

CITY OF WATERTOWN, NEW YORK
AGENDA
Monday, October 19, 2020

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, October 19, 2020, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

The City Council meeting is open to the public. All attendees must enter through the Sterling Street entrance. Each attendee must wear a mask while moving around, but may remove it when seated with 6-foot spacing.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Accepting Change Order No. 1 for Hydro Plant Canal Maintenance Project, DC Building Systems Inc.
- Resolution No. 2 - Authorizing the Sale of Surplus Vehicle
- Resolution No. 3 - Accepting Bid for Abatement and Demolition Project – 428 Maple Avenue
- Resolution No. 4 - Adopting New Records Retention and Disposition Schedule, Retention and Disposition Schedule for New York Local Government Records (LGS-1)
- Resolution No. 5 - Discontinuance of the Unimproved Portion of a City Street Known as Brett Street
- Resolution No. 6 - Approving the Site Plan for the Construction of 624 and 960 Square Foot Building Additions, a 1,632 Square Foot Loading Dock Canopy, and a 26,450 Square Foot Parking Lot Expansion at 981 Waterman Drive, Parcel Number 9-43-101.005

- Resolution No. 7 - Approving the Special Use Permit Request Submitted by David Reed, President of WER Yellow Cab of Watertown, Inc., to Allow an Automobile Sales Lot at 1170 Water Street, Parcel Number 4-27-202.101
- Resolution No. 8 - Approving Re-adoption of Risk Retention Fund Budget and Supplemental Appropriation No. 1 for Fiscal Year 2019-20 for Various Accounts
- Resolution No. 9 - Accepting Proposal for Western Outfall Trunk Sewer Evaluation, Phase 2, Smoke Testing for Potential Inflow Sources – GHD Consulting Services, Inc.

ORDINANCES

- Ordinance No. 1 - Deleting Chapter 57 of the Code of the City of Watertown, Records Retention
- Ordinance No. 2 - Changing the Approved Zoning Classification of 1348, 1352 and 1356 Washington Street, Parcel Numbers 14-21-106.000, 14-21-107.000 and 14-21-108.000 from Residence B to Limited Business

LOCAL LAW

PUBLIC HEARING

OLD BUSINESS

STAFF REPORTS

1. Playground Hours
2. Sales Tax Revenue – September 2020
3. Sale of surplus Hydro-electricity – September 2020
4. City of Watertown Awarded Tree Planting Funding Through the New York State Urban Forestry Council (NYSUFC)

NEW BUSINESS

EXECUTIVE SESSION

1. To discuss the employment history of particular individuals
2. To discuss Collective Bargaining

WORK SESSION

ADJOURNMENT

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY,
NOVEMBER 2, 2020.**

Res No. 1

October 14, 2020

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Accepting Change Order No. 1 for Hydro Plant Canal Maintenance Project, DC Building Systems Inc.

On April 6, 2020, City Council accepted the bid from DC Building Systems, Inc. for the Hydro Plant Canal Maintenance Project in the amount of \$497,499.49 per City specifications.

DC Building Systems Inc. has now submitted Change Order No. 1 in the amount of \$53,769.30 for additional necessary work and credits listed in the Change Order. The largest additions are for debris removal above the specified quantity and additional concrete work. The volume of debris could not be accurately estimated, because it was under water. The sloped concrete wall of the spillway was more deteriorated than expected, which became evident when water was no longer flowing over it. Funding for this change order will come from the remaining bond proceeds (\$23,907) and a transfer from the General Fund (\$29,862).

A Resolution approving the Change Order is attached for City Council consideration.

RESOLUTION

Page 1 of 1

Accepting Change Order No. 1 for Hydro Plant Canal Maintenance Project, DC Building Systems Inc.

- Council Member COMPO, Sarah V.
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member ROSHIA, Jesse C.P.
- Council Member RUGGIERO, Lisa A.
- Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown accepted the bid from DC Building Systems Inc. in the amount of \$497,499.49 for the Hydro Plant Canal Maintenance Project on April 6, 2020, and

WHEREAS additional work and materials were needed to the scope of work on two of the three components of the project, and

WHEREAS DC Building Systems Inc. has now submitted Change Order No. 1 in the amount of \$53,769.30 for this additional work,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown to accept Change Order No. 1 from DC Building Systems Inc. in the amount of \$53,769.30 bringing the total project to \$551,268.79,

BE IT FURTHER RESOLVED that City Manager Kenneth A. Mix is hereby authorized and directed to sign all documents necessary to accept Change Order No. 1 on behalf of the City.

Seconded by

Change Order

No. 1

Date of Issuance: 10 / 01 / 2020 Effective Date: 10 / 01 / 2020

Project: Canal Maintenance Project	Owner: City of Watertown NY	Owner's Contract No.: 2020-02
Contract: Canal Maintenance Project		Date of Contract: 04 / 07 / 2020
Contractor: DC Building Systems, Inc.		Engineer's Project No.: 2020-02

The Contract Documents are modified as follows upon execution of this Change Order:
 Description: Change order for changes to material quantities, and additional work.

Attachments: (List documents supporting change):
DC Building document of agreed upon changes to material quantities and additional work.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: <u>\$ 497,499.49</u>	Original Contract Times: <input type="checkbox"/> Working days <input type="checkbox"/> Calendar days Substantial completion (days or date): _____ Ready for final payment (days or date): _____
[[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____: \$ _____	[[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____: Substantial completion (days): _____ Ready for final payment (days): _____
Contract Price prior to this Change Order: <u>\$ 497,499.49</u>	Contract Times prior to this Change Order: Substantial completion (days or date): _____ Ready for final payment (days or date): _____
[[Increase] [Decrease] of this Change Order: <u>\$ 53,769.30</u>	[[Increase] [Decrease] of this Change Order: Substantial completion (days or date): _____ Ready for final payment (days or date): _____
Contract Price incorporating this Change Order: <u>\$ 551,268.79</u>	Contract Times with all approved Change Orders: Substantial completion (days or date): _____ Ready for final payment (days or date): _____

RECOMMENDED: By: <u>Jeffery C. Hammond</u> <small>Engineer (Authorized Signature)</small>	ACCEPTED: By: _____ <small>Owner (Authorized Signature)</small>	ACCEPTED: By: _____ <small>Contractor (Authorized Signature)</small>
Date: <u>10/01/2020</u>	Date: _____	Date: _____
Approved by Funding Agency (if applicable): _____	Date: _____	



SITE DEVELOPMENT / PRE-ENGINEERED BUILDINGS

Hydro Plant Canal Maintenance

Final Quantities

Bid Item	Plan	Actualy Quantity	Bid Price	Payment Per Plan Quantity	Final Payment	Change Amount \$
1.01.01 Miscellaneous Work	1	1	\$ 100,745.00	\$ 100,745.00	\$ 100,745.00	\$ -
1.02.01 Dust & Erosion Control	1	1	\$ 8,600.00	\$ 8,600.00	\$ 8,600.00	\$ -
1.02.05 Canal Debris Removal	300	513	\$ 205.00	\$ 61,500.00	\$ 105,165.00	\$ 43,665.00
1.30.07 Forebay Trash Rack	1	1	\$ 47,500.00	\$ 47,500.00	\$ 47,500.00	\$ -
1.06.05 Concrete Sloped Surface	50.75	63	\$ 1,515.00	\$ 76,886.25	\$ 95,445.00	\$ 18,558.75
1.06.06 Concrete Cap	54.5	52	\$ 1,410.00	\$ 76,845.00	\$ 73,320.00	\$ (3,525.00)
1.06.09 Concrete Surface Prep	3720	3190	\$ 15.32	\$ 56,990.40	\$ 48,870.80	\$ (8,119.60)
1.30.00 No. 4 Rebar	3200	4442	\$ 3.57	\$ 11,424.00	\$ 15,857.94	\$ 4,433.94
1.30.01 Anchor Bolts	576	494	\$ 23.84	\$ 13,731.84	\$ 11,776.96	\$ (1,954.88)
1.30.02 Flashboards Bolts	75	99	\$ 33.02	\$ 2,476.50	\$ 3,268.98	\$ 792.48
1.40.00 Sealant	2450	2370	\$ 7.21	\$ 17,664.50	\$ 17,087.70	\$ (576.80)
1.50.00 Site Cleanup & Restoration	1	1	\$ 23,136.00	\$ 23,136.00	\$ 23,136.00	\$ -
				\$ 497,499.49	\$ 550,773.38	\$ 53,273.89

Change Order BY Contract Quantity	\$	53,273.89
Sealer Invoice	\$	495.41
Final Change Order Amount	\$	53,769.30

Res No. 2

October 7, 2020

To: The Honorable Mayor and City Council

From: Dale Morrow, Purchasing Manager

Subject: Authorizing the Sale of Surplus Vehicle

The Codes Department has a 2014 Explorer that is beyond repair and therefore no longer of value to the City.

Staff is recommending that the above vehicle be sold through Auctions International's online website.

A resolution is attached for City Council consideration.

RESOLUTION

Page 1 of 1

Authorizing the Sale of
Surplus Vehicle

Council Member COMPO, Sarah V.
 Council Member HENRY-WILKINSON, Ryan J.
 Council Member ROSHIA, Jesse C. P.
 Council Member RUGGIERO, Lisa A.
 Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown has a surplus vehicle, the description of which is attached and made a part of this resolution, and

WHEREAS this vehicle may have some value best determined by on-line auction,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby authorizes the sale, by on-line auction, of the surplus vehicle as described in the attached listing, and

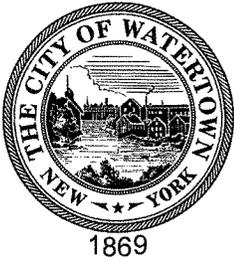
BE IT FURTHER RESOLVED that final acceptance of such bids shall constitute acceptance of the same by the City Council.

Seconded by

2020---SURPLUS ITEMS

CODES

- 2014 Explorer



CITY OF WATERTOWN, NEW YORK

ROOM 302, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
E-MAIL DMorrow@watertown-ny.gov
Phone (315) 785-7749 Fax (315) 782-9014

Dale Morrow
Purchasing Manager

Res No. 3

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Dale Morrow, Purchasing Manager
SUBJECT: Bid 2020-19 – Abatement & Demolition Project – 428 Maple Avenue
DATE: 10/9/20

The City's Purchasing Department advertised in the Watertown Daily Times on September 23, 2020, calling for sealed bids for the Abatement and Demolition of the structure at 428 Maple Avenue, as per City specifications.

The demolition of this blighted residential structure on the City's North Side is being funded using Community Development Block Grant Funds from the City's 2019-2020 Annual Action Plan budget. The overall budget for the project is \$40,000. This bid only includes the demolition of the structure, hauling of debris to the landfill and site restoration. It does not include asbestos air monitoring costs or landfill tipping fees. Those costs will be paid for separately and are expected to total approximately \$10,000 which will mean that the overall cost of the project will be under budget.

The Purchasing Department issued Invitations to Bid to (19) nineteen prospective bidders. The City received two (2) sealed bid submittals. The Purchasing Department publicly opened and read the sealed bids on October 8, 2020, at 2:00 pm local time. The bid tabulation for the bid is shown below.

Abatement & Demolition Project – 428 Maple Ave	Bronze Contracting LLC Remsen, NY	Abscope Environmental Inc. Canastota, NY
Total Bid Price	\$19,500	\$35,300

The Planning Department and the Purchasing Department reviewed the responses to ensure that they complied with the specifications.

Staff recommends that City Council award the bid for the Abatement & Demolition Project – 428 Maple Avenue to **Bronze Contracting LLC** in the amount of **\$19,500** as the lowest responsive responsible bidder. If there are any questions concerning this recommendation, please contact me at your convenience. A resolution for Council consideration is attached.

RESOLUTION

Page 1 of 1

Accepting Bid for Abatement and Demolition Project – 428 Maple Avenue

- Council Member COMPO, Sarah V.
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member ROSHIA, Jesse C. P.
- Council Member RUGGIERO, Lisa A.
- Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for Abatement & Demolition Project – 428 Maple Avenue, as per City specifications, and

WHEREAS bid invitations were also issued to (19) prospective bidders with two (2) sealed bids submitted to the Purchasing Department, and

WHEREAS on Thursday, October 8, 2020, at 2:00 p.m., the bids received were publicly opened and read, and

WHEREAS the City Purchasing Department reviewed the bids received with City Planning, and it is their recommendation that the City Council accept the bid submitted by Bronze Contracting LLC in the amount of \$19,500,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid of Bronze Contracting LLC in the amount of \$19,500 for Abatement & Demolition Project – 428 Maple Avenue as the lowest qualified bidder meeting our specifications, and

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

Seconded by

October 13, 2018

To: The Honorable Mayor and City Council

From: Ann M. Saunders, City Clerk

Subject: Adopting New Records Retention and Disposition Schedule, Retention and Disposition Schedule for New York Local Government Records (LGS-1)

The New York State Archives revised and consolidated its local government records retention and disposition schedules and issued a single, comprehensive retention schedule for all types of local governments on August 1, 2020. The new schedule, *Retention and Disposition Schedule for New York Local Government Records* or LGS-1, will supersede and replace:

- *CO-2 Schedule* for use by counties (2006),
- *MU-1 Schedule* for use by cities, towns, villages, and fire districts (2003),
- *MI-1 Schedule* for use by miscellaneous local governments (2006), and
- *ED-1 Schedule* for use by school districts, BOCES, County Vocational Education and Extension Boards, and Teacher Resource and Computer Training Centers (2004)

By consolidating multiple, disparate retention schedules, the LGS-1 helps to ensure consistent retention and disposition guidance for records that are common to various local governments. It also makes it easier to apply revisions necessitated by changes to laws, regulations or other mandates that affect retention.

The organization and formatting of the LGS-1 is similar to the existing four schedules, but it contains more sections due to the consolidation, so local governments can ignore those that are not applicable. As with previous schedules, items that are new or significantly revised have been indicated. Each schedule item has been assigned a new, unique number; however, the unique numbers of the four existing schedules have been provided allowing cross referencing. In addition, each schedule item contains the record series title and description, retention period, and any notes. Attached is the list of the major revisions to the schedule for your review.

Local governments must adopt LGS-1 by a resolution before January 1, 2021 before it can be utilized. In addition, local government records may not be legally destroyed after the end of 2020 unless the LGS-1 is formally adopted. A resolution is attached for City Council consideration and upon its adoption, a copy of the LGS-1 will be placed on file in the City Clerk's Office and made available to all City Departments. A copy of the LGS-1 is also available on the State Archives website in a searchable format.

RESOLUTION

Page 1 of 1

Adopting New Records Retention and Disposition Schedule, Retention and Disposition Schedule for New York Local Government Records (LGS-1)

- Council Member COMPO, Sarah V.
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member ROSHIA, Jesse C.P.
- Council Member RUGGIERO, Lisa A.
- Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS on April 24, 1989, City Council adopted the Records Retention and Disposition Schedule MU-1, and

WHEREAS the New York State Archives has revised and consolidated its local government records retention and disposition schedules and issued a single, comprehensive retention schedule for all types of local governments on August 1, 2020,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby adopts Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records for use by all officers in legally disposing of valueless records listed therein, and

BE IT FURTHER RESOLVED that in accordance with Article 57-A of the Arts and Cultural Affairs Law:

- a. Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;
- b. Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods, and

BE IT FURTHER RESOLVED that the Retention and Disposition Schedule for New York Local Government Records (LGS-1) will be effective immediately and will be placed on file in the Office of the City Clerk.

Seconded by

Proposed Major Revisions to the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*

Note that these revisions have not been adopted by the Board of Regents. Local governments may not apply these revisions until the LGS-1 has been adopted and is issued on August 1, 2020. If adopted by the Board, the LGS-1 will supersede and replace Schedules CO-2, MU-1, MI-1, and ED-1, previously issued by the State Archives. Governing boards of local governments will have a five-month period – between August 1, 2020 when LGS-1 is issued and January 1, 2021 when the four existing schedules expire – to adopt LGS-1 by resolution.

Overall Changes/Introduction

- Consolidated Schedules CO-2, MU-1, MI-1, and ED-1 into a new LGS-1 Schedule. This allows expanded use of items by various local governments and ensures that schedule items are consistent for various local governments.
- Added a new requirement that local government must adopt the LGS-1 Schedule prior to using it even if the local government had previously adopted Schedules CO-2, MU-1, MI-1, or ED-1. The LGS-1 will supersede existing local government schedules and be issued August 1, 2020. Local governments will have until January 1, 2021 to adopt it. A model resolution will be available in the introduction to the Schedule and as a separate document on the State Archives website.
- Assigned new unique numbers to each item. There are references to former schedule numbers for each item. In addition, there are plans to provide a spreadsheet and database with cross references to the new and old item numbers on the State Archives website.
- Added a reference to NYS Department of Health’s vital records (e.g., birth, marriage, death, and burial transit records) to introduction, along with a summary of their retention and disposition requirements.
- Confirmed with New York City Department of Records and Information Services (DORIS) that retention periods for records of New York City public administrators are established by the DORIS. All other public administrators should follow the retention periods in the LGS-1.
- Removed references to specific types of media (e.g., videotapes) and made media neutral (e.g., video recordings).
- Updated references to Office of Victim Services (formerly Crime Victims Board), New York State Joint Commission on Public Ethics (formerly NYS Commission on Lobbying), NYS Gaming Commission (formerly NYS Racing and Wagering Board), Office of Real Property Tax Services (formerly Office of Real Property Services), and SED ACCES (formerly SED VESID).
- Ensured consistency with State General Schedule and agency-specific schedules where appropriate.
- Eliminated the “Miscellaneous” section and added items to the “General Administration” section. Some items from the “County Clerk” section were also added to the “General Administration” section.
- Updated legal references as appropriate.
- Updated references to specific forms.

General Administration

- Renamed this section, formerly titled “General.”
- Reduced the retention period for course registration records from 3 years to 0 after no longer needed. Made consistent with similar item in State General Schedule.
- Added a subitem to meeting files item to clarify and reduce retention of meeting notes.
- Added a new item for internal meeting records or those meetings not governed under Open Meetings Law.
- Added a new item to cover records of external group meeting files where employee is a representative of the government.
- Clarified the public access television item to distinguish from video recordings of public meetings.
- Increased the retention period to 5 years from 3 years for records covering photocopying and other reproductions. Satisfies the statute of limitations for criminal litigation involving copyright infringement (17 USC §507(b)).
- Split the training records item (ED-1, item 400) to allow for Continuing Teacher and Leader Education (CTLE) sponsors courses and workshops that have 8-year retention periods. Eligible entities include school districts, BOCES, teacher centers, local governments, and colleges/universities.
- Added a reference to “disadvantage-owned business” (DBE) records to the existing “minority and women-owned business” (MWBE) records schedule item.
- Added a note to voice recordings item: industrial development agencies must post recordings on website for at least 5 years.
- Updated the retention period for child abuse reports to age 55 based on Child Victims Act.
- Folded consent forms into publications and photos item.

Aging or Senior Services

- Expanded the retention of client files to account for minors.
- Added a new item for records of nutrition providers. Such providers are typically non-government and are regulated by the local government office for the aging, but in some cases these providers can be local government offices.

Archives/Records Management

- Made the items in this section consistent with similar items in State General Schedule.
- Revised the records disposition documentation item to include lists of records that have inadvertently been destroyed. 16 NYCRR, Sect 733.9 requires that a record be created each time records are destroyed or lost before their retention period expires and that a copy of this record be sent to the Public Service Commission.

Attorney, Counsel, or Public Defender

- Added a clarifying note regarding video and audio recording evidence.
- Reviewed the draft legal section of State General Schedule and made any necessary changes (e.g., added subpoenaed records, evidence logs).
- Expanded the subpoena item from ED-1 Schedule (item 403) for use by other local governments.

Building and Property Regulation

- Added a subitem to housing maintenance or building inspection records to accommodate minor building issues.
- Made zoning, mandatory planning review, and building permit types of records consistent by adding a subitem for incomplete applications.
- Added a new item to cover escrow accounts related to building projects. Builders and developers set up escrow accounts from which municipal professionals are paid for reviews and inspections that they perform.

Civil Defense/Disaster Preparedness

- Added a new subitem to disaster response and damage files to cover emergency distribution records for food, medical and other supplies, and equipment.
- Added a new item to cover test evacuation and mock disaster response records.
- Added a new item to cover disaster preparedness and emergency management training materials.
- Added a new item to include Federal Emergency Management Agency (FEMA) grants and a new cross reference to “general” grant records item.
- Added a new item to cover dam safety records.

Community College

- Updated the campus safety item to include additional document types per U.S. Department of Education, Office of Postsecondary Education's “The Handbook for Campus Safety and Security Reporting”, Chapter 9, and increased the retention period from 3 to 6 years after end of calendar year.
- Updated the campus safety item to cover any new requirements brought about by changes to the Campus Security Act (Clery Act (20 USC 1092(j)): missing person procedures including notification and emergency response, evacuation policy and procedures, and fire safety disclosure records on on-campus student housing.
- Added a new item to cover class assignments, homework, and the like.
- Added a new item to cover assignment of program (AOP) lists showing cumulative teaching hours and used in the assignment and selection of courses to teach.
- Reinstated the “radiation use log” item that appeared in previous schedule editions within this section.
- Increased the retention period of applicants who apply to community college who are not accepted or do not attend per 8 NYCRR 605.3(b)(2) (i.e., from 2 years to 3 years).
- Updated the student information system item to clarify retention period for student basic information and financial aid data.

Cooperative Extension Association

- Updated references to Expanded Food and Nutrition Education Program (EFNEP) to Supplemental Nutrition Assistance Program Education (SNAP-Ed) or Eat Smart New York (ESNY).
- Added a new item for 4-H membership records.

County Clerk

- Moved some items to General Administration section: chattel mortgages and conditional sales, assumed business name certificates, out-of-state or other unofficial vital records, census records, register of professions, notary public and Commissioner of deeds, and domestic partnership statement.
- Revised the assignment of real and personal property item and building loan item to eliminate the authorization that assignments of mortgages, which were previously covered by CO-2 Schedule item 177b, can be destroyed after a period of time. Instead, the revised item will specify that such assignments of mortgages should be managed consistent with CO-2 Schedule item 211, which requires permanent retention. No changes were made to item 211.
- Added language to the description of CO-2 Schedule item 194 to include certificate of honorable discharge of an exempt volunteer fireman. Also increased the retention period from 2 years to 5 years. If a volunteer fireman serves a full 5-year term, he/she is entitled to an honorable discharge.

Dog Identification and Control

- Removed references to Department of Agriculture and Markets. As of January 1, 2011, the New York State Department of Agriculture and Markets no longer provides dog tags, issues license renewals or maintains dog licensing data. Municipalities that were authorized to issue dog licenses assumed the dog licensing functions.
- Expanded the scope of reports to include animal population and control program and surcharge fees.
- Clarified the retention event for reports of rabies vaccinations so it reads "3 years after receipt or after certificate expires."
- Clarified the retention event for affidavit for spayed or neutered dog to be "no longer needed."

Election

- Added the following section note: items in this section pertain to elections not conducted as part of a general election. NYS Election Law § 1-102 states that the provisions of the law apply to elections "at the time of a general election." General elections occur on the first Tuesday of November and are usually administered by county boards of elections. Elections occurring any other time of the year would not be considered a general election (often called "special election") and would be administered by municipalities or school districts.
- Added a subitem for registration challenge records.
- Added a note that unused ballots of non-general elections are not considered records and can be destroyed when no longer needed. Added a subitem to cover unused general election ballots which must be retained a minimum of 6 months.

Electric and Gas Utility

- Added the following section note: this section covers records of a local government that generates its own power and/or operates its own electric and gas utilities.

- Added an item covering resident application to connect to municipal electric system which would mirror that of MU-1 Schedule item 229 which covers the public water supply connection application process.
- Expanded the subsidiary ledger or journal item to include general ledgers, general journals, and journal vouchers.
- Added an item to cover cash books.
- Added an item to cover "life or mortality study data [created] for depreciation purposes." 16 NYCRR 733.14(e) requires this be retained permanently.

Electronic Data Processing

- Renamed the section title to "Information Technology."
- Reduced the retention period for backup tapes and expanded to include other incremental backup periods.
- Made consistent with similar items in State General Schedule.
- Struck language that seemingly requires retention of the original records by the program unit as well as the IT unit for the "input records" item. Deleted language which indicates these are only for centralized data entry operations, as well as implication that records need to be kept by original unit.
- Added a new item to cover security breach notifications.
- Reduced the retention for computer system security records from 10 to 6 years.

Energy

- Clarified the retention event for weatherization client case files.
- Increased the retention period for interagency referral form from 1 to 6 years.

Environmental Health

- Ensured that stormwater systems are covered by items in this section. Some stormwater systems are separate from sewer systems.
- Added "including utilities" to billing records item description in Fiscal section. Clarifies that that item covers water meter readings/billing.
- Reduced the retention period from 10 years to 7 years for solid waste tonnage reports for solid waste management facilities. Confirmed with DEC that 6 NYCRR 360-1.14.(i) clearly stipulates a 7-year retention period for these reports (part a.). Also, reduced retention of subitem b. to 7 years and increased retention of subitem e. to 7 years.
- Added a new item to cover retention of wastewater facility operation reports for a private wastewater facility. Expanded to include other utilities.
- Added a new item to cover local climate action plans.
- Added a subitem to MU-1 Schedule item 230 to cover records of annual inspection of each bottled and bulk water facility for certification purposes.
- Added a new item to cover audio-visual files, including video inspection of environmental facilities, public water supply, and wastewater disposal systems.
- Revised the community sanitation reports of operation and inspection item to allow earlier destruction of routine operation reports after 1 year (from 21 years).

- Added a new item to include inspection and health risk assessments for residential or commercial properties with a minimum of 1,100 gals. of oil or gasoline on the site that must be registered and monitored.
- Added a new item to cover radon detection records.
- Added a rabies subitem to cover wildlife vaccination records. Aligns with 10-year records retention requirement in United States Department of Agriculture, Animal and Plant Health Inspection Service (APHIS), retention schedule for Animal Diseases.
- Added a new item to cover junk yard license records.
- Added a subitem to reports regarding the public water supply for septic tank cleaner reports.

Executive, Supervisor, Mayor, Manager, and/or Administrator

- Added a new section called “Executive” which replaces the various executive-related sections.
- Folded all the various executive items into one item, including city or village mayors, town supervisors, county executives, managers, or administrators, county sheriffs, police chiefs, and school superintendents.
- Added calendar to the description of executive's office files.

