or substantially contiguous to, an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory.	E3f	<input type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may occur wholly or partially within, or substantially contiguous to, an archaeological site not included on the NY SHPO inventory. Source: _____	E3g	<input type="checkbox"/>	<input type="checkbox"/>		

d. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
e. If any of the above (a-d) are answered "Moderate to large impact may occur", continue with the following questions to help support conclusions in Part 3:			
i. The proposed action may result in the destruction or alteration of all or part of the site or property.	E3e, E3g, E3f	<input type="checkbox"/>	<input type="checkbox"/>
ii. The proposed action may result in the alteration of the property's setting or integrity.	E3e, E3f, E3g, E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
iii. The proposed action may result in the introduction of visual elements which are out of character with the site or property, or may alter its setting.	E3e, E3f, E3g, E3h, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>

11. Impact on Open Space and Recreation			
The proposed action may result in a loss of recreational opportunities or a reduction of an open space resource as designated in any adopted municipal open space plan. (See Part 1. C.2.c, E.1.c., E.2.q.) <i>If "Yes", answer questions a - e. If "No", go to Section 12.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in an impairment of natural functions, or "ecosystem services", provided by an undeveloped area, including but not limited to stormwater storage, nutrient cycling, wildlife habitat.	D2e, E1b, E2h, E2m, E2o, E2n, E2p	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the loss of a current or future recreational resource.	C2a, E1c, C2c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may eliminate open space or recreational resource in an area with few such resources.	C2a, C2c, E1c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in loss of an area now used informally by the community as an open space resource.	C2c, E1c	<input type="checkbox"/>	<input type="checkbox"/>
e. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

12. Impact on Critical Environmental Areas			
The proposed action may be located within or adjacent to a critical environmental area (CEA). (See Part 1. E.3.d) <i>If "Yes", answer questions a - c. If "No", go to Section 13.</i>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in a reduction in the quantity of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction in the quality of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

13. Impact on Transportation
 The proposed action may result in a change to existing transportation systems. NO YES
 (See Part 1. D.2.j)
If "Yes", answer questions a - f. If "No", go to Section 14.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Projected traffic increase may exceed capacity of existing road network.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the construction of paved parking area for 500 or more vehicles.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action will degrade existing transit access.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action will degrade existing pedestrian or bicycle accommodations.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may alter the present pattern of movement of people or goods.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

14. Impact on Energy
 The proposed action may cause an increase in the use of any form of energy. NO YES
 (See Part 1. D.2.k)
If "Yes", answer questions a - e. If "No", go to Section 15.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action will require a new, or an upgrade to an existing, substation.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two-family residences or to serve a commercial or industrial use.	D1f, D1q, D2k	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may utilize more than 2,500 MWhrs per year of electricity.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve heating and/or cooling of more than 100,000 square feet of building area when completed.	D1g	<input type="checkbox"/>	<input type="checkbox"/>
e. Other Impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

15. Impact on Noise, Odor, and Light
 The proposed action may result in an increase in noise, odors, or outdoor lighting. NO YES
 (See Part 1. D.2.m., n., and o.)
If "Yes", answer questions a - f. If "No", go to Section 16.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may produce sound above noise levels established by local regulation.	D2m	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in blasting within 1,500 feet of any residence, hospital, school, licensed day care center, or nursing home.	D2m, E1d	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in routine odors for more than one hour per day.	D2o	<input type="checkbox"/>	<input type="checkbox"/>

d. The proposed action may result in light shining onto adjoining properties.	D2n	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in lighting creating sky-glow brighter than existing area conditions.	D2n, E1a	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

16. Impact on Human Health The proposed action may have an impact on human health from exposure to new or existing sources of contaminants. (See Part 1.D.2.q., E.1. d. f. g. and h.) <i>If "Yes", answer questions a - m. If "No", go to Section 17.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action is located within 1500 feet of a school, hospital, licensed day care center, group home, nursing home or retirement community.	E1d	<input type="checkbox"/>	<input type="checkbox"/>
b. The site of the proposed action is currently undergoing remediation.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
c. There is a completed emergency spill remediation, or a completed environmental site remediation on, or adjacent to, the site of the proposed action.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
d. The site of the action is subject to an institutional control limiting the use of the property (e.g., easement or deed restriction).	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may affect institutional control measures that were put in place to ensure that the site remains protective of the environment and human health.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action has adequate control measures in place to ensure that future generation, treatment and/or disposal of hazardous wastes will be protective of the environment and human health.	D2t	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action involves construction or modification of a solid waste management facility.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may result in the unearthing of solid or hazardous waste.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may result in an increase in the rate of disposal, or processing, of solid waste.	D2r, D2s	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may result in excavation or other disturbance within 2000 feet of a site used for the disposal of solid or hazardous waste.	E1f, E1g E1h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may result in the migration of explosive gases from a landfill site to adjacent off site structures.	E1f, E1g	<input type="checkbox"/>	<input type="checkbox"/>
l. The proposed action may result in the release of contaminated leachate from the project site.	D2s, E1f, D2r	<input type="checkbox"/>	<input type="checkbox"/>
m. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

17. Consistency with Community Plans

The proposed action is not consistent with adopted land use plans. NO YES
 (See Part 1. C.1, C.2. and C.3.)
If "Yes", answer questions a - h. If "No", go to Section 18.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action's land use components may be different from, or in sharp contrast to, current surrounding land use pattern(s).	C2, C3, D1a E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will cause the permanent population of the city, town or village in which the project is located to grow by more than 5%.	C2	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action is inconsistent with local land use plans or zoning regulations.	C2, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action is inconsistent with any County plans, or other regional land use plans.	C2, C2	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may cause a change in the density of development that is not supported by existing infrastructure or is distant from existing infrastructure.	C3, D1c, D1d, D1f, D1d, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action is located in an area characterized by low density development that will require new or expanded public infrastructure.	C4, D2c, D2d D2j	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may induce secondary development impacts (e.g., residential or commercial development not included in the proposed action)	C2a	<input type="checkbox"/>	<input type="checkbox"/>
h. Other: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

18. Consistency with Community Character

The proposed project is inconsistent with the existing community character. NO YES
 (See Part 1. C.2, C.3, D.2, E.3)
If "Yes", answer questions a - g. If "No", proceed to Part 3.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may replace or eliminate existing facilities, structures, or areas of historic importance to the community.	E3e, E3f, E3g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may create a demand for additional community services (e.g. schools, police and fire)	C4	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may displace affordable or low-income housing in an area where there is a shortage of such housing.	C2, C3, D1f D1g, E1a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may interfere with the use or enjoyment of officially recognized or designated public resources.	C2, E3	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action is inconsistent with the predominant architectural scale and character.	C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
f. Proposed action is inconsistent with the character of the existing natural landscape.	C2, C3 E1a, E1b E2g, E2h	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

Project : Date :

Full Environmental Assessment Form
Part 3 - Evaluation of the Magnitude and Importance of Project Impacts
and
Determination of Significance

Part 3 provides the reasons in support of the determination of significance. The lead agency must complete Part 3 for every question in Part 2 where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.

Based on the analysis in Part 3, the lead agency must decide whether to require an environmental impact statement to further assess the proposed action or whether available information is sufficient for the lead agency to conclude that the proposed action will not have a significant adverse environmental impact. By completing the certification on the next page, the lead agency can complete its determination of significance.

Reasons Supporting This Determination:

To complete this section:

- Identify the impact based on the Part 2 responses and describe its magnitude. Magnitude considers factors such as severity, size or extent of an impact.
- Assess the importance of the impact. Importance relates to the geographic scope, duration, probability of the impact occurring, number of people affected by the impact and any additional environmental consequences if the impact were to occur.
- The assessment should take into consideration any design element or project changes.
- Repeat this process for each Part 2 question where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.
- Provide the reason(s) why the impact may, or will not, result in a significant adverse environmental impact
- For Conditional Negative Declarations identify the specific condition(s) imposed that will modify the proposed action so that no significant adverse environmental impacts will result.
- Attach additional sheets, as needed.

Determination of Significance - Type 1 and Unlisted Actions

SEQR Status: Type 1 Unlisted

Identify portions of EAF completed for this Project: Part 1 Part 2 Part 3

Upon review of the information recorded on this EAF, as noted, plus this additional support information

and considering both the magnitude and importance of each identified potential impact, it is the conclusion of the _____ as lead agency that:

A. This project will result in no significant adverse impacts on the environment, and, therefore, an environmental impact statement need not be prepared. Accordingly, this negative declaration is issued.

B. Although this project could have a significant adverse impact on the environment, that impact will be avoided or substantially mitigated because of the following conditions which will be required by the lead agency:

There will, therefore, be no significant adverse impacts from the project as conditioned, and, therefore, this conditioned negative declaration is issued. A conditioned negative declaration may be used only for UNLISTED actions (see 6 NYCRR 617.d).

C. This Project may result in one or more significant adverse impacts on the environment, and an environmental impact statement must be prepared to further assess the impact(s) and possible mitigation and to explore alternatives to avoid or reduce those impacts. Accordingly, this positive declaration is issued.

Name of Action:

Name of Lead Agency:

Name of Responsible Officer in Lead Agency:

Title of Responsible Officer:

Signature of Responsible Officer in Lead Agency:

Date:

Signature of Preparer (if different from Responsible Officer)

Date:

For Further Information:

Contact Person:

Address:

Telephone Number:

E-mail:

For Type 1 Actions and Conditioned Negative Declarations, a copy of this Notice is sent to:

Chief Executive Officer of the political subdivision in which the action will be principally located (e.g., Town / City / Village of)

Other involved agencies (if any)

Applicant (if any)

Environmental Notice Bulletin: <http://www.dec.ny.gov/enb/enb.html>

Res No. 9

June 14, 2017

To: The Honorable Mayor and City Council

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

Subject: Approving the Site Plan for the Construction of a 4,280 Square Foot Building Addition and Associated Site Improvements at 161 Clinton Street, Parcel Number 10-07-109.000

A request has been submitted by Patrick J. Scordo of GYMO, DPC, on behalf of Mike Lundy of Lundy Development and Property Management, for the above subject Site Plan Approval.

The City Planning Board reviewed the request at its special meeting held on May 16, 2017, and voted 5-1 to recommend that the City Council approve the site plan as submitted. Attached is an excerpt from their meeting minutes.

This application went before the Planning Board twice before going to a vote. Both Staff Reports prepared for the Planning Board, all Site Plan application drawings, original and revised, as well as other related materials are all attached. The complete application package can also be found in the online version of the City Council agenda.

The applicant has completed Part 1 of the Full Environmental Assessment Form (EAF), which has been provided for Council review as part of the SEQRA resolution. Since this action is closely related to the Zone Change Request, the City Council must consider them together, as part of a "whole action." This is described in the report for the separate SEQRA resolution that also appears on tonight's agenda.

The attached resolution approves the site plan submitted to the City Engineering Department on May 10, 2017.

The City Council must first vote on the SEQRA resolution and Zone Change Ordinance for the same property that also appears on tonight's agenda before it may vote on this Site Plan Approval.

RESOLUTION

Page 1 of 2

Approving the Site Plan for the Construction of a 4,280 Square Foot Building Addition and Associated Site Improvements at 161 Clinton Street, Parcel Number 10-07-109.000

- Council Member HORBACZ, Cody J.
- Council Member JENNINGS, Stephen A.
- Council Member MACALUSO, Teresa R.
- Council Member WALCZYK, Mark C.
- Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS Patrick J. Scordo of GYMO, DPC, on behalf of Michael Lundy of Lundy Development and Property Management, has submitted an application for Site Plan Approval for the construction of a 4,280 square foot building addition and associated site improvements at 161 Clinton Street, Parcel Number 10-07-109.000, and

WHEREAS the Planning Board of the City of Watertown reviewed the site plan at its meeting held on May 16, 2017, and voted 5-1 to recommend that the City Council of the City of Watertown approve the site plan with the following conditions:

1. In order to comply with the parking requirement for the site, the applicant must clarify the total amount of interior floor space, and specify how much of that space will count towards the parking calculations and what will be eligible for deduction from the parking calculations.
2. The applicant shall provide the City with a copy of the cross-access easement with the neighboring property owner to prove access to the eight proposed parking spaces at the southeast corner of the site.
3. The applicant shall provide a letter from the neighboring property owner that waives the required 15-foot dumpster setback.
4. The applicant shall provide a revised topographic and boundary survey, stamped by a professional land surveyor, that depicts all three streets from back-of-sidewalk to back-of-sidewalk, and labels all utilities appropriately.
5. The applicant must address all concerns listed in the "Other Engineering Comments" section of the April 27, 2017 Planning Department memorandum to the satisfaction of the City Engineering Department prior to the issuance of any permits.

RESOLUTION

Page 2 of 2

Approving the Site Plan for the Construction of a 4,280 Square Foot Building Addition and Associated Site Improvements at 161 Clinton Street, Parcel Number 10-07-109.000

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

- 6. The applicant must obtain the following permits, minimally, prior to demolition and construction: MS4 Acceptance Permit, Building Permit, Sidewalk Permit, Fence Permit, General City Permit, Sanitary/Storm Sewer Connection Permit and Water Supply Permit

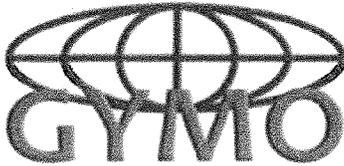
And

WHEREAS the City Council has reviewed the Full Environmental Assessment Form, responding to each of the questions contained in Part 2, and has determined that the project, as submitted, is a Type I Action and will not have a significant impact on the environment, and has previously issued a Negative Declaration under SEQRA as part of a separate Resolution, and

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

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that Site Plan Approval is hereby granted to Patrick J. Scordo of GYMO, DPC and Michael Lundy of Lundy Development and Property Management for the construction of a 4,280 square foot building addition and associated site improvements at 161 Clinton Street, Parcel Number 10-07-109.000, as depicted on the site plan submitted to the City Engineer on May 10, 2017, contingent upon the applicant meeting the conditions listed above.

Seconded by:



ARCHITECTURE
ENGINEERING
ENVIRONMENTAL
LAND SURVEYING

18 April 2017

Mr. Justin Wood, P.E.
City Engineer
Room 305 – City Hall
245 Washington St
Watertown, NY 13601

Re: Site Plan Submission
Clinton Center Development

File: 2012-230E

Dear Mr. Wood:

On behalf of Clinton Center Development, LLC, and owner Michael E. Lundy, we are submitting the following materials for Site Plan review at the 2 May 2017 City Planning Board meeting:

- 3 full size sets of Site Plans for Departmental Review, including a wet stamped original (Cover, C001, C101, C102, PH101, and C501-C504);
- 4 full size Topographic Surveys and 12 – 11"x17" copies;
- 15 – Cover Letters and Site Plan Application Form;;
- 12 – 11"x17" sets of Site Plans;
- 3 – Engineering Reports;
- Long Form EAF, and
- \$250 Application Fee.

The project is located on a single tax parcel; #10-07-109.000, in the City of Watertown on Clinton Street.

The proposed development consists of the rehabilitation of two existing buildings and a large parking area on site and the construction of an addition to connect these buildings (37,000 SF of office space). Related utilities and appurtenances required for the site are proposed to serve the development. Signage is not being included for review in the submission.

The developer plans on beginning construction in the Summer of 2017.

If there are any questions or you require additional information, please feel free to contact our office.

Sincerely,
GYMO, Architecture, Engineering & Land Surveying, DPC

Patrick J. Scordo, P.E.
Director of Engineering

Attachments

pc: Thomas Ross - GYMO, DPC
Michael E. Lundy - Owner

220 Sterling Street Watertown, New York 13601
Tel: (315) 788-3900 Fax: (315) 788-0668
E-mail: gymopc@gymopc.com

Edward G. Olley, Jr., AIA
Patrick J. Scordo, PE
Ryan G. Churchill, PE
Scott W. Soules, AIA
Brandy W. Lucas, MBA
Hayward B. Arthur III, MPS, IE
Howard P. Lyndaker III, PLS

Gregory F. Ashley, PLS
Thomas H. Ross

In Consultation
Leo F. Gozalkowski, PLS
Stephen W. Yaussi, AIA



1869

CITY OF WATERTOWN SITE PLAN APPLICATION PROCESS

A. SITE PLAN APPROVAL SUBMITTAL REQUIREMENTS*

1. **3 complete, collated sets of the site plan application package** that includes the following documents:
 - a. Cover letter that explains the proposal and includes a project description.
 - b. Completed Site Plan Application Form.
 - c. Full size copies of all required plans (24"x36"), including 1 stamped & signed original.
 - d. Engineering Report.

2. **12 complete, collated sets of the site plan application package** that includes the following documents:
 - a. Cover letter that explains the proposal and includes a project description.
 - b. Completed Site Plan Application Form.
 - c. Reduced size copies of all required plans (11"x17") if they are legible. (otherwise submit full size sets)

3. **An electronic (pdf) copy of the entire site plan application package** to include the following:
 - a. A single, combined pdf containing the cover letter, the site plan application form, the Engineering Report, the plan sheets and drawings.
 - b. The pdf may be submitted via email to planning@watertown-ny.gov or on a CD.

Note: When Jefferson County Planning Board (239-M) Review is necessary, one additional full size set as described in # 1 above is required.

*Planning Board Recommendation and City Council Approval are required for Site Plans.

B. Address submittals to:

Justin Wood, P.E.
City Engineer
Room 305, City Hall
245 Washington Street
Watertown, NY 13601

- C. **Site Plan Major:** A **\$250.00** application fee must accompany the submittal. Site Plan Major is defined as a site plan approval application which involves the disturbance of 1 acre or more of ground/soil disturbance and/or construction.

- D. **Site Plan Minor:** A **\$150.00** application fee must accompany the submittal. Site Plan Minor is defined as neither a Site Plan Waiver, nor a Site Plan Major.

- E. **Site Plan Waiver:** A **\$50.00** application fee must accompany the submittal.

- F. The applicable application fee must accompany each resubmission. You will be notified by the Engineering Department if an application requires a resubmission. Make checks payable to the City of Watertown.
- G. All Site Plan submittals must be received by the City Engineer at least 14 calendar days prior to the next Planning Board Meeting; 21 calendar days if Jefferson County Planning Board action is necessary. Failure to meet the submittal deadline will result in **not** making the agenda for the upcoming Planning Board Meeting. **THERE ARE NO EXCEPTIONS.** The City Planning Board meets on the first Tuesday of each month at 3:00 P.M. in the City Council Chambers on the 3rd Floor of City Hall.
- H. 2017 Meeting Schedules:

CITY OF WATERTOWN PLANNING BOARD 2017 (1 ST TUES. MONTH @ 3:00 PM)		CITY OF WATERTOWN CITY COUNCIL 2017 (1 ST & 3 RD MONDAY @ 7 PM)		JEFFERSON COUNTY PLANNING BOARD 2017 (LAST TUES. MONTH)	
MEETING DATE	DEADLINE	MEETING DATE		MEETING DATE	DEADLINE
Jan. 3	Dec. 20	Jan. 3*, 17*		Jan. 31	Jan. 17
Feb. 7	Jan. 24	Feb. 6, 21*		Feb. 28	Feb. 14
March 7	Feb. 21	March 6, 20		March 28	March 14
April 4	March 21	Apr. 3, 17		April 25	April 11
May 2	April 18	May 1, 15		May 30	May 16
June 6	May 23	Jun. 5, 19		June 27	June 13
July 5*	June 20	July 3, 17		July 25	July 11
Aug. 1	July 18	Aug. 7, 21		Aug. 29	Aug. 15
Sept. 5	Aug. 22	Sept. 5*, 18		Sept. 26	Sept. 12
Oct. 3	Sept. 19	Oct. 2, 16		Oct. 31	Oct. 17
Nov. 7	Oct. 24	Nov. 6, 20		Nov. 28	Nov. 14
Dec. 5	Nov. 21	Dec. 4, 18		Dec. 26	Dec. 12

* = Meeting Date changed due to Holiday



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CITY OF WATERTOWN SITE PLAN APPLICATION

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

PROPERTY LOCATION

Proposed Project Name: CLINTON CENTER DEVELOPMENT
Tax Parcel Number: 10-07-109.00
Property Address: 161-171 CLINTON STREET
Existing Zoning Classification: LIMITED BUSINESS

OWNER OF PROPERTY

Name: CLINTON CENTER DEVELOPMENT, LLC
Address: 35794 NYS ROUTE 126
CARTHAGE, NY 13619
Telephone Number: 315-493-2493
Fax Number: _____

APPLICANT

Name: GYMO, DPC
Address: 220 STERLING ST.
WATERTOWN, NY 13601
Telephone Number: 315-788-3900
Fax Number: 315-788-0668
Email Address: TROSS@GYMOPC.COM

ENGINEER/ARCHITECT/SURVEYOR

Name: PATRICK J. SCORDO, PE - GYMO, DPC
Address: 220 STERLING ST.
WATERTOWN NY, 13601
Telephone Number: 315-788-3900
Fax Number: 315-788-0668
Email Address: PAT@GYMOPC.COM

OPTIONAL MATERIALS:

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

REQUIRED MATERIALS:

- ** The following drawings with the listed information ARE REQUIRED, NOT OPTIONAL. If the required information is not included and/or addressed, the Site Plan Application will not be processed.**
- COMPLETED ENVIRONMENTAL ASSESSMENT FORM** (Contact us if you need help choosing between the Short EAF and the Full EAF). The Complete EAF is available online at: <http://www.dec.ny.gov/permits/6191.html>
 - ELECTRONIC COPY OF ENTIRE SUBMISSION (PDF)** A single, combined PDF of the entire application, including cover letter, plans, reports, and all submitted material.
 - BOUNDARY and 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 North American Vertical Datum of 1988 (NAVD88).
 - 1' contours are shown and 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 and distances), margins, acreage, zoning, existing land use, reputed owner, adjacent reputed owners and tax parcel numbers are shown and labeled.
 - The north arrow and 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

Include a reference to the coordinate system used(NYS NAD83-CF preferred).

All proposed above ground features are depicted and clearly labeled.

All proposed features are clearly labeled "proposed".

All proposed easements and right-of-ways are shown and labeled.

Land use, zoning, and tax parcel number are shown.

The Plan is adequately dimensioned including radii.

The line work and text for all proposed features is shown darker than existing features.

All vehicular and pedestrian traffic circulation is shown including a delivery or refuse vehicle entering and exiting the property.

Proposed parking and loading spaces including ADA accessible spaces are shown and labeled.

Sidewalks within the City Right-of-Way meet Public-Right-of-Way (PROWAG) standards.

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".

Proposed snow storage areas are shown on the plans.

The north arrow and graphic scale are shown.

GRADING PLAN

All proposed below ground features including elevations and inverts are shown and labeled.

All proposed above ground features are shown and labeled.

- The line work and text for all proposed features is shown darker than existing features.
- All proposed easements and right-of-ways are shown and labeled.
- 1' existing contours are shown dashed and labeled with appropriate spot elevations.
- 1' proposed contours are shown and labeled with appropriate spot elevations.
- All elevations are North American Vertical Datum of 1988 (NAVD88).
- Sediment and Erosion control are shown and 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 and below ground features are shown and labeled.
- All existing above and below ground utilities including sanitary, storm water, water, electric, gas, telephone, cable, fiber optic, etc. are shown and labeled.
- All proposed easements and right-of-ways are shown and labeled.
- The Plan is adequately dimensioned including radii.
- The line work and text for all proposed features is shown darker than existing features.
- The following note has been added to the drawings stating, "All water main and service work must be coordinated with the City of Watertown Water Department. The Water Department requirements supersede all other plans and specifications provided."

LANDSCAPING PLAN

- All proposed above ground features are shown and labeled.
- All proposed trees, shrubs, and other plantings are shown and labeled.
- All proposed landscaping and 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 and 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 and protection and traffic plans and 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 and proposed sanitary sewer flows and summary
- Water flows and pressure
- Storm Water Pre and Post Construction calculations and summary
- Traffic impacts
- Lighting summary
- Landscaping summary

GENERAL INFORMATION

- ALL ITEMS ARE STAMPED AND 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.
 - 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.
 - ** 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.
 - ** If required, a copy of all submittals sent to the New York State Department of Health (NYSDOH) will also be sent to the City of Watertown Engineering Department.
- ** When NYSDEC or NYSDOH permitting is required, the property owner/applicant shall retain a licensed Professional Engineer to perform inspections of the proposed utility work and to certify the completed works were constructed in substantial conformance with the approved plans and specifications.
- Signage will not be approved as part of this submission. It requires a sign permit from the City Code Enforcement Bureau. See Section 310-52.2 of the Zoning Ordinance.
 - Plans have been collated and properly folded.

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

Proposed Street Name: _____

- For non-residential uses, the proposed Hours of Operation shall be indicated.
- Signature Authorization form or letter signed by the owner is submitted allowing the applicant to apply on behalf of the owner if the applicant is not the property owner.
- Explanation for any item not checked in the Site Plan Checklist.