Fiscal

- Added a note to introduction regarding False Claims Act
- Removed a note at beginning of "Banking and Investment" section. Sect. 239.7 of the Banking Law was repealed in 2002. MU-1 Schedule item 280 was revised to remove subitems a. and b. and keep only the 6-year retention period.
- Added a new item to cover electronic checks.
- Added a new item to cover requirements found in Governmental Accounting Standards Board (GASB) 45 and 75. GASB 45, or GASB Statement 45, is an accounting and financial reporting provision requiring government employers to measure and report the liabilities associated with other (than pension) postemployment benefits (or OPEB). Reported OPEBs may include post-retirement medical, pharmacy, dental, vision, life, long-term disability and long-term care benefits that are not associated with a pension plan.
- Added requests for proposals, vouchers, and bills to description of purchasing file item. Also added "equipment" to list of purchasing file item (e.g., materials, supplies, services, and equipment).
- Fixed the discrepancy in retention periods between CO-2/MI-1/ED-1 Schedule items for 1099 form, employer's copy of federal tax return, Employee's Withholding Exemption Certificate, and employer's copy of NYS income tax records (4 years) and MU-1 item (5 years). Retention period is now 4 years.
- Added a new item in “General Accounting and Miscellaneous” subsection to cover case files for each account containing court-controlled funds held by the fiscal office.
- Added a new item for “Budget” subsection regarding school budget notices mailed to voters and residents.
- Added a new item to cover records of universal telecommunications and information services (E-rate) program for schools and libraries.

- Added a new subitem to ED-1 Schedule item 105 (billing records) to cover student financial aid records.
- Added a new item to cover tuition reimbursement records for training related to and unrelated to an employee's job.
- Added a note to “Payroll” subsection: The copy of payroll, or payroll report, submitted to civil service office for certification or approval, is covered by item no. 685 in the Personnel/Civil Service section, Civil Service subsection. Employee benefit records, including declination statements for insurance plans and retirement systems, are covered by item no. 645 in the Personnel/Civil Service section, Personnel subsection.
- Clarified the description of employee's salary garnishments item to include pension loan paybacks and time buybacks and retention event to cover garnishments that were executed and withdrawn.
- Clarified the description of employee’s voluntary payroll deduction records to include deferred comp and health saving account requests.
- Added a note to payroll report submitted to external retirement systems that local governments may wish to retain the records longer for social security or retirement documentation purposes.
- Expanded the abstract of receipts, disbursements, and claims item.

Human Rights/Economic Opportunity

- Reduced the retention period of case file to 3 years to be consistent with recent reduction in retention period for Division of Human Rights (DHR) case files. The original retention period of 6 years was established to coincide with DHR case files retention period.
- Revised the case file description to exclude summary record which is covered under another item. Standardized the case files item across all 4 schedules.
- Reduced the retention period of periodic statistical or narrative activity or progress reports to 3 years based on EEO-04, Title 29, Ch XIV, CFR, Sect. 1602.32

Insurance/Self Insurance

- Added a subitem to workers' compensation case records item to address financial records and allow their earlier destruction.
- Eliminated "until the report on examination is filed" retention event for the insurance policy item.
- Incorporated “waivers of liability” into the existing “certificate of insurance” item.

Library/Library System

- Added a new item to cover interlibrary loan records.
- Added a new item for library card application records.
- Added a new item to cover program records including program enrollment lists and parental consent records.
- Added a new item to cover program and exhibit files.

Licenses and Permits

- Revised the “Notice of intent to apply for alcoholic beverage license” to reflect change in ABC §110-B so that renewals do not have to be submitted to the Town Clerk, only new

alcoholic beverage licenses are submitted to towns. NYC locations do still have to send in their renewals.

- Clarified the description of conservation licenses which could include “sporting” or “marine” licenses and added a subitem to cover Certification of Military Active Service Status form.

Miscellaneous (now part of General Administration section)

- Added a new item for photo release/consent forms.
- Added a subitem to Section 8 of the housing assistance records item to cover monthly reports.
- Added a new item for "notices of appearances" which are notices filed by persons appearing before a governing body in the capacity of representing another party.
- Two similar items for agricultural district establishment, change, or dissolution appear in the schedule: one in the “Miscellaneous” section and the other in the “Soil and Water Conservation District” section. Eliminated the “Soil and Water Conservation” section item and added a cross reference within that section instead.
- Expanded the use of annual environmental audit report records item to public benefit corporations who are subject to this statutory requirement.
- Added an appraisal note to chattel mortgages item.
- Removed "individual reporter designation records" from the lobbying activity records item.
- Added a new item for local governments who operate raffles, lotteries, or other fundraising game or events (rather than those that license the operation of those games by organizations per Games of Chance/Bingo/Lottery section of MU-1 Schedule).
- Added an item to cover copies of court orders of protection for student or employee at school or place of employment.

Museum

- Expanded the program and exhibit files item.
- Added a membership records item.

Personnel/Civil Service

- Added new items or subitems to cover Family and Medical Leave Act (FLMA) and Consolidated Omnibus Budget Reconciliation Act (COBRA) compliance records.
- Renamed the “health and life insurance” item to more broadly cover “employee benefit records” which also includes retirement records, beneficiary designation records, and health insurance pay-out program records.
- Added a new item for retirement incentive records.
- Added a new item for mentor teacher internship program records.
- Added a new item for annual or other periodic financial or ethics disclosure statements.
- Added a new item to include annual occupational injury and illness surveys submitted to Dept. of Labor.
- Added a new item to cover mini-PERB records case files. Local governments, under Section 212 of the Taylor Law, have the option to handle their own public employment

relations matters (except improper practice charges, which must be handled by Public Employment Relations Board (PERB)).

- Added a new item to cover employment verification requests received for employees, former employees, or individuals who are not employees.
- Added a new item to cover employee ethics records.
- Added a new item to cover workplace violence prevention program records.
- Added a new item to cover personnel records of local government 3rd party contractors (e.g., cafeteria workers) including fingerprint cards and related records.
- Added a new subitem to personnel case file. Teachers' personnel files must be retained 7 years per records retention requirement in NYS Education Law §3013.
- Added a subitem to personnel case file to authorize shorter retention of I-9 forms per 8 CFR 274a.2 (three years after the date of the hire or one year after the date the individual's employment is terminated, whichever is later).
- Increased the retention period for health and life insurance records to 6 years.
- Revised the retention period for training records related to teaching certification (ED-1 Schedule item 203). The retention will need to be "6 years after termination of employment, but no less than 7 years for records documenting professional development programs completed by employees in positions requiring teaching certification."
- Increased the retention period for employment applications and affirmative action records to 4 years. A 2004 Supreme Court decision (Jones v. Donnelley) suggests that a 4-year period applies if litigation is based on allegations of racial discrimination under U.S. Civil Rights Law.
- Increased the retention period (from 3 to 5 years) and eliminated part b. for driver's license review records to reflect changes to federal statute.
- Clarified the oath of office item to include "public officers."
- Made revisions to fully cover annual professional performance review (APPR) records:
 - Revised the retention for training records related to teaching certification.
 - Revised and added a subitem to the professional performance review records item.
 - Added a new item for staff evaluation rating verification report and related statement of confirmation.

Probation

- Added a new item to cover sex-offender records. These are separate from those found in the client case files.
- Added a new item to cover lists of probationers and other clients, which is similar to the list of registered sex offenders maintained by local probation departments and submitted to and received from NYS Division of Criminal Justice Services (DCJS).
- Added a new item to cover probation-related reports, studies, or data queries. Divided into four types: annual, quarterly/monthly, reports have legal or fiscal value, and reports that have no legal/fiscal value.
- Added a new item for probation client data system. Series should cover summary data on individuals, detailed data on individuals, and macros/queries.
- Added a subitem to case files to cover results of routine drug tests. Also added a subitem to cover monitoring of ignition locks for DWI drivers.

Public Access to Records

- Added a new item to cover public records exemptions for pistol license holders, as mandated under the NYSAFE Act, as well as other possible exemptions, excluding FERPA which is covered separately.
- Added the following note: “Records relating to access and disclosure of student education records under Family Educational Rights and Privacy Act of 1974 (FERPA) are covered by items no. 209 (Community College section) and 972 (School District and BOCES: Student Records subsection). Records relating to access and disclosure of private health information under Health Insurance Portability and Accountability Act (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH) are covered by item no. 756 (Public Health section).”

Public Administrator

- Added the following note: “Public administrators are responsible for handling the estates of decedents who have no close relatives or named executors eligible or willing to serve as the fiduciary of their estates. Public administrators serve in the City of New York, and in Erie, Monroe, Onondaga, Nassau, Suffolk, and Westchester Counties. In the counties not served by a public administrator, the public administrator’s function is carried out by the Chief Fiscal Officer of each county, usually the county treasurer. Retention periods for records of New York City public administrators are established by the New York City Department of Records and Information Services (DORIS). All other public administrators should follow the retention periods in this section.”

Public Health

- Lengthened the retention period for specified records related to prescription drugs subject to Medicaid Part D. Refer to 42 CFR 423.505(d) which requires a minimum retention period of 10 years.
- Revised existing items to cover preschool special education screening and assessment records and referrals and preschool special education claim records (Physically Handicapped Children's Program).
- Added a new item for OMH emergency admission forms completed pursuant to Mental Hygiene Law Sect. 9.45 (Emergency admissions for immediate observation, care, and treatment; powers of directors of community services).
- Reduced the retention period for mental health case files. An update to 14 NYCRR Part 599.11 reduces the retention period of case records from 10 years after discharge or last contact with patient, or 3 years after individual attains age 18, whichever is longer to 6 years from the date of the last service in an episode of service.
- Added a subitem to lead poisoning reports and screening results item covering negative results of screening, when not posted to summary record.
- Added a new item covering public health incident files, including records related to public health emergencies, communicable disease occurrences, and epidemics.
- Added a subitem to vaccine distribution records to include medical director standing orders with a shorter retention period. Standing orders programs authorize nurses and pharmacists to administer vaccinations according to an institution- or physician-approved protocol without a physician's exam.

- Eliminated the laboratory specimens items. These are not "records" subject to State Archives disposition approval.
- Added a new item to cover credential files. Some hospitals maintain credential files for all billable providers, including physicians, physical therapists, and others. A credential file is opened when a provider applies for hospital privileges.
- Lavern's Law, passed in 2018, impacts NYS Civil Practice Law and Rules (CPLR) §217-a and CPLR §214-a by extending the statute of limitations a patient has to file a medical malpractice lawsuit for a missed cancer diagnosis from 15 months (municipal hospitals) and 2.5 years (private, nonprofit hospitals or doctors), respectively, from date of medical error to date of discovery up to 7 years from date of the last treatment. This change impacts the retention period of items in the public health section, including patient case files. The retention period was updated to "7 years after death or discharge of patient, but not until 3 years after individual attains age 18."
- Added a new item to cover compliance and disclosure records for Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health Act (HITECH).
- Added a new item to cover alcoholism, substance abuse, and tobacco use prevention program records for youth and adults.
- Updated and clarified several "Laboratory" and "Miscellaneous" subsection items based on discussions with NYS DOH staff.
- Revised the retention for the film or tracing item. It indicates a retention of 6 years and notes that the retention pertains "when report of film or tracing is retained as long as medical case record." The item was revised, in part because the wording raises the question of what the retention is if the report isn't retained as long as the case records. The item was rewritten to cover films and tracings that have not been made part of a patient medical record with a retention of "6 years or 3 years after minor patient reaches age 18, whichever is longer" rather than simply 6 years (see 10 NYCRR 405.15(a)(5)).

Public Property and Equipment

- The Chapter 8 of the Laws of 2008 effectively revised Section 220 (3-a) of the Labor Law upon which the retention and disposition of contractor records item was based. The revised law lengthens the retention period of contractor records to five years after contract completion.
- Added a note to direct users to a legal definition of "capital construction projects."
- Added a subitem to "maintenance, testing, service, operational and repair records for equipment and vehicle" item to cover permits issued to allow vehicles to be used for various purposes, such as waste transporters, overweight loads, etc.
- Added a new item to cover annual environmental self-audits.
- Added a subitem to petroleum bulk storage registration records to cover documentation on underground piping that may be needed long after the registration has expired and the storage tank itself has been removed.
- Expanded the scope of asbestos abatement item to include lead abatement. Split the item into asbestos and lead abatement subitems.
- Updated the "building and facility security records" item to account for the issuance and cancellation of building or room keys or passes.

- Updated the school facility report card as its creation is no longer required. Because report cards were only mandated from 2001 to 2011, Archives staff determined these records don't have sufficient long-term historical value.
- Increased the retention for superseded property inventories.
- Moved the facility health and safety inspection records from “Personnel” section to “Public Property and Equipment” section and clarified the description of records and retention event.

Public Safety

- Clarified the existing law enforcement items to include license plate readers, body worn cameras, shot spotters, red light cameras, toll booth cameras, etc. Worked with NYS DCJS Municipal Police Training Council staff on this.
- Defined “case closure” for law enforcement investigation records.
- Made the life expectancy retention period consistent, i.e., 90 years.
- Added a new item to cover criminal background checks that police run for employment purposes.
- Updated the accreditation records for law enforcement item to reflect more accurate and reasonable need for these records. Worked with NYS DCJS staff on this.
- Added a new item for supplemental information on persons and places used for E-911 or CAD.
- Added a new item to cover bike helmet inspection records.
- Added a new item to cover community outreach and education program records.
- Added a new item to cover ride-along program records.
- Added a new item to cover burn injury reports.
- Added a new item to cover confidential information received, e.g., tip hotline.
- Added a new Length of Service Award Program (LOSAP) subsection, which pertains to both volunteer firefighters and volunteer ambulance workers, and updated LOSAP schedule items. Worked with Penflex, Inc. staff on this.
- Updated the retention periods based on extended statutes of limitations for child victims of sexual abuse (Child Victims Act, Chapter 11 of the Laws of 2019). Under the current law, after age 23, survivors no longer have the option to press charges against their abuser. The Child Victims Act changes the statute of limitations on child sexual abuse crimes to age 28 in criminal cases (CPL §30.10) and age 55 in civil cases (CPLR §208). This legislation has an impact on existing retention schedule items, including the case investigation record and the child abuse or maltreatment reports items.
- Added a new item to cover DMV photo request records. Federal law (18 USC §2721) limits release and use of personal information from state motor vehicle records; government agencies are permitted access for legitimate business reasons.
- Updated the training records item.
- Clarified the police blotter item. The term “blotter” is not legally defined and has different interpretations. The item is reworded to remove references to blotter and allow copies of records or data submitted to NYS DCJS to have less than a permanent retention status.
- Updated references to “NYSPIN” to say instead “eJustice NY Integrated Justice Portal.”

- Clarified the “missing person records” item. This item covers only those records where another has jurisdiction in the case.
- Revised the pistol permit item to include recertification under NYS SAFE Act, added reference to “pistol permit,” and added subitem c. for incomplete applications. It now requires recertification of pistol permits (NYC, Westchester, Suffolk, and Nassau counties) are exempt from recertification). This change was reviewed and approved by the State Police. Added s note to cross reference to FOIL exemption records.

Social Services (County)

- Created two separate sections to account for county social services department functions and records and those social service records held by other local governments: “Social Services (County)” and “Social Services (Other Than County).”
- Added a new item to cover welfare fraud complaint and investigation file.
- Added a new item to cover county records of reviews of youth and nursing facilities and other types of facilities regulated by the county.
- Added a new item to cover applications for foster home.
- Increased the retention period for records involving Medicare or Medicaid to 10 years per False Claims Act.
- Worked with the NYS Office of Children and Family Services (OCFS) to clarify retention events for several items.
- Split Home Energy Assistance Program (HEAP) case files into two: one covers regular benefit, emergency benefit, and clean and tune benefit with an increased retention period of 6 program years, including the current program year and the other covers Heating Equipment Repair and Replacement (HERR) and Cooling Assistance Component benefits with an increased retention period of 10 years (case record item).
- Increased the retention period for adoption subsidy to 10 years after child attains age 21 to cover any potential false claims that may be brought with regard to the subsidy (case record item).
- Updated the retention event for domestic violence residential program, safe home network, and safe dwelling records Domestic violence residential program records are governed by 18 NYCRR Section 452.9 (b) and are to be retained for 6 years "following termination of operation of the program." Domestic violence safe home network records and safe dwelling program records are addressed in 18 NYCRR Section 454.11 with reference back to Section 452.9 (b) to be retained for 6 years following termination of the operation of the program.

Soil and Water Conservation

- Added the following section note: Records documenting the establishment, change, or dissolution of agricultural district are covered by item no. 43 in General Administration section.

Taxation and Assessment

- Added a subitem to tax exemption or abatement file to cover records documenting exemptions under payments in lieu of taxes (PILOT).
- Added clarifying notes to assessment and tax rolls item to distinguish between the various types of rolls.

- Added a subitem to assessment and tax rolls item to cover non-warrant copies of tax rolls sent to cities and towns by the county, showing county taxes. These copies, with a retention period of 5 years, are required by Sect. 900.3 of NYS Real Property Tax Law.
- Added an item to cover non-official copies of tentative and final assessment rolls which local governments may maintain for administrative purposes.
- Added a subitem to tax collection item to account for a form that senior citizens can request to have a copy of their tax bill sent to a third-party designee. Once someone files this form, it stays in effect until it is revoked, the person dies, or the property is sold.

Transportation and Engineering

- Expanded the "handicapped parking permit records" item to cover all parking permits.
- Added a subitem to MU-1 Schedule item 609 in the "Airport" subsection to cover a security plan and airport registration, which are required by Transportation Law, Article 2 §14-M.
- Added a subitem to "project file for capital transportation improvement" to cover records related to New York State Department of Transportation-issued grants or the Consolidated Local Street and Highway Improvement (CHIPS) and Extreme Winter Recovery (EWR) programs.

School Districts and BOCES

Added references to Annual Professional Performance Review (APPR) wherever appropriate.

Administration

- Added a new item to cover questionnaires titled "Student Race & Ethnicity Update" which are sent to all parents.
- Added new items to make consistent with Community College section including for commencement records and alumni directory.
- Revised the residency determination records item to more accurately reflect how schools file records and their retention period. This item was removed from ED-1 Schedule's "Miscellaneous" section to the "Administration" section.
- Expanded the appeals to Commissioner of Education item, so not limited to those filed pursuant to NYS Education Law Sect. 310, but includes Sects. 3012-c and -d which relate to annual professional performance reviews (APPRs) and other appeals. This item was removed from ED-1 Schedule's "Miscellaneous" section to the "Administration" section.

Health

- Added a subitem to student health record item to include physician authorizations to resume athletic activity after a traumatic brain injury. By law, it has a permanent retention.

Instruction

- Added a new item to cover unused Regents exams.

- Increased the retention period for testing papers from 1 to 2 years per SED Test Security Unit request.

School Safety

- Added a section note indicating items removed to other sections, including building security records and video recordings to “Public Property and Equipment” section and child abuse or maltreatment reports to “General Administration” section.
- Updated the school violence and dangerous school records item to include Dignity for All Students Act (DASA) records.
- Updated the title and description of safety and emergency response plans.

Special Education

- Addressed an inconsistency in retention of health records in special education student file item and student health record item. Removed the reference to "health records," as these should be maintained with the student health records.

Student Records

- Added a note clarifying students covered under this item and filing of transgender names: This covers resident full-time students, including those receiving home instruction and non-resident full-time students paying tuition. The birth names of transgender and gender nonconforming students should be stored in a separate folder from the student’s permanent academic record in part "a" and kept confidential, but maintained permanently.
- Added the following section note: Provisions of the Common Core Implementation Reform Act (Chapter 56 of the Laws of 2014, Part AA, Subpart B), NYS Education Law § 305(45) and (46)), and SED’s implementing regulations (Section 104.3 of the Regulations of the Commissioner of Education), prohibit school districts and BOCES from including a student’s individual scores on a State administered standardized English language arts (ELA) or mathematics assessment for grades 3 through 8 on the student’s transcript, and from maintaining these scores in the student’s permanent record.
- Updated the “student records covering non-district students” item to include drivers’ education records and adult education records. Clarified the item by adding to note: “It also covers records of resident students taking high school equivalency or non-diploma courses and adult residents taking BOCES career and technical education courses.”
- Added references to “home schooling” as appropriate.
- Added a new item to cover student emergency contact record.
- Added references to "skills and achievement commencement credential" and "New York State career development and occupational studies (CDOS) commencement credential" and employability profile & career plan to item 275a.
- Added screening references to item 275b to English proficiency records, including home language questionnaire and English language proficiency identification assessment results.
- Added a subitem to student academic item (275) to cover unclaimed diplomas.

- Clarified the description for item 275i. The item pertains to instances such as a public school district which does not operate a high school (such as Menands and Maplewood) which only provides education through the 8th grade, receive records from high schools that their students attend (Watervliet, North Colonie, etc.). These children remain "students" of the district where they reside for state aid, special education, and other purposes. This duplicate recordkeeping also occurs on Long Island with those 4 central high school districts which only operate high schools. In this situation, both copies need to have a minimum retention because two separate local governments are keeping them. Also "high school" was amended to read "high school, middle, or intermediate school" because some districts only provide education through grade 6 and then send their students to a nearby middle or intermediate school in another district.
- Added a subitem to cumulative education record (275) to cover "proof of residency" records. Most recent proof of residency is usually filed with student records, and 6 years after graduation is consistent with retention of supporting documentation in 275b. Older proofs do not need to be retained for the same period of time once obsolete, but do still need to meet CPLR §213 requirements in case of litigation. Residency investigations and hearing records are covered under item 462.
- Added a new item to cover parental and other consents for release of student record information (per FERPA). Modeled item on existing item in Community College section.
- Eliminated the student's attendance exemption record item (ED-1 Schedule item 45). Federal statute it related too has been repealed (Public Law 94.142), although it morphed into federal Individuals with Disabilities Education Act (IDEA) which does not address this issue because all children are entitled to an IEP and thus there are no more attendance exemption records. Staff from SED's P12 Student Support Services says that everyone is entitled to an IEP (even if it is simply physical therapy), so this item is no longer needed.

Teacher Resource and Computer Training Center

- Updated the retention periods of training records items to reflect NYSED's requirements that Continuing Teacher and Leader Education (CTLE) sponsors' training records must be retained for at least 8 years (per <http://www.highered.nysed.gov/tcert/resteachers/ctlesponsorhome.html>).

(School) Transportation

- Added a subitem to cover records relating to training BOCES provides for school bus drivers who are not BOCES employees. Taking these courses is mandated by the state under Article 19-A of the Vehicle and Traffic Law.
- Added a new item to cover school bus photo violation monitoring system records.

Res No. 5

October 13, 2020

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Discontinuance of the Unimproved Portion of a City Street Known as Brett Street

As was discussed at the October 5, 2020 City Council Meeting, the undeveloped portion of Brett Street will be sold to two adjoining property owners at private sale. In order to sell the property, this 0.36 acre portion of the street must be officially discontinued. Storino Geomatics has provided the attached land description.

The City Council is authorized, pursuant to Section 20, Paragraph (7) of the New York General City Law to discontinue streets. The attached resolution discontinues the use of the unimproved portion of Brett effective immediately.

RESOLUTION

Page 1 of 1

Discontinuance of the Unimproved
Portion of a City Street Known as
Brett Street

- Council Member COMPO, Sarah V.
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member ROSHIA, Jesse C. P.
- Council Member RUGGIERO, Lisa A.
- Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS the City Council has established a City Street known as Brett Street in the City of Watertown, and

WHEREAS the northeasterly 0.36 acre portion of the street was never developed as an official street in the City of Watertown, and

WHEREAS the City Council of the City of Watertown is authorized, pursuant to Section 20, Paragraph (7) of the New York General City Law, to discontinue streets, and

WHEREAS the City Council deems it in the best interests of the City to discontinue a portion of the Brett Street for the purpose of selling portions to surrounding property owners,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that the use of the northeasterly portion of Brett Street as described in the description by Storino Geomatics on September 25, 2020, which is attached and made part of this resolution, shall be discontinued effective immediately.

Seconded by



SUGGESTED DESCRIPTION
0.36 ACRE PORTION OF BRETT STREET
LANDS OF THE CITY OF WATERTOWN

ALL THAT TRACT OR PARCEL OF LAND, being situate in the City of Watertown, County of Jefferson, State of New York, and being further described as follows:

BEGINNING at a 1/2" capped iron rebar set in the northwesterly margin of Brett Street (50.0 feet wide), said rebar being situate along said margin N 57°11'19" E, a distance of 400.14 feet from the intersection of said margin with the northeasterly margin of Gotham Street (49.5 feet wide);

THENCE N 57°11'19" E, along the northwesterly margin of Brett Street, passing through three (3) 1/2" capped iron rebars set at 60.21 feet, 144.21 feet, 228.21 feet, and continuing a total distance of 312.21 feet to a 1/2" capped iron pipe found (Zeccolo) at the northeasterly terminus of Brett Street, said pipe being situate S 31°01'41" E, a distance of 133.45 feet from a 1/2" capped iron pipe found in the southeasterly margin of Broadway Avenue West (50 feet wide);

THENCE S 31°01'41" E, along the northeasterly terminus of Brett Street, a distance of 50.02 feet to a 1/2" capped iron rebar set, said rebar being situate N 31°01'41" W, a distance of 114.75 feet from a 5/8" iron rebar found, said rebar also being situate S 54°40'19" W, a distance of 65.07 feet from a 1" iron pipe found;

THENCE S 57°11'19" W, along the southeasterly margin of Brett Street, passing through four (4) 1/2" capped iron rebars set at 60.65 feet, 110.65 feet, 160.65 feet, 260.65 feet, and continuing a total distance of 310.65 feet to a 1/2" capped iron rebar set, said rebar being situate along said margin N 57°11'19" E, a distance of 400.00 feet from the intersection of said margin with the aforementioned northeasterly margin of Gotham Street;

THENCE N 32°48'41" W, a distance of 50.00 feet to the point and place of **BEGINNING**.

CONTAINING 0.36 Ground Acres of land more or less.

Bearings in this description are referenced to the New York State Plane Coordinate System, Central Zone (3102), as realized from static GPS observations referenced to NAD 83 (2011) made on October 16, 2017 and October 18, 2017 for the City of Watertown 2017 GPS Network - File No: 2017-027.

Distances in this description are ground distances (U.S. Survey Feet).

Caps on all 1/2" capped iron rebars set are yellow and read "STOR GEOM PLS 50878".