CLINTON CENTER DEVELOPMENT

161-171 CLINTON STREET, CITY OF WATERTOWN
JEFFERSON COUNTY, NEW YORK

SITE DEVELOPMENT PLANS

18 APRIL 2017

INDEX OF DRAWINGS:

- C001 - GENERAL NOTES AND INFORMATION
- C101 - SITE AND LANDSCAPING PLAN
- C102 - UTILITY AND GRADING PLAN
- PH101 - PHOTOMETRICS PLAN
- C501 - SITE DETAILS
- C502 - SITE DETAILS
- C503 - SITE DETAILS
- C504 - SITE DETAILS

2012-230E - 18 MARCH 2017
CLINTON CENTER DEVELOPMENT - SITE DEVELOPMENT PLANS
161-171 CLINTON STREET - CITY OF WATERTOWN, NEW YORK



PATRICK J. SCORDO, P.E.
New York State Reg. No. 068905-1

PREPARED BY:



ARCHITECTURE
ENGINEERING
ENVIRONMENTAL
LAND SURVEYING

220 Sterling Street, Watertown, New York 13601
www.gymopc.com (315) 788-3900

PREPARED FOR:

CLINTON CENTER DEVELOPMENT, LLC
35794 NYS ROUTE 128
CARTHAGE, NY 13619
CONTACT: MR. MICHAEL LUNDY
(315) 493-2493

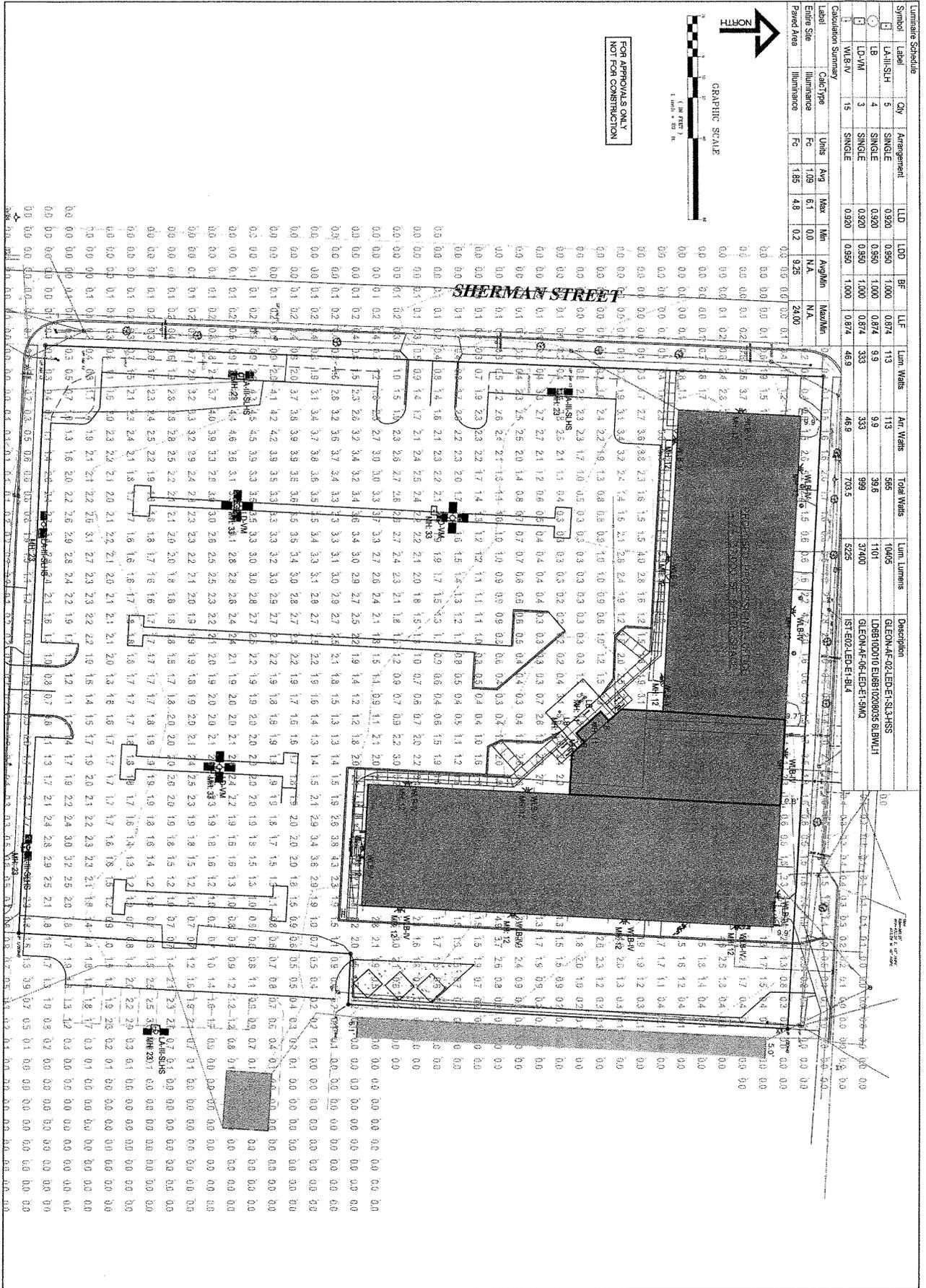


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LB	4	SINGLE	0.920	0.950	1.000	0.874	9.9	9.9	9.9	GLEON-A-F06-LED-E1-S10-Q
LD-VM	3	SINGLE	0.920	0.950	1.000	0.874	333	333	333	GLEON-A-F06-LED-E1-S10-Q
LE-IV	15	SINGLE	0.920	0.950	1.000	0.874	46.9	46.9	46.9	IST-E02-LED-E1-B14

Label	CalcType	Units	Avg	Max	Min	AvgMin	MaxMin
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Parvd Area	illumance	Fc	1.85	4.8	0.2	0.25	24.00



FOR APPROVAL ONLY
NOT FOR CONSTRUCTION



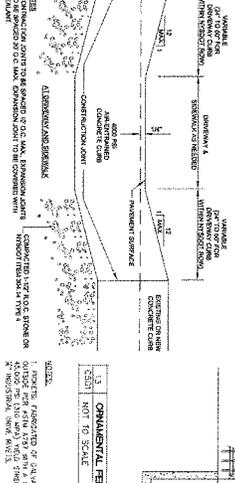
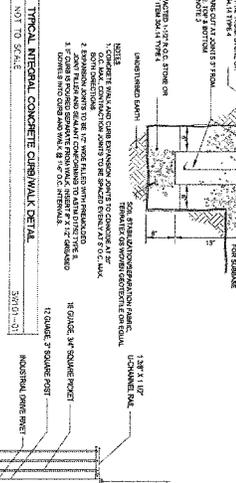
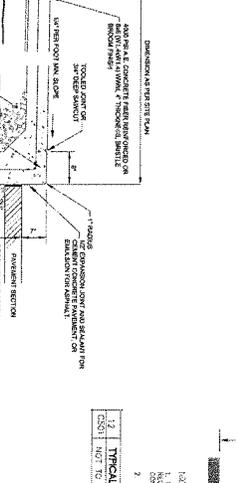
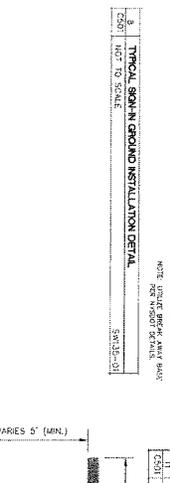
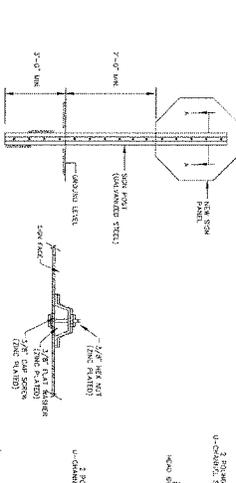
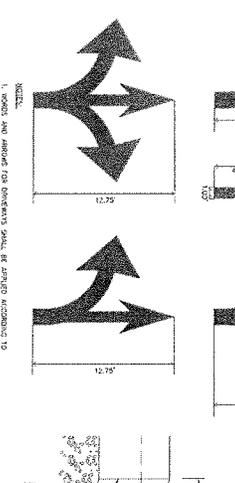
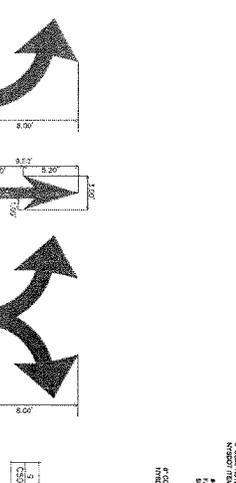
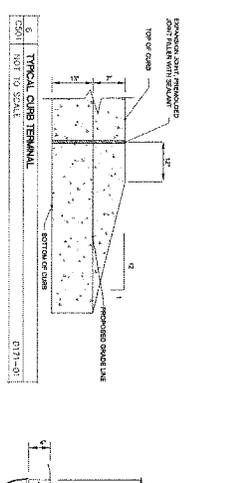
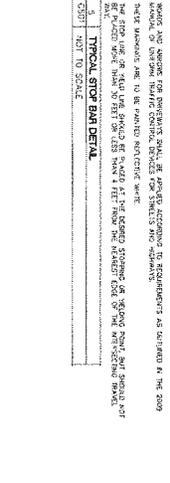
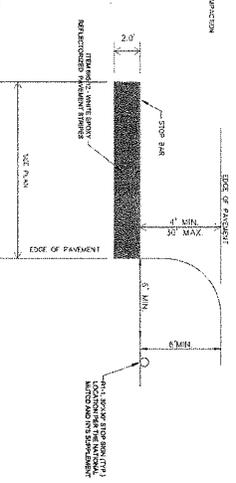
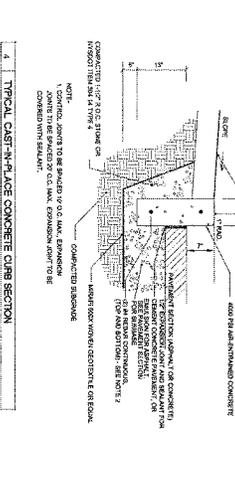
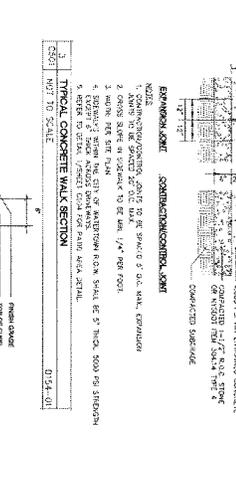
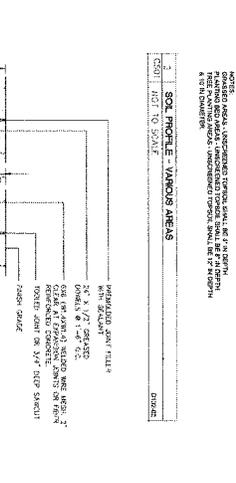
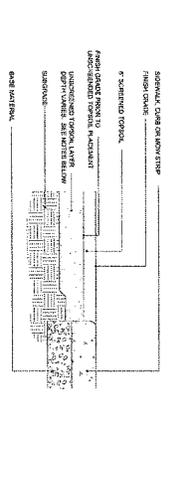
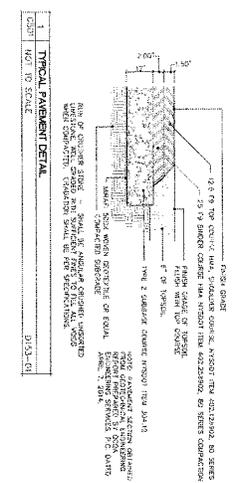
PHOTOMETRICS PLAN

CLINTON CENTER DEVELOPMENT
CLINTON STREET, CITY OF WATERTOWN
JEFFERSON COUNTY, NEW YORK

GYMO

ARCHITECTURE
 ENGINEERING
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 LAND SURVEYING

320 Sterling Street,
 Watertown, NY 13601
 Tel: (315) 268-8800
 Fax: (315) 268-8808
 www.gymo.com



**FOR APPROVALS ONLY
 NOT FOR CONSTRUCTION**

C501

SITE DETAILS

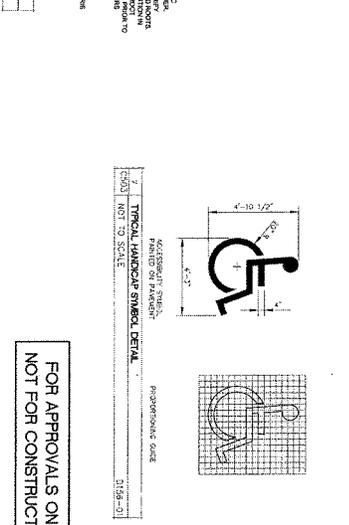
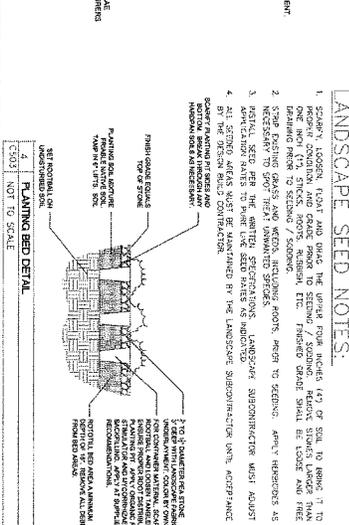
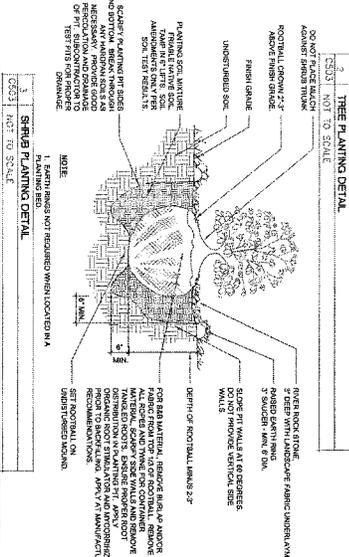
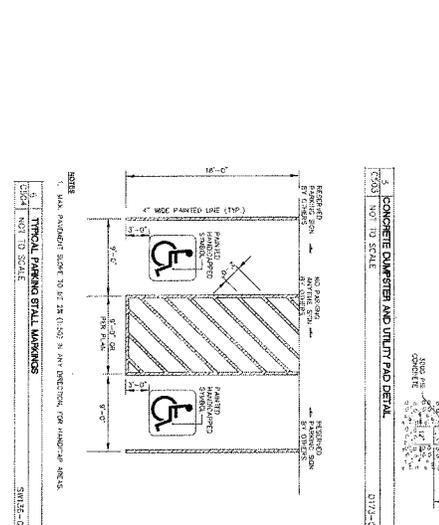
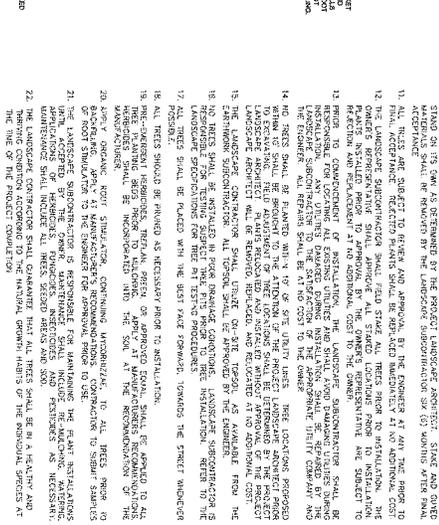
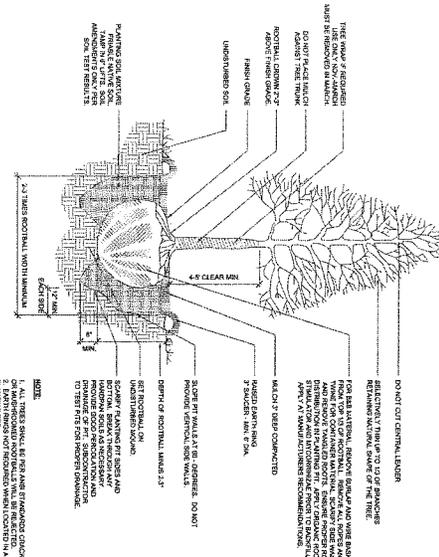
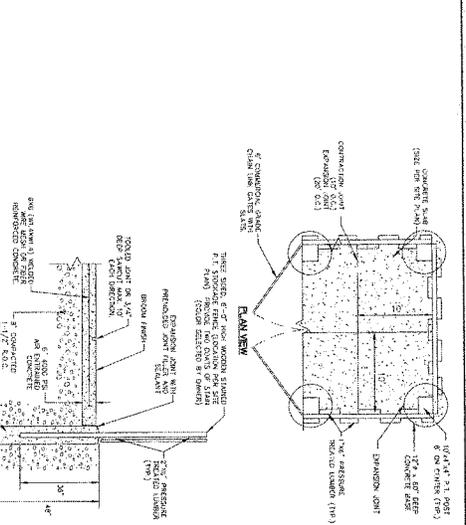
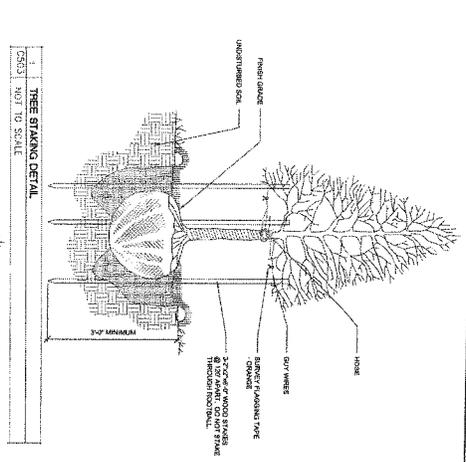
CLINTON CENTER DEVELOPMENT
CLINTON STREET, CITY OF WATERTOWN
JEFFERSON COUNTY, NEW YORK

DATE: 03/11/2011
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 DESIGNED BY: [Name]
 SCALE: AS SHOWN

GYMO
 ARCHITECTURE
 ENGINEERING
 ENVIRONMENTAL
 LAND SURVEYING

1200 SHELLEY STREET
 WATERTOWN, NY 13601
 TEL: (315) 886-0111
 FAX: (315) 886-0111
 WWW.GYMOINC.COM

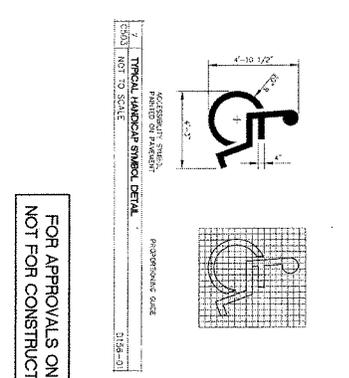
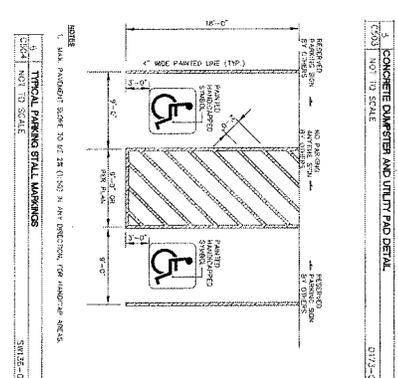
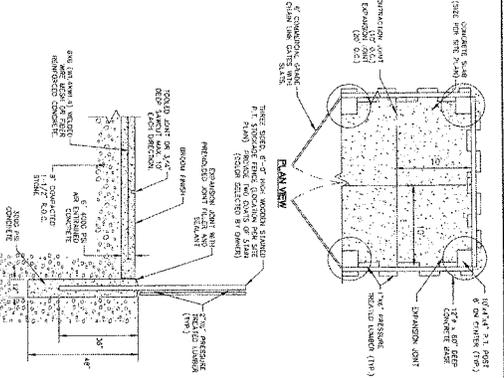
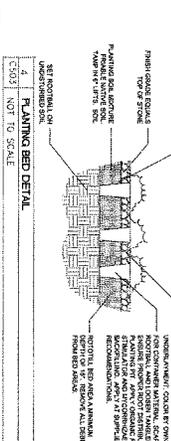
TREE PLANTING NOTES:



- THESE NOTES ARE PRESENTED AS A SUMMARY OF THE WORK. SPECIFICATIONS SHOULD BE FOR THE REQUIREMENTS SET IN THE WORK SPECIFICATIONS FOR ADDITIONAL DETAIL AND FULL PROJECT.
1. ANY QUANTITIES INDICATED ON THE DRAWINGS OR ON THE TREE VOUCHER, SHOULD BE USED TO BE CORRECTED. THE QUANTITIES INDICATED ON THE TREE VOUCHER SHOULD BE USED TO BE CORRECTED. THE QUANTITIES INDICATED ON THE TREE VOUCHER SHOULD BE USED TO BE CORRECTED.
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LANDSCAPE SEED NOTES:

1. SEEDS, LOGS, CUTS AND BRUSH, THE GRAIN FROM HICKS 4.75' OF SOIL TO BRING IT TO THE SURFACE AND GRADE SHOULD BE REMOVED / SOONER. REMOVE STUMP LARGER THAN 4\"/>
- 2. SEEDS, LOGS, CUTS AND BRUSH, THE GRAIN FROM HICKS 4.75' OF SOIL TO BRING IT TO THE SURFACE AND GRADE SHOULD BE REMOVED / SOONER. REMOVE STUMP LARGER THAN 4\"/>
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SITE DETAILS

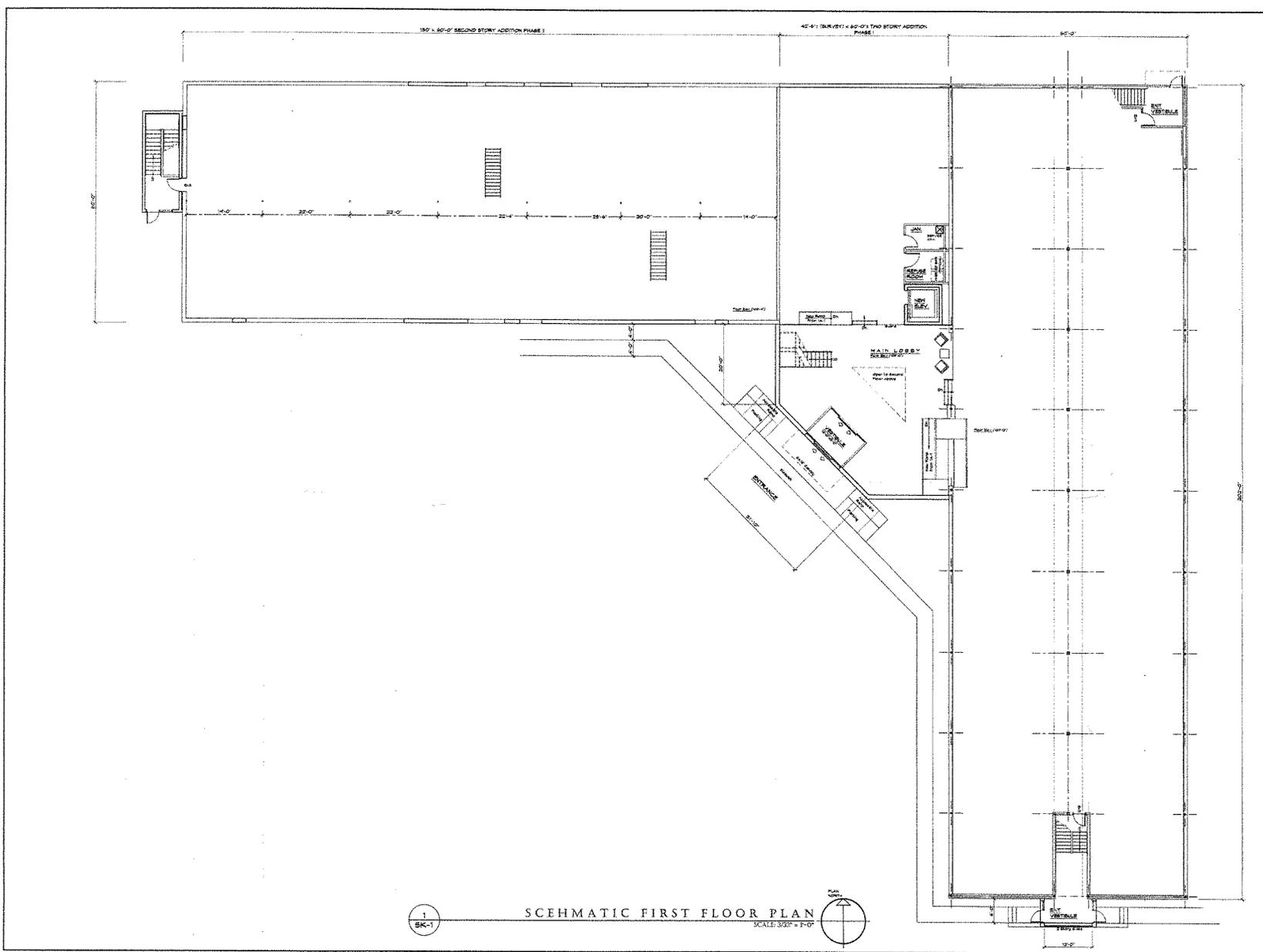
CLINTON CENTER DEVELOPMENT
CLINTON STREET, CITY OF WATERTOWN
JEFFERSON COUNTY, NEW YORK

DATE: 03/13/20
 DRAWN BY: A.L. HARRIS
 CHECKED BY: G.H. HARRIS
 PROJECT NO.: 1518-01

FOR APPROVALS ONLY
NOT FOR CONSTRUCTION

C503

GYMPC ARCHITECTURE ENGINEERING ENVIRONMENTAL LAND SURVEYING
 276 Sterling Street, Watertown, NY 13590
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 518-866-1540



1
SK-1

SCHEMATIC FIRST FLOOR PLAN

SCALE 3/32" = 1'-0"



PROPOSED ADDITION / ALTERATIONS
 PROFESSIONAL OFFICE BUILDINGS
 161 - 171 CLINTON ST. WATERTOWN, N.Y.
 HARRINGTON & MOSHER
 ARCHITECTS, P.C.
 100 WASHINGTON ST. WATERTOWN, NEW YORK 13155



CLINTON CENTER
 DEVELOPMENT, LLC

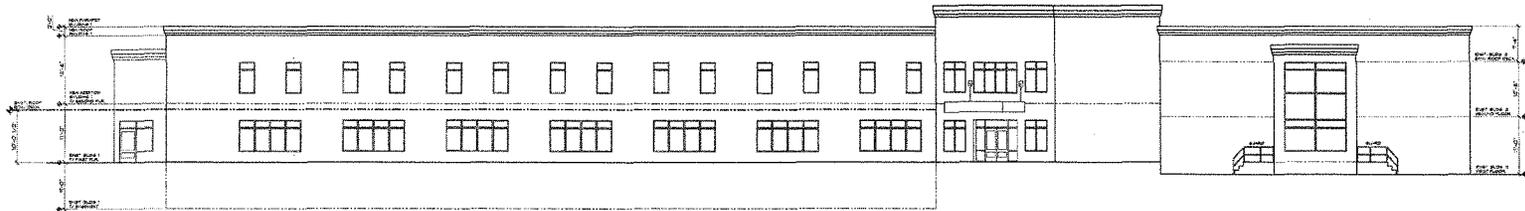
35794 NYS ROUTE 126
 CARLEIGH, NEW YORK 13619
 PHONE: (518) 452-2461
 FAX: (518) 452-2941

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NO.	NOTES	DATE

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 DRAWING TITLE
 SCHEMATIC FIRST FLOOR PLAN
 SHEET NO.
 SK-1

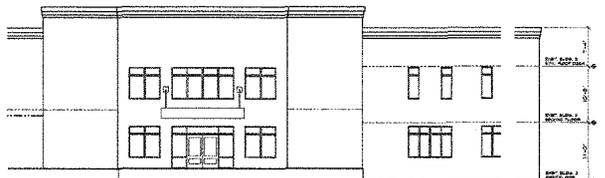
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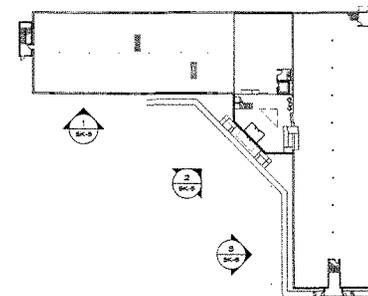
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SK-5 SCHEMATIC SOUTH ELEVATION
SCALE: 3/32" = 1'-0"



2
SK-5 SCHEMATIC WEST ELEVATION
SCALE: 3/32" = 1'-0"



3
SK-5 SCHEMATIC SOUTHWEST ELEVATION
SCALE: 3/32" = 1'-0"



A
SK-5 ELEVATION KEY PLAN
SCALE: N.T.S.

PROPOSED ADDITION / ALTERATIONS
 PROFESSIONAL OFFICE BUILDINGS
 161 - 171 CLINTON ST. WATERTOWN, N.Y.
 HARRINGTON & MOSHER
 ARCHITECTS, P.C.
 MEMBERS OF AMERICAN INSTITUTE OF ARCHITECTS

CLINTON CENTER
 DEVELOPMENT, LLC

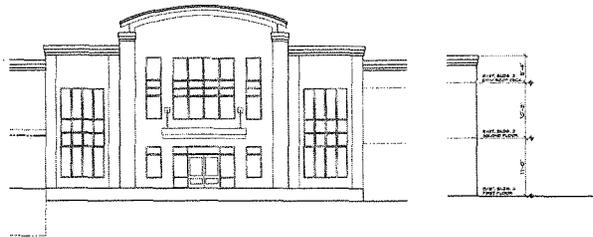
35704 NYS ROUTE 126
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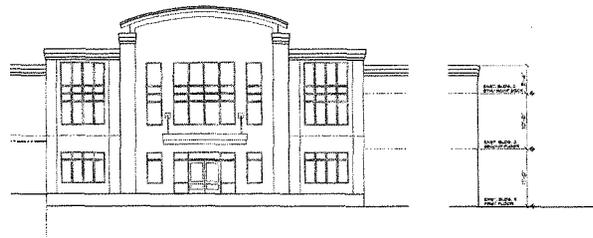
NO.	NOTES	DATE

REVISIONS REQUIRED PER TOWN COMMENTS: 04-18-19

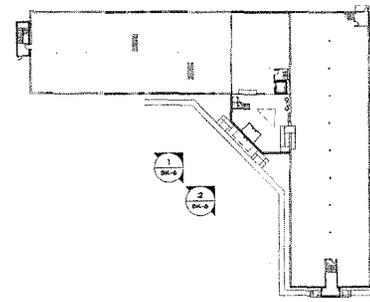
JOB NAME PROPOSED PROFESSIONAL OFFICE CAMPUS WATERTOWN, N.Y.	DATE 04-18-19
DRAWING TITLE SCHEMATIC ELEVATIONS	SHEET NO. SK-5



1 SK-6 SCHEMATIC SOUTHWEST ELEVATION - OPTION 2 SCALE: 3/32" = 1'-0"



2 SK-6 SCHEMATIC SOUTHWEST ELEVATION - OPTION 3 SCALE: 3/32" = 1'-0"



A SK-6 ELEVATION KEY PLAN SCALE: N.T.S.

PROPOSED ADDITION / ALTERATIONS
 PROFESSIONAL OFFICE BUILDINGS
 161 - 171 CLINTON ST. WATERTOWN, N.Y.
 HARRINGTON & MOSHER ARCHITECTS, P.C.
AN OFFICE OF AMERICAN INSTITUTE OF ARCHITECTS
 161-171 CLINTON ST. WATERTOWN, NY 13155

 ARCHITECT'S SIGNATURE

CLINTON CENTER DEVELOPMENT, LLC

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NO.	NOTES	DATE

JOB NAME PROPOSED PROFESSIONAL OFFICE CAMPUS WATERTOWN, N.Y. DRAWING TITLE SCHEMATIC ELEVATIONS	DATE 07/27/2010 DRAWN BY JMM
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SK-6

general parking area, while the driveway from Clinton Street would be an entrance only, which would provide access to an employee parking area, and allow egress through the general parking lot on the south side of the site.

Section 310-47 of the Zoning Ordinance of the City of Watertown requires five spaces for every 1,000 square feet of office floor area. The applicant states on the site plan and in the Planning Table that the site contains approximately 37,000 square feet of office floor space, yielding a parking requirement of 185 spaces, which is the exact number the applicant proposes to provide. It is evident that a two-story building with a footprint of 25,220 square feet will have significantly more interior floor space than the applicant identifies.

Section 310-50 of the Zoning Ordinance permits an applicant to deduct utility and storage space from the total number of square feet used in the parking calculation. The applicant must clarify how much interior floor space is proposed, and further clarify what interior floor space will and will not count towards the parking calculations.

The applicant also counts eight proposed parking spaces at the southeast corner of the site towards the required total. The only means depicted to access these spaces is via a proposed asphalt driveway on Watertown Savings Bank's property. The applicant notes the existence of a cross-access easement with the bank to allow access to these spaces. The applicant must provide the City with a copy of this easement, proving that these parking spaces can count towards the required total.

The applicant includes directional arrows for vehicular movements on the site plan. However, this does not fulfill the Site Plan Application requirement that "all vehicular and pedestrian traffic is shown." The applicant shall submit a Vehicular and Pedestrian Circulation Plan that depicts the movements of a City fire truck and a delivery or refuse vehicle through the site.

Pedestrian Access: The applicant proposes one main entrance from the parking lot on the southwest face of the proposed building addition, as well as two exit vestibules, one of which exits to the interior parking lot and the other of which exits to the Clinton Street sidewalk.

The single proposed entrance would be adequate for those accessing the building from the parking lot or for pedestrians accessing the building from the south and west. However, a pedestrian accessing the building from Clinton Street (which would be the primary route for a pedestrian travelling from downtown), would need to walk around the entirety of the building, an additional 400 feet, to access the lone entrance. The applicant should consider adding an entrance on the Clinton Street side to accommodate pedestrian access from the north and east.

In addition, the applicant depicts an interior crosswalk that leads southwest from the building's main entrance to an electrical transformer pad in a landscaped area. The applicant must revise this crosswalk to provide a more adequate pedestrian connection.

The applicant must also replace all deficient sidewalks along the perimeter of the property and depict all necessary locations of such replacement on the site plan. The applicant must also revise the proposed driveway from Sherman Street to provide a sidewalk with three-foot apron flares, per the City Standard.

Setbacks: The Zoning Ordinance requires a 20-foot front yard setback and a five-foot side yard setback in the Limited Business District. The two existing buildings on the site are both set back nine feet from the Clinton Street right-of-way, and the proposed building addition to connect them would be set back nine feet. In addition, the applicant proposes to construct a fire escape on the Sherman Street side of the building, which the applicant depicts on the schematic floor plan, but omits on the site plan drawing. This proposed fire escape would also have a setback of less than 20 feet. The applicant has sought and obtained an Area Variance from the Zoning Board of Appeals that reduces the front-yard setback to nine feet along both Clinton and Sherman Streets, granting the necessary relief for the proposals.

Landscaping and Buffers: The existing site is essentially devoid of any landscaping except for a small grass area in between the two buildings and in front of each building on Clinton St. There are City owned street trees located in the margin area along both Clinton Street and Sherman Street. The applicant proposes to remove four of the

existing City-owned trees along the Sherman Street side of the site. Planning Staff have inspected the trees in question, and the City will schedule the removal of two of the four trees by the Department of Public Works, as they are in poor condition and are potentially hazardous. The remaining two trees along Sherman Street are in fair condition and are not considered hazardous at this time. If not highlighted by this project, the City would not consider these trees for removal until the time at which an inspection proved them to be hazardous.

However, the City is willing to allow the applicant to remove these trees contingent upon them being replaced as outlined in the City's Tree Ordinance, Section 287-5, Paragraph D of the City Code. The tree ordinance states that whenever a City tree(s) is removed, the person shall subsequently replace the tree(s) by the caliper inch, such that for every inch of diameter (DBH) removed, an equal number of caliper inches shall be replaced. The two trees proposed for removal have a combined DBH of 39 inches. The proposed landscaping plan shows 14 new trees in the right-of-way to replace those to be removed. Assuming that the proposed replacement trees will have a caliper diameter of 2.5 inches, a total of 35 caliper inches is provided. The applicant shall provide two additional trees in the right-of-way to fulfill the minimum replacement requirement of 39 caliper inches. The City recommends that the applicant plant these additional trees on the east and west side of the site's Mullin Street entrance.

As the two large trees in question continue to provide valuable benefits to the immediate neighborhood, the applicant should not remove them until implementing the landscape portion of the project in the fall, following the construction period that will take place during the summer months.

In addition to the street trees proposed on the site plan, the applicant is also proposing to plant trees along the perimeter of the parking lot on the Sherman Street side, in islands near the building and in between the rows of parking. Building foundation plantings are also proposed and consist of various shrubs proposed along the entire Clinton Street frontage of the building and near the main entrance.

The City's Landscaping and Buffer Zone Guidelines recommend several landscaping treatments for all sites including landscaped strips along street rights-of-way and interior and exterior parking lot landscaping. The applicant has provided 14 interior parking lot trees which exceeds the recommended 1 tree per 15 parking spaces. Exterior parking lot landscaping is provided along Sherman Street in the form of a 13' +/- wide grass strip with trees planted throughout. The landscaped strip along Mullin Street does not meet the recommended 15' width as only 4' +/- is provided. With the proposed wrought iron fence located in the middle of the 4' strip, there is no room for trees along the parking lot on the Mullin Street side. However, the trees proposed for the right-of-way on Mullin Street will help to buffer the parking on the site's south side.

The proposed drainage scheme directs parking lot runoff into the swales or islands located between the parking aisles. The applicant should provide clarification regarding the makeup of the islands located in between the parking spaces. One note on the drawing indicates that the area will consist of washed drainage stone while another note indicates that the area shall consist of annual plantings and perennials. The planting of grasses and other perennials are preferred as they will improve the aesthetics of the parking lot and would act as a rain garden which will also serve to treat and slow the storm water runoff that is directed to those areas. The two western most islands are shown to be 4' in width which limits the type of plants that can be provided. Consideration should be given to widening these areas. The two easternmost islands are approximately 6' wide. At 6' wide, a more substantial landscape treatment, to include trees and shrubs, could be provided in these areas which would provide the benefits noted above.

The planting schedule is incomplete as plant quantities are not provided. The applicant shall update the schedule to reflect the quantities of all proposed plant material.

Additionally, the applicant proposes a dumpster enclosure area containing three dumpsters at the eastern edge of the property, three feet from the eastern parcel boundary. The applicant must provide a letter from the neighboring property owner that waives the required 15-foot dumpster setback.

Urban Design: The applicant has included schematic elevation drawings for the interior facing sides of the building. The applicant did not submit elevation drawings for the east or north sides, the latter of which would face Clinton Street and would be nine feet from the sidewalk.

In order to avoid presenting a harsh building exterior to the public realm and to maintain an attractive streetscape, the applicant should provide large first-floor windows, of at least the same size depicted on the south and west elevations, for the entire length of the Clinton Street frontage.

Fences: The applicant proposes three-foot tall decorative retaining walls to bookend the Sherman Street and Mullin Street entrances, as well as at the southeast and southwest corners of the site. The City Code Enforcement Bureau will recognize these decorative retaining walls as landscaping rather than as fences.

The applicant also proposes a four-foot tall decorative wrought iron fence at the western and southern perimeters of the property that are intended to improve the site's aesthetics. The ornamental fence detail provided on Sheet C501 appears to show that the fence would be in compliance with Section 310-26.1 (H) of the Zoning Ordinance, but a separate fence permit will need to be obtained by the applicant.

SEQR: The applicant indicates in his response to Question C.3.b. that the use is permitted by a special or conditional use permit. This is inaccurate as professional offices are a use-by-right in Limited Business Districts. The applicant should change his answer to Question C.3.b. from "Yes" to "No."

In the applicant's response to Question E.1.a., the applicant should add "Residential" to the identified land uses that occur on, adjoining and near the project site, as there are residential properties across the street from the project site on both the Clinton Street and Mullin Street sides, which the applicant should mention in the required general description of the area.

In the applicant's response to Question E.1.d., the applicant indicates there are no facilities serving children, the elderly or people with disabilities within 1500 feet of the project site. This is inaccurate, as all of these uses occur within 1500 feet of the project site, including but not limited to, the Jefferson County Human Services Building, the licensed day care center in the Dulles State Office Building and two group homes on the 200 block of Clinton Street. The applicant should change the answer to Question E.1.d. from "No" to "Yes" and identify all included facilities as required.

The applicant did not provide an answer to Question E.1.h.iv. as required. The applicant should provide an answer to this question.

The applicant indicates in his response to Question E.2.o. that the site may contain endangered or threatened species or their associated habitats. The applicant should provide a letter from the New York State Department of Environmental Conservation (DEC) that determines whether the proposed project has the potential to affect any endangered species or their habitats.

The applicant indicates in his response to Questions E.3.e. and E.3.f. that the project is adjacent to a number of historic sites. Therefore, the applicant should consult SHPO regarding potential impacts and provide a letter from SHPO that determines whether the proposed project has the potential to affect any historic or archeological resources.

The applicant indicates in his response to Question E.3.h. that the proposed action is not within five miles of any officially designated and publically accessible federal, state or local scenic or aesthetic resource. This is inaccurate, as the Olympic Trail and Black River Trail, both designated by the New York State Department of Transportation (NYSDOT) as scenic byways, pass through the City of Watertown. The applicant should change the answer to Question E.3.h. from "No" to "Yes."

Utilities and Hydrology: The submitted survey only depicts Clinton, Sherman and Mullin Streets from the near sidewalk to the centerlines. The applicant shall provide a revised topographic and boundary survey, stamped by a

professional land surveyor, that depicts all three streets from back-of-sidewalk to back-of-sidewalk, and labels all utilities appropriately.

The applicant must also depict a profile of the sanitary sewer lateral with all utility crossings as well as clarify the intent to either use or abandon existing sanitary sewer and water services. The applicant must also clarify why there are no depicted provisions to abandon or cap off the existing storm sewer that runs between the existing buildings from the proposed parking lot to Clinton Street.

In addition, the applicant shall confirm the outlet invert of the catch basin on Sherman Street, to which on-site stormwater would discharge. The City Engineering Department will notify the Department of Public Works to clean debris from the catch basin.

Miscellaneous: The applicant must add the following information to the site plan drawing, in accordance with Site Plan Application requirements: Tax parcel number, Zoning, existing land use, reputed owner, as well as adjacent reputed owners and tax parcel numbers.

Other Engineering Comments: The applicant shall provide a paving detail for all street cuts, and can obtain the pavement section of Clinton Street from the City Engineering Department.

Curb radii are not shown on many of the curbs surrounding the building, at the main entrance area and near the street entrances to the site. The site plan shall be updated to show the curb radii.

The applicant shall coordinate with the Fire Department for the installation of Knox Boxes where required.

The applicant shall clarify the extent of the driveway rebuild to Clinton Street.

The applicant shall adjust the curb line and the edge of the pavement along Mullin Street to match the existing conditions near the west end.

The applicant must submit a copy of the project's Stormwater Pollution Prevention Plan (SWPPP) and all associated documents to the City Engineering Department per the City's MS4 Local Law in order to obtain an MS4 Acceptance Permit.

Permits: The applicant must obtain the following permits, minimally, prior to demolition and construction: MS4 Acceptance Permit, Building Permit, Sidewalk Permit, Fence Permit, General City Permit (for work performed within the margin), Sanitary/Storm Sewer Connection Permit and Water Supply Permit.

Summary:

1. In order to comply with the parking requirement for the site, the applicant must clarify the total amount of interior floor space, and specify how much of that space will count towards the parking calculations and what will be eligible for deduction from the parking calculations.
2. The applicant shall submit a Vehicle and Pedestrian Circulation Plan that shows the movements of a delivery or refuse vehicle as well as a City fire truck.
3. The applicant shall provide the City with a copy of the cross-access easement with the neighboring property owner to prove access to the eight proposed parking spaces at the southeast corner of the site.
4. The applicant shall revise the proposed interior crosswalk presently depicted as connecting to an electrical transformer pad to provide a more adequate pedestrian connection.
5. The applicant shall depict on the site plan the replacement of all deficient sidewalks along the perimeter of the property.

6. The applicant shall provide two additional street trees in the right-of-way on the east and west side of the site's Mullin Street entrance to comply with the City's tree ordinance relative to the proposed removal of two City trees.
7. The applicant should provide additional landscaping in the form of grasses and other perennials in the two westernmost interior parking lot islands and trees and shrubs in the two easternmost interior islands to provide stormwater quality benefits and improved aesthetics on the site.
8. The applicant should consider providing a larger setback between the sidewalk and the parking lot on the Mullin Street side of the site.
9. The applicant shall update the planting schedule to reflect the quantities of all proposed plant material.
10. The applicant shall revise the proposed driveway from Sherman Street to meet the City Standard, including a sidewalk with three-foot apron flares.
11. The applicant shall provide a letter from the neighboring property owner that waives the required 15-foot dumpster setback.
12. The applicant shall address all SEQR issues identified in the April 27, 2017 Planning Department memorandum.
13. The applicant shall provide a revised the topographic and boundary survey, stamped by a professional land surveyor, that depicts all three streets from back-of-sidewalk to back-of-sidewalk, and labels all utilities appropriately.
14. The applicant shall depict a profile of the sanitary sewer lateral with all utility crossings.
15. The applicant shall clarify his intent either to use or abandon existing sanitary sewer and water services.
16. The applicant shall clarify why there are no depicted provisions to abandon or cap off the existing storm sewer that runs between the existing buildings from Clinton Street to the proposed parking lot.
17. The applicant shall confirm the outlet invert of the catch basin on Sherman Street to which on-site stormwater would discharge.
18. The applicant shall show and label the tax parcel number, zoning, and existing land use, reputed owner of the subject parcel, as well as the tax parcel numbers and reputed owner of adjacent properties.
19. The applicant must address all concerns listed in the "Other Engineering Comments" section of the April 27, 2017 Planning Department memorandum to the satisfaction of the City Engineering Department prior to the issuance of any permits.
20. The applicant must obtain the following permits, minimally, prior to demolition and construction: MS4 Acceptance Permit, Building Permit, Sidewalk Permit, Fence Permit, General City Permit, Sanitary/Storm Sewer Connection Permit and Water Supply Permit.

cc: City Council Members
Justin Wood, City Engineer
Patrick Scordo, GYMO, DPC, 220 Sterling St, Watertown, NY 13601
Thomas H. Ross, GYMO, DPC, 220 Sterling St, Watertown, NY 13601
Michael E. Lundy, Lundy Development & Property Management, 35794 NYS Route 126, Carthage, NY 13619



CLINTON CENTER DEVELOPMENT

161-171 CLINTON STREET, CITY OF WATERTOWN
JEFFERSON COUNTY, NEW YORK

SITE DEVELOPMENT PLANS

△ 10 MAY 2017

INDEX OF DRAWINGS:

- C001 - GENERAL NOTES AND INFORMATION
- C101 - SITE AND LANDSCAPING PLAN
- C102 - UTILITY AND GRADING PLAN
- PH101 - PHOTOMETRICS PLAN
- C501 - SITE DETAILS
- C502 - SITE DETAILS
- C503 - SITE DETAILS
- C504 - SITE DETAILS

2012-230E - 10 MAY 2017
CLINTON CENTER DEVELOPMENT - SITE DEVELOPMENT PLANS
161-171 CLINTON STREET - CITY OF WATERTOWN, NEW YORK



PATRICK J. SCORDO, P.E.
New York State Reg. No. 088965-1

PREPARED BY:



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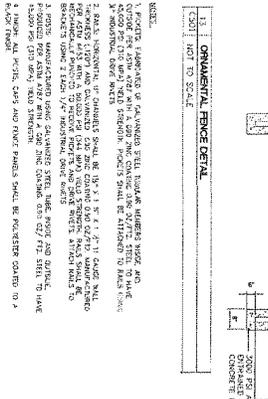
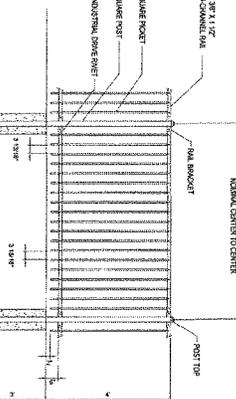
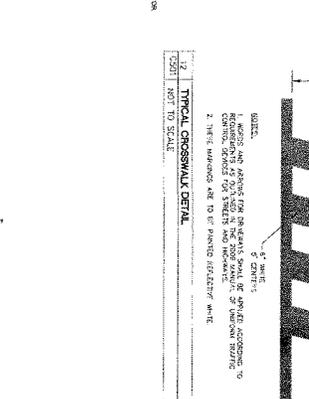
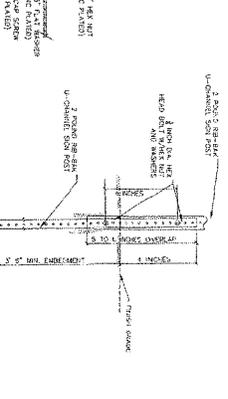
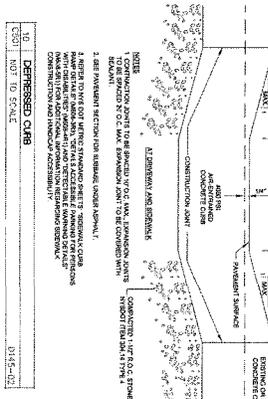
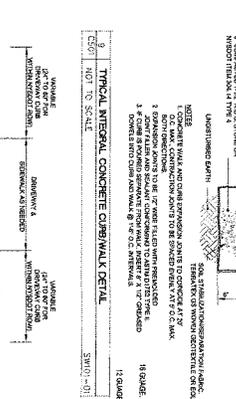
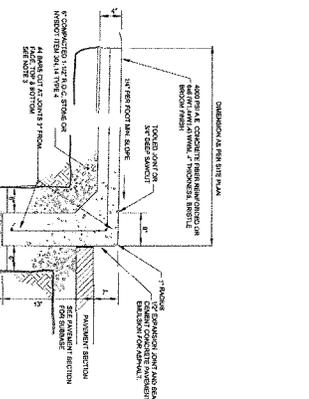
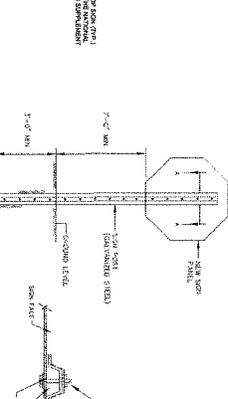
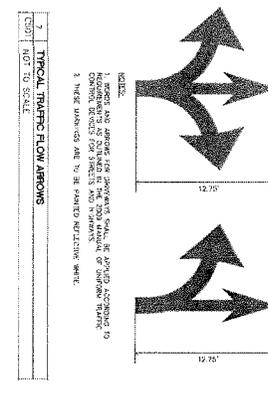
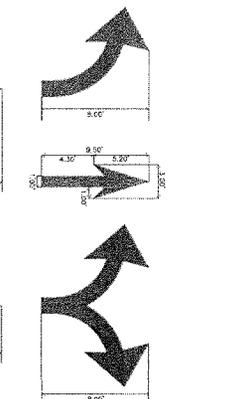
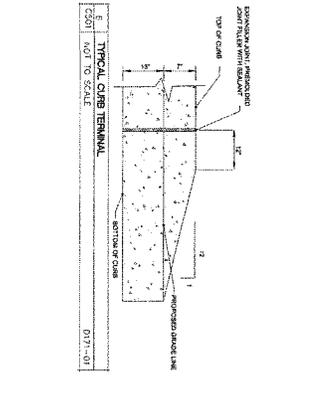
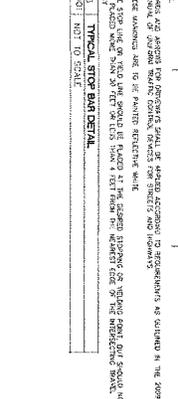
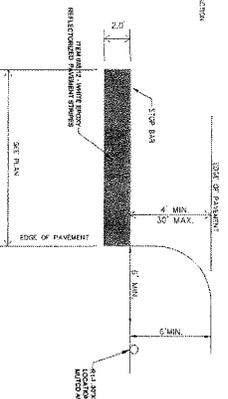
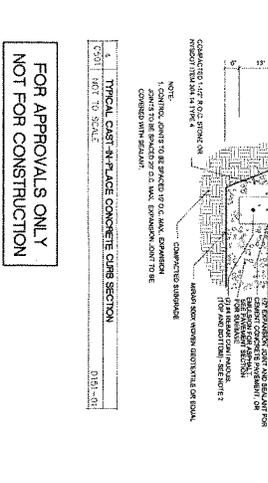
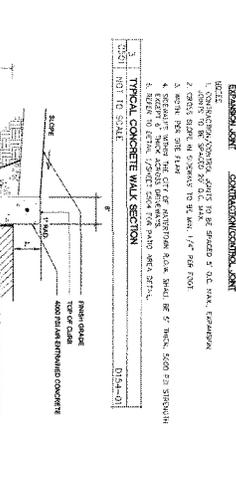
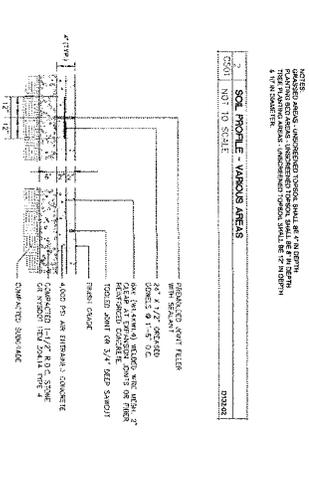
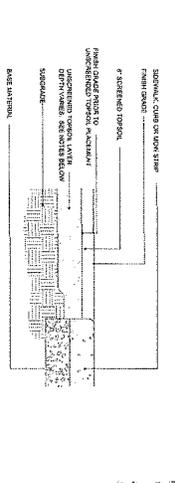
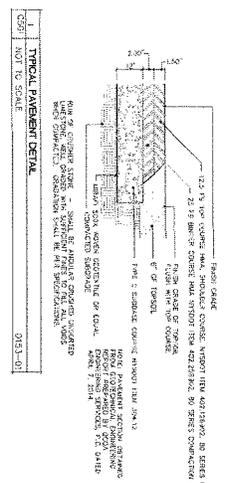
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PREPARED FOR:

CLINTON CENTER DEVELOPMENT, LLC
35794 NYS ROUTE 620
CARTHAGE, NY 13619
CONTACT: MR. MICHAEL LUNDY
(315) 495-2493



REVISION	DESCRIPTION	DATE
△	CITY OF WATERTOWN STAFF COMMENTS	5/10/2017



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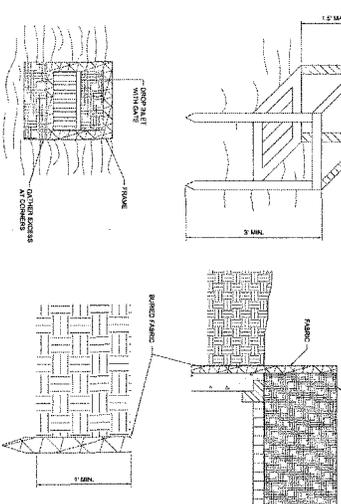
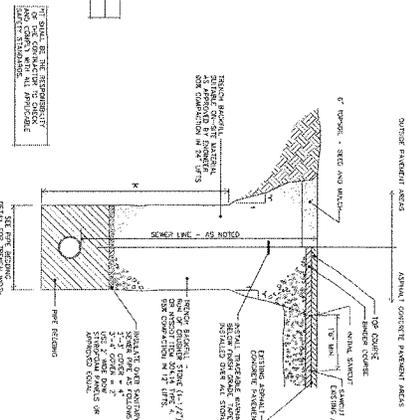
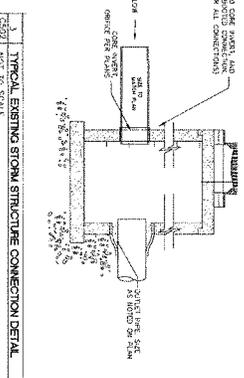
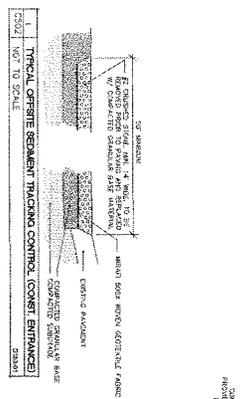
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SITE DETAILS

CLINTON CENTER DEVELOPMENT
CLINTON STREET, CITY OF WATERTOWN
JEFFERSON COUNTY, NEW YORK

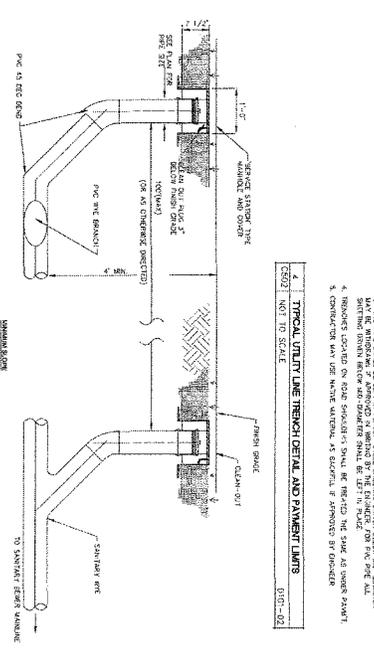
ARCHITECTURE
ENGINEERING
ENVIRONMENTAL
LAND SURVEYING

330 Sterling Street,
Watertown, NY 13601
608-838-3333
100-100-0000
www.gjnc.com

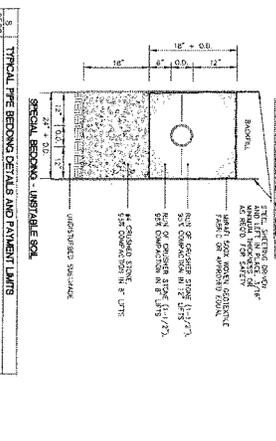
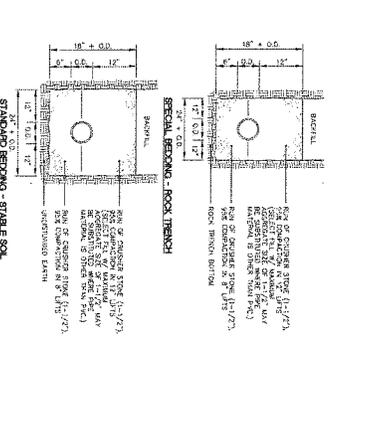
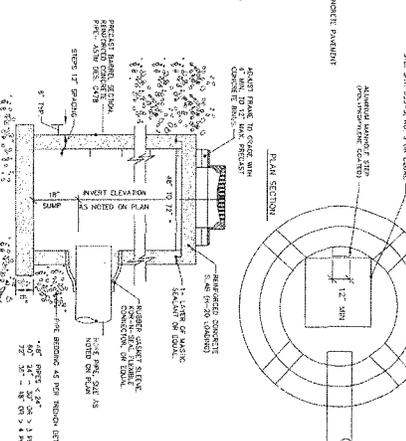


CONSTRUCTION SPECIFICATIONS

1. ALL FRP FRAMES SHALL HAVE AN EOR OR WADE AREA PER EOR OR WADE FOR SPOT TREATMENT ACTION.
2. ALL FRP FRAMES SHALL BE CONSTRUCTED TO BE 1/2" ABOVE JOINTS IN JOINTS ARE DESIGNED TO BE OCCUPYING TO THE LEFT.
3. FRP FRAMES SHALL BE FINISHED WITH AN AMBULATORY AREA WITH AN AMBULATORY AREA OF 1/2".
4. FRP FRAMES SHALL BE FINISHED WITH THE EOR OR WADE AREA IN A MANNER THAT SHALL BE ACCORDING TO THE EOR OR WADE AREA.
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8. FRP FRAMES SHALL BE FINISHED WITH THE EOR OR WADE AREA IN A MANNER THAT SHALL BE ACCORDING TO THE EOR OR WADE AREA.
9. A 2" WOOD FRAME SHALL BE CONSTRUCTED AROUND THE CURB OF THE FRP FRAME OVER THE STRAIGHT.