SUBJECT TO any rights or restrictions of record that an updated Abstract of Title may disclose.

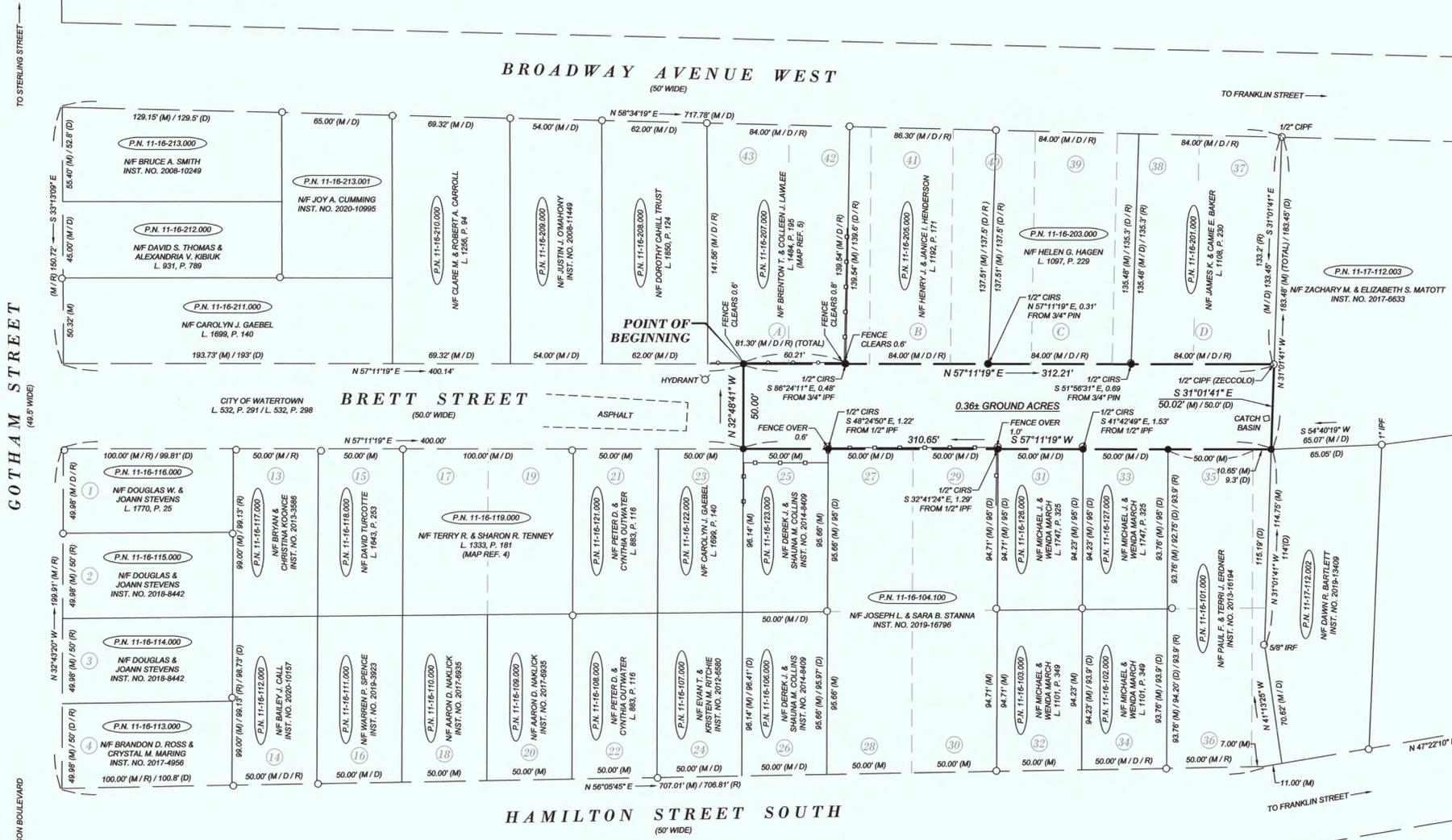
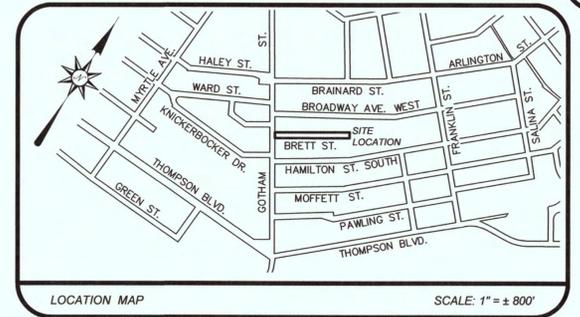
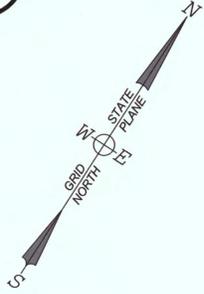
ALSO SUBJECT TO AND INCLUDING any and all other rights or restrictions of record.

AS SURVEYED by STORINO GEOMATICS, Land Surveying Services & Consulting, PLLC, on 9/18, 9/21, 9/24, and 9/25/2020, shown on a plat titled "SURVEY PLAT OF A PORTION OF BRETT STREET", dated 9/25/2020, a copy of which is part of this instrument.

INTENDING to describe a 0.36 Acre portion of the parcel of land conveyed by (1) Frances Standley and William Loftus to the City of Watertown in a deed dated March 23, 1949, recorded in the Jefferson County Clerk's Office on April 20, 1950 in Liber 532 of Deeds, at Page 291, and (2) Roswell E. Brett, Albert Brett, Jennie B. Lavery, Lucy B. Grant, Estella Mooney, Rebecca A. Lamb, Irene B. Gladd, Dorothy B. O'Brien, Frances B. Brett, Edna B. Soper, and Kenneth W. Brett, all being heirs of William Brett to the City of Watertown in a deed dated February 21, 1949, recorded in the Jefferson County Clerk's Office on April 20, 1950 in Liber 532 of Deeds, at Page 298.



Adam Michael Storino, PLS No. 50878
Licensed Land Surveyor

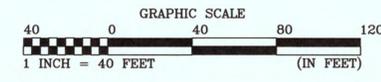


- MAP REFERENCES:**
- "LOTS LAYING BETWEEN GOTHAM STREET AND THE CITY PARK ADDITION - IN THE CITY OF WATERTOWN - SURVEYED FOR MR WILLIAM BRETT, BY W. A. LYTLE, DATED MAY 25, 1893, FILED IN THE JEFFERSON COUNTY CLERK'S OFFICE ON OCTOBER 27, 1893 IN BOOK NO. 1 OF MAPS, AT PAGE 109.
 - "MAP OF LOTS SURVEYED OUT FOR WM. BRETT, BY W. A. LYTLE, REVISED BY WILLIAM T. FIELD, CITY ENGINEERING FILE 9, NO. 25.
 - "SUBDIVISION OF THE LAND OF CHRISTINE CRESCENT ESTATE", BY D. C. CARPENTER, F. R. CAMPBELL, J. COOK, AND HAROLD J. HALEY, DATED JUNE 5, 1961, FILED IN THE JEFFERSON COUNTY CLERK'S OFFICE ON JULY 13, 1961 IN BOOK NO. 6 OF MAPS, AT PAGE 10.
 - "PLOT PLAN # 318 BRETT STREET", FILE NO. 110, BY STANFORD J. ZECCOLO, DATED FEBRUARY 8, 1993, REVISED MARCH 4, 1993.
 - "PLOT PLAN # 332 BROADWAY AVE. W.", FILE NO. 95408, BY STANFORD J. ZECCOLO, DATED NOVEMBER 1, 1995.
 - CITY OF WATERTOWN STREET MONUMENTATION RECORDS:
 - SHEET 44, BROADWAY AVE. WEST
 - SHEETS 141 - 142, GOTHAM ST.
 - SHEETS 152-153, HAMILTON ST. SOUTH

- SURVEY NOTES:**
- BEARINGS ARE REFERENCED TO THE NEW YORK STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE (6102), AS REALIZED FROM STATIC GPS OBSERVATIONS REFERENCED TO NAD 83 (2011) MADE ON 10/16/2017 AND 10/18/2017 FOR THE CITY OF WATERTOWN 2017 GPS NETWORK - FILE NO. 2017-027.
 - DISTANCES ARE GROUND DISTANCES (U.S. SURVEY FEET).
 - SURVEY DATES: 9/18, 9/21, 9/24, AND 9/25/2020
 - ALL ADJOINERS AND REFERENCES ARE PER THE CITY OF WATERTOWN ASSESSMENT DEPARTMENT.
 - THIS SURVEY PERFORMED WITHOUT THE BENEFIT OF AN UPDATED ABSTRACT OF TITLE.
 - SURVEYOR HAS MADE NO INVESTIGATION NOR INDEPENDENT SEARCH FOR ENCUMBRANCES OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT ABSTRACT TITLE SEARCH MAY DISCLOSE.
 - NO UNDERGROUND FACILITIES, STRUCTURES OR UTILITIES ARE SHOWN ON THIS MAP. PRIOR TO CONSTRUCTION CONTACT PRIVATE UTILITY LOCATE AND DIG SAFELY NEW YORK FOR LOCATIONS OF UNDERGROUND UTILITIES. (1-800-962-7962 OR 811)
 - (M) MEASURED DISTANCE (D) DEED DISTANCE (R) RECORD MAP DISTANCE (IR) IRON REBAR FOUND (C) CAPS ON ALL 1/2" CAPPED IRON REBARS SET (CIRS) ARE YELLOW AND READ "STOR GEOM PLS 50878".

- DEED REFERENCES:**
(PORTION OF CONVEYANCE)
- FRANCES STANDLEY & WILLIAM LOFTUS TO THE CITY OF WATERTOWN DEED DATE: MARCH 23, 1949 DATE RECORDED: APRIL 20, 1950 LIBER 532, PAGE 291
 - ROSSELL E. BRETT, ALBERT BRETT, JENNIE B. LAVERY, LUCY B. GRANT, ESTELLA MOONEY, REBECCA A. LAMB, IRENE B. GLADD, DOROTHY B. O'BRIEN, FRANCES B. BRETT, EDNA B. SOPER, AND KENNETH W. BRETT, ALL BEING HEIRS OF WILLIAM BRETT TO THE CITY OF WATERTOWN DEED DATE: FEBRUARY 21, 1949 DATE RECORDED: APRIL 20, 1950 LIBER 532, PAGE 298

- LEGEND:**
- FORMER LOT NO. (4)
 - BOUNDARY LINE
 - FORMER BOUNDARY LINE
 - STREET MARGIN
 - IRON FOUND (AS NOTED)
 - 1/2" CAPPED IRON REBAR SET
 - STOCKADE FENCE
 - CHAIN-LINK FENCE



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SURVEY PLAT OF A PORTION OF BRETT STREET

PREPARED FOR THE CITY OF WATERTOWN

BRETT STREET
COUNTY OF JEFFERSON

CITY OF WATERTOWN
STATE OF NEW YORK



STORINO GEOMATICS
LAND SURVEYING SERVICES & CONSULTING, PLLC

PROFESSIONAL LAND SURVEYORS

165 MULLIN STREET
WATERTOWN, NY 13601

TEL: (315) 788-0287
WWW.STORINOGEMATICS.COM

NJ · NY · PA · VT

DATE: 9/25/2020
SCALE: 1" = 40'
DRAWN BY: A. M. S.
CHECKED BY: T.M.S. / A.M.S.
FILE NO. 2020-079
DWG. NO.

V101

1 OF 1

Res No. 6

October 13, 2020

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 624 and 960 Square Foot Building Additions, a 1,632 Square Foot Loading Dock Canopy, and a 26,450 Square Foot Parking Lot Expansion at 981 Waterman Drive, Parcel Number 9-43-101.005

Edward G. Olley Jr., AIA of GYMO, DPC on behalf of SHBP Realty Holdings, LLC, has submitted a request for the above subject Site Plan Approval.

The City Planning Board reviewed the request at its meeting held on October 6, 2020 and voted to recommend that the City Council approve the site plan with the conditions listed in the resolution. Attached is an excerpt from their meeting minutes.

The Staff Report prepared for the Planning Board, the Site Plan application, original drawings and other related materials were all previously sent to Council as part of the Planning Board agenda package. The primary site plan drawing will be displayed on a board at the Council Meeting. The complete application package is also available in the online version of the City Council agenda.

The applicant has completed Part 1 of the SEQR Short Environmental Assessment Form (EAF). The City Council must complete Part 2, and Part 3 if necessary, of the Short EAF before it may vote on the resolution.

The resolution prepared for City Council consideration approves the site plan submitted to the City Planning Department on September 22, 2020 with the conditions listed in the resolution.

RESOLUTION

Page 1 of 2

Approving the Site Plan for the Construction of 624 and 960 Square Foot Building Additions, a 1,632 Square Foot Loading Dock Canopy, and a 26,450 Square Foot Parking Lot Expansion at 981 Waterman Drive, Parcel Number 9-43-101.005

Council Member COMPO, Sarah V.
 Council Member HENRY-WILKINSON, Ryan J.
 Council Member ROSHIA, Jesse C. P.
 Council Member RUGGIERO, Lisa A.
 Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS Edward G. Olley Jr., AIA of GYMO, DPC on behalf of SHBP Realty Holdings, LLC, has submitted an application for Site Plan Approval for the construction of a 624 and 960 square foot building additions, a 1,632 square foot loading dock canopy, and a 26,450 square foot parking lot expansion at 981 Waterman Drive, Parcel Number 9-43-101.005, and

WHEREAS the Planning Board of the City of Watertown reviewed the site plan at its meeting held on October 6, 2020 and voted to recommend that the City Council of the City of Watertown approve the site plan with the following conditions:

1. The applicant must ensure that outdoor tables do not interfere with ingress and egress of the building or parking lot.
2. The applicant must provide a complete Final Engineering Report that provides sufficient information for an accurate evaluation of the storm water changes that the increased impervious area will create, information regarding the proposed water consumption, flows and pressure, and information regarding the proposed sanitary flows.
3. The applicant shall prepare and submit a Stormwater Pollution Prevention Plan (SWPPP).
4. The applicant must obtain a State Pollutant Discharge Elimination System (SPDES) permit from the New York State Department of Environmental Conservation (DEC).
5. The architectural drawings (A201 and A301) will require a professional stamp at the time of the building permit application.
6. Certification from a design professional is required to ensure that the existing concrete pad is structurally sound to support the proposed 26’x24’ cooler.
7. The applicant must submit a photometric plan to ensure that the project site is adequately lit without any light spillage onto neighboring properties.
8. The applicant must obtain a Zoning Compliance Certificate and a Building Permit prior to construction of the project.

RESOLUTION

Page 2 of 2

Approving the Site Plan for the Construction of 624 and 960 Square Foot Building Additions, a 1,632 Square Foot Loading Dock Canopy, and a 26,450 Square Foot Parking Lot Expansion at 981 Waterman Drive, Parcel Number 9-43-101.005

- Council Member COMPO, Sarah V.
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member ROSHIA, Jesse C. P.
- Council Member RUGGIERO, Lisa A.
- Mayor SMITH, Jeffrey M.

Total

YEA	NAY

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown makes a declaration of Negative Findings for the purposes of SEQRA and hereby determines that the project, as proposed, will not result in a significant adverse environmental impact, 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 directed 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 Edward G. Olley Jr., AIA of GYMO, DPC on behalf of SHBP Realty Holdings, LLC, for the construction of a 624 and 960 square foot building additions, a 1,632 square foot loading dock canopy, and a 26,450 square foot parking lot expansion at 981 Waterman Drive, Parcel Number 9-43-101.005, as depicted on the site plan submitted to the City Engineer on September 22, 2020, contingent upon the applicant meeting the conditions listed above.

Seconded by:

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

EXCERPT FROM THE OCTOBER 6, 2020 PLANNING BOARD MEETING MINUTES

**SITE PLAN APPROVAL – 981 WATERMAN DRIVE
PARCEL NUMBER 9-43-101.005**

The Planning Board then considered a request submitted by Edward G. Olley, Jr., RA, AIA of GYMO, DPC, on behalf of SHBP Realty Holdings, LLC for the construction of 624 and 960 square foot building additions, a 1,632 square foot loading dock canopy, and a 26,450 square foot parking lot expansion at 981 Waterman Drive, Parcel Number 9-43-101.005.

Mark Crandall of GYMO, DPC attended to represent the request.

Mr. Crandall began by saying that the Sackets Harbor Brewing Company was looking to relocate their brewing system from Sackets Harbor to this facility, and noted that it was a Light Industrial use, which was consistent with the zoning district. He elaborated that the proposed work involved adding coolers, boilers and some other equipment, as well as constructing a canopy over the parking area for truck loading. He then added that their curb cut was existing, and that it provided access via the southeast corner of the site.

Mr. Crandall continued, saying that much of the site essentially existed already, as it also contained existing lights and a drainage system. He added that they would likely perform some grading and drainage changes, but they had not completed a full Stormwater Pollution Prevention Plan (SWPPP) yet, but were prepared to do so as a contingency of approval. Mr. Crandall then said that they did not plan to add any lighting, only to replace existing bulbs. He said they planned to perform a nighttime safety assessment to verify adequate illumination.

Mr. Crandall then pledged that GYMO, DPC would supply any stamped drawings that the City might require, and said that he could answer any questions that the Planning Board might have.

Ms. Capone asked if the Planning Board had sufficient information to act on the application. She said that she knew they could recommend approval with contingencies, but noted that the Planning Board had not seen any of the technical studies or reports Mr. Crandall previously referred to. Mr. Lumbis asked Ms. Capone if there was any item of particular concern. Ms. Capone replied that storm water was a concern. Mr. Lumbis then said that typically, the applicant would provide a SWPPP after site plan approval but prior to the City issuing any building permits.

Ms. Capone then said that she was more concerned with Summary Item 3, which required the applicant to provide a complete, Final Engineering Report that provides sufficient information for an accurate evaluation of the storm water changes that the increased impervious area will create, information regarding the proposed water consumption, flows and pressure, and information regarding the proposed sanitary flows. Ms. Capone asked for clarity regarding if the numbers were not satisfactory, the City would not issue any permits.

Ms. Fields then asked about what would happen with the leftover waste following the brewing process. Mr. Crandall said that the owner had arrangements for a farmer to pick it up. Ms. Fields then asked about potential noise from the cooler. She said that although there were no nearby residences, she wanted to know if it would bother guests using the outdoor seating. Mr. Crandall replied that the seating was in the front of the site and the coolers were in the rear. He added that customers that patronize a brewery are accustomed to those smells and sounds and they add to the ambiance. Joe Piraino, of In-Architects, the architect for the project, said that it would be quieter than the existing freezers and coolers.

Ms. Fields then asked about lighting for the proposed outdoor seating, noting that patrons would visit during evening hours. She then suggested the need for a photometric plan. Mr. Crandall replied that the building had mounted wall packs that his team felt provided sufficient lighting. He said they would verify that there was no light spillage across property lines.

Ms. Fields then said that she was also concerned about congestion. She acknowledged that the applicant had sufficient parking on site, but wondered if they had made any accommodations for additional roadway demand and maintaining the ability of emergency vehicles to access the area. Mr. Piraino replied that the peak hours for this business would be during the evening, opposite of the peak traffic volume times during the day for the rest of the area. Mr. Crandall then said that it was a Light Industrial area, with large turning radii and wider roads, etc.

Ms. Fields then asked for confirmation that the proposed outdoor seating would be ADA accessible. Mr. Piraino replied in the affirmative.

Ms. Fields then moved to recommend that City Council approve the request for Site Plan Approval submitted by Edward G. Olley, Jr., RA, AIA of GYMO, DPC, on behalf of SHBP Realty Holdings, LLC the construction of 624 and 960 square foot building additions, a 1,632 square foot loading dock canopy, and a 26,450 square foot parking lot expansion at 981 Waterman Drive, Parcel Number 9-43-101.005, contingent upon the following:

1. The applicant must ensure that outdoor tables do not interfere with ingress and egress of the building or parking lot.
2. The applicant must provide a complete, Final Engineering Report that provides sufficient information for an accurate evaluation of the storm water changes that the increased impervious area will create, information regarding the proposed water consumption, flows and pressure, and information regarding the proposed sanitary flows.
3. The applicant shall prepare and submit a Stormwater Pollution Prevention Plan (SWPPP).
4. The applicant must obtain a State Pollutant Discharge Elimination System (SPDES) permit from the New York State Department of Environmental Conservation (DEC).

5. The architectural drawings (A201 and A301) will require a professional stamp at the time of the building permit application.
6. Certification from a design professional is required to ensure that the existing concrete pad is structurally sound to support the proposed 26'x24' cooler.
7. The applicant must submit a photometric plan to ensure that the project site is adequately lit without any light spillage onto neighboring properties.
8. The applicant must obtain a Zoning Compliance Certificate and a Building Permit prior to construction of the project.

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



MEMORANDUM

CITY OF WATERTOWN, NEW YORK
OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601
PHONE: 315-785-7741 – FAX: 315-785-7829

TO: Planning Board Members

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

SUBJECT: Site Plan Approval – 981 Waterman Drive

DATE: October 1, 2020

Request: Site Plan Approval for the construction of a 624 and 960 square foot building additions, a 1,632 square foot loading dock canopy, and a 26,450 square foot parking lot expansion at 981 Waterman Drive, Parcel Number 9-43-101.005.

Applicant: Edward G. Olley Jr., AIA of GYMO, DPC on behalf of SHBP Reality Holdings, LLC

Proposed Use: Brewery and Tasting Room

Property Owners: SHBP Reality Holdings, LLC

Submitted:

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

SEQRA: Unlisted

Jefferson County 239-m Review: No

Zoning Information:

District: Light Industrial	Maximum Lot Coverage: N/A
Setback Requirements: F: 0', S: 0', R: 0'	Buffer Zones Required: Yes

Project Overview: The applicant proposes the rehabilitation of the existing building located at 981 Waterman Drive, along with the construction of a one-story 960 square foot building addition and a 624 square foot cooler placed on an existing concrete pad on the south side of the building. The project also includes the construction of a 1,632 square foot canopy on the west side of the building over the loading docks, asphalt pavement for additional parking and drive aisles, along with a concrete and wood deck for seating. The renovation, additions and site work will be constructed to accommodate the development of a new brewery and associated tasting room.

Vehicular and Pedestrian Circulation: Vehicular access to the site would be from existing access points on Bellew Avenue South and Waterman Drive. A new access point is being added along the southeast side of the building for truck traffic using an existing curb cut.

The applicant proposes to add a concrete and wood deck for customer tables to the north and northwest side of the building, on either side of the entrance. The applicant needs to ensure the tables do not interfere with pedestrian circulation between the parking area and the entrance to the building.

The existing parking area contains 21 parking spaces. The new parking lot will be reconfigured and 13 additional parking spaces will be added as part of the project. According to parking calculations for the tasting room and industrial use, 17 parking spaces are required, while a total of 32 are being provided.

Landscaping and Buffers: Existing landscaping at the site consists of a grouping of larger trees in the Northwest corner of the site, four trees in the right-of-way along Waterman Drive and a grouping of trees in the Southeast corner of the property. The applicant proposes the planting of three Colorado Spruce trees on the Northwest side of the property to screen the new parking area, and four Colorado Spruce trees on the Southeast side of the property, which will provide screening of the building. The Planning Board should determine whether or not additional landscaping in the form of foundation plantings or other trees around the perimeter of the building and site to provide general beautification of the site should be required as outlined in the City Center Industrial Park Covenants and Restrictions.

Engineering: The City's Engineering Department has reviewed the plans and has the following comments:

1. The Engineering Report provided is incomplete.
2. Section 4.0 of the Preliminary Engineering Report does not provide sufficient information for an accurate evaluation of the storm water changes that the increased impervious area will create. At a minimum, the report should include:
 - Predevelopment storm water calculations. (10, 25 and 100 year)
 - Post development storm water calculations. (10, 25 and 100 year)
 - Existing impervious area
 - Proposed impervious area
 - Volume of the proposed storm water retention pond
 - The pre and post development analysis needs to detail the flows that will be directed to each of the basins and to the retention pond.
 - An explanation of how the retention pond will drain during high flow events. No detail is given for an outlet structure.
3. The site plan, as proposed, would disturb over an acre of impervious surface. As such, the applicant must prepare and submit a Stormwater Pollution Prevention Plan (SWPPP). Passing the one-acre threshold also triggers the requirement for the applicant to obtain a State Pollutant Discharge Elimination System (SPDES) Permit from the New York State Department of Environmental Conservation (DEC).
4. Drawings A201 and A301 will require a professional stamp at the time of the building permit application.

5. Certification from a design professional is required to ensure that the existing concrete pad is structurally sound to support the proposed 26'x24' cooler.
6. Waterman drive is spelled incorrectly on sheets C-101, C501 and C-502.

Lighting: A photometric plan was not submitted with the application. The engineering report states that no new lighting is proposed for the site. It is currently illuminated with two wall mounted lights on the North side of the building and four wall mounted lights on the West side of the building. The Site Plan Application requires that a Photometric Plan be submitted with the application to ensure that the project is adequately lit without any light spillage onto neighboring properties. The applicant must submit a photometric plan for the entire site prior to the issuance of any permits.

Permits: The applicant must obtain a Zoning Compliance Certificate and a Building Permit prior to construction of the project.