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C502

SITE DETAILS

CLINTON CENTER DEVELOPMENT
CLINTON STREET, CITY OF WATERTOWN
JEFFERSON COUNTY, NEW YORK

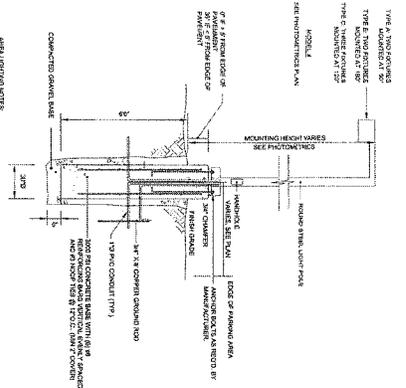
DATE: 02/27/20
DRAWN BY: [Name]
CHECKED BY: [Name]
SCALE: AS SHOWN

REGISTERED PROFESSIONAL ENGINEER
STATE OF NEW YORK
No. 12345
EXPIRES: 12/31/2025

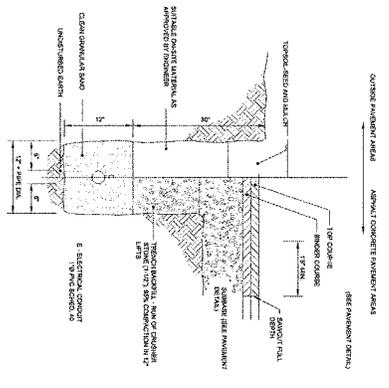
GYMO

ARCHITECTURE
ENGINEERING
ENVIRONMENTAL
LAND SURVEYING

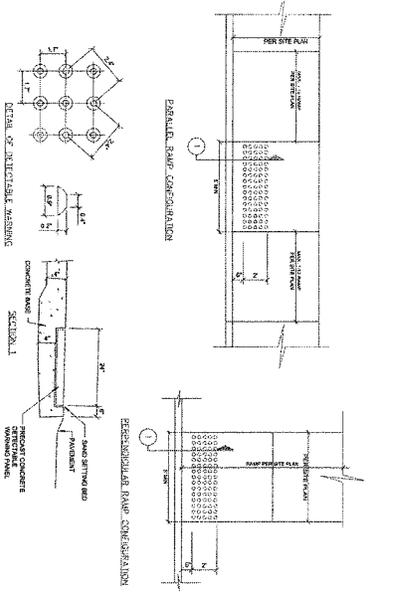
220 Sterling Street,
Watertown, NY 13601
Tel: (315) 288-8668
Fax: (315) 288-8668
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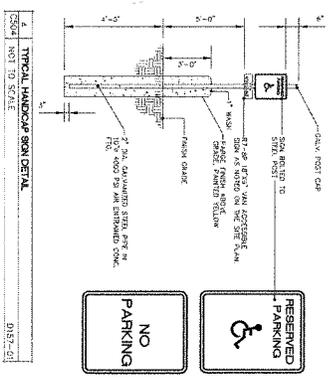
2. TYPICAL LIGHT POLE/BASE DETAIL
 SCALE: 1/2" = 1'-0" (NOT TO SCALE)
 1/2" = 1'-0" (NOT TO SCALE)



1. TYPICAL ELECTRICAL TRENCH DETAIL
 SCALE: 1/2" = 1'-0" (NOT TO SCALE)
 1/2" = 1'-0" (NOT TO SCALE)



3. SEWERAGE RAMP DETAIL
 SCALE: 1/2" = 1'-0" (NOT TO SCALE)
 1/2" = 1'-0" (NOT TO SCALE)



4. TYPICAL HANDCAP SIGN DETAIL
 SCALE: 1/2" = 1'-0" (NOT TO SCALE)
 1/2" = 1'-0" (NOT TO SCALE)

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MEMORANDUM

CITY OF WATERTOWN, NEW YORK
OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT
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: Site Plan Approval – 161 Clinton Street
DATE: May 11, 2017

Request: Site Plan Approval for the construction of a 4,280 square foot building addition and associated site improvements at 161 Clinton Street, Parcel Number 10-07-109.000

Applicant: Patrick J. Scordo, P.E. of GYMO, DPC on behalf of Michael E. Lundy of Lundy Development and Property Management

Proposed Use: Office Space and Parking

Property Owners: Clinton Center Development, LLC

Application Status UPDATE: At its May 2, 2017 meeting, the Planning Board voted to table this application, and agreed to hold a special meeting two weeks later. This offers the applicant an opportunity to address the summary items from Staff's initial memorandum, and remain on schedule to appear on the June 5, 2017 City Council agenda. The applicant has modified his site plan and resubmitted his application. This Staff update considers all of the summary items addressed in the applicant's resubmission. Where necessary, further Staff comments are denoted in *italics*. Staff's initial memorandum is enclosed for reference purposes.

The revised drawings alleviate most of Staff's concerns, and based on the submitted revisions, it is possible to remove the following summary items prior to any discussion:

2. The applicant shall submit a Vehicle and Pedestrian Circulation Plan that shows the movements of a delivery or refuse vehicle as well as a City fire truck. *The applicant has added fire truck movements to the C101 drawing, which will suffice to satisfy this summary item.*
4. The applicant shall revise the proposed interior crosswalk presently depicted as connecting to an electrical transformer pad to provide a more adequate pedestrian connection. *This has been revised.*
5. The applicant shall depict on the site plan the replacement of all deficient sidewalks along the perimeter of the property. *The applicant has added language to the site plan indicating that they will replace any damaged or substandard sidewalk sections along the Mullin and Sherman Street frontages.*

6. The applicant shall provide two additional street trees in the right-of-way on the east and west side of the site's Mullin Street entrance to comply with the City's tree ordinance relative to the proposed removal of two City trees. *This has been completed.*
7. The applicant should provide additional landscaping in the form of grasses and other perennials in the two westernmost interior parking lot islands and trees and shrubs in the two easternmost interior islands to provide stormwater quality benefits and improved aesthetics on the site. *The applicant has added language to the site plan indicating that the area between the parking space aisles shall consist of annual plantings and perennials.*
8. The applicant should consider providing a larger setback between the sidewalk and the parking lot on the Mullin Street side of the site. *This was considered by the applicant but due to the site layout and parking space requirements, it will not be possible.*
9. The applicant shall update the planting schedule to reflect the quantities of all proposed plant material. *This has been completed.*
10. The applicant shall revise the proposed driveway from Sherman Street to meet the City Standard, including a sidewalk with three-foot apron flares. *This has been completed.*
12. The applicant shall address all SEQR issues identified in the April 27, 2017 Planning Department memorandum. *The applicant has submitted a revised SEQR form with the changes identified in Staff's initial memorandum. The applicant previously provided Staff with a letter from SHPO regarding historic and archeological resources and expects to submit a letter soon from DEC regarding endangered species.*
14. The applicant shall depict a profile of the sanitary sewer lateral with all utility crossings. *This has been completed.*
15. The applicant shall clarify his intent either to use or abandon existing sanitary sewer and water services. *This has been completed.*
16. The applicant shall clarify why there are no depicted provisions to abandon or cap off the existing storm sewer that runs between the existing buildings from Clinton Street to the proposed parking lot. *This has been completed.*
17. The applicant shall confirm the outlet invert of the catch basin on Sherman Street to which on-site stormwater would discharge. *This has been completed.*
18. The applicant shall show and label the tax parcel number, zoning, and existing land use, reputed owner of the subject parcel, as well as the tax parcel numbers and reputed owner of adjacent properties. *The applicant has labeled this information for the subject parcel.*

The following summary items must remain as conditions for now and can be worked out with Staff as the project progresses:

1. In order to comply with the parking requirement for the site, the applicant must clarify the total amount of interior floor space, and specify how much of that space will count towards the parking calculations and what will be eligible for deduction from the parking calculations. *The applicant did not supply Staff with floor plans as a part of the resubmission. However, the applicant did indicate that his architect was working on floor plans and that he would submit them as soon as possible and work with Staff on the parking calculations.*
3. The applicant shall provide the City with a copy of the cross-access easement with the neighboring property owner to prove access to the eight proposed parking spaces at the southeast corner of the site. *The applicant has indicated that he is in the process of obtaining this document.*

11. The applicant shall provide a letter from the neighboring property owner that waives the required 15-foot dumpster setback. *The applicant has indicated that he is in the process of obtaining this letter.*
13. The applicant shall provide a revised topographic and boundary survey, stamped by a professional land surveyor, that depicts all three streets from back-of-sidewalk to back-of-sidewalk, and labels all utilities appropriately. *The applicant has indicated that he will provide the survey as requested.*
19. The applicant must address all concerns listed in the “Other Engineering Comments” section of the April 27, 2017 Planning Department memorandum to the satisfaction of the City Engineering Department prior to the issuance of any permits. *The applicant addressed most of these items verbally at the previous Planning Board meeting or has updated the plans accordingly. The applicant indicated to Staff that he is exploring ways to keep the limits of excavation to six inches or less, which the New York State Department of Environmental Conservation (DEC) would not consider a disturbance. If this is not possible, the requirement for a SWPPP will remain.*
20. The applicant must obtain the following permits, minimally, prior to demolition and construction: MS4 Acceptance Permit, Building Permit, Sidewalk Permit, Fence Permit, General City Permit, Sanitary/Storm Sewer Connection Permit and Water Supply Permit.

cc: City Council Members
Justin Wood, City Engineer
Patrick Scordo, GYMO, DPC, 220 Sterling St, Watertown, NY 13601
Thomas H. Ross, GYMO, DPC, 220 Sterling St, Watertown, NY 13601
Michael E. Lundy, Lundy Development & Property Management, 35794 NYS Route 126, Carthage, NY 13619

SITE PLAN APPROVAL
161 CLINTON STREET – PARCEL NUMBER 10-07-109.000

The Planning Board then considered a request submitted by Patrick J. Scordo, P.E. of GYMO, DPC on behalf of Mike Lundy of Lundy Development and Property Management for the construction of a 4,280 square foot building addition and associated site improvements at 161 Clinton Street, Parcel Number 10-07-109.000.

Tom Ross of GYMO, DPC and Mr. Lundy were both in attendance to represent the project.

Mr. Ross began by saying that the concept remained the same from the March Planning Board meeting, when Mr. Ross and Mr. Lundy presented the Planning Board with a pre-application conceptual review, but now he had taken that idea to advanced drawings. Mr. Ross then said that in the intermittent time, Mr. Lundy had sought and obtained a setback variance from the Zoning Board of Appeals for the Clinton Street and Sherman Street sides of the buildings.

He then drew the Planning Board's attention to added landscaping on the site plan, and noted that he had spruced up the parking lot with decorative retaining walls and a fence. Mr. Ross then pointed out various accessibility elements for disabled persons and said that the site would meet all ADA standards and that he had added sufficient lighting to meet the City Code.

Mr. Ross then said that he wished to address all the summary items in Staff's memorandum one-by-one, and that his goal was to make the Planning Board comfortable enough to get a conditional approval at this meeting.

Mr. Ross began with all the requirements in the "Other Engineering Comments" section; first addressing the requirement to provide a paving detail for all street cuts, which he said would be fine. He then addressed the requirement that the applicant show curb radii at the curbs surrounding the building and at the many entrances to the site. Mr. Ross said that this was a sticking point with Mr. Lundy, and explained that Mr. Lundy prioritizes ease of construction and ease of maintenance, and that he chooses not to use rounded curbs at his developments for ease of snow removal, etc.

Mr. Ross then said that Knox Boxes for the Fire Department would be fine and then offered a clarification of the driveway rebuild coming from Clinton Street, explaining that they just wanted to straighten it up.

Mr. Wood then replied to Mr. Ross's earlier explanation about the lack of curb radii on the site plan, and clarified that he thought their omission was due to the drawing being incomplete, and that he did not realize that the applicant intended those angles to be as depicted. Mr. Wood then said that if right-angle curbs were what the applicant intended, there was no need to change the drawing, and that the Staff comment was because he thought the drawing was incomplete.

Mr. Ross acknowledged Mr. Wood's reply, and moved on to the next Engineering comment, which was that the applicant shall adjust the curb line and the edge of the pavement along Mullin Street to match the existing conditions near the west end. Mr. Ross said that this would be tricky because the existing curb remained from previous construction, and that the actual driveway was shown to the right-of-way edge on the site plan. He said he would clean this up and better depict it on the drawing.

Mr. Ross then addressed the requirement that the applicant submit a copy of the project's Stormwater Pollution Prevention Plan (SWPPP), and said that he was not yet sure that a SWPPP would be necessary. He then explained that while he was not sure yet if it was possible, his team was exploring ways to keep the limits of excavation to six inches or less, which the New York State Department of Environmental Conservation (DEC) would not consider a disturbance. Mr. Ross then said that if a SWPPP ended up being necessary, that his team would submit one.

Mr. Coburn then said to Mr. Ross that the City was under Municipal Separated Storm Sewer (MS4) requirements. Mr. Wood then said that for now, the SWPPP would remain a condition, but if the applicant could make a case that a SWPPP was not required, the City would listen. Mr. Ross reiterated that if taking less than six inches, it was not a disturbance.

Mr. Ross then addressed the list of permits that were necessary to obtain prior to construction, and said that he would obtain all of them.

Mr. Ross then addressed all the remaining summary items one-by-one, beginning at the top of the list with the first summary item, which required that the applicant clarify how much interior floor space is proposed, and further clarify what interior floor space will and will not count towards the parking calculations.

Mr. Ross said this was an ongoing architectural design and that the 37,000 square feet of identified proposed office space did not count common space, bathrooms, atriums, hallways, etc. He added that he would discuss this with Staff and that the parking requirement of 185 spaces was exactly what the site plan proposed.

Mr. Urda then said that the applicant would need to itemize all the interior square footage proposed for deduction from the parking calculations. Mr. Urda then further explained that City Council could not legally approve a site plan that did not meet the parking requirements set forth in the Zoning Ordinance. He added that City Council did not have the authority to grant the applicant relief from the parking requirements and that only the Zoning Board of Appeals (ZBA) could grant such relief by awarding a variance.

Mr. Lundy then said that the floor plans would show a lot of space that he hated to say was wasted space, but would not be defined for tenants, and would function more as common areas. Mr. Neddo then asked why a conference room would not count as office floor space. Mr. Lumbis then said that the Zoning Ordinance only made an exception for utility and storage spaces and that Staff would work with the applicant on this requirement.

Mr. Ross then addressed the second and third summary items, which required that the applicant submit a Vehicle and Pedestrian Circulation Plan and provide the City with a copy of the cross-access easement with the neighboring property owner. Mr. Ross said that his team would submit both items.

Mr. Ross then addressed the fourth summary item, which required that the applicant revise the proposed interior crosswalk presently depicted as connecting to an electrical transformer pad to provide a more adequate pedestrian connection. Mr. Ross said that he would make the revision.

Mr. Ross then addressed the fifth summary item, which required that the applicant depict on the site plan the replacement of all deficient sidewalks along the perimeter of the property. Mr. Ross said that deficient is a hard word to define and that it would be best to discuss this condition with Staff. He added that Mr. Lundy committed to re-seeding all the topsoil on the site and doing other beautification work to clean up the site. Mr. Ross then asked if he and Mr. Lundy could work this out with Staff as part of a site meeting.

Mr. Wood replied that deficient sidewalks should not be hard to identify, and that the evaluation criteria were similar to the City's sidewalk program, such as looking for cracks and trip edges. Mr. Wood then added that the applicant was proposing a major development project and the applicant would need to clean up the sidewalk and have safe sidewalks around the site. Mr. Wood then asked Mr. Ross to perform the inspection and show Staff what he planned to replace.

Mr. Ross then addressed the sixth summary item, which required that the applicant provide two additional street trees in the right-of-way on the east and west side of the site's Mullin Street entrance. Mr. Ross then pointed out that area on the site plan, and said that this requirement resulted from the removal of several street trees. Mr. Ross said that it was more of a streetscape thing and that that his team could replace them with smaller trees.

Mr. Ross then addressed the seventh summary item, which required that the applicant provide additional landscaping in the interior parking lot islands. Mr. Ross said that this was really a part of a stormwater plan and treatment and he would need to send pre and post calculations to Mr. Wood. He added that this might be a comment where he would need to go back and forth with Staff on details, and it will be wrapped into his response to the above SWPPP comment.

Mr. Ross then addressed the eighth summary item, which recommended that the applicant consider providing a larger setback between the sidewalk and the parking lot on the Mullin Street side of the site. Mr. Ross said that he and Mr. Lundy were not in love with that comment, but said that they would look at it. He acknowledged Staff's concern over the proximity of the sidewalk to the parking area, but noted that they would be separated with a fence. Mr. Ross also acknowledged that this was a well-travelled pedestrian walkway and they would look to gain whatever space they could.

Mr. Lumbis then noted that this summary item did not use the word “shall,” but used the word “should” instead. Mr. Lumbis said that Staff wanted to bring this up as a discussion point with the Planning Board and that if parking calculations permitted the applicant to remove some parking, then it would make a better site to have a larger setback. He reiterated that the comment said, “Should,” consider and it was not something Staff felt would necessarily be required. Mr. Lumbis said that even if they could provide the same separation on the Mullin Street side that the applicant was proposing for the Sherman Street side, it would look great.

Mr. Ross then addressed the ninth summary item, which required that the applicant update the planting schedule to reflect the quantities of all proposed plant material. Mr. Ross said that he would do this.

Mr. Ross then addressed the tenth summary item, which required that the applicant revise the proposed driveway from Sherman Street to meet the City Standard, including a sidewalk with three-foot apron flares. Mr. Ross said that he would provide Staff with a more detailed blowup of that area.

Mr. Ross then addressed the eleventh summary item, which required that the applicant provide a letter from the neighboring property owner that waives the required 15-foot dumpster setback. Mr. Ross said that Mr. Lundy had been in constant contact with Watertown Savings Bank and would get the letter. Mr. Lundy then said that if the dumpster could not go at the property’s edge, it would need to go in the main parking area, and that aesthetically, it would look nicer if the dumpster were out of the way.

Mr. Ross then addressed the twelfth summary item, which required that the applicant address all SEQR issues identified in Staff’s memorandum. Mr. Ross said that he agreed with all of the SEQR corrections but one, which he said was the need to obtain a letter from DEC that determines whether the proposed project has the potential to affect any endangered species or their habitats.

Mr. Urda replied by explaining that the entire City of Watertown was within the defined habitat of the Indiana Bat, and that if anyone used DEC’s online mapping tool to complete an EAF, the tool would automatically identify the habitat for any property with a Watertown address. Mr. Ross then said he understood and would obtain the letter. Mr. Lumbis then said that Mr. Ross could call Tom Voss at DEC, who would be able to provide such a letter.

Mr. Ross then addressed the thirteenth summary item, which required that the applicant provide a revised topographic and boundary survey, which Mr. Ross said he would do.

Mr. Ross then addressed the fourteenth summary item, which required that the applicant depict a profile of the sanitary sewer lateral with all utility crossings. Mr. Ross said that the site was a busy area and that they would have a new sewer system, so he would provide the profile.

Mr. Ross then addressed the fifteenth summary item, which required that the applicant clarify his intent to either use or abandon existing sanitary sewer and water services.

Mr. Ross then clarified that the development would be serviced entirely with new services. He added that they would remove the old existing storm sewers that were in the way and planned to cap all old services. Mr. Ross then said that he would clarify this on the drawings, which would satisfy the sixteenth summary item, which required that the applicant clarify why there are no depicted provisions to abandon or cap off the existing storm sewer.

Mr. Ross then addressed the seventeenth summary item, which required that the applicant confirm the outlet invert of the catch basin on Sherman Street to which on-site stormwater would discharge. Mr. Ross said that his team dug four and a half feet deep and still could not find the invert but added that they were comfortable that there would be enough depth to get the new pipe to tie in without any issues.

Mr. Ross then addressed the eighteenth summary item, which required that the applicant add a number of planning data items to the site plan. Mr. Ross said that he would add a larger sheet to his set of drawings to show all that.

Mr. Ross then noted that he had already gone through the nineteenth and twentieth summary items, which were the "Other Engineering Comments" and the need to obtain all required permits, and then said that that concluded the list of summary items. Mr. Coburn then said that he felt that it might be best to table the application while many of these outstanding issues are resolved. The other Planning Board members all agreed.

Mr. Urda then said that before the Planning Board voted to table the application, there was one additional issue that Staff wanted to discuss. He said that Staff had recommended adding an entrance on the Clinton Street side to accommodate pedestrians travelling to the building from the rest of downtown. Mr. Urda said that this was not a summary item and that Staff did not intend to force this as a condition, but Staff at least wanted to have the discussion.

Mr. Neddo then asked if there was any reason that the applicant could not provide a door on the Clinton Street side. Mr. Lundy replied that it was a security issue and that there would not be any pedestrian access through the back door. He then said that the back door would have access control for employees, but for security reasons, everyone else would have to enter the building via the atrium.

Mr. Lundy then asked why the Planning Board was not comfortable with conditional approval. Mr. Coburn replied that he wanted to see revised drawings that depicted all the required changes. Mr. Neddo then said that he was particularly concerned with the parking issue. Mr. Lundy replied that waiting until the next Planning Board meeting would mean a six-week delay, and a six-week delay would not be insignificant.

Mr. Coburn then suggested that the Planning Board could convene a special meeting to approve Mr. Lundy's plans, but noted that he and Mr. Ross had a lot of homework to do. Ms. Fields then asked how fast they could get this done. Mr. Ross replied that if there could be a Planning Board meeting in two weeks, he could have it done by the intervening Tuesday.

Mr. Lundy then asked when the deadline was to be on the June 5th City Council agenda. Ms. Voss replied that the deadline was the Wednesday prior to the meeting. Mr. Coburn then said that his position was that the applicant needed to work with Staff and then told Mr. Lundy that the Planning Board was all right with helping him expedite his approval.

Ms. Fields then asked Staff if a special Planning Board meeting on May 16th would allow Mr. Lundy to remain on schedule. Mr. Urda replied that a Planning Board vote on May 16th would allow Mr. Lundy to be on the City Council agenda for June 5th.

Ms. Fields then moved to table the request submitted by Patrick J. Scordo, P.E. of GYMO, DPC on behalf of Mike Lundy of Lundy Development and Property Management for the construction of a 4,280 square foot building addition and associated site improvements at 161 Clinton Street, Parcel Number 10-07-109.000.

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

Mr. Urda then said that the Planning Board had officially scheduled a special meeting for 3 p.m. on Tuesday, May 16th. Mr. Urda then asked Mr. Ross and Mr. Lundy to speak with Staff after the meeting to establish an appropriate deadline for resubmission.

SITE PLAN APPROVAL
161 CLINTON STREET – PARCEL NUMBER 10-07-109.000

The Planning Board then considered a tabled request submitted by Patrick J. Scordo, P.E. of GYMO, DPC on behalf of Mike Lundy of Lundy Development and Property Management for the construction of a 4,280 square foot building addition and associated site improvements at 161 Clinton Street, Parcel Number 10-07-109.000.

Tom Ross of GYMO, DPC and Mr. Lundy were both in attendance to represent the project.

Mr. Ross began by distributing floor plans to the Planning Board members as well as to Staff, as the applicant had just received them from his architect earlier that day. Mr. Coburn said that, just like the previous application, the Planning Board had tabled this application at its previous meeting. Mr. Coburn then noted that Staff had provided an updated report that described the status of all of the summary items from the original memorandum.

Mr. Ross then said that he had received Staff's comments and that he would walk through them with the Planning Board. Mr. Ross added that since the last meeting, he had gotten a lot of them done, and that he would start with those summary items that were taken care of.

Mr. Ross then said that he had added the movements of a City fire truck to the site plan, fulfilling the second summary item, and adjusted the internal crosswalk to make a more appropriate pedestrian connection, fulfilling the fourth summary item.

Mr. Ross then said that he added a note to the site plan indicating that the project would include the replacement of substandard sidewalks along Mullin and Sherman Streets, fulfilling the fifth summary item. Mr. Ross then clarified that this did not include the Clinton Street side, since the City had just installed new sidewalks on Clinton Street.

Mr. Ross then said that he had added two new trees to the site plan, one on either side of the proposed driveway from Mullin Street, fulfilling the sixth summary item, and provided additional verbiage describing the perennial plantings on the interior parking lot islands, fulfilling the seventh summary item.

Mr. Ross then addressed the eighth summary item, which recommended that the applicant consider providing a larger setback between the sidewalk and the parking lot on the Mullin Street side of the site. Mr. Ross said that this was something that his team considered, but the need for parking was too important, so the initially proposed setbacks remained unchanged, as did the proposed decorative fence.

Mr. Coburn asked Mr. Ross to clarify that nothing had changed. Mr. Ross replied that this summary item was not a contingency, rather a suggestion from Staff, and reiterated that the site could not afford to lose any more parking. Mr. Lumbis then clarified to Mr. Coburn that Staff's intention with the summary item was to suggest if some parking was not needed, that the applicant consider a larger setback, but as it turned out, the applicant could not lose parking. Mr. Coburn asked if Staff was then satisfied. Mr. Lumbis answered in the affirmative.

Mr. Ross then said that the site did not have enough spaces to justify getting rid of any. Mr. Lundy then said that he wanted as many parking spaces as he could get.

Mr. Ross then said that he had added quantities of all proposed planting material to the planting schedule, fulfilling the ninth summary item, and added three-foot apron flares to the proposed Sherman Street driveway, fulfilling the tenth summary item.

Mr. Ross then said that he had received correspondence from the New York State Department of Environmental Conservation (DEC), and that Mr. Urda was copied on DEC's reply. Mr. Urda confirmed receipt of the DEC correspondence. Mr. Ross then said that this fulfilled the twelfth summary item.

Mr. Ross then said that he added a profile of the sanitary sewer lateral with all utility crossings to the site plan, fulfilling the fourteenth summary item.

Mr. Ross then verified his intent to abandon existing sanitary sewer and water services in place and that he added notes to the plan indicating as such, and that the site plan now depicted where services would be capped, fulfilling the fifteenth and sixteenth summary items.

Mr. Ross then said that he added the location of the outlet invert of the catch basin on Sherman Street to the survey, since that was where on-site stormwater would discharge. Mr. Ross said that fulfilled the seventeenth summary item.

Mr. Ross then said that he added all requested parcel data to the site plan, fulfilling the eighteenth summary item. Mr. Ross then said that all of the preceding summary items were taken care of, and now he would address the summary items that were still outstanding.

Mr. Ross then addressed the first summary item, which required that the applicant clarify how much interior floor space is proposed, and further clarify what interior floor space will and will not count towards the parking calculations. Mr. Ross then said that one of the drawings that he distributed to the Planning Board earlier was of floor plans depicting interior tenant space, and that Mr. Lundy's architect had just provided them today. Mr. Ross then said that the building would contain just over 35,000 square feet of leasable space.

Mr. Ross then addressed the third summary item, which required that the applicant provide the City with a copy of the cross-access easement with the neighboring property owner, and the eleventh summary item, which required that the applicant provide a letter from the neighboring property owner that waives the required 15-foot dumpster setback. Mr. Ross said that Mr. Lundy's attorneys were working on both of these.

Mr. Ross then addressed the thirteenth summary item, which required that the applicant provide a revised topographic and boundary survey. Mr. Ross said that the necessary fieldwork was completed and he would submit a completed survey as soon as possible.

Mr. Ross then addressed the nineteenth summary item, which address all concerns listed in the "Other Engineering Comments" section of the April 27, 2017 Planning Department memorandum to the satisfaction of the City Engineering Department. Mr. Ross said that the only outstanding item from this list was a Stormwater Pollution Prevention Plan (SWPPP), which he said he would complete if necessary.

Mr. Ross then addressed the twentieth summary item, which listed all the permits that the applicant would need to obtain prior to construction, and said he would obtain them all.

Mr. Urda then said that the first summary item, which dealt with parking calculations, should remain a condition, since the applicant only submitted floor plans a few minutes earlier, and Staff did not have any opportunity to review the applicant's submitted floor plans and parking calculations.

Mr. Coburn then said that from what he saw, it looked like they had touched all the bases.

Ms. Fields then made a motion to recommend that the City Council approve the request for Site Plan Approval submitted by Patrick J. Scordo, P.E. of GYMO, DPC on behalf of Mike Lundy of Lundy Development and Property Management for the construction of a 4,280 square foot building addition and associated site improvements at 161 Clinton Street, Parcel Number 10-07-109.000, contingent upon the following:

1. In order to comply with the parking requirement for the site, the applicant must clarify the total amount of interior floor space, and specify how much of that space will count towards the parking calculations and what will be eligible for deduction from the parking calculations.
2. The applicant shall provide the City with a copy of the cross-access easement with the neighboring property owner to prove access to the eight proposed parking spaces at the southeast corner of the site.
3. The applicant shall provide a letter from the neighboring property owner that waives the required 15-foot dumpster setback.
4. The applicant shall provide a revised topographic and boundary survey, stamped by a professional land surveyor, that depicts all three streets from back-of-sidewalk to back-of-sidewalk, and labels all utilities appropriately.
5. The applicant must address all concerns listed in the “Other Engineering Comments” section of the April 27, 2017 Planning Department memorandum to the satisfaction of the City Engineering Department prior to the issuance of any permits.
6. The applicant must obtain the following permits, minimally, prior to demolition and construction: MS4 Acceptance Permit, Building Permit, Sidewalk Permit, Fence Permit, General City Permit, Sanitary/Storm Sewer Connection Permit and Water Supply Permit

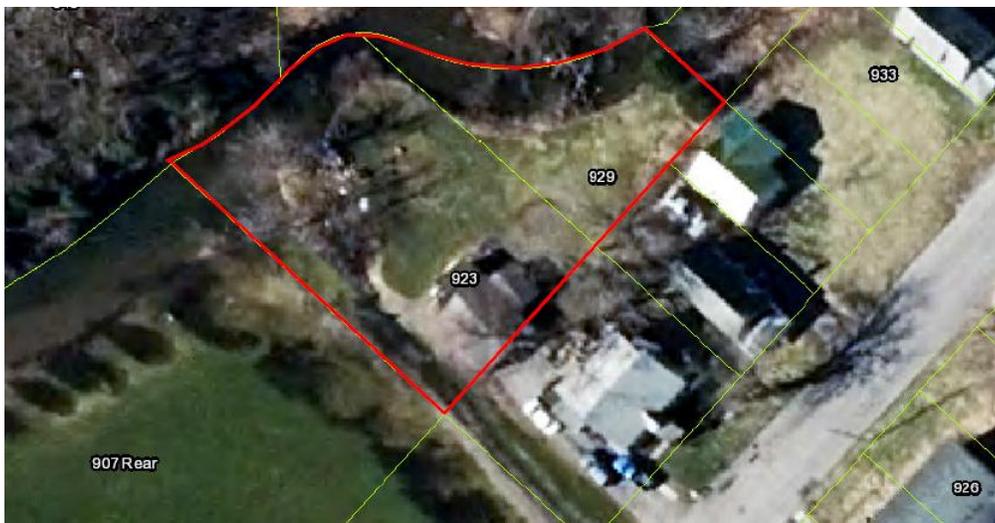
Mr. Coburn seconded the motion and all voted in favor.

Res No. 10

June 15, 2017

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Tax sale certificate assignment request

The City has been approached by Community Bank, N.A. requesting the assignment of the City owned tax sale certificate for 923 Morrison Avenue Rear. The tax sale certificate was acquired by the City as the default bidder from the tax sale certificate auction held on June 25, 2015. The current redemption price of the certificate is \$184.13. Community Bank, N.A. has already foreclosed on the front parcel known as 923 Morrison Avenue.



RESOLUTION

Page 1 of 1

Authorizing Assignment of City-owned Tax Sale
Certificate on Parcel Number 01-11-101.005
Known as 923 Rear Morrison Avenue
To Community Bank, N.A., 216 Washington Street,
Watertown, New York 13601

Council Member HORBACZ, Cody J.
Council Member JENNINGS, Stephen A.
Council Member MACALUSO, Teresa R.
Council Member WALCZYK, Mark C.
Mayor BUTLER, Jr., Joseph M.
Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown is the owner of a certain tax sale certificate on a lot of land known as 923 Rear Morrison Avenue as designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as Parcel No. 01-11-101.005, and

WHEREAS Community Bank, N.A. has requested the assignment of the tax sale certificate from the City for the amount of the tax sale certificate plus all subsequent property taxes paid by the City as holder of the tax sale certificate with applicable interest per City Charter Section 140,

NOW THEREFORE BE IT RESOLVED that the offer of \$184.13 submitted by Community Bank, N.A. for the purchase of the tax sale certificate for Parcel No. 01-11-101.005, is a fair and reasonable offer therefore and the same is hereby accepted, and

BE IT FURTHER RESOLVED that the City Comptroller is directed to assign the City's tax sale certificate for the above parcel to Community Bank, N.A. upon the City Comptroller's receipt of certified funds in the amount of \$184.13.

Seconded by



Sarah M Rolland, AVP
Consumer R/E Servicing/Special Assets
216 Washington Street
Watertown, NY 13601
Phone: (315) 788-1526
Fax: (315) 782-8969

JUNE 14, 2017

James Mills, City Comptroller
City Hall
245 Washington Street
Suite 203
Watertown, NY 13601

RE: 1-11-101.005

Dear Mr. Mills;

I am writing on behalf of Community Bank, N.A. to request the ability to purchase the tax certificate on the above property at face value. Brian Phelps had pointed me in your direction. Community Bank, N.A. recently foreclosed on the 923 Morrison Street address; which was previously owned by Michael J Smith.

It appears that he had separated a parcel of land into 3 lots. Our mortgage was on the lot (923 Morrison St) which houses the residence. The above lot is the garage located directly behind our lot.

If you have any questions, please contact me at the number located above. I look forward to working with you on this.

Sincerely,

//s// Sarah M Rolland

Sarah M Rolland, AVP
Consumer R/E Servicing/Special Assets



Res No. 11

June 16, 2017

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Authorizing the City Manager to Sign the Grant Application for the Bar Screen Grit Removal Equipment Project

At the June 5, 2017 meeting, City Council endorsed proceeding with the Grant Application through the New York State Water Infrastructure Improvement Act of 2017 and the Environmental Facilities Corporation for funding the Bar Screen Grit Removal Equipment Project. The grant is limited to 25% of eligible costs and the City's share could be up to \$412,500 and is to be used to assist municipalities in funding water quality infrastructure projects that protect or improve water quality and/or protect public health.

The total project is to fund the engineering and replacement of the Bar Screen and Grit Removal Equipment at the Waste Water Treatment Plant and is included in the 2016-2017 and 2017-2018 capital budgets plans.

The attached Resolution authorizes the City Manager to sign the Grant Application on behalf of the City of Watertown due June 23, 2017.

RESOLUTION

Page 1 of 1

Authorizing the City Manager to Sign the Grant Application for the Bar Screen Grit Removal Equipment Project

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS the City Council of the City of Watertown, New York, has approved the replacement of the Bar Screen and Grit Removal Equipment at the City of Watertown Waste Water Treatment Plant, and

WHEREAS the New York State Water Infrastructure Improvement Act (WIIA) of 2017 provides grants to assist municipalities in funding water quality infrastructure, and eligible clean water projects may receive a WIIA grant award to the lesser of \$5 million or 25% of net eligible costs, and

WHEREAS the City Council desires to seek funding for the Project through a Grant Application to the New York State Water Infrastructure Improvement Act (WIIA) of 2017, and

WHEREAS the Grant Application requires that the municipal representative signing the application be authorized by a resolution of the applicant’s governing board, and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes and directs the City Manager to apply for the New York State Water Infrastructure Improvement Act of 2017 and to sign the WIIA application.

Seconded by

Ord No. 1

June 9, 2017

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: An Ordinance Amending Section 253-77 of the Code of the City of Watertown to Provide for a Change in Fees for the Acceptance of Hauled Waste

During budget deliberations, City Council agreed to increase the fee for the acceptance of hauled waste at the Waste Water Treatment Plant. There are two sections of the Code that must be addressed.

Water Superintendent Vicky Murphy has recommended this rate change as they have not been adjusted in over 20 years. These rates are competitive and designed to reasonably compensate the City for the treatment of such hauled wastes.

Attached is an Ordinance amending Section 253-77 of the Code.

ORDINANCE

Page 1 of 1

Amending Section 253-77 of the Code of the City of Watertown to Provide for a Change in Fees for the Acceptance of Hauled Waste

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

BE IT ORDAINED by the City Council of the City of Watertown that §253-77 of the Code of the City of Watertown is modified to read as follows:

A. It is intended that the limitations expressed by that §253-68 above shall also apply to sewage, septage and slurries delivered to the City’s Waste Water Treatment Plant via any and all tankers permitted to convey such material by the New York State Department of Environmental Conservation. The outside user fee and collection system fee, however, does not apply to tanker-hauled sewage, septage and slurries. Fees required to enable the acceptance and treatment of tanker-hauled sewage, septage and slurries shall be as follows:

- (1) Five and one-half cents (\$0.055) per gallon for all sewage, septage and slurries less than or equal to 5.6% solids by weight.
- (2) For all leachate: Five and one-half cents (\$0.055) per gallon.
- (3) Twelve cents (\$0.12) per pound (dry weight) for all deliveries over 5.6% solids by weight.
- (4) Minimum charge of \$39.29 per delivery.

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

Public Hearing – 7:30 p.m.

June 9, 2017

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Authorizing Spending From Capital Reserve Fund

At the Adjourned June 5, 2017 Meeting, City Council scheduled a public hearing on the above subject at 7:30 p.m. on Monday, June 19, 2017.

The attached Resolution authorizes spending from the Adopted 2017-2018 Capital Fund Budget and General Fund Budget for funding of the following projects: Hydro-electric Facility Turbine Intake Chamber Resurfacing (\$166,000), Green Waste/Brush Collection Vehicle (\$160,000) and Rotary Snow Blower Refurbishment (\$140,000).

The Council must hold the public hearing before voting on the Resolution.

RESOLUTION

Page 1 of 1

Authorizing Spending
From Capital Reserve Fund

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

Council Member Stephen A. Jennings

WHEREAS on June 19, 2006, the City Council approved establishing a Capital Reserve Fund pursuant to Section 6-c of the General Municipal Law to finance future capital improvements, and

WHEREAS the Adopted 2017-18 Capital Fund Budget and General Fund Budget included the following projects and equipment purchases: Hydro-electric Facility Turbine Intake Chamber Resurfacing (\$166,000), Green Waste/Brush Collection Vehicle (\$160,000) and Rotary Snow Blower Refurbishment (\$140,000), and

WHEREAS the City Council desired to fund these projects and equipment purchases from the Capital Reserve Fund, and

WHEREAS on Monday, June 19, 2017 at 7:30 p.m., the City Council of the City of Watertown held a public hearing to discuss the expenditure of funds from this capital reserve fund, and

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

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the appropriating of Capital Reserve funds in an amount not to exceed \$466,000 to pay for the cost of the Hydro-electric Facility Turbine Intake Chamber Resurfacing (\$166,000), Green Waste/Brush Collection Vehicle (\$160,000) and Rotary Snow Blower Refurbishment (\$140,000).

Seconded by Council Member Teresa R. Macaluso

Public Hearing – 7:30 p.m.

June 14, 2017

To: The Honorable Mayor and City Council

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

Subject: Changing the Approved Zoning Classification of 161 Clinton Street,
Parcel Number 10-07-109.000, From Limited Business to Downtown

City Council has scheduled a Public Hearing for the above subject request at 7:30 p.m. on Monday, June 19, 2017.

The Planning Board reviewed the request at its June 6, 2017 meeting and adopted a motion 5-1 recommending that City Council approve the request as submitted.

The applicant is also seeking Site Plan Approval for a proposed 4,280 square-foot building addition that would connect the two existing buildings on the site. The Planning Board reviewed that request at a special meeting held on May 16, 2017 and unanimously adopted a motion recommending approval of the site plan, contingent upon the applicant meeting the parking requirements set forth by the Zoning Ordinance. However, the parcel is not large enough to provide the amount of parking spaces the Zoning Ordinance requires.

The Downtown District does not require off-street parking for any use which is one of the primary reasons why the applicant has requested the zone change. The Planning Department report on the zone change request is attached and contains specific details about parking calculations and other considerations regarding this request, such as allowed uses. A copy of the zone change application and an excerpt from the meeting minutes are also attached.

The Ordinance prepared for City Council consideration approves the zone change as submitted. The Council must hold the public hearing and pass the SEQRA Resolution that is also on today's agenda before voting on the Ordinance.

ORDINANCE

Page 1 of 1

Changing the Approved Zoning Classification of 161 Clinton Street, Parcel Number 10-07-109.000, From Limited Business to Downtown

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.

YEA	NAY

Total

Introduced by

Council Member Teresa R. Macaluso

BE IT ORDAINED where Thomas H. Ross of GYMO, DPC, on behalf of Lundy Development and Property Management, has made an 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 161 Clinton Street, Parcel Number 10-07-109.000, from Limited Business to Downtown, and

WHEREAS the Planning Board of the City of Watertown will consider the zone change request at its June 6, 2017 meeting, and

WHEREAS a public hearing was held on the proposed zone change on June 19, 2017, after due public notice, and

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

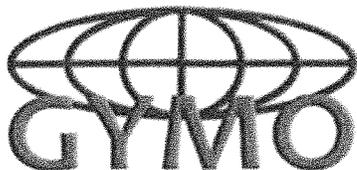
WHEREAS the City Council deems it in the best interest of the citizens of the City of Watertown to approve the requested zone change,

NOW THEREFORE BE IT ORDAINED that the approved zoning classification of 161 Clinton Street, Parcel Number 10-07-109.000, shall be changed from Limited Business to Downtown District, 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 otherwise printed as the City Manager directs.

Seconded by Council Member Cody J. Horbacz



ARCHITECTURE
ENGINEERING
ENVIRONMENTAL
LAND SURVEYING

31 May 2017

Honorable Mayor and City Council
Engineering Department, Room 305
245 Washington Street,
Watertown, NY 13601

Re: Application for Zone Change
Proposed Clinton Street Office Campus Project
File: 2012-230E

Edward G. Olley, Jr., AIA
Patrick J. Scordo, PE
Ryan G. Churchill, PE
Scott W. Soules, AIA
Brandy W. Lucas, MBA
Hayward B. Arthur III, MPS, IE
Howard P. Lyndaker III, PLS

Gregory F. Ashley, PLS
Thomas H. Ross

In Consultation
Leo F. Gozalkowski, PLS
Stephen W. Yaussi, AIA

Dear Honorable Mayor and City Council:

On behalf of Lundy Development and Property Management (LDPM), GYMO, D.P.C ("GYMO") is submitting a Zone Change Application for the Clinton Center Development (Tax Parcel 10-07-109.000). A zoning change from a "Limited Business" zone to the "Downtown" district zoning is being requested by the applicant. The following items have been attached for your review:

- Project description (below);
- Site Plan (C101) prepared by GYMO;
- Highlighted Tax Map;
- Short Environmental Assessment Form – Part 1, and
- Survey Map and Suggested Description of 161-171 Clinton Street.

Applicant Contact Information

Lundy Development and Property Management
Contact Person: Mr. Michael E. Lundy
35794 NYS Route 126
Carthage, NY 13619
mlundy@mlundygroup.com

Project Description

LDPM has acquired City of Watertown Tax Parcel # 10-07-109 (161-171 Clinton Street). The property currently contains a large asphalt parking lot and two (2) office buildings, along with necessary utilities to serve these buildings. The parcel is currently zoned as Limited Business. Surrounding land uses are consistent in nature to the proposed project and zone change request.

The proposed development would involve the complete renovation of the two onsite buildings and a proposed addition to connect the buildings. The project will provide updated, professional office space. A "campus" feel for this parcel is the goal of the developer, with a decorative retaining wall/iron fence and hedges surrounding portions of three (3) sides of the parcel. Plans for three (3) driveways (one each off of Mullin, Clinton, and Sherman Street) would lead to a large parking area in the center of the parcel.

The applicant is requesting a Zone Change to the Downtown District to assist in the development plans of the parcel. The applicant would like the space to be comprised of primarily professional office space, however would like the flexibility to include retail space within the parcel. Additionally, the Downtown zoning designation would allow flexibility for the applicant in regards to parking requirements. The existing parcel and surrounding parcel uses tend to act as the downtown area does with the surrounding uses including retail, office space,

and commercial space. The parcel is located close to downtown and adjacent to the downtown overlay. It is our opinion that the surrounding uses, proposed land use of the parcel, and location of the parcel correspond well with the "Downtown" Zoning District.

If you have any questions or require additional information, please do not hesitate to contact our office at your earliest convenience.

Sincerely,
GYMO Architecture, Engineering & Land Surveying, D.P.C.

A handwritten signature in black ink, appearing to read 'THOMAS H. ROSS', written over the typed name.

Thomas H. Ross
Project Engineer

Enclosures

PC: Patrick J. Scordo, P.E. – GYMO
Michael E. Lundy – Lundy Development

SUGGESTED DESCRIPTION

**2.684 +/- Acre Parcel
City of Watertown**

**July 14, 2016
Revised August 15, 2016
Project No. 80-78s.01**

ALL THAT TRACT OR PARCEL OF LAND situate in the City of Watertown, County of Jefferson, State of New York and being further described as follows:

BEGINNING at a ½" iron pipe with cap set at the intersection of the easterly street margin of Sherman Street and the southerly street margin of Clinton Street;

THENCE S.86°-57'-43" E., along the southerly street margin of Clinton Street, a distance of 322.10 feet to a ½" iron pipe found;

THENCE S.03°-16'-26" W., a distance of 215.60 feet to a ½" iron pipe found;

THENCE N.87°-32'-48" W., a distance of 25.00 feet to a ½" iron pipe with cap set;

THENCE S.03°-41'-04" W., a distance of 162.03 feet to a ½" iron pipe found in the northerly street margin of Mullin Street;

THENCE N.87°-32'-46" W., along the northerly street margin of Mullin Street, a distance of 290.05 feet to a ½" iron pipe with cap set in the previously mentioned westerly margin of Sherman Street;

THENCE N.02°-22'-59" E., along the previously mentioned easterly margin of Sherman Street a distance of 380.85 feet to the POINT of BEGINNING.

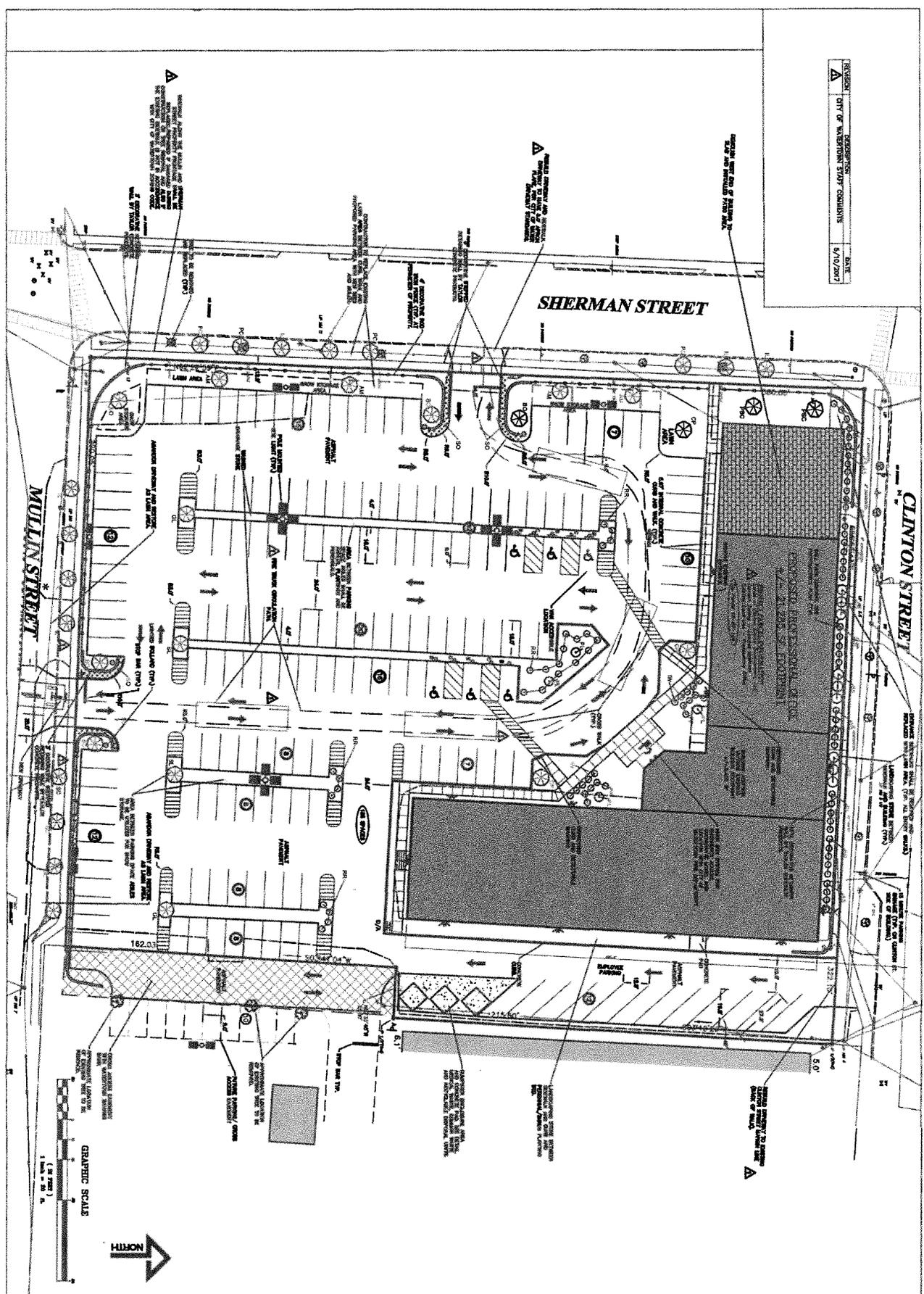
CONTAINING 2.684 acres of land more or less.

SUBJECT to any rights or restrictions of record.

IT BEING the intent to describe a parcel of land previously conveyed by Watertown Savings Bank to John Doldo, Jr., individually, and John Doldo, Jr., Executor of the Lewis G. Spicer Estate by deed recorded in the Jefferson County Clerk's Office in Liber 918, at Page 366 on September 29, 1981, as shown on a map titled "Map of 161-171 Clinton Street, Prepared for Lundy Development and Property Management, City of Watertown, County of Jefferson, State of New York," dated July 14, 2016, prepared by GYMO, Architecture, Engineering & Land Surveying, P.C., Watertown, New York.