Summary:

1. The applicant must ensure that outdoor tables do not interfere with ingress and egress of the building or parking lot.
2. The Planning Board should determine whether or not additional landscaping in the form of foundation plantings or other trees around the perimeter of the building and site to provide general beautification of the site should be required as outlined in the City Center Industrial Park Covenants and Restrictions.
3. The applicant must provide a complete, Final Engineering Report that provides sufficient information for an accurate evaluation of the storm water changes that the increased impervious area will create, information regarding the proposed water consumption, flows and pressure, and information regarding the proposed sanitary flows.
4. The applicant shall prepare and submit a Stormwater Pollution Prevention Plan (SWPPP).
5. The applicant must obtain a State Pollutant Discharge Elimination System (SPDES) permit from the New York State Department of Environmental Conservation (DEC).
6. The architectural drawings (A201 and A301) will require a professional stamp at the time of the building permit application.
7. Certification from a design professional is required to ensure that the existing concrete pad is structurally sound to support the proposed 26'x24' cooler.
8. The applicant must submit a photometric plan to ensure that the project site is adequately lit without any light spillage onto neighboring properties.
9. The applicant must obtain a Zoning Compliance Certificate and a Building Permit prior to construction of the project.

cc: City Council Members
Michael Delaney, City Engineer
Edward G. Olley Jr., RA, AIA, GYMO, DPC, 18969 US Route 11, Watertown, NY 13601



ARCHITECTURE
ENGINEERING
ENVIRONMENTAL
LAND SURVEYING

22 September 2020

Mr. Michael Lumbis
Planning and Community Development Director
City of Watertown
245 Washington St
Watertown, NY 13601

Re: Site Plan Approval
Sackets Harbor Brewery addition and new parking/paved area

File:2020-065

Dear Mr. Lumbis:

On behalf of SHBP Realty Holdings LLC, GYMO, D.P.C. is submitting the following materials for a Site Plan review at the 6 October 2020 City Planning Board Meeting:

- 15 – Cover Letters
- 15 – Site Plan Approval Application Forms
- 15 – Short Assessment Forms
- 15 – Engineering Reports
- 15 – Plan Set (Coversheet, S101, C101, C501, C502, A201 & A301)
- 1 – Zoning Compliance Certificate Application Form
- \$250 Application Fee.

The project is located on the City of Watertown tax parcel #9-43-101.005.

The project area is located along Waterman Dr and Bellew Ave. S. The site is currently developed with one 12,099 SF building that is served with utilities. The proposed project involves the rehabilitation of the existing building along with the construction of a one-story 960 SF building addition and a 624 SF cooler placed on an existing concrete pad on the south side of the building. The project also includes asphalt pavement for additional parking and drive aisles, along with concrete, and wood deck for seating. The renovation, additions, and site work will be constructed to accommodate the development of a new brewery and associated tasting room. The contractor plans on beginning construction this Fall.

If there are any questions or additional information needed, please contact our office.

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

Edward G. Olley Jr., AIA
Director of Architecture

Edward G. Olley, Jr., AIA
Patrick J. Scordo, PE
Scott W. Soules, AIA
Brandy W. Lucas, MBA
Howard P. Lyndaker III, PLS

Gregory F. Ashley, PLS
Matthew Cervini, PE

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



City of Watertown Zoning Compliance Certificate APPLICATION FORM

City of Watertown, Planning and Community Development Dept.
245 Washington Street, Room 305, Watertown, NY 13601
Phone: 315-785-7740 Email: planning@watertown-ny.gov

Application #:

Received:

Please Note: Staff will make every effort to process this application in a timely manner. However, some applications may require significant site related and zoning ordinance research. Please allow up to seven (7) business days for review and processing.

PROPERTY INFORMATION (for lookup assistance, visit: <https://www.watertown-ny.gov/imo/search.aspx>):

PROPERTY ADDRESS: 981 Waterman Drive, Watertown, New York

TAX PARCEL NUMBER: 9-43-101.005 ZONING DISTRICT: Light Industrial

APPLICANT INFORMATION:

APPLICANT NAME: GYMO DPC

APPLICANT MAILING ADDRESS: 18969 US Route 11
Watertown, NY 13601

PHONE NUMBER: 315-788-3900

E-MAIL: _____

PROPERTY OWNER INFORMATION (if different from applicant):

PROPERTY OWNER NAME: SHBP Reality Holdings LLC

PROPERTY OWNER MAILING ADDRESS (if different from subject parcel): P.O. Box 725

Sackets Harbor, NY 13685

PHONE NUMBER: _____

E-MAIL: _____

PROPOSED USE INFORMATION:

Please check the box that most accurately describes the proposal:

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> New Building | <input checked="" type="checkbox"/> Addition | <input type="checkbox"/> Alteration |
| <input checked="" type="checkbox"/> Parking Lot | <input type="checkbox"/> New Use or Occupant | <input type="checkbox"/> Other _____ |

Proposed Use (describe fully):

The project involves the rehabilitation of the existing building along with the construction of a one-story 960 SF building addition and a 624 SF cooler placed on an existing concrete pad on the south side of the building. A 1,632 SF canopy on the west side of the building will be constructed. The project also includes asphalt paving for additional parking & drive aisles, along with concrete, & wood deck for seating. The site is served by water and sanitary/storm sewer service.

PROPOSED DIMENSIONS (if built footprint will not change, list existing dimensions):

PARCEL FRONTAGE (FT.): ^{238.98'} PARCEL AREA (SQ. FT.): ^{88,426.8} BUILDING DIMENSIONS: 40 FT. X 24 FT. = TOTAL (SQ. FT.) 960
NUMBER OF STORIES: 1 BUILDING HEIGHT (FT.): 20' SETBACKS (FT.) - FRONT: NA REAR: 79' LEFT: 413' RIGHT: 62'

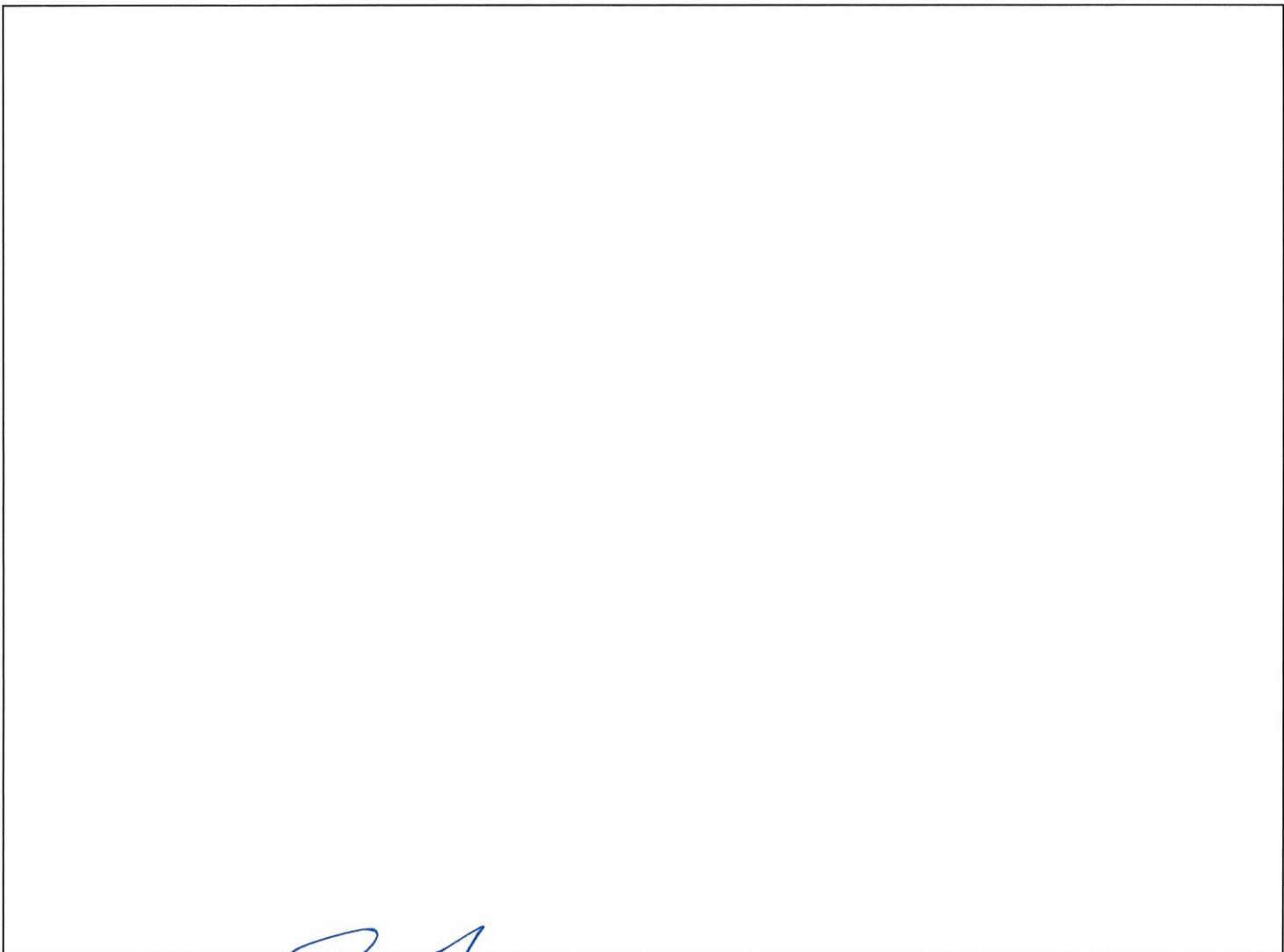
PARKING:

EXISTING NUMBER OF SPACES: 21 PROPOSED NUMBER OF SPACES: 32

Asphalt Concrete Gravel Other _____

SQ. FT OF NEW IMPERVIOUS SURFACE 26,450

Application must include a proposed site diagram (to scale) that includes measurements (in feet) for all building edges and all setbacks. Surveys and site plans are acceptable as well. Please attach them to this form or use the space below to provide a plan view (aerial view) sketch that includes all measurements and dimensions. Please see attached example for guidance.



Applicant Signature:  SYMMS DR Date: 9/21/2020

Property Owner Signature (if different) _____ Date: _____



City of Watertown
SITE PLAN APPROVAL APPLICATION FORM

City of Watertown, Planning and Community Development Dept.
245 Washington Street, Room 305, Watertown, NY 13601
Phone: 315-785-7741 Email: planning@watertown-ny.gov

Received:

Please Note: The Site Plan Approval Application form is for projects where the building or parking area coverage of the lot will increase by more than 2,500 square feet.

Please provide responses for all sections and submit all required materials as noted on Page 2. Failure to submit all required information by the submittal deadline may result in Staff **not** placing your request on the agenda for the upcoming Planning Board meeting.

PROPERTY INFORMATION:

PROPOSED PROJECT NAME: Sackets Harbor Brewery
TAX PARCEL NUMBER: 9-43-101.005
PROPERTY ADDRESS: 981 Waterman Drive, Watertown, New York
ZONING DISTRICT: Light Industrial

APPLICANT INFORMATION:

NAME: GYMO DPC
ADDRESS: 18969 US Route 11
Watertown, NY 13601
PHONE NUMBER: 315-788-3900
E-MAIL ADDRESS: mlumbis@gymodpc.com

PROPERTY OWNER INFORMATION (if different from applicant):

NAME: SHBP Reality Holdings LLC
ADDRESS: P.O. Box 725
Sackets Harbor, NY 13685
PHONE NUMBER: _____
E-MAIL ADDRESS: _____

ENGINEER/ARCHITECT/LANDSCAPE ARCHITECT INFORMATION:

NAME: <u>Engineering provided by: GYMO DPC</u>	<u>Architecture provided by: in-ARCHITECTS pllc</u>
ADDRESS: <u>18969 US Route 11</u>	<u>239 E. Water Street</u>
<u>Watertown, NY 13601</u>	<u>Syracuse, NY 13202</u>
PHONE NUMBER: <u>315-788-3900</u>	<u>315-728-9458</u>
E-MAIL ADDRESS: <u>mlumbis@gymodpc.com</u>	<u>JPiraino@in-architects.com</u>

REQUIRED MATERIALS:

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

All of the following drawings **must** be adequately dimensioned, including radii and must use darker line work and text for proposed features than for existing features.

COVER LETTER: Must clearly and fully explain the proposed project in sufficient detail.

BOUNDARY and TOPOGRAPHIC SURVEY: Depict existing features as of the date of the Site Plan Application. A Professional Land Surveyor licensed and currently registered to practice in the State of New York must perform the survey and create the map. **At least one copy** must contain the surveyor's original PLS wet stamp and an original signature. The rest may be copies thereof. The survey drawing **must** depict and label all of the following:

- All existing features and utilities on and within 50 feet of the subject property
- All existing property lines (bearings and distances), margins, acreage, zoning, easements, right-of-ways, existing land use, reputed owner, adjacent reputed owners and tax parcel numbers
- One-foot contours are with appropriate spot elevations
- North arrow and graphic scale
- All elevations are North American Vertical Datum of 1988 (NAVD88).

DEMOLITION PLAN (if applicable)

(NA)

- Depict and label **all** existing features on and within 50 feet of the subject property and (using darker text) all items proposed for demolition.

SITE PLAN: The drawing must clearly label all proposed features as "proposed" and use darker line work and text for all proposed features than for existing features. It must also include a reference to the coordinate system used (NYS NAD83-CF preferred). In addition, the drawing **must** depict and label all of the following:

- All proposed **above** ground features
- All proposed easements and right-of-ways
- Land use, zoning, and tax parcel number
- Proposed parking and loading spaces, including all required ADA accessible spaces
- Proposed snow storage areas
- Refuse Enclosure Area (Dumpster), if applicable. **Please note:** 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."
- North arrow and graphic scale

GRADING PLAN: This drawing must depict and label **all** of the following:

- All proposed **below** ground features, including elevations and inverts
- All proposed **above** ground features, including easements and right-of-ways
- One-foot existing contours (shown dashed and labeled with appropriate spot elevations)
- One-foot proposed contours (shown and labeled with appropriate spot elevations)
- Sediment and Erosion control, unless separate drawings are included as part of a Stormwater Pollution Prevention Plan (SWPPP).
- All elevations are North American Vertical Datum of 1988 (NAVD88).

UTILITY PLAN: This drawing must include a note 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." It must also depict and label **all** of the following:

- All proposed above and below ground features
- All existing above and belowground utilities, including water, sanitary water, stormwater, electric, gas, telephone, cable, fiber optic, etc.
- All existing and proposed easements and right-of-ways.

LANDSCAPING PLAN: This drawing must depict and label **all** of the following:

- All proposed **above** ground features
- All proposed trees, shrubs, other plantings and other proposed landscaping additions, keyed to a plant schedule that includes the scientific name, common name, size, quantity, etc. **Please note:** 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.
- The Site Plan complies with and meets acceptable guidelines set forth in Appendix A - Landscaping and Buffer Zone Guidelines (August 7, 2007).

VEHICULAR AND PEDESTRIAN CIRCULATION PLAN

- Depict all vehicular and pedestrian traffic circulation, including a delivery or refuse vehicle and a City fire truck entering and exiting the property.
- Sidewalks within the City Right-of-Way must meet Public-Right-of-Way (PROWAG) standards.
- The Site Plan is consistent with and, wherever possible, incorporates principles set forth in Appendix B – City of Watertown Complete Streets Policy (January 17, 2017).

PHOTOMETRIC PLAN (if applicable): This drawing must depict and label all of the following:

(See Engineering Report)

- All proposed **above** ground features
- Photometric spot elevations or labeled photometric contours of the property. **Please note:** Light spillage across all property lines shall not exceed 0.5 foot-candles.

CONSTRUCTION DETAILS and NOTES:

- Provide all details and notes necessary to complete the project including, but not limited to, landscaping, curbing, catch basins, manholes, water line, pavement, sidewalks, trench, lighting, trash enclosure, etc.
- Provide maintenance and protection and traffic plans and notes for all required work within City streets including driveways, water laterals, sanitary laterals, storm connections, etc.
- The drawings must include the following note: "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): These plans must include all of the following for proposed buildings: Floor plan drawings, including finished floor elevations, exterior elevations including exterior materials and colors, as well as roof outlines depicting shape, slope and direction.

ENGINEERING REPORT

**** The engineering report at a minimum must include the following:**

- Project location and 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

COMPLETED SEQR 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>

GENERAL INFORMATION

- All items must include a valid stamp and 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, submit a copy of the Stormwater Pollution Prevention Plan (SWPPP) to the City of Watertown Engineering Department for review to obtain an MS4 SWPPP Acceptance Form.

Post Construction SWPPP Requirements to Complete:

In accordance with City Code Section 260, provide the following:

- *Submit a detailed as-built topographic and boundary survey of the site with all stormwater practices.*
 - *Perform and submit results of insitu infiltration testing, updated drainage area maps and hydraulic calculations in a comprehensive Engineering Report based on As-Built Conditions.*
 - *Submit a detailed post construction Maintenance Plan for all Stormwater Management Practices (SMP's) and provide a Maintenance Agreement with irrevocable letter of credit for approval. Maintenance Agreement shall be filed at the County Clerk's Office as a deed restriction on the property.*
- ** 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 is not 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.
 - For non-residential uses, the applicant must include the proposed Hours of Operation.

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.

SUBMITTAL INSTRUCTIONS:

Submit 15 complete collated sets of all required materials, addressed to:

Michael A. Lumbis, Planning and Community Development Director
City of Watertown
245 Washington Street, Room 305
Watertown, NY 13601

If the application requires Jefferson County Planning Board review, then the applicant must submit 16 "sets." Planning Staff will inform the applicant if this is necessary.

Submissions must be collated and properly folded.

If the applicant is not the property owner, the submission must include a signature authorization form or letter signed by the owner authorizing the applicant to apply on behalf of the owner.

For any item(s) not checked in the Site Plan Approval Checklist, attach an explanation and comments.
(See Engineering Report)

Provide an electronic copy of the entire submission in the form of a single, combined PDF file of the entire application, including cover letter, plans, reports, and all submitted material.

Submit the required Application Fee

\$150 for Site Plan Minor

\$250 for Site Plan Major (any proposal to disturb more than 1 acre represents a Site Plan Major)

SIGNATURE

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

Applicant's name (please print) Edward G. O'Leary Sr. RA AKA

Applicant's Signature  Date: 22 SEP 2020

Meeting Information: The Planning Board normally meets at 3:00 p.m. on the first Tuesday of every month in Council Chambers at City Hall, 245 Washington Street. The application deadline is 14 days prior to the scheduled meeting date. Planning Board action does not represent final approval, as the Planning Board only votes to make a recommendation to City Council, which holds the sole authority to grant Site Plan Approval.

Occasionally, due to holidays or other reasons, meetings may occur on other dates and/or times. The City will announce any changes to meeting dates in advance on its website at www.watertown-ny.gov. Planning Staff *strongly* recommends scheduling a pre-application meeting prior to submitting a Site Plan Application. The entire site plan application process typically takes four-to-six weeks, depending on whether the application requires Jefferson County Planning Board review.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

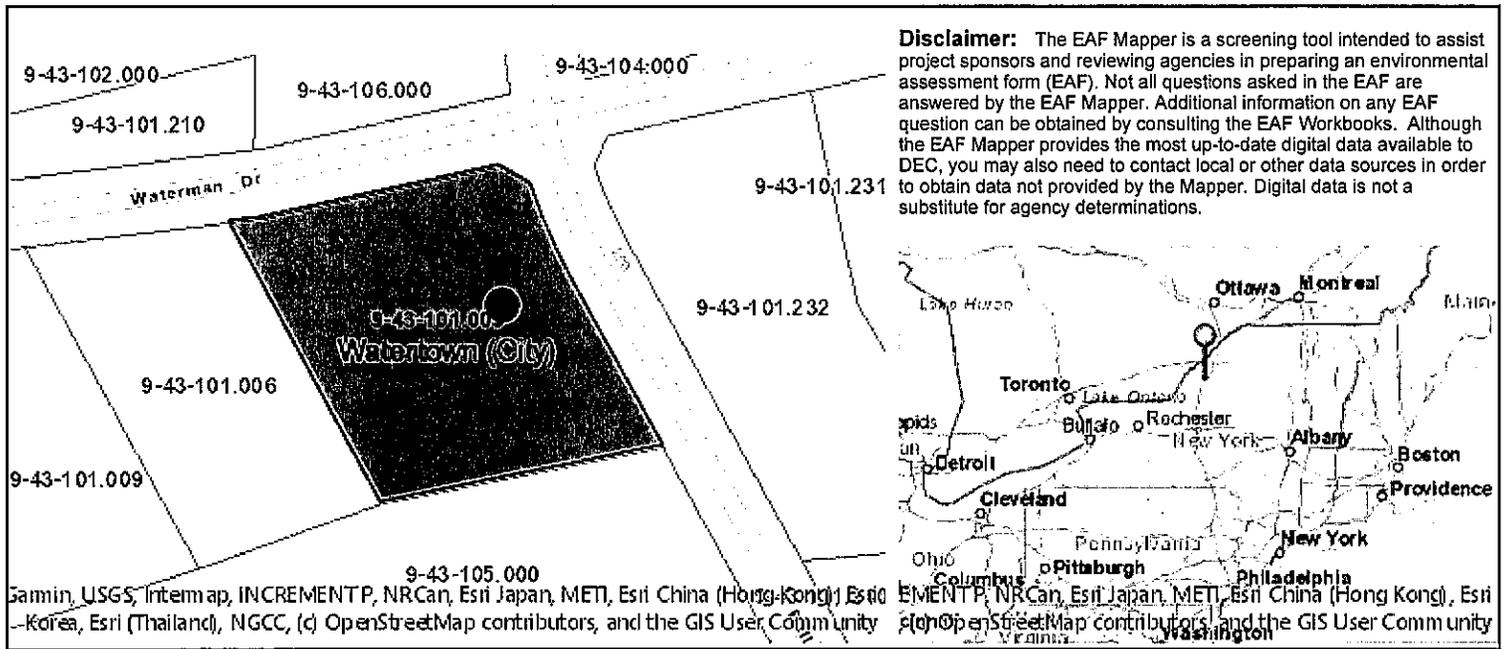
Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. 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: Sackets Harbor Brewery addition and new parking/paved area.			
Project Location (describe, and attach a location map): 981 Waterman Drive, Watertown, New York			
Brief Description of Proposed Action: The project involves the rehabilitation of the existing building along with the construction of a one-story 960 SF building addition and a 624 SF cooler placed on an existing concrete pad on the south side of the building. Also, a 1,632 SF canopy on the west side of the building will be constructed. The project also includes asphalt pavement for additional parking and drive aisles, along with concrete, and wood deck for seating. The renovation, additions, and site work will be constructed to accommodate the development of a new brewery and associated tasting room. The site is served with several amenities, including water and sanitary/storm sewer service, lighting, landscaping, and parking facilities.			
Name of Applicant or Sponsor: GYMO DPC		Telephone: 315-788-3900 E-Mail: mlumbis@gymodpc.com	
Address: 18969 US Route 11			
City/PO: Watertown		State: New York	Zip Code: 13601
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: City of Watertown Planning Board			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		2.030 +/- acres	
b. Total acreage to be physically disturbed?		1.26 +/- acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		2.030 +/- acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input checked="" type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ A water connection will be made through the existing building. _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ A wastewater connection will be made through the existing building. _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. 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?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? Indiana Bat, Northern Long-...	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: There two existing catch basin on the site.	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: A retention pond will be created approximately 2,577 SF	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: <u>Edward G. Elmer Jr. PA AIA</u> Date: <u>22 SEP. 2020</u> Signature: <u></u> Title: <u>Principal</u>		



Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	No
Part 1 / Question 12b [Archeological Sites]	Yes
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local and federal wetlands and waterbodies is known to be incomplete. Refer to EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	Yes
Part 1 / Question 15 [Threatened or Endangered Animal - Name]	Indiana Bat, Northern Long-eared Bat
Part 1 / Question 16 [100 Year Flood Plain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
Part 1 / Question 20 [Remediation Site]	No

1.0 EAF Mapper Summary Report – Notes/Additional Information related to Questions checked “YES”

1.1 Question 12b

The EAF Mapper indicated that the project site is substantially contiguous to an archeological site. The site was originally part of a 150+ acre parcel but has been subdivided and developed previously. While there may have been a sensitive site on the original parcel, the previous ground disturbance and development at this location indicates that no archaeological sites will be disturbed as part of this project.

1.2 Question 13a

The EAF Mapper indicated that the project site is substantially contiguous to a wetlands site. The site was originally part of a 150+ acre parcel but has been subdivided and developed previously. While there are wetlands located to the west of the project site, they are located approximately 675' from the closet property line and therefore the proposed project will not impact those wetlands.

1.3 Question 15

The EAF Mapper indicated that the site of the proposed action contains a species of animal, or associated habitats, listed by the State or Federal Government as threatened or endangered, specifically the Indiana Bat and Northern Eared Bat. The entire land area of the City of Watertown is located in an area where habitat for these bats is known to exist, however, the site does not contain any tree species that typically comprise the bat habitat.

PRELIMINARY ENGINEERING REPORT

**SACKETS HARBOR BREWERY
ADDITION AND NEW PARKING/PAVED AREAS**

**CITY OF WATERTOWN
JEFFERSON COUNTY, NEW YORK**



1.0 SITE AND PROJECT DESCRIPTION

1.1 Location

The project is located in the City of Watertown Industrial Park, Jefferson County, New York. The project area is located along Waterman Dr and Bellew Ave. S. The site is currently developed with one 12,099 SF building and is served with utilities. Ground cover consists of an asphalt parking lot, stone loading dock area, and grassed areas.

The project is located on the City of Watertown tax parcel #9-43-101.005.

1.2 Project Description

The project involves the rehabilitation of the existing building along with the construction of a one-story 960 SF building addition and a 624 SF cooler placed on an existing concrete pad on the south side of the building. Also, a 1,632 SF canopy on the west side of the building will be constructed. The project also includes asphalt pavement for additional parking and drive aisles, along with concrete, and wood deck for seating. The renovation, additions, and site work will be constructed to accommodate the development of a new brewery and associated tasting room. The site is served with several amenities, including water and sanitary/storm sewer service, lighting, landscaping, and parking facilities. These features are depicted on the Site Development Drawings. The utilities are discussed in greater detail in later sections of the report.

1.3 Zoning/Parking/Approvals

The project site is currently located in an area zoned as Light Industry. A brewery is an allowed use in a Light Industry District. The site falls under the City Center Industrial Park Covenants and Restrictions, effective as of July 17, 2003. While the original building and front parking area were built before the adoption of the covenants and restrictions the new addition and parking area meets all the standards outlined therein. The existing parking area contains 21 spaces. This area will be re-stripped to accommodate 19 spaces including 2 accessible spaces. New parking at the side of the building will consist of 13 spaces.

1.4 Site Topography

The Waterman Drive side of the site is a relatively flat surface. The site elevation drops approximately 4 feet along the west side of the building at the loading dock area. For existing topography, see attached Site Layout Plan.

1.5 Soil Classification

According to the United States Department of Agriculture, Natural Resources Conservation Service (USDA NRCS), the site is Udorthents, smoothed, and Plainfield sand. The majority of the parcel consists of existing asphalt and gravel parking and building area.

2.0 WATER FACILITIES

2.1 Water Distribution

An existing water main is located along the north side of the project site on Waterman Drive. An existing hydrant (on the southeast side of tax parcel # 8-18-217.00) will be utilized for fire protection to the site. The projected flows for the lot are to be designed and provided by others.