Howard P. Lyndaker III
P.L.S. #50716

PROJECT	DESCRIPTION	DATE
CITY OF WATERTOWN STREET CORRIDORS	CLINTON CENTER DEVELOPMENT	5/10/2017



C101

DATE	BY	APP'D
5/10/2017	[Signature]	[Signature]

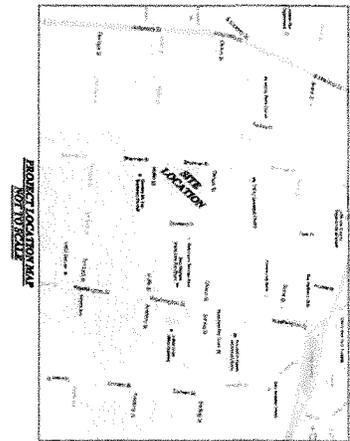
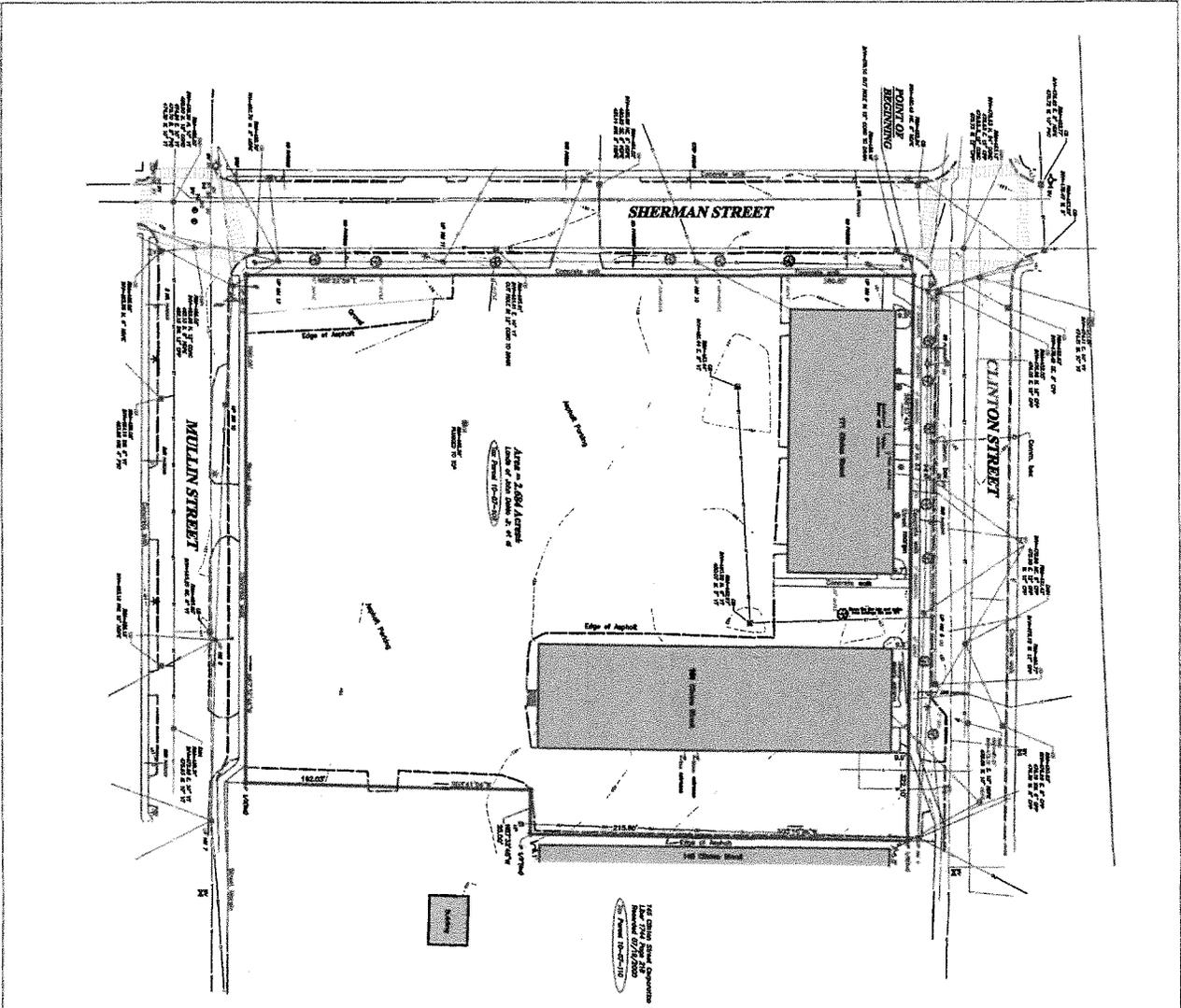
SITE AND LANDSCAPING PLAN
CLINTON CENTER DEVELOPMENT
CLINTON STREET, CITY OF WATERTOWN
JEFFERSON COUNTY, NEW YORK

CONTRACT NO. 17-001
 PROJECT NO. 17-001
 SHEET NO. 1 OF 1



ARCHITECTURE
 ENGINEERING
 ENVIRONMENTAL
 LAND SURVEYING

330 Sterling Street,
 Watertown, NY 13601
 tel: (315) 288-2900
 fax: (315) 788-6688
 www.gymo.com



NO.	DATE	REVISION	BY
01	Apr. 18, 2017	Initial Plan, Review, Approve	JTB



- NOTES:**
- All references are per the City of Watertown and Property Assessment Office.
 - Project located in the City of Watertown and Property Assessment Office.
 - Project located in the City of Watertown and Property Assessment Office.
 - Project located in the City of Watertown and Property Assessment Office.
 - The status of the plan survey on 02/17/2016, 04/09/2016, and 04/14/2016.
 - Subject to any amendments, 100% complete and available for review.

LEGEND:

- EXISTING
- PROPOSED
- ...

ADDITIONAL INFORMATION:

...

01

MAP of 161-171 CLINTON STREET
PREPARED FOR LUNDY DEVELOPMENT
AND PROPERTY MANAGEMENT

CITY OF WATERTOWN COUNTY OF JEFFERSON STATE OF NEW YORK

GYMO
 ARCHITECTURE
 ENGINEERING
 ENVIRONMENTAL
 LAND SURVEYING

220 Stirling Street, Watertown, New York 13601
 www.gymo.com (315) 788-2900



MEMORANDUM

CITY OF WATERTOWN, NEW YORK
OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT
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: Zone Change – 161 Clinton Street
DATE: June 1, 2017

Request: To change the approved zoning classification of 161 Clinton Street, Parcel Number 10-07-109.000, from Limited Business to Downtown
Applicant: Thomas H. Ross of GYMO, DPC on behalf of Michael Lundy of Lundy Development and Property Management
Owners: Clinton Center Development LLC
SEQRA: Unlisted
County review: No

Comments: The applicant is requesting a zone change in order to assist in the development plans for the subject parcel. The applicant sought and obtained a recommendation regarding the proposed site plan for the construction of a proposed 3,420 square foot building addition and parking lot expansion at 161 Clinton Street at the May 16, 2017 Planning Board meeting. That recommendation for Site Plan Approval was contingent upon the applicant providing the minimum number of parking spaces as required by the Zoning Ordinance. Section 310-47 requires five parking spaces for every 1,000 square feet of floor area.

The proposed floor plan voted on by the Planning Board on May 16, 2017 would require 245 parking spaces to comply with the Zoning Ordinance. The submitted site plan provided 185 spaces, leaving the applicant 60 spaces short. While the updated site plan submitted with this zone change request reduced the requirement, the changes only reduced the parking shortfall by approximately half, from 60 to 28. Likewise, there is essentially no opportunity to add more parking, as the applicant has already maximized all available space on the site to the fullest extent possible.

The applicant could also apply for a Variance from the Zoning Board of Appeals (ZBA) to vary the parking requirements of the parcel. However, one of the criteria that the ZBA must consider when evaluating a Variance request, is “whether the benefit sought by the applicant can be achieved by some method feasible for the applicant to pursue other than an Area Variance.” An applicant for a Variance is supposed to exhaust all other options before applying for one. The request would also represent a 24.5 percent reduction from the requirement, which is another criterion the ZBA must consider. Therefore, the applicant decided that a zone change is a more appropriate request.

The Downtown District does not require any off-street parking for any use. The reasoning behind not requiring on-site parking in this district is that there are multiple public parking lots and on-street parking in the downtown area available to meet the demand. This parking exemption makes sense in the densely built environment closer to Public Square, where older buildings and businesses have existed since before the automobile, and where the City wants to maintain a pedestrian-oriented public realm and encourage walking.

However, as the applicant indicated during the Site Plan review process, developing this property for medical and professional offices would be unfeasible without adequate on-site parking. The applicant has expressed his desire to maximize parking as much as possible within the site's limitations, as his tenants will expect on-site and easily accessible parking for their employees and patrons. While a change to the Downtown zoning designation would alleviate the parking requirement for this project, it is certain that this property would continue to have many parking spaces into the foreseeable future.

The applicant has also expressed interest in leasing to a retail tenant in the building. Under Limited Business zoning, as stated in Section 310-37 of the Zoning Ordinance, such a retail operation could only be an accessory use "solely for the rendering of service and sales to the tenants or occupants of the buildings located on the same lot as such accessory use and to their employees, clients or patients." There could also be no direct exterior public entrance or exit from the specific areas occupied by this use.

The Downtown District would allow the retail use by right and without any of the restrictions outlined above. It would also permit the retail use to operate on nights, weekends and other times that the rest of the building is closed. This would allow the site to take on a more mixed-use character that is more befitting a downtown setting and would have a greater impact towards revitalizing and reactivating downtown and encouraging foot traffic outside of normal business hours.

Surrounding Properties and Existing Zoning: The applicant is seeking a zone change for his own parcel only, located at the western end of the block. There is an approximately 210-foot gap between the subject parcel and the nearest parcel in the Downtown District which would create a slightly non-contiguous zoning district. Non-contiguous zoning districts are discouraged and if the subject parcel were rezoned to Downtown, City Staff would actively seek ways to eliminate this gap by working with adjacent landowners to initiate a subsequent zone change request in order to maintain a contiguous Downtown Zoning District.

Land Use Plan: The City's Land Use Plan, as adopted in 1987, designates the entire 100-block as Office/Business. In addition, the Land Use Plan designates Public Square and a few surrounding blocks as City Center. Although the plan identifies City Center and Office/Business as separate and distinct uses, and designates this block for the latter, downtown Watertown has evolved over the intervening three decades, and this block today largely functions as a part of the City's downtown central business district.

The setback requirements and use restrictions of the Limited Business District no longer make sense on the 100-block of Clinton Street and the inhibit this block from functioning as efficiently in its present setting as the Downtown District would allow. Changing the zoning would be consistent with existing land use patterns, allow the block to become more active, and would represent a logical expansion of the Downtown District, even though it is inconsistent with the 1987 Land Use Plan.

cc: City Council Members
Thomas H. Ross, GYMO, DPC, 220 Sterling St, Watertown, NY 13601
Michael E. Lundy, Lundy Development and Property Management, 35794 NYS Route 126,
Carthage, NY 13619
Justin Wood, City Engineer
Bob Slye, City Attorney

ZONE CHANGE
161 WASHINGTON STREET – PARCEL NUMBER 10-07-109.000
LIMITED BUSINESS to DOWNTOWN

The Planning Board then considered a request submitted by Thomas H. Ross of GYMO, D.P.C. on behalf of Mike Lundy of Lundy Development and Property Management to change the approved zoning classification of 161 Clinton Street, Parcel Number 10-07-109.000 from Limited Business to Downtown.

Mr. Ross and Mr. Lundy were both in attendance to represent the request.

Mr. Ross began by saying that this project had come full circle; that it had started with a Zone Change Request back in December and the site plan led them back to this after talking with City Staff.

Mr. Ross noted that the building had shrunk slightly from the iteration that the Planning Board voted on three weeks earlier. Mr. Ross explained that the building, as voted on, would have required 245 parking spaces and the site was maxed out as it was and could not accommodate that volume of parking spaces.

Mr. Ross then said that in this new iteration, the proposed building would shrink substantially on the Sherman Street end, and the westernmost part would become a patio instead. Mr. Ross noted that this would reduce the building's footprint to 21,285 square feet and instead of being 60 parking spaces short, it would now be only 28 spaces short. Mr. Ross then said that this property was in a part of the City that acted as a downtown area, with short setbacks and primarily office uses.

Mr. Lundy then said that the thing about the Limited Business District and the Zoning Ordinance being 30 years old is that it did not take into account how you would develop this property. Mr. Lundy elaborated that the parking requirement allowed no exclusions for common areas, and in a multi-tenant building, there were many common areas that were in essence wasted space that he did not see a need to provide parking for. Mr. Lundy then said that 20 percent of the proposed building would be common area and the Zoning Ordinance, as written, did not allow a building like this to work. Mr. Lundy then acknowledged that he could apply for a Variance, but said that he did not like the Variance process; he liked things to be legal.

Mr. Lundy then said that he knew the Planning Board's fear when he originally applied for this zone change a few months earlier was that he would build out the whole lot and not provide any parking. He then said his tenants would not lease from him if he did not provide any parking, and to do that would defeat the purpose of what he was doing.

Mr. Lundy said that the westernmost 50 feet of the existing building was built as an addition and that he wanted to keep the portion that had a cellar and make the proposed new building look symmetrical. He then referred to a rendering of the proposed building and said that would be its look all the way around. He then said that if you took the usable tenant space to

be 30,000 square feet, which was less than the two existing buildings had, as they had 24,000 and 9,000 square feet respectively.

Mr. Lundy then reiterated that to him, the zone change was a simpler way to get through this, and that the Planning Board will still have the authority to approve or disapprove of the site plan, and he thought this was a better scenario than a bunch of Variances.

Mr. Coburn then said that the last time Mr. Lundy applied for a zone change for this property, the Planning Board's heartburn was caused by not seeing a detailed site plan. Mr. Coburn asked if the intended use remained for doctors. Mr. Lundy replied that it would be medical and professional. Mr. Coburn then said that such uses were transient as patients came and went and the first thing he saw in his mind's eye was driving around in circles looking for parking in front of the orthopedic building where the old K-Mart used to be, and added that he did not want to see the Watertown Saving Bank's parking get encroached on.

Mr. Lundy then reiterated that the Zoning Ordinance did not work for what he wanted to do there, and said that Limited Business zoning was for corner lots that were under 25,000 square feet.

Ms. Capone then noted that the Planning Board had already approved the applicant's site plan based on existing zoning, and asked why Mr. Lundy needed the zone change. Mr. Lundy replied that the Site Plan Approval was contingent on meeting the parking requirement and he could not meet the contingency.

Further discussion then ensued about whether a Variance would be appropriate. Mr. Urda then explained that the first thing the Zoning Board of Appeals is supposed to ask when it received a Variance request is whether the applicant has exhausted all other options prior to seeking a Variance, and in this case, seeking a zone change amounted to such an option. Ms. Capone then said that she thought Mr. Lundy's previous zone change request was denied. Mr. Lundy then clarified that he withdrew his previous zone change request before it went to City Council for a vote.

Ms. Capone then said that the City had not proven to anyone that there is not a parking issue downtown, and that she did not agree with Staff's memorandum. She then said that she did agree that the parking requirement in the Zoning Ordinance should reflect unusable space. Mr. Lumbis replied that there was no mechanism to address that at this meeting. Ms. Capone then asked why the City couldn't amend its Zoning Ordinance to fix the parking requirement. Mr. Urda replied that such a change would apply Citywide, and in this case would amount to amending the code for the entire City based on one parcel.

Mr. Katzman then said that he thought everyone on the Planning Board liked Mr. Lundy's project, but the Board was scared to make a zone change. He then asked how else they could get through this. Mr. Lumbis replied that the only other options were to scale back the size of the building or to apply for a Variance, but as Mr. Urda had said, an applicant must exhaust all other avenues before seeking a Variance. Mr. Lumbis then said that amending the Zoning

Ordinance to come up with different parking regulations could occur, but that would take time because it would require a planning process.

Ms. Capone then said that it was impossible to make decisions because none of the City's plans had been modified in decades and the Planning Board was working off plans from the 1980s. Ms. Fields then read two paragraphs directly from Staff's memorandum:

"The City's Land Use Plan, as adopted in 1987, designates the entire 100-block as Office/Business. In addition, the Land Use Plan designates Public Square and a few surrounding blocks as City Center. Although the plan identifies City Center and Office/Business as separate and distinct uses, and designates this block for the latter, downtown Watertown has evolved over the intervening three decades, and this block today largely functions as a part of the City's downtown central business district.

The setback requirements and use restrictions of the Limited Business District no longer make sense on the 100-block of Clinton Street and the inhibit this block from functioning as efficiently in its present setting as the Downtown District would allow. Changing the zoning would be consistent with existing land use patterns, allow the block to become more active, and would represent a logical expansion of the Downtown District, even though it is inconsistent with the 1987 Land Use Plan."

After she finished reading, Ms. Fields then said that she did not have a problem with that. Ms. Capone replied that the conclusion that there isn't a parking issue downtown isn't correct. Ms. Capone also said that it was all speculative.

Mr. Lundy began to talk about ways that he could further reduce the size of his building. Mr. Katzman then said he would hate to make Mr. Lundy give up more of his building. Mr. Lundy said that he could leave the western part of his building off and make it an addition and come back later for Site Plan Approval for the addition. Mr. Katzman then said that Mr. Lundy should be able to do what he wants and if there was no way to approve the project.

Mr. Urda then explained that City Council could not legally approve any site plan that did not adhere to the Zoning Ordinance, and therefore, the City Council could not legally approve this site plan without either a zone change or a Variance. Mr. Lundy then said that while he respected the process, he had tenants and obligations and had to move forward.

Mr. Rowell then asked what the major concerns were about rezoning the parcel to Downtown, and if it was primarily parking. Mr. Coburn noted that Mr. Lundy's property was maxed out with as much parking as it could fit. Mr. Lundy then said that neighbors would park in his spaces. Ms. Capone then said that the public parking lot on Stone Street was substantially full. Mr. Katzman then said there was no parallel parking on Clinton Street. Mr. Lundy countered that there was.

Mr. Urda then said that if you considered the entire block as bounded by Clinton, Washington, Sherman and Mullin Streets, that was occupied by Mr. Lundy's property, the Watertown Savings Bank and the Best Western, that there were probably 400 parking spaces on

that block and that was enough for the three uses on aggregate. Mr. Urda then added that a legal agreement for shared parking was something that the property owners would need to work out privately and the City could not get involved.

Mr. Neddo then moved to recommend that City Council approve the request submitted by Thomas H. Ross of GYMO, D.P.C. on behalf of Mike Lundy of Lundy Development and Property Management to change the approved zoning classification of 161 Clinton Street, Parcel Number 10-07-109.000 from Limited Business to Downtown.

Ms. Fields seconded the motion, and the Planning Board voted 5-1 in favor. Ms. Capone cast the dissenting vote, and cited the parking issue. Ms. Capone then said that she wanted to emphasize that she does support the project, but could not support this zone change.

Public Hearing – 7:30 p.m.

June 9, 2017

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Local Law No. 3 of 2017 – Amending Section 120-37 of the Code of the City of Watertown, Abatement of Violation

During budget deliberations of Code Enforcement Fees, City Council agreed to increase the fee for Code Violation surcharge from \$150 to \$250. City Council scheduled a public hearing on this subject at 7:30 p.m. on Monday, June 19, 2017.

The Council must hold the public hearing before voting on the Local Law.

LOCAL LAW

Page 1 of 1

A Local Law Amending Section 120-37 of the Code of the City of Watertown, Abatement of Violation

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

Council Member Teresa R. Macaluso

A Local Law to amend Section 120-37 of the Code of the City of Watertown to provide for a change in fee for a code violation surcharge.

WHEREAS a public hearing was held on this amendment on June 19, 2017, at 7:30 p.m. in the City Council Chambers;

NOW THEREFORE BE IT ENACTED by the City Council of the City of Watertown that §120-37 of the Code of the City of Watertown is modified to read as follows:

§ 120-37 Abatement of violation.

The imposition of the penalties herein prescribed shall not preclude the City from instituting appropriate action to restrain, correct or abate a violation or to prevent illegal occupancy of a building, structure or premises, or to stop an illegal act, conduct, business or utilization of a building, structure or premises. The actual cost of restraining, correcting, or abating such condition (minimum charge of one hour labor and one hour equipment) plus materials, plus \$250 for inspection, correction, restraining, or abatement costs sustained in connection therewith shall be certified to the City Comptroller by the Department of Public Works and/or its designee and shall thereafter become and be a lien upon the property whereon such condition exists or is located and shall be added to and become a part of the tax next to be assessed and levied upon such lot and shall bear interest at the same rate as taxes and shall be collected and enforced by the same officer and in the same manner as taxes.

BE IT FURTHER ENACTED that this Local Law shall take effect immediately upon its being filed in the Office of the Secretary of State.

Seconded by Council Member Cody J. Horbacz

Public Hearing – 7:30 p.m.

June 9, 2017

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Local Law No. 4 of 2017 – Amending Section 253-28 of the Code of the City of Watertown to Provide for a Change in Fees for the Acceptance of Hauled Waste

During budget deliberations, City Council agreed to increase the fee for the acceptance of hauled waste at the Waste Water Treatment Plant. City Council scheduled a public hearing on this subject at 7:30 p.m. on Monday, June 19, 2017.

The Council must hold the public hearing before voting on the Local Law.

LOCAL LAW

Page 1 of 1

A Local Law Amending Section 253-28 of the Code of the City of Watertown to Provide for a Change in Fees for the Acceptance of Hauled Waste

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

Council Member Teresa R. Macaluso

A Local Law to amend Section 253-28 of the Code of the City of Watertown to provide for a change in fees for the acceptance of hauled waste.

WHEREAS a public hearing was held on this amendment on June 19, 2017, at 7:30 p.m. in the City Council Chambers;

NOW THEREFORE BE IT ENACTED by the City Council of the City of Watertown that §253-28 of the Code of the City of Watertown is modified to read as follows:

G. Fees for the acceptance of hauled waste for treatment at the Waste Water Treatment Plant shall be as follows:

- (1) Five and one-half cents (\$0.055) per gallon for hauled waste less than or equal to 5.6% solids by weight.
- (2) For all leachate: Five and one-half cents (\$0.055) per gallon.
- (3) Twelve cents (\$0.12) per pound (dry weight) for hauled waste over 5.6% solids by weight
- (4) Minimum charge of \$39.29 per delivery.

BE IT FURTHER ENACTED that this Local Law shall take effect immediately upon its being filed in the Office of the Secretary of State.

Seconded by Council Member Cody J. Horbacz

June 14, 2017

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Fiscal Year 2017-18 Adopted Budgeted Positions

The following information is being provided at the request of Council Member Walczyk:

“What vacancies are you currently trying to fill and how costly are those positions (benefits/wages/salaries, etc.)?”

Fund	Department	Position	FY 2017/18 Budgeted Salary	FY 2017/18 Budgeted Fringe Benefits	FY 2017/18 Total
General Fund	Bus	Account Clerk Typist (part- time)	\$ 16,767	\$ 2,834	\$ 19,601
General Fund	Bus	Transit Director	\$ 65,000	\$ 27,345	\$ 92,345
General Fund	Engineering	CAD Technician	\$ 62,967	\$ 22,703	\$ 85,670
General Fund	Information Technology	GIS Technician	\$ 42,690	\$ 15,058	\$ 57,748
General Fund	Information Technology	IT Specialist	\$ 45,651	\$ 15,627	\$ 61,278
General Fund	DPW – Central Garage	Motor Mechanic	\$ 39,014	\$ 24,164	\$ 63,178
General Fund	DPW – Roads Maintenance	MEO Light	\$ 37,303	\$ 26,373	\$ 63,676
General Fund	DPW – Municipal Maintenance	Municipal Worker I	\$ 28,650	\$ 22,412	\$ 51,062
General Fund	DPW – Storm Sewers	Municipal Worker I	\$ 28,650	\$ 22,412	\$ 51,062

“How many positions (Full-time & other) did we have in last years adopted budget?”

“How many positions (Full-time & other) do we have in this years adopted budget?”

“What is the cost difference in personnel salaries and wages between last year's adopted budget and this year's adopted budget?”

Please see the following schedule for information pertaining to the above three questions.