The existing water service enters the building on the north side of the building. There is no new water service proposed as part of this project.

3.0 SANITARY SEWER FACILITIES

3.1 Existing Sanitary Sewer Facilities

A municipal, gravity sanitary sewer system exists in the project area to the east of the existing building. Sanitary sewer waste is ultimately conveyed to and treated at the City of Watertown Wastewater Treatment Facility. There is no new sanitary service proposed as part of this project.

4.0 HYDROLOGIC AND HYDRAULIC ANALYSES

4.1 Existing Drainage

The majority of the site generally drains via overland sheet flow in a westerly direction, toward the grassed area. Stormwater is also being collected by two existing catch basins. This infrastructure directs runoff to an existing storm water system on S. Bellew Ave. For existing topography, see attached Site Layout Plan.

4.2 Proposed Drainage

The proposed grading of the property will be configured to direct the drainage in a westerly direction towards the stormwater retention area located between the property line and parking/driving aisles.

5.0 LANDSCAPING

5.1 Existing Landscaping

There are four trees located on the perimeter of the site along Waterman Dr (in the City Right-of-Way (ROW)). There are also several trees located on the northwest side of the site. Minimal landscaping is located on the rest of the site.

5.2 Proposed Landscaping

Landscaping will be provided to comply with the City of Watertown requirements. Landscaping will be chosen that is native to the area, grows well in the soil conditions of the project, and fits in with the overall theme of the area.

Evergreen trees are proposed along the S. Bellew Ave side of the site and as required screening in front of the side lot parking area. The new trees consist of Colorado Spruce.

6.0 LIGHTING

6.1 Site Lighting

The site and parking areas will be illuminated by existing wall mounted light fixtures. There are two existing wall mounted lights on the front of the building and four wall-mounted lights located on the west side of the building. No new lighting is proposed.

7.0 TRAFFIC ANALYSIS

Proposed anticipated trips to the development shall not be more than for the previous building use.

8.0 SUMMARY

The proposed addition and paving at this project site shall not cause any impacts to the City's infrastructure, provided the improvements discussed in this report are performed as proposed. The project involves the rehabilitation of the existing building along with the construction of a 960 SF building addition and the placement of a 624 SF cooler on an existing concrete pad. A 1,632 SF canopy will be constructed on the west side of the building. The project also includes asphalt pavement for additional parking and drive aisles, along with concrete, and wood deck for seating. There will be no new water and sanitary proposed.

SACKETS HARBOR BREWERY

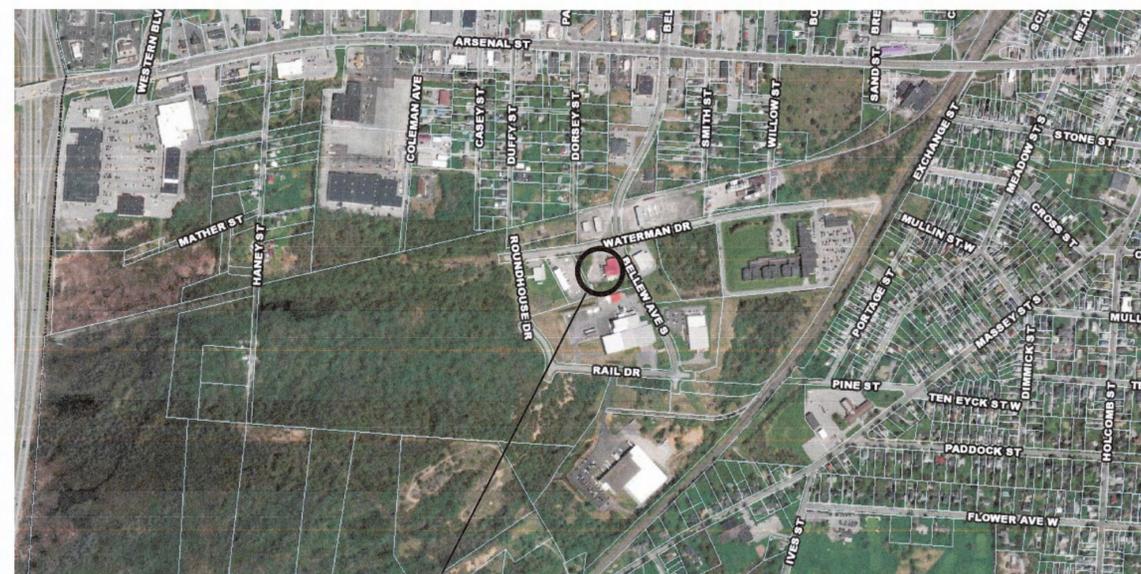
981 WATERMAN DRIVE, CITY OF WATERTOWN
JEFFERSON COUNTY, NEW YORK

SITE DEVELOPMENT PLANS

22 SEPTEMBER 2020

INDEX OF DRAWINGS:

- S101- BOUNDARY AND TOPOGRAPHIC SURVEY
- C101 - SITE LAYOUT PLAN
- C501 - SITE DETAILS
- C502 - SITE DETAILS
- A201- FLOOR PLAN
- A301- EXTERIOR ELEVATIONS



SITE LOCATION

LOCATION MAP



FOR APPROVALS ONLY
NOT FOR CONSTRUCTION

PREPARED BY:



Architecture
Engineering
Environmental
Land Surveying
Land Planning

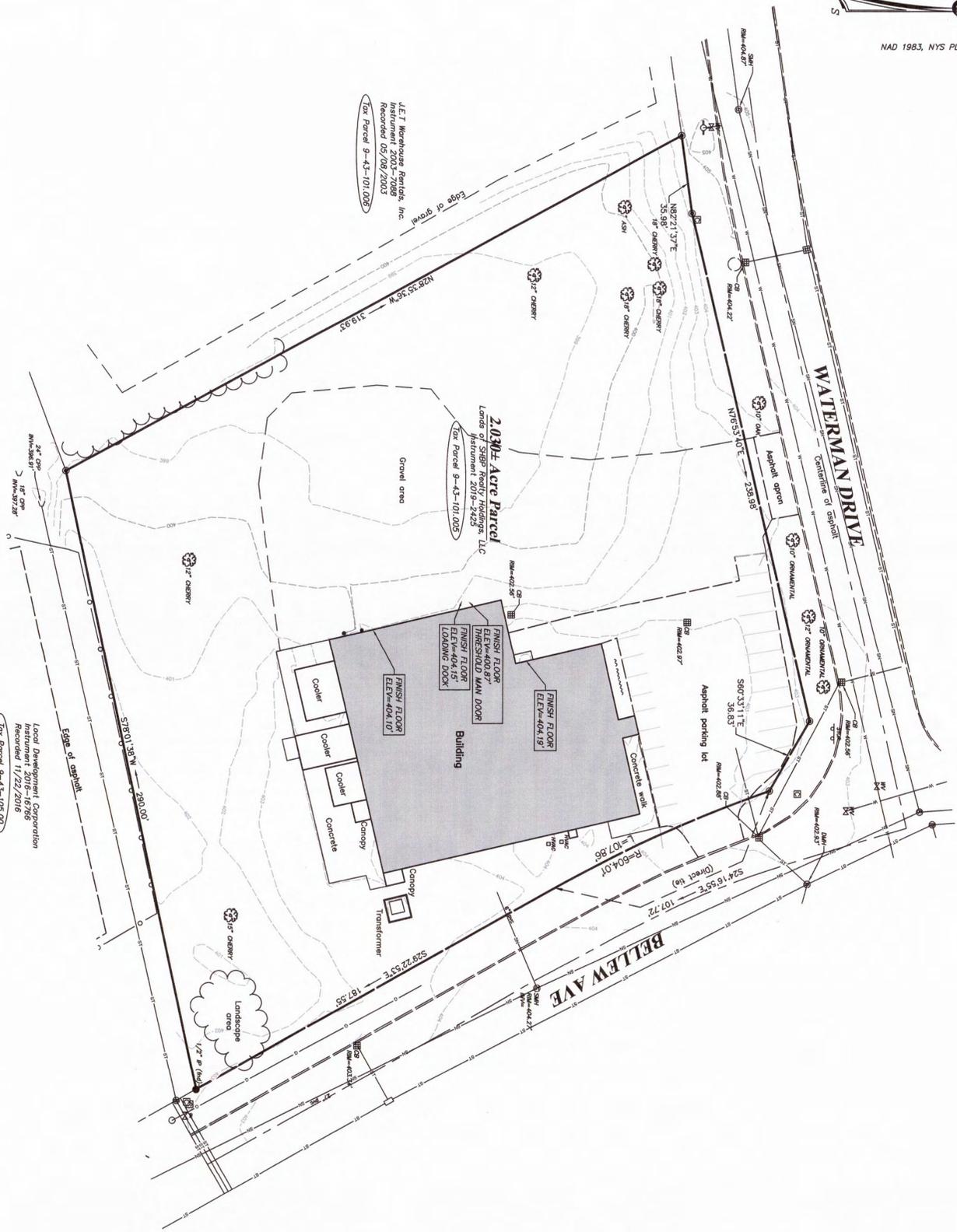
EDWARD G. OLLEY JR., AIA

PREPARED FOR:

SHBP REALITY HOLDINGS, LLC
P.O. BOX 725
SACKETS HARBOR, NY 13685



2020-065
 SACKETS HARBOR BREWERY - SITE DEVELOPMENT PLANS
 981 WATERMAN DRIVE - CITY OF WATERTOWN, NEW YORK



L.L.T. Warehouse Rentals, Inc.
 2.0316 Acre Parcel
 Instrument 2019-3425
 Recorded 05/09/2023
 Tax Parcel 9-43-101.005

L.L.T. Warehouse Rentals, Inc.
 2.0316 Acre Parcel
 Instrument 2019-3425
 Recorded 05/09/2023
 Tax Parcel 9-43-101.005

Local Development Corporation
 Instrument 2016-16766
 Recorded 11/22/2016
 Tax Parcel 9-43-101.005



LEGEND

- 1/2" IRON PIPE WITH CAP SET
- IRON MANHOLE FOUND (as noted)
- CATCH BASIN ROUND
- CATCH BASIN SQUARE
- COMMUNICATIONS MANHOLE
- ELECTRICAL MANHOLE
- ELECTRIC METER
- GAS VALVE
- GAS WIRE
- HYDANT
- HYDANT
- LIGHT POLE
- MONITORING WELL
- PUMP STATION
- STORM MANHOLE
- STORM MANHOLE
- SIGN POST
- SIGN POST
- TEST BORING
- TEST BORING
- TRAFFIC SIGNAL
- TRAFFIC SIGNAL
- TREE (deciduous)
- UTILITY POLE
- WATER VALVE
- WOOD POST
- ASPHALT
- BRUSH/HEDGE
- CONTOUR MAJOR
- CONCRETE CURB
- GRAVEL
- GRAVEL
- GRAVEL RAIL
- GRAVEL RAIL
- WOOD FENCE
- WOOD FENCE
- LANDSCAPING
- OVERHEAD UTILITIES
- PAINT MARKINGS
- ELECTRIC LINE
- GAS LINE
- SANITARY SEWER LINE
- STORM SEWER LINE
- WATER LINE

DEED REFERENCE
 Alteri Boxer, Inc.
 to SHBP Realty Holdings, LLC
 Instrument 2019-3425
 Recorded 02/22/2019
 Tax Parcel 9-43-101.005

NOTES

1. Field location was performed on September 24, 2019.
2. The horizontal datum referenced herein is NAD 1983, New York State Plane, Central Zone based on the NYS CORS Network.
3. The vertical datum referenced herein is based on a local control.
4. All easements are per the City of Watertown Real Property Assessment Office.
5. Underground facilities, structures and utilities have been plotted.
6. There may be underground facilities, structures and utilities the existence of which is presently not known and therefore not shown on this map.
7. Prior to construction contact Underground Facilities Projecting Organization, (UFPPO) at 1-800-962-7992 for exact location of all underground utilities.
8. This survey was prepared without the benefit of an Updated Abstract of Title and is subject to any changes which may occur as a result of a more complete title search.
9. The lands shown herein are subject to any rights, restrictions, easements or covenants of record, expressed or implied by usage or custom.



BOUNDARY AND TOPOGRAPHIC SURVEY OF THE LANDS AT
981 WATERMAN DRIVE
 PREPARED FOR SHBP REALTY HOLDINGS, LLC
 CITY OF WATERTOWN, COUNTY OF JEFFERSON, STATE OF NEW YORK

Project No. 2000-050a.18
 Scale: 1"=30'
 Date: 10/07/2019
 Drawn By: B.S.H.
 Survey Date: See Note 1
 Checked By: HPL
 Date Issued: 11/5/19
 Drawg. No.



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S101

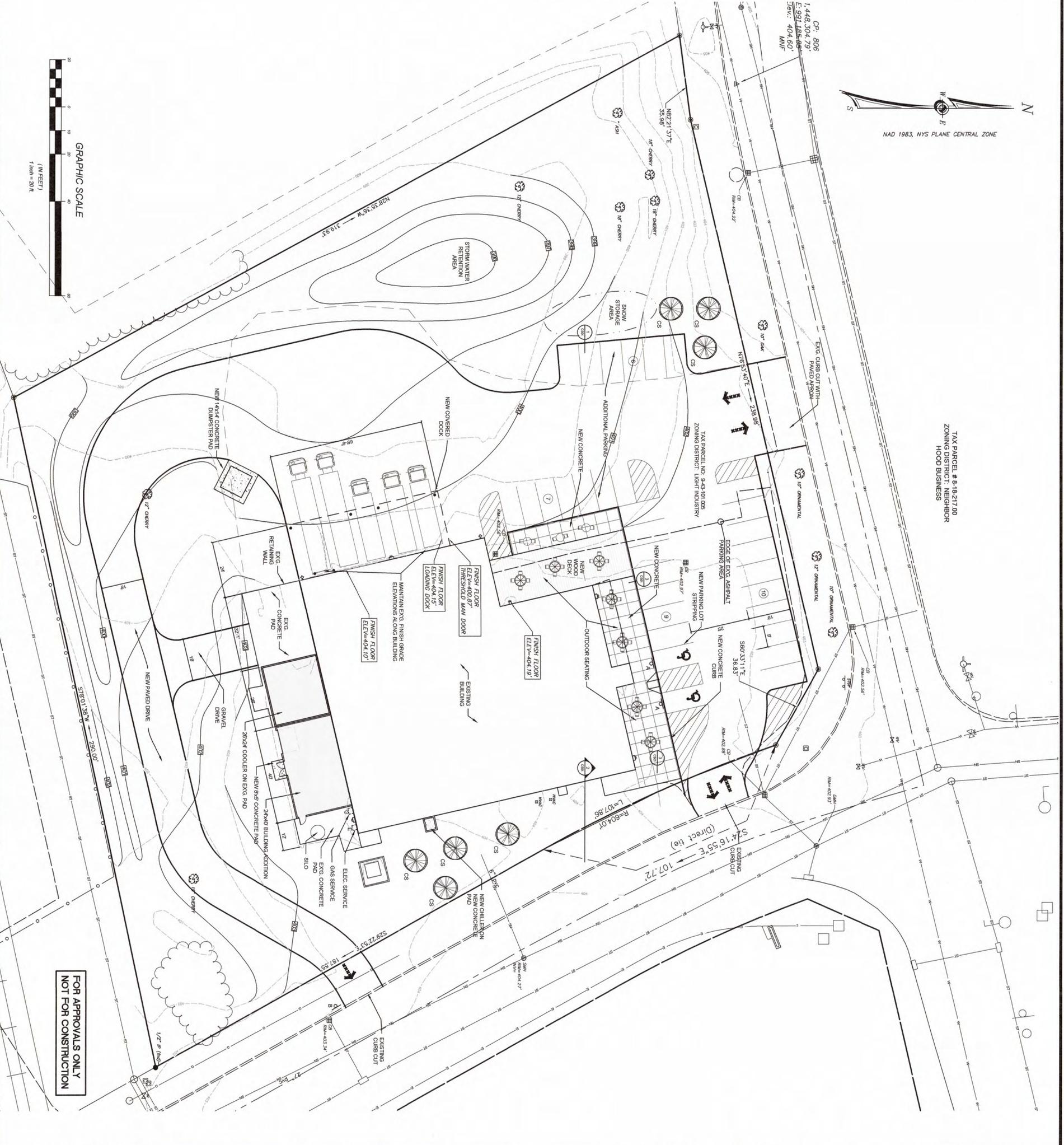
PLANNING DATA	
CURRENT ZONING CLASSIFICATION - LI LIGHT INDUSTRY	AREA AND BULK CALCULATIONS
USE: BREWERY & TASTING ROOM	PROPOSED
ITEM	REQUIRED/ALLOWED
LOT SIZE	NA
FRONT YARD SETBACK	35'
SIDE YARD SETBACK	20'
REAR YARD SETBACK	20'
MAX LOT COVERAGE	35%
PARKING SPACES	32 SPACES
	BUSINESS 5/1,000 1952SF=10
	LIGHT INDUSTRY 200 SF/1,500 SF =7

SIGN SCHEDULE			
LABEL	SIGNS	LABEL	SIGNS
A		B	

1. ALL OUTSIDE SIGNS ARE TO BE CONSTRUCTED IN ACCORDANCE WITH ALL DETAILS WITHIN THE STATE OF NEW YORK DEPARTMENT OF TRANSPORTATION - US DEPARTMENT OF TRANSPORTATION'S SIGN MANUAL, INCLUDING SIGN SPECIFICATIONS, NOT LIMITED TO STANDARD SIGN DIMENSIONS (645-01), POSITIONING AND TRAFFIC SIGNS (645-03), SIGN PANEL DETAILS FOR GUIDE, INFORMATION AND OTHER SIGNS (645-09), BI-DIRECTIONAL BREAKAWAY BASE AND HINGE ASSEMBLY (645-11).
2. ALL SIGNS AND PAINT MARKINGS ARE TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS AS OUTLINED IN THE LATEST VERSION OF THE FEDERAL MUTCD AND THE NYS SUPPLEMENT.
3. 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. COMPACTON TESTING WILL BE REQUIRED FOR ALL MATERIALS TO BE PERMANENTLY PLACED WITHIN THE MARGIN AND MUST BE SUBMITTED TO THE CITY OF WATERTOWN CODES DEPARTMENT.

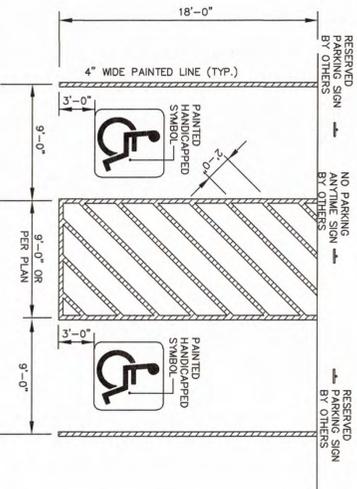
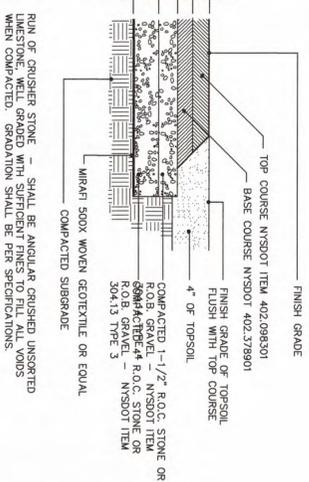
PLANT MATERIAL SCHEDULE		
SYMBOL	BOTANICAL NAME	COMMON NAME
EVERGREEN		
CS	PICEA PUNGENS	COLORADO SPRUCE
		6' B.B.

MASTER LEGEND	
EXISTING	PROPOSED
1" CONTOUR	--- 400 ---
BUILDING	—
CATCH BASIN	□
CONCRETE SIDEWALK	▨
CURBED ROAD	▨
EDGE OF PAVEMENT	—
FIRE HYDRANT	⊗
WALL MOUNTED LIGHTS	⊗
PROPERTY LINE	—
SANITARY LINE	—
SEWER MANHOLE	⊗
SIGNS	⊗
STORM LINE	—
UNDERGROUND ELECTRIC	—
WATER LINE	—
GAS LINE	—
WATER LINE	—

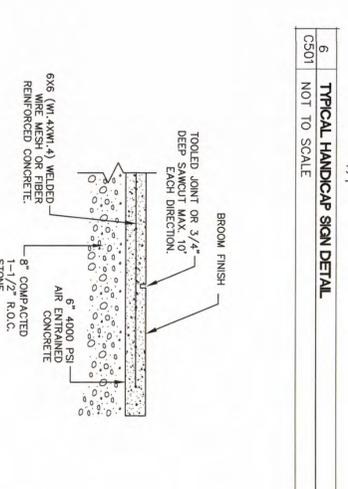
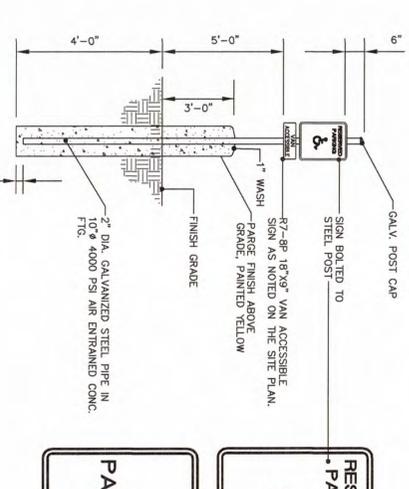
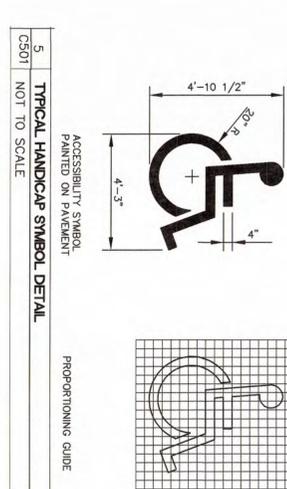
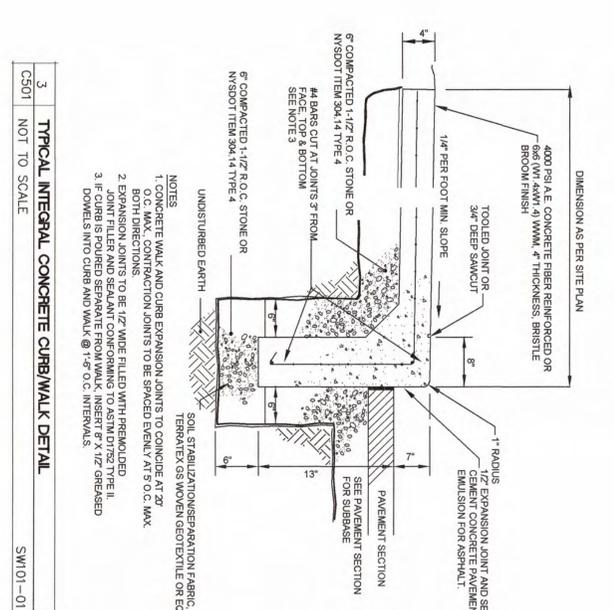
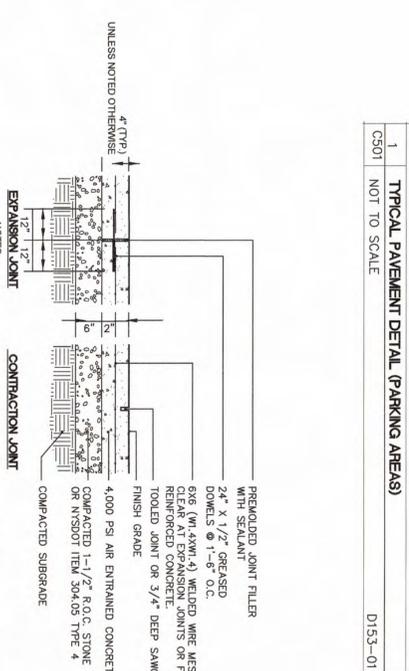


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	GYMO Architecture Engineering Environmental Land Surveying	WWW.GYMODPC.COM 18969 US Route 11 Watertown, NY 13601 315.788.3900
	SITE LAYOUT PLAN SACKETS HARBOR BREWERY 981 WATERTMAN DRIVE CITY OF WATERTOWN, COUNTY OF JEFFERSON, STATE OF NEW YORK	Project No: 2020-065 Scale: AS NOTED Date: 08-19-2020 Drawn By: MML Survey Date: Checked By: Date Issued: 9-2-2020 Drawg No.



NOTES
1. MAX. PAVEMENT SLOPE TO BE 2% (1:50) IN ANY DIRECTION, FOR HANDICAP AREAS.



GENERAL NOTES:

- UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. THERE MAY BE OTHERS, THE EXISTENCE OF WHICH IS PRESUMEDLY NOT KNOWN. PRIOR TO CONSTRUCTION CONTRACT UNDERGROUND UTILITIES SHALL CENTER OF NEW YORK FOR EXACT LOCATION OF ALL UNDERGROUND UTILITIES. (1-800-962-7982). CONTRACTOR IS RESPONSIBLE FOR LOCATING AND WORKING WITH THE APPROPRIATE UTILITY COMPANIES PRIOR TO CONSTRUCTION.
- THE TOPOGRAPHIC, PLANNETRIC, AND BOUNDARY SURVEY WAS PERFORMED BY GYMO D.P.C.
- ALL OUT-OF-SCOPE AREAS DISTURBED BY THE CONTRACTOR'S OPERATIONS WILL BE RESTORED TO CONDITIONS EQUAL TO OR BETTER THAN THAT PRIOR TO CONSTRUCTION. ALL LIABILITY WHEN ACCESSING THOSE PROPERTIES.
- THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE CHARACTERISTICS AND EXTENT OF SUBSURFACE SOILS, ROCK, WATER TABLE LEVELS, ETC., PRIOR TO BIDDING.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS, BONDS, FEES, AND PAYMENTS TO OBTAIN SAID PERMITS WHERE APPLICABLE.
- WHEN THE PERFORMANCE OF THE CONTRACTOR'S WORK REQUIRES THE INTERRUPTION OF UTILITY SERVICES, HE/SHE SHALL ISSUE A 48 HOUR PRIOR NOTICE TO THE GOVERNING MUNICIPALITY.
- SITE CONTRACTOR TO PROVIDE EROSION AND SEDIMENT CONTROL AND DUST CONTROL.
- A LICENSED LAND SURVEYOR SHALL BE RETAINED FOR ALL UTILITY AND FIELD STAKEOUT AND AS-BUILT AT THE CONTRACTOR'S EXPENSE.
- CONTRACTOR SHALL MAINTAIN ALL EROSION CONTROL MEASURES THROUGHOUT CONSTRUCTION UNTIL ESTABLISHMENT OF VEGETATIVE COVER, RUNOFF CONTAINING SEDIMENT FROM DISTURBED AREAS OF THE SITE SHALL NOT BE ALLOWED DIRECTLY OFF SITE ONTO ANY ADJACENT CHANNELS.
- ALL EXISTING FACILITIES (I.E. TREES, PAVEMENT, CURBING, BUILDINGS, ETC.) TO REMAIN SHALL BE PROTECTED BY THE CONTRACTOR. CONSTRUCTION ACTIVITIES ADJACENT TO EXISTING FACILITIES TO REMAIN SHALL BE CONDUCTED TO REDUCE THE IMPACT TO THEM TO THE MAXIMUM EXTENT PRACTICALLY. ANY DAMAGE TO EXISTING FACILITIES TO REMAIN SHALL BE REPAIRED OR REPLACED, AS DIRECTED BY THE OWNER AT THE CONTRACTOR'S EXPENSE.
- CONTRACTOR SHALL PERFORM ALL R.O.W. CONNECTION AND/OR ADJACENT WORK IN ACCORDANCE WITH NYSDOT SPECIFICATIONS. ALL R.O.W. WORK SHALL BE IN ACCORDANCE WITH NYSDOT MAINTENANCE AND PROTECTION OF TRAFFIC REGULATIONS, INCLUDING FLAGMEN, BARRICADES, WARNING SIGNALS, ETC., WHERE WARRANTED.
- CONTRACTOR SHALL BE RESPONSIBLE FOR CLEANING, GRUBBING, CUTTING AND DISPOSING OF VEGETATION, TREES AND DEBRIS IN ANY WAREHOUSE ACCEPTABLE LOCATION.
- CONTRACTOR SHALL PERFORM ALL NECESSARY EARTHWORK, INCLUDING THE STRIPPING, STOCKPILING AND REPLACING OF TOPSOIL IN ACCORDANCE WITH THE PLANS. EXCESS MATERIAL SHALL BE REMOVED FROM THE SITE.
- EXCAVATIONS SHALL BE TO DEPTHS SHOWN ON DRAWINGS. ALL UNSTABLE OR UNSATURATED MATERIAL SHALL BE EXCAVATED AND REMOVED TO SUCH DEPTHS AS REQUIRED TO PROVIDE SUFFICIENT BEARING CAPACITY. OVER-EXCAVATED AREAS SHALL BE BACKFILLED WITH SUITABLE MATERIAL.
- COMPACTION OF PIPE BEDDING AND BACKFILL MATERIAL SHALL BE BY MEANS OF HAND-GUIDED POWER DRIVEN DRUM TYPE OR PLATE TAMPERS. BACKFILLING SHOULD COMPLY WITH NYSDOT SPECIFICATIONS. MAXIMUM DRY DENSITY SHALL BE AS DETERMINED BY ASTM D1557, MODIFIED PROCTOR. THE CONTRACTOR SHALL HAVE AN INDEPENDENT TESTING AGENCY TO PERFORM PAVEMENT TESTING PER TECHNICAL SPECIFICATIONS AND PROVIDE THE RESULTS TO THE OWNER FOR REVIEW PRIOR TO FINAL PAYMENT.
- THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES OF DIMENSIONS, ELEVATIONS AND LOCATIONS DURING PRE-CONSTRUCTION FIELD VERIFICATION. SUCH INFORMATION SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER FOR VERIFICATION OR MODIFICATION OF THE PLANS.
- THE CONTRACTOR SHALL DELIVER TO THE OWNER, AN AS-BUILT SURVEY, SIGNED AND SEALED BY A LAND SURVEYOR OR ENGINEER LICENSED IN THE STATE OF NEW YORK. AS-BUILT SURVEYS SHALL INCLUDE, AS A MINIMUM, THE FOLLOWING INFORMATION, AS WELL AS ALL REQUIREMENTS OF THE SPECIFICATION.
 - RECORD OF ALL UTILITIES ENCOUNTERED IN TRENCH EXCAVATION. INFORMATION SHALL INCLUDE DIAMETER OF UTILITY, DEPTH OF BURIAL, AND LOCATION WITH REFERENCE TO NEAREST STRUCTURE SHOWN ON DRAWINGS. THIS INFORMATION SHALL BE KEPT CURRENT ON A WEEKLY BASIS. FAILURE TO DO SO MAY RESULT IN WITHHOLDING OF PAYMENT.
 - DISTANCE TIES TO ALL MANHOLES, CLEANOUTS, CATCH BASINS, ETC.
 - UTILITY REPAIRS, SIDEWALK, AND DRIVEWAY REPLACEMENTS CENTERLINE.
 - STATIONS OF BENS AND VALVES.
 - RIM AND INVERT ELEVATIONS AND HORIZONTAL LOCATION OF MANHOLES, CATCH BASINS, AND CLEANOUTS.
 - DENOTED BENCHMARK REFERENCES USED.
 - PERIODIC OFFSETS.
 - NOTATION FROM THE ENGINEER OR SUPERVISOR THAT THE GRADERS ARE IN CONFORMANCE WITH THE SITE PLANS.
 - RECORD DETAILS NOT SHOWN ON THE ORIGINAL CONTRACT DOCUMENTS, ANY FIELD CHANGES OF DIMENSIONS AND DETAILS AND ANY CHANGES MADE BY CHANGE ORDER OR CERTIFICATE OF SUBSTITUTION. COMPLETION SHALL NOT BE ISSUED UNTIL AS-BUILT INFORMATION IS ACCEPTABLE.
 - TWO (2) SETS OF FINAL COMPLETE RECORD DRAWINGS. CONTRACTOR SHALL FURNISH AS-BUILT DATA ON PLAN SHEETS.
- UPON COMPLETION OF STORM SEWER FACILITIES AND ESTABLISHMENT OF VEGETATION, THE NEW AND EXISTING STORM SYSTEMS RECEIVING RUNOFF FROM THIS SITE SHALL BE CLEANED OF DEBRIS. ONLY AT THIS TIME SHALL THE EROSION AND SEDIMENTATION CONTROL MEASURES BE REMOVED.
- CONTRACTOR SHALL PROVIDE SATISFACTORY DEMONSTRATION AND DRAINAGE OF EXCAVATIONS.
- THE CONTRACTOR IS RESPONSIBLE FOR MAKING SURE THAT AREA ROADS AND PARKING FACILITIES ARE CLEAR OF DEBRIS AND MAINTAINED ON A DAILY BASIS DURING THE ENTIRE CONSTRUCTION PROCESS.
- EXCAVATIONS AND TRENCHING SHALL BE PERFORMED IN ACCORDANCE WITH STATE OF NEW YORK INDUSTRIAL CODE, RULE 23.0 S.I.A. TITLE 29, PART 1908, NEW YORK STATE DEPARTMENT OF LABOR, TITLE 12, PART 23, AND ALL OTHER APPLICABLE SAFETY STANDARDS AND CODES.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO BE AWARE OF AND TO CONFORM WITH ALL RULES AND RESPONSIBILITIES ASSOCIATED WITH PROVIDING A SAFE WORK PLACE. THE CONTRACTOR MUST COMPLY WITH OSHA 29 CFR PART 1926, SAFETY AND HEALTH REGULATIONS FOR CONSTRUCTION.
- A STORM WATER POLLUTION PREVENTION PLAN MAY BE NEEDED FOR THIS PROJECT.
- 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. CONTRACTOR IS REQUIRED FOR ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN AND MUST BE SUBMITTED TO THE CITY OF WATERTOWN COOPERATIVE DEPARTMENT.
- PLEASE NOTE THAT ANY CONTRACTOR WORKING WITHIN THE CITY OF WATERTOWN MUST PROVIDE A CURRENT CERTIFICATE OF LIABILITY INSURANCE (ACCORD 29). IN ADDITION, IT'S ALSO MANDATES PROOF OF WORKERS COMPENSATION BE SHOWN PRIOR TO THE ENGINEERING DEPARTMENT ISSUING ANY PERMITS.
- UNDERGROUND PRIMARY ELECTRICAL SERVICE BY OTHERS. CONTRACTOR TO COORDINATE WITH UTILITY COMPANY FOR DESIGN.
- 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 SPECIFICATION PROVIDED.

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NOT FOR CONSTRUCTION**

SITE DETAILS
SACKETS HARBOR BREWERY
981 WATERTMAN DRIVE
CITY OF WATERTOWN, COUNTY OF JEFFERSON, STATE OF NEW YORK

REGISTERED ARCHITECT
EDWARD J. GYMO
STATE OF NEW YORK
NO. 0217892

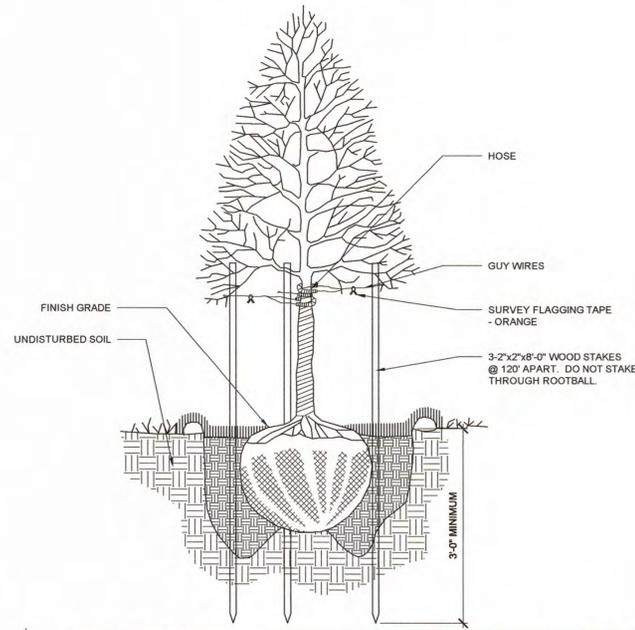
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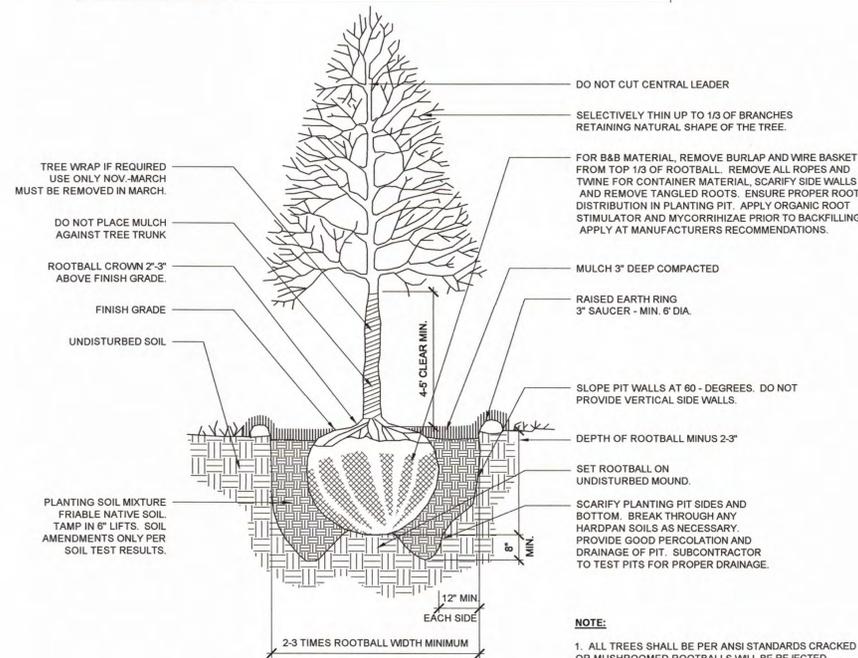
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Project No. 2020-055
Scale: AS NOTED
Date: 06-13-2020
Drawn By: MML
Checked By: MML
Date Issued: 9-22-2020
Drawg No.

C501



1	TREE STAKING DETAIL
C502	NOT TO SCALE



2	TREE PLANTING DETAIL
C502	NOT TO SCALE

TREE PLANTING NOTES:

THESE NOTES ARE PRESENTED AS A "SUMMARY" OF THE WRITTEN SPECIFICATIONS ISSUED FOR THE PROJECT. REFER TO THE WRITTEN SPECIFICATIONS FOR ADDITIONAL DETAIL AND FULL PROJECT REQUIREMENTS.

- ANY QUANTITIES INDICATED ON THE DRAWINGS OR ON THE TREE MATERIAL SCHEDULE ARE PROVIDED FOR THE BENEFIT OF THE LANDSCAPE SUBCONTRACTOR BUT SHOULD NOT BE ASSUMED TO BE CORRECT. THE LANDSCAPE SUBCONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE QUANTITIES INDICATED. ANY DISCREPANCIES NOTED SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO INSTALLATION. IN THE EVENT OF A DISCREPANCY, THE GRAPHIC REPRESENTATIONS SHOWN ON THE DRAWINGS SHALL GOVERN.
- NO SUBSTITUTIONS AS TO SIZE, TYPE, SPACING, QUANTITY OR QUALITY OF TREE MATERIAL SHALL BE MADE WITHOUT THE WRITTEN APPROVAL OF THE ENGINEER. CHANGES IN TREE MATERIAL MAY CONSTITUTE PLAN RE-APPROVAL.
- TREES SHALL BE SUPPLIED AT THE SIZES SPECIFIED ON THE DRAWINGS. THE SIZES SHOWN ARE THE MINIMUMS FOR EACH CATEGORY (HEIGHT, SPREAD, CALIPER, CONTAINER SIZE, ETC.) WHEN A RANGE OF SIZE IS GIVEN, 75% OF THE PLANTS SUPPLIED MUST MEET THE MAXIMUM RANGE SIZE, AND 25% OF THE PLANTS SUPPLIED SHALL BE THE MINIMUM RANGE SIZE SPECIFIED. THE PLANTS SUPPLIED MUST CONFORM TO ALL OF THE MINIMUM DIMENSIONS INDICATED. PLANTS OF LARGER SIZE MAY BE USED IF ACCEPTABLE TO THE ENGINEER AT NO ADDITIONAL COST AND IF SIZES OF CONTAINER OR ROOT BALLS, HEIGHT, AND SPREAD ARE INCREASED PROPORTIONATELY IN ACCORDANCE WITH ANSI Z60.1. ALL OTHER QUALITY REQUIREMENTS OF THE TREE MATERIAL MUST ALSO BE ADHERED.
- ALL TREES MUST BE NURSERY GROWN, BALL AND BURLAP (B&B) OR CONTAINER GROWN AS SPECIFIED IN THE MATERIALS SCHEDULE. CONTAINER GROWN MATERIAL CAN BE SUBSTITUTED FOR B&B MATERIAL WITH WRITTEN APPROVAL BY THE DIE CONTRACTOR PRIOR TO INSTALLATION. ALL TREE MATERIALS SHALL CONFORM TO THE AMERICAN STANDARD FOR NURSERY STOCK ANSI Z-60.1, LATEST EDITION. ALL TREES SHALL COMPLY WITH ANSI Z-60.1 AND THE URBAN TREE FOUNDATION GUIDELINE FOR NURSERY TREE QUALITY, 2009 EDITION. ALL TREES SHALL BE HIGHEST QUALITY, FIRST CLASS REPRESENTATIVES OF THEIR SPECIES. SECONDS, CULLS, OR PARK GRADE MATERIAL WILL BE REJECTED.
- CALIPER SIZE IS NOT TO BE REDUCED. CALIPER MEASUREMENTS SHALL BE TAKEN IN ACCORDANCE WITH ANSI STANDARDS.
- ALL TREES MUST BE STRAIGHT TRUNK, HAVE A STRONG CENTRAL LEADER, FULL HEADED, AND MEET THE MINIMUM REQUIREMENTS. TREES WITH A "Y" SHAPE ARE NOT ACCEPTABLE. TREES THAT HAVE BEEN FRESHLY PRUNED TO MEET THESE SPECIFICATIONS SHALL BE REJECTED.
- THE TREES VEGETATIVE CANOPY SHOULD BE MOSTLY SYMMETRICAL AND FREE OF LARGE VOIDS OR FLAT SURFACE AREAS ON ONE SIDE.
- ALL STREET AND SHADE TREES SHALL HAVE A MINIMUM SIX FEET (6') CLEAR TRUNK UNLESS OTHERWISE NOTED ON PLANS OR PLANT LISTS.
- TREES MOVED DURING PERIODS OF HIGH TRANSPIRATION SHALL BE SPRAYED WITH AN ANTI-DESSICANT PRIOR TO MOVING. APPLY AND REMOVE ANTI-DESSICANTS AT THE MANUFACTURER'S RECOMMENDATIONS.
- TREES SHALL BE STAKED AND GUYED AS DETAILED AND SPECIFIED ONLY IF THE TREE CANNOT STAND ON ITS OWN AS DETERMINED BY THE PROJECT LANDSCAPE ARCHITECT. STAKE AND GUYED MATERIALS SHALL BE REMOVED BY THE LANDSCAPE SUBCONTRACTOR SIX (6) MONTHS AFTER FINAL ACCEPTANCE.
- ALL TREES ARE SUBJECT TO REVIEW AND APPROVAL BY THE ENGINEER AT ANY TIME PRIOR TO FINAL ACCEPTANCE. REJECTED PLANTS SHALL BE REPLACED IMMEDIATELY AT NO ADDITIONAL COST.
- THE LANDSCAPE SUBCONTRACTOR SHALL FIELD STAKE ALL TREES PRIOR TO INSTALLATION. THE OWNER'S REPRESENTATIVE SHALL APPROVE ALL STAKED LOCATIONS PRIOR TO INSTALLATION. PLANTS INSTALLED PRIOR TO APPROVAL BY THE OWNER'S REPRESENTATIVE ARE SUBJECT TO REJECTION AND REPLACEMENT AT NO ADDITIONAL COST TO THE OWNER.
- PRIOR TO COMMENCEMENT OF INSTALLATION, THE LANDSCAPE SUBCONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL EXISTING UTILITIES AND SHALL AVOID DAMAGING UTILITIES DURING INSTALLATION. ANY UTILITIES DAMAGED DURING INSTALLATION SHALL BE REPAIRED BY THE LANDSCAPE SUBCONTRACTOR TO THE SATISFACTION OF THE APPROPRIATE UTILITY COMPANY AND THE ENGINEER. ALL REPAIRS SHALL BE AT NO COST TO THE OWNER.
- NO TREES SHALL BE PLANTED WITHIN 10' OF SITE UTILITY LINES. TREE LOCATIONS PROPOSED WITHIN 10' SHALL BE BROUGHT TO THE ATTENTION OF THE PROJECT LANDSCAPE ARCHITECT PRIOR TO EXCAVATING. FIELD ADJUSTMENT OF TREE LOCATIONS SHALL BE DETERMINED BY THE PROJECT LANDSCAPE ARCHITECT. PLANTS RELOCATED AND INSTALLED WITHOUT APPROVAL OF THE PROJECT LANDSCAPE ARCHITECT WILL BE REMOVED, REPLACED, AND RELOCATED AT NO ADDITIONAL COST.
- THE LANDSCAPE CONTRACTOR SHALL UTILIZE ON-SITE TOPSOIL AS AVAILABLE FROM THE EARTHWORK SUBCONTRACTOR. ALL TOPSOIL SHALL BE APPROVED BY THE ENGINEER.
- NO TREES SHALL BE INSTALLED IN POOR DRAINAGE CONDITIONS. LANDSCAPE SUBCONTRACTOR IS RESPONSIBLE FOR TESTING SUSPECT TREE PITS PRIOR TO TREE INSTALLATION. REFER TO THE LANDSCAPE SPECIFICATIONS FOR TREE PIT TESTING PROCEDURES.
- ALL TREES SHALL BE PLACED WITH THE BEST FACE FORWARD, TOWARDS THE STREET WHENEVER POSSIBLE.
- ALL TREES SHOULD BE PRUNED AS NECESSARY PRIOR TO INSTALLATION.
- PRE-EMERGENT HERBICIDES, TRIFLUR, PREEN, OR APPROVED EQUAL, SHALL BE APPLIED TO ALL TREE PLANTING BEDS PRIOR TO MULCHING. APPLY AT MANUFACTURER'S RECOMMENDATIONS. HERBICIDES SHALL BE INCORPORATED INTO THE SOIL AT THE RECOMMENDATION OF THE MANUFACTURER.
- APPLY ORGANIC ROOT STIMULATOR, CONTINUING MYCORRHIZAE, TO ALL TREES PRIOR TO BACKFILLING. APPLY AT MANUFACTURER'S RECOMMENDATIONS. CONTRACTOR TO SUBMIT SAMPLES OF ROOT STIMULATOR TO THE ENGINEER FOR APPROVAL PRIOR TO USE.
- THE LANDSCAPE SUBCONTRACTOR IS RESPONSIBLE FOR MAINTAINING THE PLANT INSTALLATIONS UNTIL ACCEPTED BY THE OWNER. MAINTENANCE SHALL INCLUDE RE-MULCHING, WATERING, APPLICATIONS OF HERBICIDES, FUNGICIDES, INSECTICIDES AND PESTICIDES AS NECESSARY. MAINTENANCE SHALL INCLUDE ALL TREES, SEEDING AREAS AND SOD.
- THE LANDSCAPE CONTRACTOR SHALL GUARANTEE THAT ALL TREES SHALL BE IN A HEALTHY AND THRIVING CONDITION ACCORDING TO THE NATURAL GROWTH HABITS OF THE INDIVIDUAL SPECIES AT THE TIME OF THE PROJECT COMPLETION.

LANDSCAPE SEED NOTES:

- SCARIFY, LOOSEN, FLOAT AND DRAG THE UPPER FOUR INCHES (4") OF SOIL TO BRING IT TO PROPER CONDITION AND GRADE PRIOR TO SEEDING / SODDING. REMOVE STONES LARGER THAN ONE INCH (1"), STICKS, ROOTS, RUBBISH, ETC. FINISHED GRADE SHALL BE LOOSE AND FREE DRAINING PRIOR TO SEEDING / SODDING.
- STRIP EXISTING GRASS AND WEEDS, INCLUDING ROOTS, PRIOR TO SEEDING. APPLY HERBICIDES AS NECESSARY TO SPOT TREAT UNWANTED SPECIES.
- INSTALL SEED PER THE WRITTEN SPECIFICATIONS. LANDSCAPE SUBCONTRACTOR MUST ADJUST APPLICATION RATES TO PURE LIVE SEED RATES AS INDICATED.
- ALL SEEDED AREAS MUST BE MAINTAINED BY THE LANDSCAPE SUBCONTRACTOR UNTIL ACCEPTANCE BY THE DESIGN BUILD CONTRACTOR.

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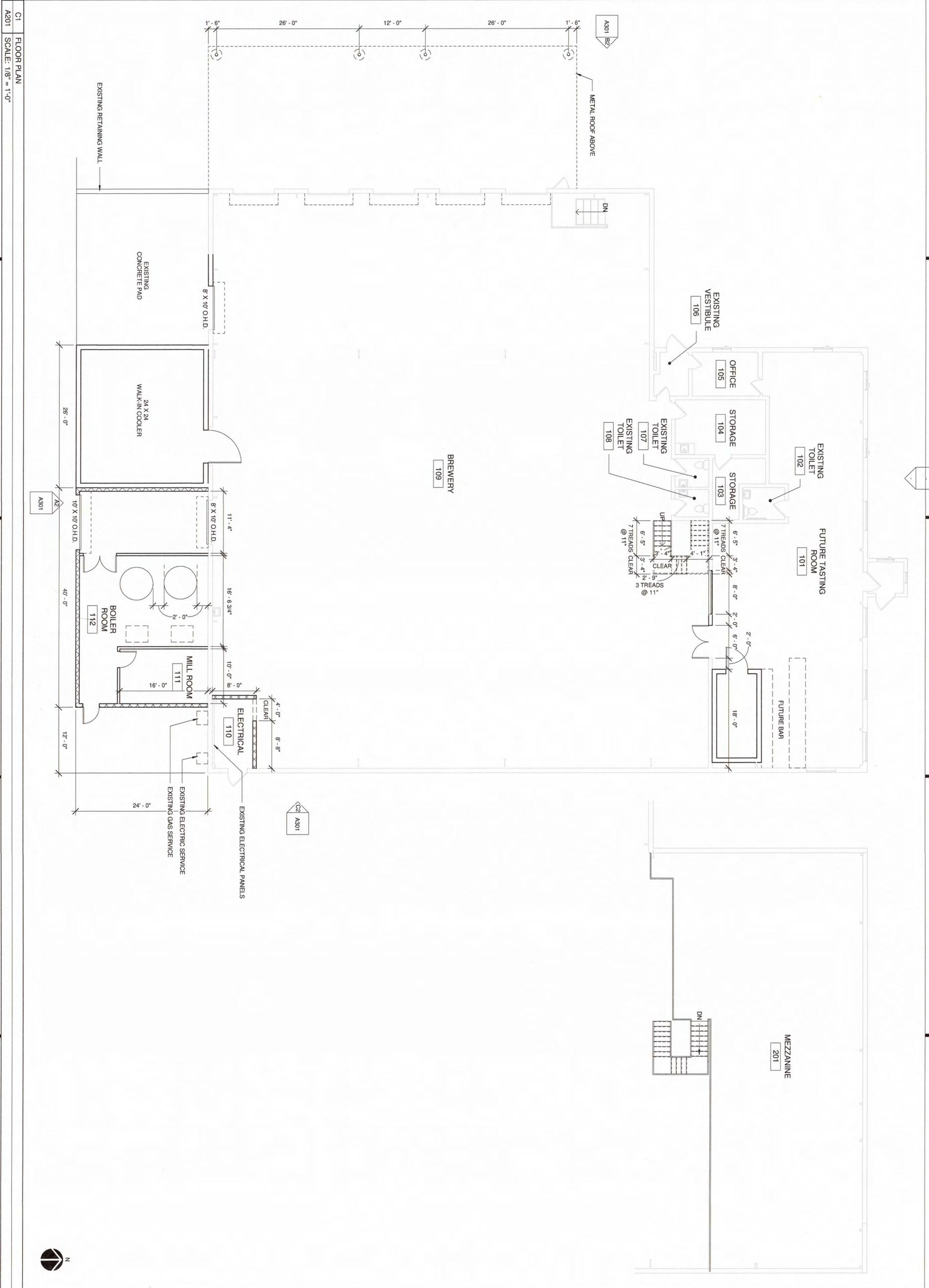
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SUBSECTION 2 OF THE NEW YORK
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PERSON WHOSE ACTION UNDER THE
PROVISIONS OF A LICENSED
PROFESSIONAL ENGINEER OR LAND
SURVEYOR TO ALTER THIS DOCUMENT
OR ANY PART OF ANY OTHER DOCUMENT
WHICH SHALL APPLY HIS OR HER
SEAL AND THE WORDING "ALTERED"
BE FOLLOWED BY HIS OR HER
SIGNATURE, DATE AND A SPECIFIC
DESCRIPTION OF ALTERATION.