Department / Position	FY 2016/17			FY 2017/18			Variances					
	Full-time			Full-time			Change in Full-time		Change in Personal		Change in Fringe	
	Equivalents	Personal Services	Fringe Benefits	Equivalents	Personal Services	Fringe Benefits	Amount	Percentage	Amount	Percentage	Amount	Percentage
Roll Call Pay	-	\$ 45,000	\$ 14,288	-	\$ 46,000	\$ 14,812	-	#DIV/0!	\$ 1,000	2.22%	524	3.67%
On Call Pay	-	\$ 14,500	\$ 4,604	-	\$ 14,500	\$ 4,669	-	#DIV/0!	\$ -	0.00%	65	1.41%
Clothing / Cleaning Allowance	-	\$ 6,000	\$ 1,905	-	\$ 13,000	\$ 995	-	#DIV/0!	\$ 7,000	116.67%	(910)	-47.77%
	68.17	\$ 5,056,941	\$ 2,290,908	68.00	\$ 5,244,119	\$ 2,490,430	(0.17)	-0.24%	\$ 187,178	3.70%	199,522	8.71%
FIRE												
Chief	1.00	\$ 92,679	\$ 44,126	1.00	\$ 92,679	\$ 47,244	-	0.00%	\$ -	0.00%	3,118	7.07%
Deputy Chief	1.00	\$ 85,591	\$ 41,875	1.00	\$ 85,591	\$ 44,962	-	0.00%	\$ -	0.00%	3,087	7.37%
Battalion Chief	5.00	\$ 391,099	\$ 199,241	5.00	\$ 394,575	\$ 215,913	-	0.00%	\$ 3,476	0.89%	16,672	8.37%
Captain	12.00	\$ 791,011	\$ 431,299	12.00	\$ 793,572	\$ 468,792	-	0.00%	\$ 2,561	0.32%	37,493	8.69%
Firefighter	54.50	\$ 3,043,567	\$ 1,658,478	52.25	\$ 2,922,317	\$ 1,725,755	(2.25)	-4.13%	\$ (121,250)	-3.98%	67,277	4.06%
Out-of-rank Pay	-	\$ 11,000	\$ 3,493	-	\$ 8,000	\$ 2,576	-	#DIV/0!	\$ (3,000)	-27.27%	(917)	-26.25%
Vacation day sell-backs	-	\$ -	\$ -	-	\$ 18,000	\$ 5,796	-	#DIV/0!	\$ 18,000	#DIV/0!	5,796	#DIV/0!
Estimated Fire contract settlement	-	\$ 769,045	\$ 263,113	-	\$ 434,163	\$ 173,696	-	#DIV/0!	\$ (334,882)	-43.55%	(89,417)	-33.98%
Secretary I	1.00	\$ 37,972	\$ 23,824	1.00	\$ 37,972	\$ 26,532	-	0.00%	\$ -	0.00%	2,708	11.37%
Overtime	-	\$ 468,668	\$ 148,802	-	\$ 570,000	\$ 183,540	-	#DIV/0!	\$ 101,332	21.62%	34,738	23.35%
Holiday Pay	-	\$ 181,441	\$ 57,607	-	\$ 175,000	\$ 56,351	-	#DIV/0!	\$ (6,441)	-3.55%	(1,256)	-2.18%
EMT Incentive	-	\$ 18,900	\$ 6,001	-	\$ 17,400	\$ 5,603	-	#DIV/0!	\$ (1,500)	-7.94%	(398)	-6.63%
207a retirement benefit	-	\$ -	\$ 167,000	-	\$ -	\$ 166,800	-	#DIV/0!	\$ -	#DIV/0!	(200)	-0.12%
	74.50	\$ 5,890,973	\$ 3,044,859	72.25	\$ 5,549,269	\$ 3,123,560	(2.25)	-3.02%	\$ (341,704)	-5.80%	78,701	2.58%
CODE ENFORCEMENT												
Code Enforcement Supervisor	1.00	\$ 66,350	\$ 30,392	1.00	\$ 67,677	\$ 33,372	-	0.00%	\$ 1,327	2.00%	2,980	9.81%
Code Enforcement Aide	1.00	\$ 47,636	\$ 11,266	0.50	\$ 22,418	\$ 14,076	(0.50)	-50.00%	\$ (25,218)	-52.94%	2,810	24.94%
Secretary I	-	\$ -	\$ -	0.50	\$ 14,672	\$ 11,264	0.50	#DIV/0!	\$ 14,672	#DIV/0!	11,264	#DIV/0!
Building Safety Inspector	-	\$ -	\$ -	0.50	\$ 23,433	\$ 12,746	0.50	#DIV/0!	\$ 23,433	#DIV/0!	12,746	#DIV/0!
Senior Code Enforcement Officer	1.00	\$ 59,005	\$ 28,798	1.00	\$ 59,005	\$ 31,495	-	0.00%	\$ -	0.00%	2,697	9.37%
Code Enforcement Officer	1.00	\$ 55,014	\$ 27,854	1.00	\$ 55,014	\$ 30,554	-	0.00%	\$ -	0.00%	2,700	9.69%
Overtime	-	\$ 2,500	\$ 591	-	\$ 2,500	\$ 590	-	#DIV/0!	\$ -	0.00%	(1)	-0.17%
	4.00	\$ 230,505	\$ 98,901	4.50	\$ 244,719	\$ 134,097	0.50	12.50%	\$ 14,214	6.17%	35,196	35.59%
MUNICIPAL MAINTENANCE												
Street/Sewer Maintenance Supervisor	0.67	\$ 43,883	\$ 19,637	0.67	\$ 44,761	\$ 21,523	-	0.00%	\$ 878	2.00%	1,886	9.60%
Crew Chief	0.67	\$ 29,817	\$ 7,052	0.67	\$ 30,696	\$ 7,244	-	0.00%	\$ 879	2.95%	192	2.72%
Motor Equipment Operator Light	0.67	\$ 26,807	\$ 16,285	0.67	\$ 24,503	\$ 17,554	-	0.00%	\$ (2,304)	-8.59%	1,269	7.79%
Tree Trimmer	0.67	\$ 26,807	\$ 16,285	0.67	\$ 26,807	\$ 18,099	-	0.00%	\$ -	0.00%	1,814	11.14%
Municipal Worker I	2.68	\$ 79,356	\$ 33,550	2.68	\$ 59,327	\$ 28,476	-	0.00%	\$ (20,029)	-25.24%	(5,074)	-15.12%
Temporary	-	\$ 59,580	\$ 14,091	-	\$ 53,200	\$ 7,367	-	#DIV/0!	\$ (6,380)	-10.71%	(6,724)	-47.72%
Overtime	-	\$ 6,500	\$ 1,537	-	\$ 5,000	\$ 1,181	-	#DIV/0!	\$ (1,500)	-23.08%	(356)	-23.16%
	5.36	\$ 272,750	\$ 108,437	5.36	\$ 244,294	\$ 101,444	-	0.00%	\$ (28,456)	-10.43%	(6,993)	-6.45%
MAINTENANCE OF ROADS												
Street/Sewer Maintenance Supervisor	0.67	\$ 43,883	\$ 19,637	0.67	\$ 44,761	\$ 21,523	-	0.00%	\$ 878	2.00%	1,886	9.60%
Crew Chief	2.01	\$ 92,088	\$ 46,107	2.01	\$ 92,088	\$ 50,531	-	0.00%	\$ -	0.00%	4,424	9.60%
Motor Equipment Operator Heavy	1.34	\$ 61,392	\$ 28,903	1.34	\$ 59,525	\$ 37,591	-	0.00%	\$ (1,867)	-3.04%	8,688	30.06%
Motor Equipment Operator Light	4.02	\$ 157,823	\$ 80,026	4.02	\$ 151,618	\$ 64,772	-	0.00%	\$ (6,205)	-3.93%	(15,254)	-19.06%
Municipal Worker I	1.34	\$ 41,691	\$ 11,507	1.34	\$ 39,784	\$ 17,233	-	0.00%	\$ (1,907)	-4.57%	5,726	49.76%
Temporary	-	\$ 7,000	\$ 1,187	-	\$ 7,000	\$ 970	-	#DIV/0!	\$ -	0.00%	(217)	-18.28%
Overtime	-	\$ 3,500	\$ 828	-	\$ 1,000	\$ 237	-	#DIV/0!	\$ (2,500)	-71.43%	(591)	-71.38%
	9.38	\$ 407,377	\$ 188,195	9.38	\$ 395,776	\$ 192,857	-	0.00%	\$ (11,601)	-2.85%	4,662	2.48%
SNOW												
Street/Sewer Maintenance Supervisor	0.66	\$ 43,228	\$ 19,342	0.66	\$ 44,092	\$ 21,202	-	0.00%	\$ 864	2.00%	1,860	9.62%
Crew Chief	1.98	\$ 91,304	\$ 38,475	2.18	\$ 101,100	\$ 45,263	0.20	10.10%	\$ 9,796	10.73%	6,788	17.64%
Motor Equipment Operator Heavy	0.99	\$ 45,819	\$ 22,820	0.99	\$ 42,261	\$ 27,367	-	0.00%	\$ (3,558)	-7.77%	4,547	19.93%
Motor Equipment Operator Light	3.96	\$ 149,899	\$ 79,727	3.96	\$ 149,401	\$ 76,936	-	0.00%	\$ (498)	-0.33%	(2,791)	-3.50%
Sign Maintenance Worker	0.66	\$ 23,931	\$ 15,455	0.66	\$ 24,191	\$ 10,771	-	0.00%	\$ 260	1.09%	(4,684)	-30.31%
Tree Trimmer	0.33	\$ 13,203	\$ 8,020	0.33	\$ 13,203	\$ 8,914	-	0.00%	\$ -	0.00%	894	11.15%
Refuse/Recycle Motor Equipment Operator	0.33	\$ 13,203	\$ 8,020	0.33	\$ 13,203	\$ 8,914	-	0.00%	\$ -	0.00%	894	11.15%
Municipal Worker I	2.97	\$ 88,144	\$ 35,804	2.84	\$ 85,612	\$ 38,236	(0.13)	-4.38%	\$ (2,532)	-2.87%	2,432	6.79%
Water Maintenance Mechanic	-	\$ -	\$ -	-	\$ -	\$ -	-	#DIV/0!	\$ -	#DIV/0!	-	#DIV/0!
Overtime	-	\$ 108,000	\$ 25,542	-	\$ 70,000	\$ 16,520	-	#DIV/0!	\$ (38,000)	-35.19%	(9,022)	-35.32%
	11.88	\$ 576,731	\$ 253,205	11.95	\$ 543,063	\$ 254,123	0.07	0.59%	\$ (33,668)	-5.84%	918	0.36%
HYDRO-ELECTRIC												
Superintendent of Water	0.10	\$ 8,853	\$ 3,563	0.10	\$ 8,976	\$ 2,795	-	0.00%	\$ 123	1.39%	(768)	-21.55%
SCADA Technician	0.20	\$ 10,371	\$ 4,727	0.20	\$ 10,508	\$ 5,290	-	0.00%	\$ 137	1.32%	563	11.91%
	0.30	\$ 19,224	\$ 8,290	0.30	\$ 19,484	\$ 8,085	-	0.00%	\$ 260	1.35%	(205)	-2.47%
TRAFFIC CONTROL & LIGHTING												
Line Crew Chief	1.00	\$ 67,870	\$ 28,801	1.00	\$ 70,429	\$ 29,371	-	0.00%	\$ 2,559	3.77%	570	1.98%
Lineworker II	2.00	\$ 109,740	\$ 51,454	2.00	\$ 113,900	\$ 52,382	-	0.00%	\$ 4,160	3.79%	928	1.80%
Estimated IBEW contract settlement	-	\$ 4,690	\$ 1,114	-	\$ -	\$ -	-	#DIV/0!	\$ (4,690)	-100.00%	(1,114)	-100.00%
Sign Maintenance Worker	1.34	\$ 48,589	\$ 29,922	1.34	\$ 49,115	\$ 21,869	-	0.00%	\$ 526	1.08%	(8,053)	-26.91%
Temporary	-	\$ 5,000	\$ 848	-	\$ 6,600	\$ 914	-	#DIV/0!	\$ 1,600	32.00%	66	7.78%
Overtime	-	\$ 20,000	\$ 4,730	-	\$ 20,000	\$ 4,720	-	#DIV/0!	\$ -	0.00%	(10)	-0.21%
	4.34	\$ 255,889	\$ 116,869	4.34	\$ 260,044	\$ 109,256	-	0.00%	\$ 4,155	1.62%	(7,613)	-6.51%
BUS												
Transit Director	1.00	\$ 65,000	\$ 24,837	1.00	\$ 65,000	\$ 27,345	-	0.00%	\$ -	0.00%	2,508	10.10%
Account Clerk Typist	0.57	\$ 16,767	\$ 2,842	0.57	\$ 16,767	\$ 2,834	-	0.00%	\$ -	0.00%	(8)	-0.28%
Transit Supervisor	1.00	\$ 55,374	\$ 27,939	1.00	\$ 57,986	\$ 31,255	-	0.00%	\$ 2,612	4.72%	3,316	11.87%
Head Bus Driver	1.00	\$ 37,275	\$ 12,945	1.00	\$ 38,944	\$ 14,425	-	0.00%	\$ 1,669	4.48%	1,480	11.43%
Bus Driver	5.00	\$ 181,902	\$ 85,758	5.00	\$ 189,876	\$ 70,191	-	0.00%	\$ 7,974	4.38%	(15,567)	-18.15%
Motor Equipment Mechanic	1.00	\$ 49,448	\$ 10,261	1.00	\$ 49,448	\$ 10,040	-	0.00%	\$ -	0.00%	(221)	-2.15%
Temporary	-	\$ 43,000	\$ 7,289	-	\$ 40,000	\$ 5,539	-	#DIV/0!	\$ (3,000)	-6.98%	(1,750)	-24.01%
Overtime	-	\$ 20,000	\$ 4,730	-	\$ 20,000	\$ 3,380	-	#DIV/0!	\$ -	0.00%	(1,350)	-28.54%
	9.57	\$ 468,766	\$ 176,601	9.57	\$ 478,021	\$ 165,009	-	0.00%	\$ 9,255	1.97%	(11,592)	-6.56%
RECREATION ADMINISTRATION												
Superintendent of Parks and Recreation	1.00	\$ 75,567	\$ 26,628	1.00	\$ 77,078	\$ 29,385	-	0.00%	\$ 1,511	2.00%	2,757	10.35%
Assistant Superintendent of Parks and Recreation	1.00	\$ 57,985	\$ 23,648	1.00	\$ 59,145	\$ 26,355	-	0.00%	\$ 1,160	2.00%	2,707	11.45%
Senior Account Clerk Typist	1.00	\$ 40,343	\$ 24,384	1.00	\$ 41,853	\$ 27,448	-	0.00%	\$ 1,510	3.74%	3,064	12.57%
Clerk - part-time	0.29	\$ 6,599	\$ 1,119	0.29	\$ 6,599	\$ 1,115	-	0.00%	\$ -	0.00%	(4)	-0.36%
Overtime	-	\$ 1,000	\$ 237	-	\$ 1,000	\$ 237	-	#DIV/0!	\$ -	0.00%	-	0.00%
	3.29	\$ 181,494	\$ 76,016	3.29	\$ 185,675	\$ 84,540	-	0.00%	\$ 4,181	2.30%	8,524	11.21%
THOMPSON PARK												
Crew Chief	1.00	\$ 45,304	\$ 17,341	0.78	\$ 35,736	\$ 14,552	(0.22)	-22.00%	\$ (9,568)	-21.12%	(2,789)	-16.08%
Parks and Recreation Maintenance Worker	0.77	\$ 24,514	\$ 5,086									

Department / Position	FY 2016/17			FY 2017/18			Variances					
	Full-time			Full-time			Change in Full-time		Change in Personal		Change in Fringe	
	Equivalents	Personal Services	Fringe Benefits	Equivalents	Personal Services	Fringe Benefits	Amount	Percentage	Amount	Percentage	Amount	Percentage
Parks and Recreation Maintenance Worker	0.28	\$ 9,829	\$ 4,755	0.12	\$ 4,378	\$ 2,722	(0.16)	-57.14%	\$ (5,451)	-55.46%	(2,033)	-42.75%
Temporary	-	\$ 23,000	\$ 3,899	-	\$ 20,190	\$ 2,796	-	#DIV/0!	\$ (2,810)	-12.22%	(1,103)	-28.29%
	0.32	\$ 34,662	\$ 9,681	0.17	\$ 26,859	\$ 6,937	(0.15)	-46.88%	\$ (7,803)	-22.51%	(2,744)	-28.34%
FAIRGROUNDS												
Crew Chief	0.22	\$ 10,079	\$ 5,649	0.16	\$ 7,330	\$ 4,541	(0.06)	-27.27%	\$ (2,749)	-27.27%	(1,108)	-19.61%
Parks and Recreation Maintenance Worker	0.47	\$ 16,523	\$ 7,978	0.59	\$ 21,404	\$ 10,760	0.12	25.53%	\$ 4,881	29.54%	2,782	34.87%
Temporary	-	\$ 38,690	\$ 6,558	-	\$ 25,000	\$ 3,462	-	#DIV/0!	\$ (13,690)	-35.38%	(3,096)	-47.21%
Overtime	-	\$ 6,000	\$ 1,419	-	\$ 2,000	\$ 472	-	#DIV/0!	\$ (4,000)	-66.67%	(947)	-66.74%
	0.69	\$ 71,292	\$ 21,604	0.75	\$ 55,734	\$ 19,235	0.06	8.70%	\$ (15,558)	-21.82%	(2,369)	-10.97%
WINTER ACTIVITIES												
Temporary	-	\$ 6,750	\$ 1,144	-	\$ -	\$ -	-	#DIV/0!	\$ (6,750)	-100.00%	(1,144)	-100.00%
	-	\$ 6,750	\$ 1,144	-	\$ -	\$ -	-	#DIV/0!	\$ (6,750)	-100.00%	(1,144)	-100.00%
ATHLETIC PROGRAMS												
Crew Chief	0.14	\$ 6,414	\$ 3,595	0.15	\$ 6,872	\$ 4,258	0.01	7.14%	\$ 458	7.14%	663	18.44%
Parks and Recreation Maintenance Worker	0.48	\$ 16,806	\$ 7,731	0.53	\$ 19,209	\$ 9,250	0.05	10.42%	\$ 2,403	14.30%	1,519	19.65%
Temporary	-	\$ 35,000	\$ 5,933	-	\$ 40,000	\$ 5,539	-	#DIV/0!	\$ 5,000	14.29%	(394)	-6.64%
Overtime	-	\$ 1,000	\$ 237	-	\$ 1,000	\$ 237	-	#DIV/0!	\$ -	0.00%	-	0.00%
	0.62	\$ 59,220	\$ 17,496	0.68	\$ 67,081	\$ 19,284	0.06	9.68%	\$ 7,861	13.27%	1,788	10.22%
POOLS												
Crew Chief	0.02	\$ 916	\$ 514	0.07	\$ 3,207	\$ 1,987	0.05	250.00%	\$ 2,291	250.11%	1,473	286.58%
Parks and Recreation Maintenance Worker	0.30	\$ 9,968	\$ 4,489	0.43	\$ 14,617	\$ 7,169	0.13	43.33%	\$ 4,649	46.64%	2,680	59.70%
Temporary	-	\$ 59,530	\$ 10,090	-	\$ 45,000	\$ 6,232	-	#DIV/0!	\$ (14,530)	-24.41%	(3,858)	-38.24%
Overtime	-	\$ 2,500	\$ 591	-	\$ 2,500	\$ 590	-	#DIV/0!	\$ -	0.00%	(1)	-0.17%
	0.32	\$ 72,914	\$ 15,684	0.50	\$ 65,324	\$ 15,978	0.18	56.25%	\$ (7,590)	-10.41%	294	1.87%
ARENA												
Crew Chief	0.58	\$ 26,573	\$ 14,894	0.59	\$ 27,031	\$ 16,551	0.01	1.72%	\$ 458	1.72%	1,657	11.13%
Parks and Recreation Maintenance Worker	-	\$ -	\$ -	2.89	\$ 101,916	\$ 46,446	2.89	#DIV/0!	\$ 101,916	#DIV/0!	46,446	#DIV/0!
Municipal Worker	2.70	\$ 92,987	\$ 42,049	0.02	\$ 651	\$ 505	(2.68)	-99.26%	\$ (92,336)	-99.30%	(41,544)	-98.80%
Clerk - part-time	0.29	\$ 6,599	\$ 1,119	0.29	\$ 6,599	\$ 1,115	-	0.00%	\$ -	0.00%	(4)	-0.36%
Temporary	-	\$ 149,000	\$ 25,256	-	\$ 133,000	\$ 18,418	-	#DIV/0!	\$ (16,000)	-10.74%	(6,838)	-27.07%
Overtime	-	\$ 20,000	\$ 4,730	-	\$ 10,000	\$ 2,360	-	#DIV/0!	\$ (10,000)	-50.00%	(2,370)	-50.11%
	3.57	\$ 295,159	\$ 88,048	3.79	\$ 279,197	\$ 85,395	0.22	6.17%	\$ (15,962)	-5.41%	(2,653)	-3.01%
PLANNING												
Planning and Community Development Coordinator	0.75	\$ 52,355	\$ 23,407	0.80	\$ 56,962	\$ 27,364	0.05	6.67%	\$ 4,607	8.80%	3,957	16.91%
Senior Planner	0.70	\$ 40,611	\$ 19,895	0.75	\$ 44,382	\$ 22,743	0.05	7.14%	\$ 3,771	9.29%	2,848	14.32%
Planner	1.40	\$ 62,092	\$ 18,522	1.50	\$ 66,824	\$ 23,641	0.10	7.14%	\$ 4,732	7.62%	5,119	27.64%
Overtime	-	\$ -	\$ -	-	\$ 375	\$ 89	-	#DIV/0!	\$ 375	#DIV/0!	89	#DIV/0!
	2.85	\$ 155,058	\$ 61,824	3.05	\$ 168,543	\$ 73,837	0.20	7.02%	\$ 13,485	8.70%	12,013	19.43%
STORM SEWER												
Street/Sewer Maintenance Supervisor	0.50	\$ 32,749	\$ 10,698	0.50	\$ 33,404	\$ 11,319	-	0.00%	\$ 655	2.00%	621	5.80%
Crew Chief	0.67	\$ 31,634	\$ 17,426	0.67	\$ 31,634	\$ 19,238	-	0.00%	\$ -	0.00%	1,812	10.40%
Motor Equipment Operator Heavy	0.67	\$ 31,634	\$ 17,426	0.67	\$ 26,277	\$ 17,973	-	0.00%	\$ (5,357)	-16.93%	547	3.14%
Motor Equipment Operator Light	1.34	\$ 47,121	\$ 25,529	1.34	\$ 48,156	\$ 28,391	-	0.00%	\$ 1,035	2.20%	2,862	11.21%
Municipal Worker I	1.34	\$ 40,253	\$ 21,959	1.67	\$ 51,219	\$ 32,266	0.33	24.63%	\$ 10,966	27.24%	10,307	46.94%
Overtime	-	\$ 2,500	\$ 591	-	\$ 2,500	\$ 590	-	#DIV/0!	\$ -	0.00%	(1)	-0.17%
	4.52	\$ 185,891	\$ 93,629	4.85	\$ 193,190	\$ 109,777	0.33	7.30%	\$ 7,299	3.93%	16,148	17.25%
REFUSE & RECYCLING												
Assistant Superintendent of Public Works	0.10	\$ 7,525	\$ 3,536	0.20	\$ 15,351	\$ 7,670	0.10	100.00%	\$ 7,826	104.00%	4,134	116.91%
Crew Chief	1.00	\$ 47,215	\$ 26,009	1.00	\$ 47,215	\$ 28,713	-	0.00%	\$ -	0.00%	2,704	10.40%
Refuse/Recycle Motor Equipment Operator	7.67	\$ 265,596	\$ 123,850	7.67	\$ 274,199	\$ 130,590	-	0.00%	\$ 8,603	3.24%	6,740	5.44%
Temporary	-	\$ 12,000	\$ 2,034	-	\$ -	\$ -	-	#DIV/0!	\$ (12,000)	-100.00%	(2,034)	-100.00%
Overtime	-	\$ 18,000	\$ 4,257	-	\$ 16,000	\$ 3,776	-	#DIV/0!	\$ (2,000)	-11.11%	(481)	-11.30%
	8.77	\$ 350,336	\$ 159,686	8.87	\$ 352,765	\$ 170,749	0.10	1.14%	\$ 2,429	0.69%	11,063	6.93%
COMMUNITY DEVELOPMENT												
Planning and Community Development Coordinator	0.25	\$ 17,452	\$ 7,802	0.20	\$ 14,240	\$ 6,840	(0.05)	-20.00%	\$ (3,212)	-18.40%	(962)	-12.33%
Senior Planner	0.30	\$ 17,405	\$ 8,526	0.25	\$ 14,794	\$ 7,582	(0.05)	-16.67%	\$ (2,611)	-15.00%	(944)	-11.07%
Planner	0.60	\$ 26,612	\$ 7,938	0.50	\$ 22,275	\$ 7,881	(0.10)	-16.67%	\$ (4,337)	-16.30%	(57)	-0.72%
DPW Labor	-	\$ -	\$ -	-	\$ 21,195	\$ 8,805	-	#DIV/0!	\$ 21,195	#DIV/0!	8,805	#DIV/0!
Temporary	-	\$ -	\$ -	-	\$ 24,000	\$ 5,664	-	#DIV/0!	\$ 24,000	#DIV/0!	5,664	#DIV/0!
Overtime	-	\$ -	\$ -	-	\$ 375	\$ 89	-	#DIV/0!	\$ 375	#DIV/0!	89	#DIV/0!
	1.15	\$ 61,469	\$ 24,266	0.95	\$ 96,879	\$ 36,861	(0.20)	-17.39%	\$ 35,410	57.61%	12,595	51.90%
WATER ADMINISTRATION												
Superintendent of Water	0.50	\$ 44,267	\$ 17,819	0.45	\$ 40,392	\$ 12,576	(0.05)	-10.00%	\$ (3,875)	-8.75%	(5,243)	-29.42%
Principal Account Clerk	0.50	\$ 25,795	\$ 9,413	0.50	\$ 25,795	\$ 10,009	-	0.00%	\$ -	0.00%	596	6.33%
Senior Account Clerk Typist	0.50	\$ 20,927	\$ 12,370	0.50	\$ 20,927	\$ 13,724	-	0.00%	\$ -	0.00%	1,354	10.95%
Water Meter Reader	0.50	\$ 18,986	\$ 11,911	0.50	\$ 18,986	\$ 13,265	-	0.00%	\$ -	0.00%	1,354	11.37%
SCADA Technician	0.40	\$ 20,741	\$ 9,453	0.40	\$ 21,017	\$ 10,580	-	0.00%	\$ 276	1.33%	1,127	11.92%
Temporary	-	\$ 5,100	\$ 1,206	-	\$ 5,000	\$ 917	-	#DIV/0!	\$ (100)	-1.96%	(289)	-23.96%
Overtime	-	\$ 1,500	\$ 355	-	\$ 1,500	\$ 354	-	#DIV/0!	\$ -	0.00%	(1)	-0.28%
	2.40	\$ 137,316	\$ 62,527	2.35	\$ 133,617	\$ 61,425	(0.05)	-2.08%	\$ (3,699)	-2.69%	(1,102)	-1.76%
WATER PURIFICATION												
Chief Water Treatment Plant Operator	1.00	\$ 60,290	\$ 14,258	1.00	\$ 61,496	\$ 14,513	-	0.00%	\$ 1,206	2.00%	255	1.79%
Water Treatment Plant Maintenance Supervisor	1.00	\$ 52,432	\$ 29,236	1.00	\$ 53,795	\$ 32,256	-	0.00%	\$ 1,363	2.60%	3,020	10.33%
Lab Technician	1.00	\$ 55,014	\$ 27,854	1.00	\$ 44,292	\$ 28,023	-	0.00%	\$ (10,722)	-19.49%	169	0.61%
Water Treatment Plant Maintenance Mechanic	1.00	\$ 48,998	\$ 26,431	2.00	\$ 94,346	\$ 47,679	1.00	100.00%	\$ 45,348	92.55%	21,248	80.39%
Water Treatment Plant Operator	7.00	\$ 310,024	\$ 124,358	6.00	\$ 264,595	\$ 125,477	(1.00)	-14.29%	\$ (45,429)	-14.65%	1,119	0.90%
Water Treatment Plant Operator Trainee	2.00	\$ 75,749	\$ 27,682	2.00	\$ 71,875	\$ 19,991	-	0.00%	\$ (3,874)	-5.11%	(7,691)	-27.78%
Building Maintenance Worker	1.00	\$ 36,765	\$ 22,472	1.00	\$ 38,249	\$ 25,487	-	0.00%	\$ 1,484	4.04%	3,015	13.42%
Temporary	-	\$ 4,000	\$ 678	-	\$ 4,000	\$ 554	-	#DIV/0!	\$ -	0.00%	(124)	-18.29%
Overtime	-	\$ 24,000	\$ 5,676	-	\$ 26,000	\$ 6,136	-	#DIV/0!	\$ 2,000	8.33%	460	8.10%
	14.00	\$ 667,272	\$ 278,645	14.00	\$ 658,648	\$ 300,116	-	0.00%	\$ (8,624)	-1.29%	21,471	7.71%
WATER TRANSMISSION & DISTRIBUTION												
Supervisor of Water Distribution	1.00	\$ 67,687	\$ 29,827	1.00	\$ 69,041	\$ 32,653	-	0.00%	\$ 1,354	2.00%	2,826	9.47%
Crew Chief	2.00	\$ 94,430	\$ 43,801	2.00	\$ 87,957	\$ 46,172	-	0.00%	\$ (6,473)	-6.85%	2,371	5.41%
Water Meter Service Mechanic	1.00	\$ 43,058	\$ 25,025	1.00	\$ 44,486	\$ 28,069	-	0.00%	\$ 1,428	3.32%	3,044	12.16%
Engineering Technician	1.00	\$ 43,786	\$ 16,982	1.00	\$ 43,786	\$ 18,178	-	0.00%	\$ -	0.00%	1,196	7.04%
Motor Equipment Operator Light	2.00	\$ 82,820	\$ 49,274	2.00	\$ 82,820	\$ 54,686	-	0.00%	\$ -	0.00%	5,412	10.98%
Water Maintenance Mechanic	6.00	\$ 223,564	\$ 114,142	6.00	\$ 219,421	\$ 112,910	-	0.00%	\$ (4,143)	-1.85%	(1,232)	-1.08%
Stock Attendant	1.00	\$ 38,249	\$ 22,780	1.00	\$ 38,249	\$ 25,487	-	0.00%	\$ -	0.00%	2,707	11.88%
Temporary	-	\$ 30,000	\$ 5,085	-	\$ 20,000	\$ 2,770	-	#DIV/0!	\$ (10,000)	-33.33%	(2,315)	-45.53%
Overtime	-											