SITE DETAILS
SACKETS HARBOR BREWERY
981 WATERTOWN DRIVE
CITY OF WATERTOWN, COUNTY OF JEFFERSON, STATE OF NEW YORK

Project No: 2020-065
Scale: AS NOTED
Date: 08-19-2020
Drawn By: MWL
Survey Date:
Checked By:
Date Issued: 9-22-2020
Drwg. No.

FOR APPROVALS ONLY
NOT FOR CONSTRUCTION

C502



C1 FLOOR PLAN
 A201 SCALE: 1/8" = 1'-0"

ARCHITECTS
 239 E. Water Street - 2nd Fl.
 Syracuse, New York 13202
 www.in-ARCHITECTS.com

**SACKETS HARBOR
 BREWERY**
 WATERTOWN, NEW YORK

IT IS THE POLICY OF THE FIRM OR ANY PERSON, FIRM OR
 ACTING UNDER THE DIRECTION OF A LICENSED ARCHITECT,
 TO AT ALL TIMES MAINTAIN THE INTEGRITY OF THE ARCHITECT'S
 REPUTATION AND TO REFUSE TO ACCEPT ANY ASSIGNMENT
 WHICH MAY BE IN VIOLATION OF ANY LAW, RULE, OR
 REGULATION. THE ARCHITECT SHALL NOT BE RESPONSIBLE
 FOR ANY NEGLIGENCE, MALPRACTICE, OR OTHER
 DISREPUTABLE CONDUCT OF ANY PERSON, FIRM OR
 ACTING UNDER THE DIRECTION OF A LICENSED ARCHITECT,
 WHOSE NAME IS LISTED AS AN ARCHITECT ON THE
 ARCHITECT'S FLOOR PLAN, DRAWING, SPECIFICATION,
 AND THE DATE OF SUCH ATTENTION AND A SPECIFIC
 DISCRIPTION OF THE ATTENTION.

FLOOR PLAN

NO.	DESCRIPTION	DATE

THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AT THE
 SITE AND PROMPTLY NOTIFY THE ARCHITECT IN WRITING OF
 ANY DISCREPANCIES.

Project Status: PROGRESS
 Date: 08/06/2020
 Project Number: 20058
 Drawn By: XXX
 Checked By: XXX

A201

IT IS THE VIOLATION OF THE LAW FOR ANY PERSON, UNLESS ACTING UNDER THE DIRECTION OF A LICENSED ARCHITECT, TO ALTER AN ITEM IN ANY WAY IF AN ITEM BEARING THE SEAL OF AN ARCHITECT IS ALTERED. THE ALTERING ARCHITECT SHALL AFFIX TO HIS ITEM THE SEAL AND THE NOTATION "ALTERED BY" FOLLOWED BY HIS SIGNATURE AND THE DATE OF SUCH ALTERATION AND A SPECIFIC DESCRIPTION OF THE ALTERATION.

**SACKETTS HARBOR
 BREWERY**
 WATERTOWN, NEW YORK

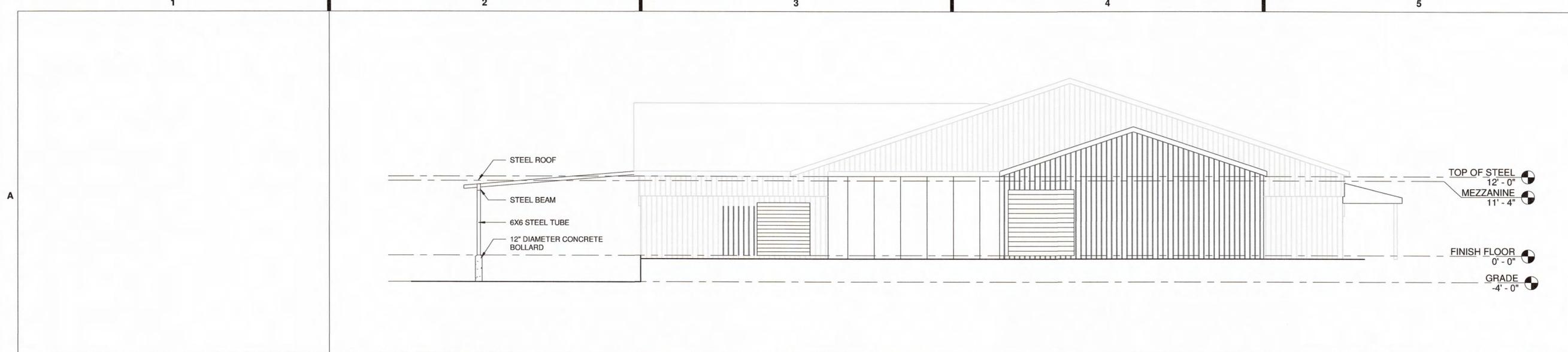
THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AT THE SITE AND PROMPTLY NOTIFY THE ARCHITECT IN WRITING OF ANY DISCREPANCIES.

REVISIONS		
NO.	DESCRIPTION	DATE

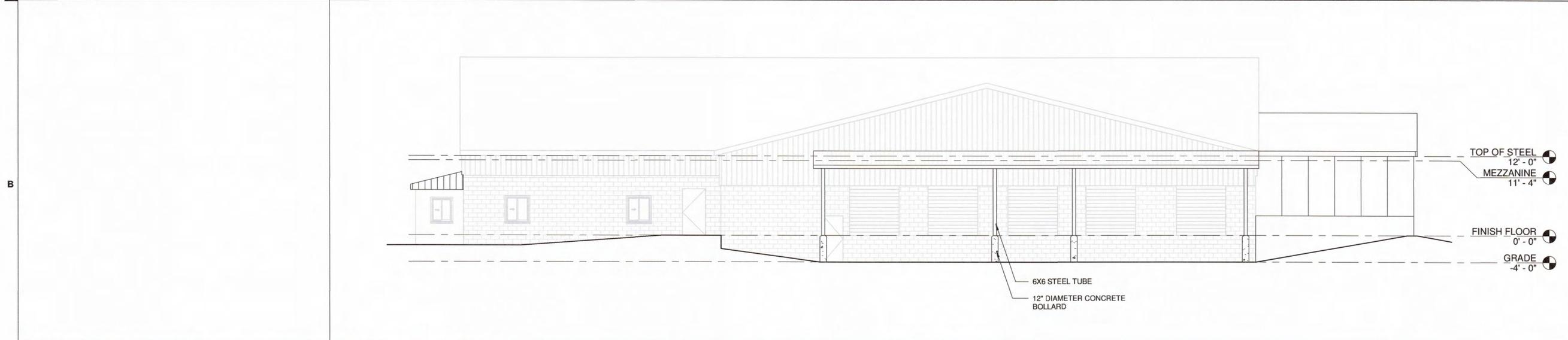
EXTERIOR ELEVATIONS

Project Status	PROGRESS
Date	08/06/2020
Project Number	20058
Drawn By	Author
Checked By	Checker

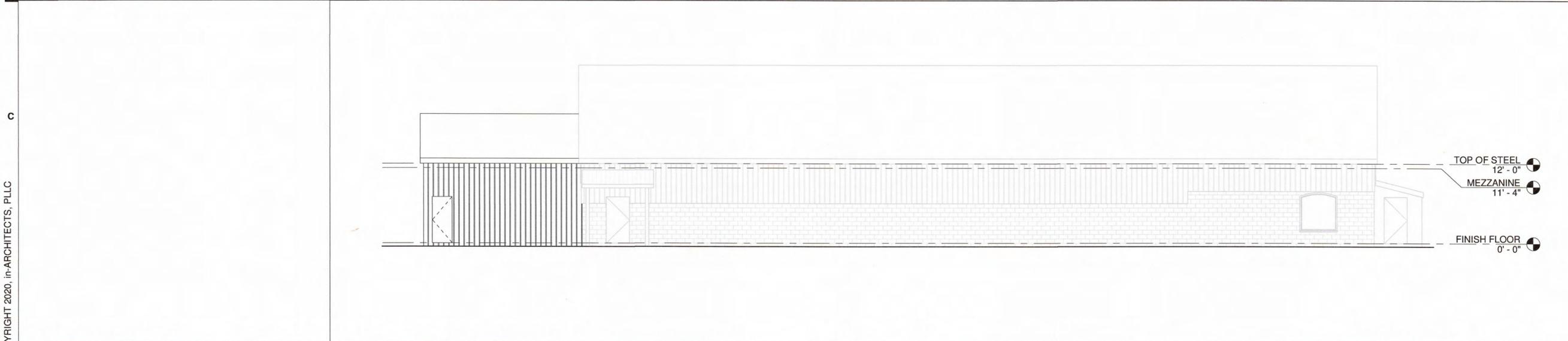
A301



A1 | A301 | A2 | EXTERIOR ELEVATION - SOUTH | A301 | SCALE: 1/8" = 1'-0"



B1 | A301 | B2 | EXTERIOR ELEVATION - WEST | A301 | SCALE: 1/8" = 1'-0"



C1 | A301 | C2 | EXTERIOR ELEVATION - EAST | A301 | SCALE: 1/8" = 1'-0"

Res No. 7

October 13, 2020

To: The Honorable Mayor and City Council

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

Subject: Approving the Special Use Permit Request Submitted by David Reed, President of WER Yellow Cab, Inc., to Allow an Automobile Sales Lot in a Neighborhood Business District at 1170 Water Street, Parcel Number 4-27-202.101

David Reed, President of WER Yellow Cab, Inc., has submitted the above Special Use Permit request to allow an automobile sales lot in a Neighborhood Business District at 1170 Water Street, Parcel Number 4-27-202.101.

The Planning Board reviewed the request at its October 6, 2020 meeting and adopted a motion recommending that City Council approve the request with the conditions listed in the Resolution.

The Staff Report prepared for the Planning Board, the Special Use Permit application, original drawings and other related materials have all been previously sent to Council as part of the Planning Board agenda package. The complete application package can also be found in the online version of the City Council agenda.

A public hearing is required before the City Council may vote on the resolution. **Staff recommends that the Council schedule a public hearing for 7:15 p.m. on Monday, November 2, 2020.**

RESOLUTION

Page 1 of 2

Approving the Special Use Permit Request Submitted by David Reed, President of WER Yellow Cab of Watertown, Inc., to Allow an Automobile Sales Lot at 1170 Water Street, Parcel Number 4-27-202.101

Council Member COMPO, Sarah V.
 Council Member HENRY-WILKINSON, Ryan J.
 Council Member ROSHIA, Jesse C. P.
 Council Member RUGGIERO, Lisa A.
 Mayor SMITH, Jeffrey M.
 Total

YEA	NAY

Introduced by

WHEREAS David Reed, President of WER Yellow Cab of Watertown has made an application for a Special Use Permit to allow an automobile sales lot in a Neighborhood Business District at 1170 Water Street, Parcel Number 4-27-202.101, and

WHEREAS City of Watertown Planning Staff referred the application to the Jefferson County Planning Board for consideration at its October 27, 2020 meeting, pursuant to Section 239-m of New York State General Municipal Law, and

WHEREAS the Planning Board of the City of Watertown reviewed the request for a Special Use Permit at its meeting held on October 6, 2020, 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 may display a maximum of ten (10) vehicles for sale on the site at any time.
2. The applicant must obtain a Zoning Compliance Certificate from the City of Watertown Planning and Community Development Department.

and

WHEREAS a public hearing was held on the proposed Special Use Permit on November 2, 2020, after due public notice, and

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

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed Special Use Permit to allow an automobile sales lot at 1170 Water 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, and

RESOLUTION

Page 2 of 2

Approving the Special Use Permit Request Submitted by David Reed, President of WER Yellow Cab of Watertown, Inc., to Allow an Automobile Sales Lot at 1170 Water Street, Parcel Number 4-27-202.101

Council Member COMPO, Sarah V.
 Council Member HENRY-WILKINSON, Ryan J.
 Council Member ROSHIA, Jesse C. P.
 Council Member RUGGIERO, Lisa A.
 Mayor SMITH, Jeffrey M.
 Total

YEA	NAY

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that a Special Use Permit is hereby granted to David Reed, President of WER Yellow Cab of Watertown, to allow an automobile sales lot in a Neighborhood Business District at 1170 Water Street, Parcel Number 4-27-202.101, contingent upon the applicant meeting the conditions listed above.

Seconded by



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 – 1170 Water Street

DATE: October 1, 2020

Request: Special Use Permit to allow an automobile sales lot in a Neighborhood Business District at 1170 Water Street, Parcel Number 4-27-202.101

Applicant: David Reed, President, WER Yellow Cab of Watertown, Inc.

Proposed Use: Automobile sales lot

Property Owner: WER Yellow Cab of Watertown, Inc.

Submitted:

Cover Letter: Yes	Completed Part 1 of an Environmental Assessment Form: Yes
A Sketch of the Site to Scale: Yes	County Planning Board Review Required: Yes
8 ½” x 11” Copy of Parcel Map: Yes	SEQRA: Unlisted Action

Comments: The applicant proposes to establish an automobile sales lot at 1170 Water Street, Parcel Number 4-27-202.101. The applicant proposes to use an un-striped parking area in front of the existing building to park the vehicles that would be for sale. The applicant also proposes to continue the existing taxicab business, and proposes to shift taxicab storage across the street to 597 Eastern Boulevard, which the applicant also owns. The Zoning Ordinance permits automobile sales in Neighborhood Business Districts only by special approval of City Council, as per Section 310-8 of the Zoning Ordinance. This requires the applicant to apply for a Special Use Permit.

The subject property is part of a Neighborhood Business District that encompasses the entire 500-block of Eastern Boulevard, extending from Marble Street to Water Street. This Neighborhood Business District is bounded by Light Industry District to the north and west, a Waterfront District to the south, and a Commercial District located in the Town of Pamela to the east.

The applicant indicates that site was formerly used as an automobile sales lot and that the property had a Special Use Permit. A search of City records did not reveal a Special Use Permit for this property, however, the previous auto sales lot may have predated the special use requirement in the Zoning Ordinance. Regardless, the previous use has ceased, thus necessitating the need for the Special Use Permit to reestablish the business.

Site Drawing Requirement: The Special Use Permit application requires the applicant to submit a site drawing that includes the following features:

- Existing and proposed building locations, including all property line setbacks
- Vehicular and pedestrian circulation, parking and loading spaces
- Landscaping plans, including site grading (if applicable)

The applicant submitted a printout from the City's online mapping system that depicts the proposed locations for customer parking, vehicles for sale and a tree line. However, the applicant must submit a more thorough drawing, of at least an 8.5" x 11" size, that depicts all applicable requirements above, particularly vehicular circulation, which the next section of this memorandum discusses further. The City keeps this drawing on file and uses it to verify future adherence to what the applicant obtains approval for.

Parking and Vehicular Circulation: The site is at the corner of Water Street and Eastern Boulevard. Almost the entire frontage of the parcel is paved on both streets, and the only curbing is a small triangle measuring approximately 23 x 30 x 50 at the northwest corner of the site where the streets intersect. The rest of the frontage along both streets is uncurbed, allowing free vehicular access from the street (see enclosed photo).

The Planning Board must determine if the access control is sufficient or if it needs any additional information regarding access control and/or internal circulation patterns.

The existing building measures approximately 1,092 square feet in size. A total of five parking spaces per 1,000 square feet of floor area must be provided for staff and customer parking. Based on the size of the building, six parking spaces are required. The applicant notes that there are areas for customer parking on the side of the building. An aerial photo of the area depicts eight spaces located to the south of the building which meets the requirement.

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.

Miscellaneous: The applicant states in his cover letter that he proposes “an initial five or six cars offered for sale.” The Planning Board has the authority to limit the number of vehicles that the applicant may display for sale on site at any given time. The Planning Board should consider whether such a limit is appropriate in this case.

The applicant must also obtain a Zoning Compliance Certificate from the Planning and Community Development Department.

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

1. The applicant must provide a site drawing that depicts all applicable required features, as described in the Special Use Permit application instructions.
2. The Planning Board must determine if the applicant has provided sufficient information regarding vehicular access control and internal vehicular circulation or if it needs additional information to be able to make a recommendation to City Council.
3. The Planning Board should consider whether it is appropriate to limit the number of vehicles for sale that the applicant may display on site at any given time.
4. The applicant must obtain a Zoning Compliance Certificate from the City of Watertown Planning and Community Development Department.

cc: City Council Members
David Reed, President, WER Yellow Cab of Watertown, Inc., 1170 Water Street,
Watertown, NY 13601

Sep 29, 2020 at 11:49:23 AM



Michael A. Lumbis
Planning and Community Development Director
City of Watertown
245 Washington Street
Watertown, NY 13601



Mr. Lumbis,

Attached please find the Special Use Application for 1170 Water St. I am looking to have a small used car sales business on the site to augment my transportation offering to the community. As you may recall, this site was the former Palomino Motors. This site has had a Special Use permit for a car dealership by the previous owners, Thomas Compo and Floyd Roberts. I have attached pictures showing the former use and current use. The portion of Water Street where I am located is predominantly business with Super Formula, IBEW, Yellow Cab, and an automobile rustproofing service just to name a few of my neighbors. I have a very nice and mature tree line that buffers the property from the neighboring residential parcel to the south on Eastern Blvd., and the Clarence Henry complex is just a bit further down.

The addition of the auto business will not substantially change anything about the property or building. Cabs are currently parked on the site, and across the street at my garage. Cabs would now be predominantly across the street and vehicles offered for sale would be located at 1170 Water St. There are areas for customer parking to the side of the building near the mature tree line and I would have the initial five or six cars offered for sale in front of the building. The office layout would remain unchanged. An area currently used for storage with windows facing the lot will be used for the Sales Office.

Covid-19 has impacted many businesses and individuals, it is my desire and plan to continue to offer affordable transportation to the residents of Watertown, both with WER Yellow Cab, and WER Quality Used Autos.

Thank you in advance for your consideration.

Kind regards,

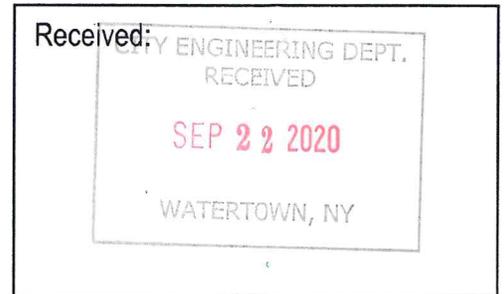
A handwritten signature in cursive script that reads "David E. Reed".

David E. Reed
President
WER Yellow Cab of Watertown, Inc.



City of Watertown
SPECIAL USE PERMIT APPLICATION FORM

City of Watertown, Planning and Community Development Dept.
245 Washington Street, Room 305, Watertown, NY 13601
Phone: 315-785-7741 Email: planning@watertown-ny.gov



PROPERTY INFORMATION:

PROPERTY ADDRESS: 1170 Water St.

TAX PARCEL NUMBER: 4-27-202.101

PROPOSED USE (describe fully; attach additional sheets if necessary): Small used car sales business at the current site of WER Yellow Cab

Site was formerly Palomino Motors.

APPLICANT INFORMATION:

APPLICANT NAME: David E. Reed

APPLICANT MAILING ADDRESS: 1170 Water St., Watertown, NY 13601

PHONE NUMBER: 315-777-0966 E-MAIL: ap.yellowcab@gmail.com

PROPERTY OWNER INFORMATION (if different from applicant):

PROPERTY OWNER NAME: WER Yellow Cab of Watertown Inc.

PROPERTY OWNER MAILING ADDRESS (if different from subject parcel): _____

PHONE NUMBER: 315-782-2121 E-MAIL: ap.yellowcab@gmail.com

CHECKLIST (please include all of the following in addition to this application form):

- | | |
|---|--|
| <input checked="" type="checkbox"/> Cover Letter* | <input checked="" type="checkbox"/> Tax Map with subject parcel highlighted* |
| <input checked="" type="checkbox"/> Site Drawing* | <input checked="" type="checkbox"/> State Environmental Quality Review (SEQR) form* |
| <input checked="" type="checkbox"/> \$125 application fee * | <input checked="" type="checkbox"/> Electronic Copy of Entire Submission (PDF Preferred) |

*See appendices for further information

Applicant Signature: David E. Reed Date: 9/17/2020

Property Owner Signature (if different) _____ Date: _____

Appendix A: Checklist Instructions

- Cover Letter:** The applicant must submit a detailed cover letter describing what the applicant seeks to establish with the proposed Special Use Permit (e.g. the intended future use of the property). Include details such as proposed site alterations, hours of operation, compatibility with the surrounding neighborhood, etc. The applicant should refer to Section 310-52.3 of the Zoning Ordinance, which contains all Special Use Permit standards, and is accessible at the following website: <https://www.ecode360.com/10498983>.
- Tax Map:** A copy of the City Tax Map, with the subject parcel highlighted. Tax maps are accessible using the following website: <https://www.watertown-ny.gov/imo/search.aspx>. Upon entering the required information, the search engine will direct the user to the Parcel Data page for their property. A link to the appropriate tax map will appear on the right hand side of the Parcel Data page.
- Drawing:** The sketch/site drawing must accurately depict what the applicant seeks to establish and include any information necessary to help the Planning Board comprehend the request. Examples of features to show on the drawing include:
- Site Plan showing existing and proposed building locations, including all property line setbacks
 - Vehicular and pedestrian circulation, parking and loading spaces
 - Landscaping plans, including site grading (if applicable).
- To assist with the drawing, applicants may wish to use the City's public GIS mapping tool, available at: <https://www.watertown-ny.gov/index.asp?NID=168>. However, measurements obtained using the GIS tool are **NOT** an acceptable substitute for actual measurements taken on site.
- SEQR:** The applicant must submit a completed SEQR Short Environmental Assessment Form (EAF). The New York State Department of Environmental Conservation (DEC) offers an online mapping tool that assists in completing the SEQR form. It is available at the following website: <https://gisservices.dec.ny.gov/eafmapper/>.
- Property Notice/Affidavit:** The applicant must post a sign on the premises of the proposed permit for at least two (2) weeks prior to the Public Hearing that the City Council will hold on the matter. The applicant must submit an affidavit to the City Council affirming that they have fulfilled this requirement. Planning Staff will provide the applicant with the required sign and affidavit, and will identify the timeline and all relevant dates at the time of distribution.
- Required Sets:** The items in the checklist (other than the application fee) collectively make up a "set." The applicant is responsible for submitting 15 complete collated "sets" to the City Planning Department. If the application requires Jefferson County Planning Board review, then the applicant must submit 16 "sets." Planning Staff will inform the applicant if this is necessary.
- Submittal Instructions:** Submit all required materials to:
- Michael A. Lumbis, Planning and Community Development Director
City of Watertown
245 Washington Street
Watertown, NY 13601
- Meeting Information:** The Planning Board normally meets at 3:00 p.m. on the first Tuesday of every month in Council Chambers at City Hall, 245 Washington Street. The application deadline is 14 days prior to the scheduled meeting date. Planning Board action does not represent final approval, as the Planning Board only votes to make a recommendation to City Council, which holds the sole authority to grant a Special Use Permit. Special Use Permit Requests carry a legal requirement for the City Council to hold a Public Hearing prior to voting on the Ordinance. The Special Use Permit application process will typically take six-to-eight weeks.
- Occasionally, due to holidays or other reasons, meetings may occur on other dates and/or times. The City will announce any changes to meeting dates in advance on its website at www.watertown-ny.gov.

Additional Information regarding Special Use Permits: Upon applying for a Special Use Permit, please note the following:

- A Special Use Permit is a special authorization by City Council to allow a particular land use in a Zoning District that specifically requires additional oversight of said land use. The Zoning Ordinance identifies acceptable special uses under the district descriptions for each Zoning District. The Special Use Permit process ensures that the proposed use will not adversely affect the neighborhood.
- The City Council may impose reasonable conditions and restrictions that directly relate to the proposed special use. The applicant is responsible meeting all such conditions prior to any City official issuing any permits, and continuing to meet any such conditions for the duration of the approved special use.
- A Special Use Permit shall expire one year from the date of City Council approval if the applicant has not begun using the subject property for the approved special use. A Special Use Permit shall also expire immediately upon cessation of the approved special use. Council may approve more stringent expiry conditions at their discretion.

Short Environmental Assessment Form

Part 1 - Project Information

CITY ENGINEERING DEPT.
RECEIVED
SEP 22 2020
WATERTOWN, NY

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: WER Quality Used Auto Sales			
Project Location (describe, and attach a location map): 1170 Water St. Watertown, NY 13601			
Brief Description of Proposed Action: Operate a small used car business from 1170 Water St.			
Name of Applicant or Sponsor:		Telephone: 315.777.0966	
		E-Mail: ap.yellowcab@gmail.com	
Address: 1170 Water St.			
City/PO: Watertown		State: NY	Zip Code: 13601
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input checked="" type="checkbox"/>
			YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		.26 acres	
b. Total acreage to be physically disturbed?		0 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		1.16 acres	
4. Check all land uses that occur on, are adjoining or 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			

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. 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?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Project:

Date:

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

Part 2 is to be completed by the Lead Agency.