Department / Position	FY 2016/17			FY 2017/18			Variances					
	Full-time			Full-time			Change in Full-time		Change in Personal		Change in Fringe	
	Equivalents	Personal Services	Fringe Benefits	Equivalents	Personal Services	Fringe Benefits	Amount	Percentage	Amount	Percentage	Amount	Percentage
SEWER ADMINISTRATION												
Superintendent of Water	0.40	\$ 35,413	\$ 14,255	0.45	\$ 40,392	\$ 12,576	0.05	12.50%	\$ 4,979	14.06%	(1,679)	-11.78%
Principal Account Clerk	0.50	\$ 25,795	\$ 9,413	0.50	\$ 25,795	\$ 10,009	-	0.00%	\$ -	0.00%	596	6.33%
Senior Account Clerk Typist	0.50	\$ 20,927	\$ 12,370	0.50	\$ 20,927	\$ 13,724	-	0.00%	\$ -	0.00%	1,354	10.95%
Water Meter Reader	0.40	\$ 20,741	\$ 9,453	0.40	\$ 21,017	\$ 10,580	-	0.00%	\$ 276	1.33%	1,127	11.92%
SCADA Technician	0.50	\$ 18,986	\$ 11,911	0.50	\$ 18,986	\$ 13,265	-	0.00%	\$ -	0.00%	1,354	11.37%
Temporary	-	\$ 5,100	\$ 1,206	-	\$ 5,000	\$ 917	-	#DIV/0!	\$ (100)	-1.96%	(289)	-23.96%
Overtime	-	\$ 1,500	\$ 355	-	\$ 1,500	\$ 354	-	#DIV/0!	\$ -	0.00%	(1)	-0.28%
	2.30	\$ 128,462	\$ 58,963	2.35	\$ 133,617	\$ 61,425	0.05	2.17%	\$ 5,155	4.01%	2,462	4.18%
SANITARY SEWER												
Street/Sewer Maintenance Supervisor	0.50	\$ 32,749	\$ 10,698	0.50	\$ 33,404	\$ 11,319	-	0.00%	\$ 655	2.00%	621	5.80%
Crew Chief	0.67	\$ 30,897	\$ 7,308	0.67	\$ 32,240	\$ 7,309	-	0.00%	\$ 1,343	4.35%	1	0.01%
Water Meter Service Mechanic	1.00	\$ 43,060	\$ 25,026	1.00	\$ 44,486	\$ 28,069	-	0.00%	\$ 1,426	3.31%	3,043	12.16%
Motor Equipment Operator Light	2.01	\$ 75,314	\$ 40,688	2.01	\$ 76,170	\$ 45,265	-	0.00%	\$ 856	1.14%	4,577	11.25%
Municipal Worker I	0.67	\$ 19,609	\$ 7,764	0.67	\$ 19,637	\$ 3,318	-	0.00%	\$ 28	0.14%	(4,446)	-57.26%
Overtime	-	\$ 6,000	\$ 1,419	-	\$ 6,000	\$ 1,416	-	#DIV/0!	\$ -	0.00%	(3)	-0.21%
	4.85	\$ 207,629	\$ 92,903	4.85	\$ 211,937	\$ 96,696	-	0.00%	\$ 4,308	2.07%	3,793	4.08%
SEWAGE TREATMENT & DISPOSAL												
Chief Wastewater Treatment Plant Operator	1.00	\$ 72,317	\$ 30,922	1.00	\$ 73,763	\$ 33,767	-	0.00%	\$ 1,446	2.00%	2,845	9.20%
Wastewater Treatment Plant Operator /Maintenance Supervisor	1.00	\$ 68,042	\$ 16,092	1.00	\$ 68,042	\$ 15,611	-	0.00%	\$ -	0.00%	(481)	-2.99%
Wastewater Treatment Plant Lab Technician	1.00	\$ 57,814	\$ 13,673	1.00	\$ 47,106	\$ 27,321	-	0.00%	\$ (10,708)	-18.52%	13,648	99.82%
Industrial Pretreatment Lab Technician	1.00	\$ 53,942	\$ 19,384	1.00	\$ 53,942	\$ 20,575	-	0.00%	\$ -	0.00%	1,191	6.14%
Wastewater Treatment Plant Process Worker III	2.00	\$ 101,429	\$ 44,152	1.00	\$ 56,414	\$ 21,558	(1.00)	-50.00%	\$ (45,015)	-44.38%	(22,994)	-52.08%
Wastewater Treatment Plant Process Worker II	1.00	\$ 47,948	\$ 26,183	2.00	\$ 98,696	\$ 40,416	1.00	100.00%	\$ 50,748	105.84%	14,233	54.36%
Wastewater Treatment Plant Process Worker I	5.00	\$ 233,993	\$ 103,563	5.00	\$ 223,551	\$ 107,158	-	0.00%	\$ (10,442)	-4.46%	3,595	3.47%
Wastewater Treatment Plant Process Worker I Trainee	3.00	\$ 113,837	\$ 37,652	4.00	\$ 144,898	\$ 75,316	1.00	33.33%	\$ 31,061	27.29%	37,664	100.03%
Municipal Worker I	3.00	\$ 102,593	\$ 50,269	2.00	\$ 71,382	\$ 42,260	(1.00)	-33.33%	\$ (31,211)	-30.42%	(8,009)	-15.93%
Temporary	-	\$ 4,000	\$ 678	-	\$ 28,000	\$ 3,877	-	#DIV/0!	\$ 24,000	600.00%	3,199	471.83%
Overtime	-	\$ 50,000	\$ 11,825	-	\$ 50,000	\$ 11,800	-	#DIV/0!	\$ -	0.00%	(25)	-0.21%
	18.00	\$ 905,915	\$ 354,393	18.00	\$ 915,794	\$ 399,259	-	0.00%	\$ 9,879	1.09%	44,866	12.66%
SEWER FUND CONTINGENCY												
Estimated CSEA contract settlement	-	\$ -	\$ -	-	\$ 21,490	\$ 4,644	-	#DIV/0!	\$ 21,490	#DIV/0!	4,644	#DIV/0!
LIBRARY												
Library Director	1.00	\$ 71,266	\$ 22,760	1.00	\$ 72,691	\$ 24,026	-	0.00%	\$ 1,425	2.00%	1,266	5.56%
Librarian II	2.00	\$ 114,879	\$ 47,056	2.00	\$ 117,447	\$ 61,201	-	0.00%	\$ 2,568	2.24%	14,145	30.06%
Librarian I	2.00	\$ 98,800	\$ 40,307	2.00	\$ 101,098	\$ 54,316	-	0.00%	\$ 2,298	2.33%	14,009	34.76%
Secretary I	1.00	\$ 30,920	\$ 11,867	1.00	\$ 32,308	\$ 13,304	-	0.00%	\$ 1,388	4.49%	1,437	12.11%
Senior Library Clerk	1.00	\$ 37,972	\$ 15,607	1.00	\$ 37,972	\$ 16,806	-	0.00%	\$ -	0.00%	1,199	7.68%
Library Clerk	4.00	\$ 136,188	\$ 58,214	4.00	\$ 137,457	\$ 63,263	-	0.00%	\$ 1,269	0.93%	5,049	8.67%
Library Clerk (part-time)	1.71	\$ 55,244	\$ 9,363	1.40	\$ 39,324	\$ 7,963	(0.31)	-18.33%	\$ (15,920)	-28.82%	(1,400)	-14.95%
Custodial & Maintenance Supervisor	0.50	\$ 25,374	\$ 6,001	0.50	\$ 25,374	\$ 5,765	-	0.00%	\$ -	0.00%	(236)	-3.93%
Laborer I	1.00	\$ 34,992	\$ 14,900	1.00	\$ 34,992	\$ 16,102	-	0.00%	\$ -	0.00%	1,202	8.07%
Temporary	-	\$ 16,000	\$ 2,712	-	\$ 16,000	\$ 2,216	-	#DIV/0!	\$ -	0.00%	(496)	-18.29%
Overtime	-	\$ 4,000	\$ 946	-	\$ 4,000	\$ 944	-	#DIV/0!	\$ -	0.00%	(2)	-0.21%
	14.21	\$ 625,635	\$ 229,733	13.90	\$ 618,663	\$ 265,906	(0.31)	-2.21%	\$ (6,972)	-1.11%	36,173	15.75%
LIBRARY FUND CONTINGENCY												
Estimated CSEA contract settlement	-	\$ -	\$ -	-	\$ 9,729	\$ 2,086	-	#DIV/0!	\$ 9,729	#DIV/0!	2,086	#DIV/0!
SELF-INSURANCE												
Human Resources Manager	0.10	\$ 6,900	\$ 3,014	0.10	\$ 7,038	\$ 3,297	-	0.00%	\$ 138	2.00%	283	9.39%
Benefits Administrator	0.80	\$ 33,537	\$ 16,740	0.80	\$ 34,207	\$ 18,868	-	0.00%	\$ 670	2.00%	2,128	12.71%
	0.90	\$ 40,437	\$ 19,754	0.90	\$ 41,245	\$ 22,165	-	0.00%	\$ 808	2.00%	2,411	12.21%
	337.67	\$ 20,749,641	\$ 9,259,141	335.58	\$ 20,658,234	\$ 9,815,452	(2.09)	-0.62%	\$ (91,407)	-0.44%	556,311	6.01%
SUMMARY BY FUND												
General Fund	265.85	\$ 17,321,912	\$ 7,823,946	264.28	\$ 17,156,461	\$ 8,231,500	(1.57)	-0.59%	\$ (165,451)	-0.96%	407,554	5.21%
Community Development Fund	1.15	\$ 61,469	\$ 24,266	0.95	\$ 96,879	\$ 36,861	(0.20)	-17.39%	\$ 35,410	57.61%	12,595	51.90%
Water Fund	30.40	\$ 1,458,182	\$ 655,183	30.35	\$ 1,452,419	\$ 694,910	(0.05)	-0.16%	\$ (5,763)	-0.40%	39,727	6.06%
Sewer Fund	25.15	\$ 1,242,006	\$ 506,259	25.20	\$ 1,282,838	\$ 562,024	0.05	0.20%	\$ 40,832	3.29%	55,765	11.02%
Library Fund	14.21	\$ 625,635	\$ 229,733	13.90	\$ 628,392	\$ 267,992	(0.31)	-2.21%	\$ 2,757	0.44%	38,259	16.65%
Self-funded Health Insurance Fund	0.90	\$ 40,437	\$ 19,754	0.90	\$ 41,245	\$ 22,165	-	0.00%	\$ 808	2.00%	2,411	12.21%
	337.67	\$ 20,749,641	\$ 9,259,141	335.58	\$ 20,658,234	\$ 9,815,452	(2.09)	-0.62%	\$ (91,407)	-0.44%	556,311	6.01%
SUMMARY BY DEPARTMENT OF TEMPORARY EMPLOYEES												
City Manager	-	\$ -	\$ -	0.14	\$ 3,900	\$ 920	0.14	#DIV/0!	\$ 3,900	#DIV/0!	920	#DIV/0!
Engineering	-	\$ -	\$ -	-	\$ 3,080	\$ 521	-	#DIV/0!	\$ 3,080	#DIV/0!	521	#DIV/0!
Police (crossing guards)	-	\$ 55,000	\$ 4,208	-	\$ 60,000	\$ 4,590	-	#DIV/0!	\$ 5,000	9.09%	382	9.08%
Municipal Maintenance	-	\$ 59,580	\$ 14,091	-	\$ 53,200	\$ 7,367	-	#DIV/0!	\$ (6,380)	-10.71%	(6,724)	-47.72%
Maintenance of Roads	-	\$ 7,000	\$ 1,187	-	\$ 7,000	\$ 970	-	#DIV/0!	\$ -	0.00%	(217)	-18.28%
Traffic Control and Lighting	-	\$ 5,000	\$ 848	-	\$ 6,600	\$ 914	-	#DIV/0!	\$ 1,600	32.00%	66	7.78%
Thompson Park	-	\$ 37,100	\$ 6,288	-	\$ 33,000	\$ 4,570	-	#DIV/0!	\$ (4,100)	-11.05%	(1,718)	-27.32%
Playgrounds	-	\$ 23,000	\$ 3,899	-	\$ 20,190	\$ 2,796	-	#DIV/0!	\$ (2,810)	-12.22%	(1,103)	-28.29%
Fairgrounds	-	\$ 38,690	\$ 6,558	-	\$ 25,000	\$ 3,462	-	#DIV/0!	\$ (13,690)	-35.38%	(3,096)	-47.21%
Winter Activities	-	\$ 6,750	\$ 1,144	-	\$ -	\$ -	-	#DIV/0!	\$ (6,750)	-100.00%	(1,144)	-100.00%
Athletic Programs	-	\$ 35,000	\$ 5,933	-	\$ 40,000	\$ 5,539	-	#DIV/0!	\$ 5,000	14.29%	(394)	-6.64%
Pools	-	\$ 59,530	\$ 10,090	-	\$ 45,000	\$ 6,232	-	#DIV/0!	\$ (14,530)	-24.41%	(3,858)	-38.24%
Arena	-	\$ 149,000	\$ 25,256	-	\$ 133,000	\$ 18,418	-	#DIV/0!	\$ (16,000)	-10.74%	(6,838)	-27.07%
Refuse and Recycling	-	\$ 12,000	\$ 2,034	-	\$ -	\$ -	-	#DIV/0!	\$ (12,000)	-100.00%	(2,034)	-100.00%
General Fund Total	-	\$ 487,650	\$ 81,536	0.14	\$ 429,970	\$ 56,299	0.14	#DIV/0!	\$ (57,680)	-11.83%	(25,237)	-30.95%
Administration	-	\$ 5,100	\$ 1,206	-	\$ 5,000	\$ 917	-	#DIV/0!	\$ (100)	-1.96%	(289)	-23.96%
Purification	-	\$ 4,000	\$ 678	-	\$ 4,000	\$ 554	-	#DIV/0!	\$ -	0.00%	(124)	-18.29%
Transmission and Distribution	-	\$ 30,000	\$ 5,085	-	\$ 20,000	\$ 2,770	-	#DIV/0!	\$ (10,000)	-33.33%	(2,315)	-45.53%
Water Fund Total	-	\$ 39,100	\$ 6,969	-	\$ 29,000	\$ 4,241	-	#DIV/0!	\$ (10,100)	-25.83%	(2,728)	-39.14%
Administration	-	\$ 5,100	\$ 1,206	-	\$ 5,000	\$ 917	-	#DIV/0!	\$ (100)	-1.96%	(289)	-23.96%
Wastewater Treatment Plant	-	\$ 4,000	\$ 678	-	\$ 28,000	\$ 3,877	-	#DIV/0!	\$ 24,000	600.00%	3,199	471.83%
Sewer Fund Total	-	\$ 9,100	\$ 1,884	-	\$ 33,000	\$ 4,794	-	#DIV/0!	\$ 23,900	262.64%	2,910	154.46%
Library	-	\$ 16,000	\$ 2,712	-	\$ 16,000	\$ 2,216	-	#DIV/0!	\$ -	0.00%	(496)	-18.29%
Library Fund Total	-	\$ 16,000	\$ 2,712	-	\$ 16,000	\$ 2,216	-	#DIV/0!	\$ -	0.00%	(496)	-18.29%
Grand Total	-	\$ 551,850	\$ 93,101	0.14	\$ 507,970	\$ 67,550	0.14	#DIV/0!	\$ (43,880)	-7.95%	(25,551)	-27.44%



**CITY OF WATERTOWN, NEW YORK
PARKS & RECREATION DEPARTMENT**

Watertown Municipal Arena
600 William T. Field Drive
Watertown, New York 13601
parksrec@watertown-ny.gov
Phone (315) 785-7775 • Fax (315) 785-7776



ERIN E. GARDNER
Superintendent

DATE: June 13, 2017
TO: The Honorable Mayor and City Council
FROM: Erin E. Gardner, Superintendent of Parks & Recreation
SUBJECT: Donation of Bike Rack from BOCES

As Superintendent of Parks & Recreation, I enthusiastically encourage City Council to accept the donation of a bike rack from BOCES.

It is an honor that they have chosen the City of Watertown to donate the bike rack to. It is my intention to place the bike rack at the Thompson Park Playground. It will make a nice addition to the newly constructed playground.

I will be in attendance at the June 19th Council Meeting to answer questions.



ADMINISTRATIVE SERVICES

Jefferson-Lewis-Hamilton-Herkimer-Oneida
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

20104 State Route 3
Watertown, N.Y. 13601-9509
www.boces.com

(315) 779-7000 or (315) 377-7000
(800) 356-4356

FAX: (315) 779-7009 or (315) 377-7009

Stephen J. Todd
District Superintendent

Michele A. Traynor
Assistant Superintendent
for Business

Leslie A. laRose
Assistant Superintendent
for Programs

6/2/17

Dear Mayor Butler and members of the Watertown City Council,

The purpose of this letter is to offer the City of Watertown the donation of a bicycle rack that was recently completed by students in our Welding program at the Charles H. Bohlen, Jr. Technical Center in Watertown.

The rack was built as part of the recent SkillsUSA New York State Competition that was held in Syracuse on April 27, 2017. Welding Instructor Don Snyder and his students wish to share the rack with the community and are offering to donate it to the City, specifically to the newly completed playground area of Thompson Park.

The rack itself is fully put together and would only need the addition of a protective paint to prevent deterioration from the elements.

We hope that you will take the opportunity to consider this offer and will accept the bike rack as a token of our appreciation. Residents of the City of Watertown and Jefferson County have been very supportive of Jefferson-Lewis BOCES in our mission to provide quality education and career training to students in our region.

Sincerely,

Stephen J. Todd
District Superintendent

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"Equal Opportunity / Affirmative Action Employer"





SkillsUSA

June 5, 2017

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Sale of Surplus Hydro-electricity – May 2017

The City has received the monthly hydro-electricity production and consumption data from National Grid. In comparison to last May, the sale of surplus hydro-electric power on an actual to actual basis was up \$435,527 or 157.94%. In comparison to the original budget projection for the month, revenue was up \$231,392 or 48.22%.

The year-to-date actual revenue is up \$244,060 or 6.37% while the year-to-date revenue on a budget basis is up \$490,897 or 13.70%. Year-to-date revenue finished at \$4,075,389.

The attached spreadsheet shows the monthly revenues for this year and last year along with the budgeted amounts. Revenues for the Fiscal Years' 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16 have been included for historical perspective.

	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Actual 2016-17</u>	<u>Variance</u>	<u>% Inc/(Dec)to Prior Year</u>
July	\$ 58,161	\$ 821	\$ 382,759	\$ 286,952	\$ 321,539	\$ 73,815	\$ (247,724)	-77.04%
August	\$ 60,957	\$ 2,060	\$ 115,769	\$ 293,338	\$ 11,805	\$ 278,611	\$ 266,806	2260.14%
September	\$ 269,071	\$ 17,605	\$ 48,478	\$ 38,778	\$ 14,857	\$ 22,118	\$ 7,262	48.88%
October	\$ 271,426	\$ 261,082	\$ 237,797	\$ 296,432	\$ 260,804	\$ 208,586	\$ (52,218)	-20.02%
November	\$ 248,928	\$ 105,694	\$ 473,459	\$ 331,977	\$ 393,589	\$ 396,753	\$ 3,164	0.80%
December	\$ 446,292	\$ 356,383	\$ 323,081	\$ 502,018	\$ 542,231	\$ 470,259	\$ (71,971)	-13.27%
January	\$ 145,673	\$ 179,469	\$ 240,183	\$ 246,137	\$ 380,018	\$ 481,938	\$ 101,920	26.82%
February	\$ 95,930	\$ 160,026	\$ 225,629	\$ 158,920	\$ 440,304	\$ 325,684	\$ (114,620)	-26.03%
March	\$ 342,560	\$ 338,154	\$ 232,743	\$ 154,182	\$ 634,598	\$ 418,328	\$ (216,270)	-34.08%
April	\$ 294,811	\$ 551,360	\$ 468,075	\$ 577,742	\$ 555,833	\$ 688,018	\$ 132,185	23.78%
May	\$ 417,317	\$ 324,167	\$ 660,449	\$ 192,410	\$ 275,751	\$ 711,278	\$ 435,527	157.94%
June	\$ 114,976	\$ 474,813	\$ 421,856	\$ 638,045	\$ 162,659	\$ -	\$ -	0.00%
YTD	<u>\$ 2,766,103</u>	<u>\$ 2,771,633</u>	<u>\$ 3,830,277</u>	<u>\$ 3,716,931</u>	<u>\$ 3,993,988</u>	<u>\$ 4,075,389</u>	<u>\$ 244,060</u>	<u>6.37%</u>

Original Budget

	<u>2016-17</u>	<u>Actual 2016-17</u>	<u>Variance</u>	<u>%</u>
July	\$ 234,630	\$ 73,815	\$ (160,815)	-68.54%
August	\$ 143,986	\$ 278,611	\$ 134,625	93.50%
September	\$ 131,075	\$ 22,118	\$ (108,957)	-83.13%
October	\$ 346,050	\$ 208,586	\$ (137,464)	-39.72%
November	\$ 423,485	\$ 396,753	\$ (26,732)	-6.31%
December	\$ 371,356	\$ 470,259	\$ 98,903	26.63%
January	\$ 296,766	\$ 481,938	\$ 185,172	62.40%
February	\$ 202,888	\$ 325,684	\$ 122,796	60.52%
March	\$ 369,204	\$ 418,328	\$ 49,124	13.31%
April	\$ 585,166	\$ 688,018	\$ 102,852	17.58%
May	\$ 479,886	\$ 711,278	\$ 231,392	48.22%
June	\$ 375,508	\$ -	\$ -	0.00%
YTD	<u>\$ 3,960,000</u>	<u>\$ 4,075,389</u>	<u>\$ 490,897</u>	<u>13.70%</u>

Total Budget

\$ 3,960,000

June 15, 2017

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Sales Tax Revenue – May 2017

The City has received the monthly sales tax revenue amount from Jefferson County. In comparison to last May, sales tax revenue on an actual to actual basis was down \$22,637 or 1.68%. In comparison to the original budget projection for the month, sales tax was down \$67,415 or 4.84%.

The year-to-date actual receipts are up \$716,737 or 4.69% while the ear-to-date receipts on a budget basis are down \$172,199 or 1.07%. Year-to-date sales tax revenue is at \$15,995,609.

The attached spreadsheet shows the detail collections for this year and last year along with the budgeted amounts. Collections for the Fiscal Years' 2012-13, 2013-14, 2014-15 and 2015-16 have been included for historical perspective.

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Actual 2016-17</u>	<u>Variance</u>	<u>% Inc/(Dec)to Prior Year</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
July	\$ 1,361,364	\$ 1,492,579	\$ 1,412,829	\$ 1,509,325	\$ 1,536,214	\$ 26,889	1.78%		
August	\$ 1,357,130	\$ 1,463,877	\$ 1,247,954	\$ 1,494,788	\$ 1,435,666	\$ (59,121)	-3.96%		
September	\$ 2,071,785	\$ 1,760,254	\$ 2,206,655	\$ 1,683,486	\$ 1,982,777	\$ 299,291	17.78%	267,059	5.70%
October	\$ 1,301,624	\$ 1,584,174	\$ 1,405,774	\$ 1,339,731	\$ 1,295,166	\$ (44,566)	-3.33%		
November	\$ 1,274,589	\$ 1,116,784	\$ 1,398,402	\$ 1,375,619	\$ 1,355,551	\$ (20,068)	-1.46%		
December	\$ 1,714,672	\$ 1,543,425	\$ 1,540,727	\$ 1,351,562	\$ 1,752,250	\$ 400,688	29.65%	336,054	8.26%
January	\$ 1,276,483	\$ 1,238,468	\$ 1,261,235	\$ 1,332,286	\$ 1,363,372	\$ 31,086	2.33%		
February	\$ 1,160,663	\$ 1,076,005	\$ 1,059,321	\$ 1,084,467	\$ 1,087,663	\$ 3,196	0.29%		
March	\$ 1,453,454	\$ 1,471,964	\$ 1,295,074	\$ 1,426,339	\$ 1,548,314	\$ 121,975	8.55%	156,257	4.07%
April	\$ 1,293,493	\$ 1,271,765	\$ 1,286,204	\$ 1,333,096	\$ 1,313,100	\$ (19,996)	-1.50%		
May	\$ 1,373,513	\$ 1,298,653	\$ 1,288,547	\$ 1,348,173	\$ 1,325,536	\$ (22,637)	-1.68%		
June	\$ 1,609,032	\$ 1,699,052	\$ 1,726,963	\$ 1,789,321	\$ -	\$ -	0.00%	(42,633)	-0.95%
YTD	\$ 17,247,801	\$ 17,017,001	\$ 17,129,685	\$ 17,068,193	\$ 15,995,609	\$ 716,737	4.69%		

	<u>Original Budget</u>		<u>Actual 2016-17</u>	<u>Variance</u>	<u>%</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
	<u>2016-17</u>						
July	\$ 1,629,404		\$ 1,536,214	\$ (93,190)	-5.72%		
August	\$ 1,613,835		\$ 1,435,666	\$ (178,169)	-11.04%		
September	\$ 1,815,931		\$ 1,982,777	\$ 166,846	9.19%	(104,513)	-2.07%
October	\$ 1,447,769		\$ 1,295,166	\$ (152,603)	-10.54%		
November	\$ 1,486,205		\$ 1,355,551	\$ (130,654)	-8.79%		
December	\$ 1,460,440		\$ 1,752,250	\$ 291,810	19.98%	8,553	0.19%
January	\$ 1,411,817		\$ 1,363,372	\$ (48,445)	-3.43%		
February	\$ 1,119,073		\$ 1,087,663	\$ (31,410)	-2.81%		
March	\$ 1,399,941		\$ 1,548,314	\$ 148,373	10.60%	68,518	1.74%
April	\$ 1,390,442		\$ 1,313,100	\$ (77,342)	-5.56%		
May	\$ 1,392,951		\$ 1,325,536	\$ (67,415)	-4.84%		
June	\$ 1,862,192		\$ -	\$ -	0.00%	(144,757)	-3.12%
YTD	\$ 18,030,000		\$ 15,995,609	\$ (172,199)	-1.07%		