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

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<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

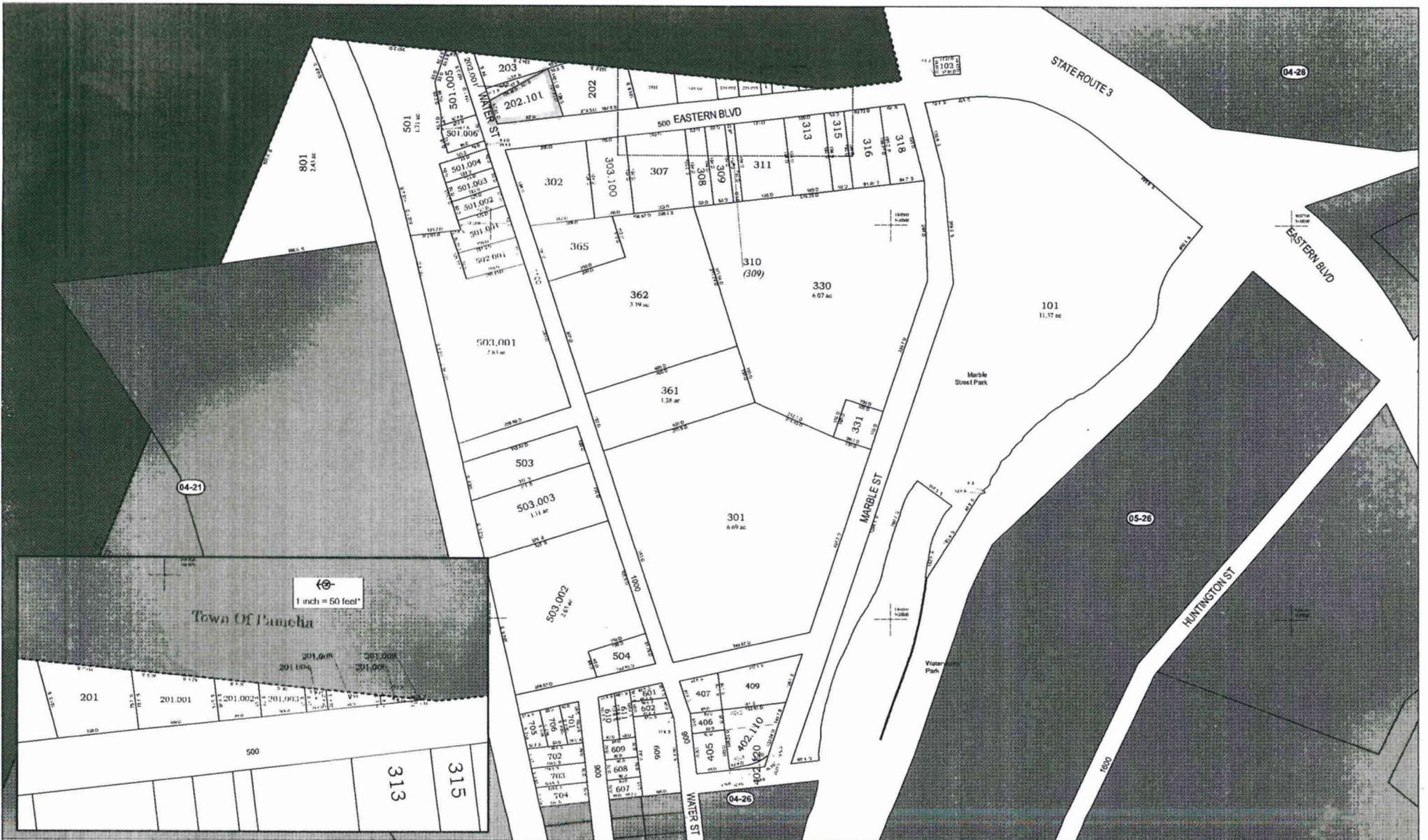
Date

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)



Prepared by
City of Watertown GIS
 For
City of Watertown
 Assessment Department

For Tax Purposes Only
 Not to be Used for Conveyance

From Date	To Date	From Parcel	To Parcel
12-27-2018	12-27-2018	110-001	110-001
12-27-2018	12-27-2018	110-002	110-002
12-27-2018	12-27-2018	110-003	110-003
12-27-2018	12-27-2018	110-004	110-004
12-27-2018	12-27-2018	110-005	110-005

Symbol	Description	Color
---	Property Line	Black
---	Home Property Line	Red
---	Building Outline	Blue
---	Parcel	Green
---	City Boundary	Yellow
---	School District Boundary	Purple

1 Inch = 100 Feet *

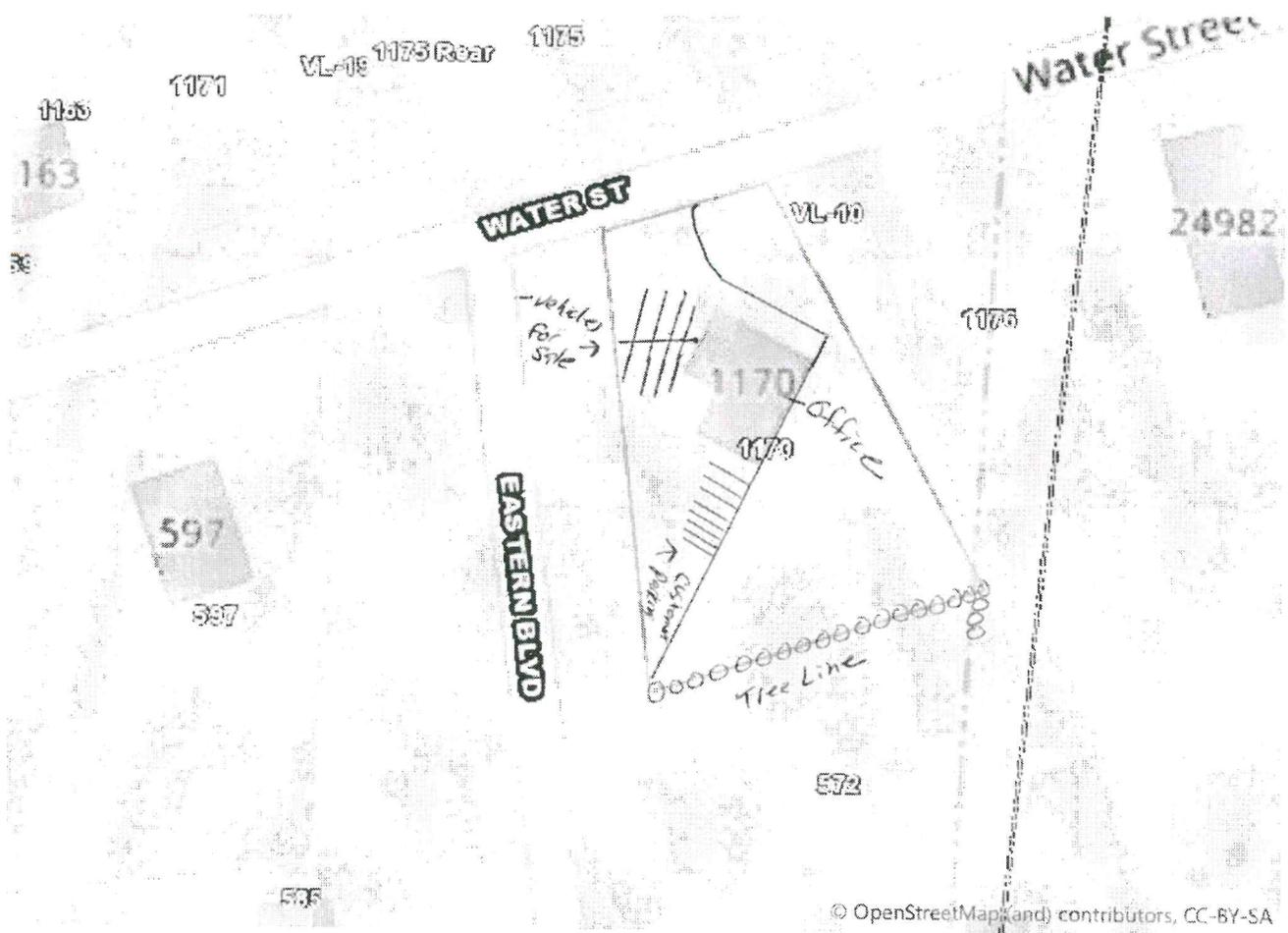
0 100 200 400 Feet

Tax Map **Section 04 Block 27**

City of Watertown

Jefferson County, NY

Printed Date: 3/19/2019



O = Mature Tree Line

Eyeing View



Former Use - Palomino Motors



Former Use - Palomino Motors



Current Use - Yellow Cab



Res No. 8

October 13, 2020

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Approving Re-adoption of Fiscal Year 2019-20 Risk Retention Fund Budget and Supplemental Appropriation No. 1 for Various Accounts

The Comptroller's Office is in the process of filing the Annual Financial Report with the New York State Comptroller as required by October 28th, as well preparing the financial statements for the independent audit. In connection with these reports, it is necessary to re-adopt various funds' budgets, as well as transfer budget appropriations within funds between various expenditure line items to bring certain accounts within budget. The attached resolution provides for the re-adoption of the Fiscal Year 2019-20 Risk Retention Fund Budget and the establishment of a supplemental appropriation to cover overdrawn accounts in the General, Community Development, Water, Sewer, Library and Self-funded Health Insurance Funds.

An analysis of the FY 2019-20 results will be provided in November following the submission of the annual report to the State Comptroller. The audit by Bowers and Company will begin in November.

RESOLUTION

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Approving Re-adoption of Risk Retention Fund Budget and Supplemental Appropriation No. 1 for Fiscal Year 2019-20 for Various Accounts

- Council Member COMPO, Sarah V.
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member ROSHIA, Jesse C. P.
- Council Member RUGGIERO, Lisa A.
- Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS on June 1, 2019 the City Council passed a resolution adopting the Budget for Fiscal Year 2019-20, of which \$41,872,180 was appropriated for the General Fund, and

WHEREAS on June 1, 2019 the City Council passed a resolution adopting the Budget for Fiscal Year 2019-20, of which \$45,000 was appropriated for the Risk Retention Fund, and

WHEREAS the Adopted Fiscal Year 2019-20 Risk Retention Fund did not contain adequate funding for Fiscal Year 2019-20 expenditures, and

WHEREAS certain Fiscal Year 2019-20 expenditure lines for the General Fund, Community Development Fund, Water Fund, Sewer Fund, Library Fund and Self-Funded Health Insurance Fund are overdrawn,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby re-adopts the Fiscal Year 2019-20 Budgets for the Risk Retention Fund in the total amount of \$56,000, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that the following adjustments be included in the re-adopted Risk Retention Fund Budget:

RISK RETENTION FUND

CS.0000.0909.0000 Appropriated Fund Balance	<u>\$ 11,000</u>	Under appropriated
	<u>\$ 11,000</u>	
CS.1740.0430.0000 RISK RETENTION Administration	\$ 6,400	Under appropriated
CS.1930.0430.0000 RISK RETENTION Judgments & Claims	<u>\$ 4,600</u>	Under appropriated
	<u>\$ 11,000</u>	

RESOLUTION

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Approving Re-adoption of Risk Retention
Fund Budget and Supplemental
Appropriation No. 1 for Fiscal Year 2019-20
for Various Accounts

Council Member COMPO, Sarah V.
Council Member HENRY-WILKINSON, Ryan J.
Council Member ROSHIA, Jesse C. P.
Council Member RUGGIERO, Lisa A.
Mayor SMITH, Jeffrey M.

Total

YEA	NAY

BE IT FURTHER RESOLVED by the City Council of the City of Watertown, New York, that the total amount of \$3,907,000 is hereby transferred and appropriated from and to the following accounts of the listed funds for FY 2019-20 for the reasons shown:

GENERAL FUND

A.1010.430.0000 LEGISLATIVE BOARD Contracted Services	\$ 16,275	City Manager search
A.1010.810.0000 LEGISLATIVE BOARD Employee Retirement System	\$ 75	Under appropriated
A.1210.440.0000 MAYOR Fees, Non-employee	\$ 11,100	Charter Commission legal fees
A.1230.110.0000 MUNICIPAL EXECUTIVE Salaries	\$ 16,150	Under appropriated
A.1230.410.0000 MUNICIPAL EXECUTIVE Utilities	\$ 250	Under appropriated
A.1230.430.0000 MUNICIPAL EXECUTIVE Contracted Services	\$ 6,175	Under appropriated
A.1230.465.0000 MUNICIPAL EXECUTIVE Equipment < \$5,000	\$ 100	Under appropriated
A.1230.830.0000 MUNICIPAL EXECUTIVE Social Security	\$ 575	Under appropriated
A.1315.110.0000 COMPTROLLER Salaries	\$ 2,500	Under appropriated
A.1315.460.0000 COMPTROLLER Materials and Supplies	\$ 625	Under appropriated
A.1315.810.0000 COMPTROLLER NYS Retirement	\$ 2,450	Under appropriated
A.1345.110.0000 PURCHASING Salaries	\$ 2,325	Under appropriated
A.1345.120.0000 PURCHASING Clerical	\$ 300	Under appropriated
A.1345.430.0000 PURCHASING Contracted Services	\$ 1,150	Under appropriated
A.1355.110.0000 ASSESSMENT Salaries	\$ 2,200	Under appropriated
A.1355.130.0000 ASSESSMENT Wages	\$ 1,050	Under appropriated
A.1355.440.0000 ASSESSMENT Fees, Non-employee	\$ 8,075	Under appropriated
A.1364.430.0000 PROPERTY ACQUIRED EXPENSES Contracted Services	\$ 135,675	Demolitions
A.1410.110.0000 CLERK Salaries	\$ 1,125	Under appropriated
A.1410.840.0000 CLERK Workers' Compensation	\$ 1,775	Under appropriated
A.1410.850.0000 CLERK Health Insurance	\$ 3,300	Under appropriated
A.1420.440.0000 LAW Fees, Non-employee	\$ 22,700	Under appropriated
A.1420.450.0000 LAW Miscellaneous	\$ 1,100	Under appropriated
A.1430.110.0000 CIVIL SERVICE Salaries	\$ 375	Under appropriated
A.1430.170.0000 CIVIL SERVICE Out of Code	\$ 50	Under appropriated
A.1430.430.0000 CIVIL SERVICE Contracted Services	\$ 35,375	Under appropriated
A.1430.460.0000 CIVIL SERVICE Materials and Supplies	\$ 75	Under appropriated
A.1435.110.0000 HUMAN RESOURCES Salaries	\$ 1,450	Under appropriated
A.1435.440.0000 HUMAN RESOURCES Fees, Non-employee	\$ 300	Under appropriated
A.1440.150.0000 ENGINEERING Overtime	\$ 200	Under appropriated
A.1490.110.0000 PUBLIC WORKS ADMINISTRATION Salaries	\$ 69,575	Under appropriated
A.1490.130.0000 PUBLIC WORKS ADMINISTRATION Wages	\$ 1,100	Under appropriated
A.1490.150.0000 PUBLIC WORKS ADMINISTRATION Overtime	\$ 2,325	Under appropriated

RESOLUTION

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Approving Re-adoption of Risk Retention Fund Budget and Supplemental Appropriation No. 1 for Fiscal Year 2019-20 for Various Accounts

- Council Member COMPO, Sarah V.
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member ROSHIA, Jesse C. P.
- Council Member RUGGIERO, Lisa A.
- Mayor SMITH, Jeffrey M.

YEA	NAY

Total

A.1490.250.0000 PUBLIC WORKS ADMINISTRATION Other Equipment	\$ 121,900	Emergency boiler replacement
A.1490.440.0000 PUBLIC WORKS ADMINISTRATION Fees, Non-employee	\$ 3,225	Under appropriated
A.1490.465.0000 PUBLIC WORKS ADMINISTRATION Equipment < \$5,000	\$ 575	Under appropriated
A.1490.810.0000 PUBLIC WORKS ADMINISTRATION NYS Retirement	\$ 7,675	Under appropriated
A.1490.830.0000 PUBLIC WORKS ADMINISTRATION Social Security	\$ 4,075	Under appropriated
A.1490.840.0000 PUBLIC WORKS ADMINISTRATION Workers' Compensation	\$ 50	Under appropriated
A.1620.150.0000 MUNICIPAL BUILDINGS Overtime	\$ 3,325	Under appropriated
A.1620.175.0000 MUNICIPAL BUILDINGS Health Insurance Buy-out	\$ 25	Under appropriated
A.1620.410.0000 MUNICIPAL BUILDINGS Utilities	\$ 1,900	Under appropriated
A.1620.440.0000 MUNICIPAL BUILDINGS Fees, Non-employee	\$ 100	Under appropriated
A.1620.450.0000 MUNICIPAL BUILDINGS Miscellaneous	\$ 750	Under appropriated
A.1620.460.0000 MUNICIPAL BUILDINGS Materials and Supplies	\$ 16,025	Under appropriated
A.1620.850.0000 MUNICIPAL BUILDINGS Health Insurance	\$ 2,400	Under appropriated
A.1640.120.0000 CENTRAL GARAGE Clerical	\$ 350	Under appropriated
A.1640.455.0000 CENTRAL GARAGE Vehicle Expense	\$ 800	Under appropriated
A.1640.465.0000 CENTRAL GARAGE Equipment < \$5,000	\$ 7,850	Under appropriated
A.1670.440.0000 CENTRAL PRINTING & MAILING Fees, Non-employee	\$ 275	Under appropriated
A.1680.110.0000 INFORMATION TECHNOLOGY Salaries	\$ 1,750	Under appropriated
A.1680.140.0000 INFORMATION TECHNOLOGY Temporary	\$ 2,150	Under appropriated
A.1680.420.0000 INFORMATION TECHNOLOGY Insurance	\$ 14,650	Under appropriated
A.1680.840.0000 INFORMATION TECHNOLOGY Workers' Compensation	\$ 7,550	Under appropriated
A.1680.850.0000 INFORMATION TECHNOLOGY Health Insurance	\$ 7,000	Under appropriated
A.1950.430.0000 REAL PROPERTY TAXES Contracted Services	\$ 500	Under appropriated
A.3120.110.0000 POLICE Salaries	\$ 7,100	Under appropriated
A.3120.150.0000 POLICE Overtime	\$ 114,375	Under appropriated
A.3120.155.0000 POLICE Holiday Pay	\$ 6,650	Under appropriated
A.3120.180.0000 POLICE Roll Call Pay	\$ 2,450	Under appropriated
A.3120.195.0000 POLICE Clothing/Cleaning Allowance	\$ 1,800	Under appropriated
A.3120.230.0000 POLICE Motor Vehicles	\$ 23,375	Under appropriated
A.3120.850.0000 POLICE Health Insurance	\$ 35,550	Under appropriated
A.3410.120.0000 FIRE Clerical	\$ 275	Under appropriated
A.3410.130.0000 FIRE Wages	\$ 680,000	Budgeted in contingency account
A.3410.150.0000 FIRE Overtime	\$ 251,750	Budgeted in contingency account
A.3410.155.0000 FIRE Holiday Pay	\$ 21,425	Under appropriated
A.3410.175.0000 FIRE Health Insurance Buy-out	\$ 1,250	Under appropriated
A.3410.190.0000 FIRE EMT Incentive	\$ 300	Under appropriated
A.3410.191.0000 FIRE Sick Leave Incentive	\$ 11,250	Under appropriated
A.3410.430.0000 FIRE Contracted Services	\$ 28,925	Under appropriated
A.3410.455.0000 FIRE Vehicle Expense	\$ 21,650	Under appropriated

RESOLUTION

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Approving Re-adoption of Risk Retention
Fund Budget and Supplemental
Appropriation No. 1 for Fiscal Year 2019-20
for Various Accounts

Council Member COMPO, Sarah V.
Council Member HENRY-WILKINSON, Ryan J.
Council Member ROSHIA, Jesse C. P.
Council Member RUGGIERO, Lisa A.
Mayor SMITH, Jeffrey M.

Total

YEA	NAY

A.3410.460.0000 FIRE Materials and Supplies	\$ 4,775	Under appropriated
A.3410.820.0000 FIRE Fire Retirement System	\$ 438,650	Budgeted in contingency account
A.3410.830.0000 FIRE Social Security	\$ 43,075	Budgeted in contingency account
A.3510.430.0000 CONTROL OF ANIMALS Contracted Services	\$ 2,325	Under appropriated
A.3620.110.0000 CODE ENFORCEMENT Salaries	\$ 9,675	Under appropriated
A.3620.120.0000 CODE ENFORCEMENT Clerical	\$ 250	Under appropriated
A.3620.140.0000 CODE ENFORCEMENT Temporary	\$ 23,450	Under appropriated
A.3620.410.0000 CODE ENFORCEMENT Utilities	\$ 350	Under appropriated
A.3620.430.0000 CODE ENFORCEMENT Contracted Services	\$ 312,275	Demolitions
A.3620.460.0000 CODE ENFORCEMENT Materials and Supplies	\$ 100	Under appropriated
A.5010.130.0000 MUNICIPAL MAINTENANCE Wages	\$ 10,050	Under appropriated
A.5010.230.0000 MUNICIPAL MAINTENANCE Motor Vehicles	\$ 4,475	Under appropriated
A.5110.110.0000 MAINTENANCE OF ROADS Salaries	\$ 1,025	Under appropriated
A.5110.150.0000 MAINTENANCE OF ROADS Overtime	\$ 1,800	Under appropriated
A.5142.110.0000 SNOW REMOVAL Salaries	\$ 2,275	Under appropriated
A.5142.150.0000 SNOW REMOVAL Overtime	\$ 3,400	Under appropriated
A.5142.430.0000 SNOW REMOVAL Contracted Services	\$ 5,325	Under appropriated
A.5142.440.0000 SNOW REMOVAL Fees, Non-employee	\$ 1,250	Under appropriated
A.5142.450.0000 SNOW REMOVAL Miscellaneous	\$ 200	Under appropriated
A.5142.810.0000 SNOW REMOVAL NYS Retirement	\$ 7,225	Under appropriated
A.5184.130.0000 HYDROELECTRIC PRODUCTION Wages	\$ 100	Under appropriated
A.5184.150.0000 HYDROELECTRIC PRODUCTION Overtime	\$ 100	Under appropriated
A.5184.250.0000 HYDROELECTRIC PRODUCTION Other Equipment	\$ 3,900	Under appropriated
A.5184.460.0000 HYDROELECTRIC PRODUCTION Materials and Supplies	\$ 1,400	Under appropriated
A.5186.130.0000 TRAFFIC CONTROL & LIGHTING Wages	\$ 2,300	Under appropriated
A.5186.150.0000 TRAFFIC CONTROL & LIGHTING Overtime	\$ 1,525	Under appropriated
A.5186.175.0000 TRAFFIC CONTROL & LIGHTING Health Insurance Buy-out	\$ 650	Under appropriated
A.5186.250.0000 TRAFFIC CONTROL & LIGHTING Other Equipment	\$ 19,950	Under appropriated
A.5186.465.0000 TRAFFIC CONTROL & LIGHTING Equipment < \$5,000	\$ 200	Under appropriated
A.5630.150.0000 BUS Overtime	\$ 10,175	Under appropriated
A.5630.175.0000 BUS Health Insurance Buy-out	\$ 2,275	Under appropriated
A.5630.250.0000 BUS Other Equipment	\$ 5,275	Under appropriated
A.5630.440.0000 BUS Fees, Non-employee	\$ 75	Under appropriated
A.5630.460.0000 BUS Materials and Supplies	\$ 12,975	Under appropriated
A.6410.430.0000 PUBLICITY Contracted Services	\$ 24,025	Thompson Park Conservancy funding
A.6410.460.0000 PUBLICITY Materials and Supplies	\$ 1,750	Under appropriated
A.7020.120.0000 RECREATION ADMINISTRATION Clerical	\$ 3,075	Under appropriated
A.7020.140.0000 RECREATION ADMINISTRATION Temporary	\$ 350	Under appropriated
A.7020.150.0000 RECREATION ADMINISTRATION Overtime	\$ 675	Under appropriated

RESOLUTION

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Approving Re-adoption of Risk Retention
Fund Budget and Supplemental
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for Various Accounts

Council Member COMPO, Sarah V.
Council Member HENRY-WILKINSON, Ryan J.
Council Member ROSHIA, Jesse C. P.
Council Member RUGGIERO, Lisa A.
Mayor SMITH, Jeffrey M.

Total

YEA	NAY

A.7020.410.0000 RECREATION ADMINISTRATION Utilities	\$ 1,350	Under appropriated
A.7020.450.0000 RECREATION ADMINISTRATION Miscellaneous	\$ 250	Under appropriated
A.7020.455.0000 RECREATION ADMINISTRATION Vehicle Expense	\$ 325	Under appropriated
A.7020.460.0000 RECREATION ADMINISTRATION Materials and Supplies	\$ 775	Under appropriated
A.7110.250.0000 THOMPSON PARK Other Equipment	\$ 950	Under appropriated
A.7110.410.0000 THOMPSON PARK Utilities	\$ 875	Under appropriated
A.7110.420.0000 THOMPSON PARK Insurance	\$ 25	Under appropriated
A.7110.450.0000 THOMPSON PARK Miscellaneous	\$ 125	Under appropriated
A.7110.455.0000 THOMPSON PARK Vehicle Expense	\$ 3,800	Under appropriated
A.7110.460.0000 THOMPSON PARK Materials and Supplies	\$ 200	Under appropriated
A.7140.130.0000 PLAYGROUNDS Wages	\$ 2,200	Under appropriated
A.7140.140.0000 PLAYGROUNDS Temporary	\$ 5,700	Under appropriated
A.7140.150.0000 PLAYGROUNDS Overtime	\$ 450	Under appropriated
A.7140.410.0000 PLAYGROUNDS Utilities	\$ 75	Under appropriated
A.7140.420.0000 PLAYGROUNDS Insurance	\$ 25	Under appropriated
A.7140.430.0000 PLAYGROUNDS Contracted Services	\$ 1,125	Under appropriated
A.7140.450.0000 PLAYGROUNDS Miscellaneous	\$ 500	Under appropriated
A.7140.830.0000 PLAYGROUNDS Social Security	\$ 600	Under appropriated
A.7141.250.0000 FAIRGROUNDS Other Equipment	\$ 8,525	Under appropriated
A.7141.455.0000 FAIRGROUNDS Vehicle Expense	\$ 3,900	Under appropriated
A.7141.465.0000 FAIRGROUNDS Equipment < \$5,000	\$ 3,425	Under appropriated
A.7141.810.0000 FAIRGROUNDS NYS Retirement	\$ 650	Under appropriated
A.7141.840.0000 FAIRGROUNDS Workers' Compensation	\$ 75	Under appropriated
A.7141.850.0000 FAIRGROUNDS Health Insurance	\$ 25	Under appropriated
A.7180.140.0000 SWIMMING POOLS Temporary	\$ 3,250	Under appropriated
A.7180.175.0000 SWIMMING POOLS Health Insurance Buy-out	\$ 275	Under appropriated
A.7180.250.0000 SWIMMING POOLS Other Equipment	\$ 7,750	Under appropriated
A.7180.430.0000 SWIMMING POOLS Contracted Services	\$ 11,475	Under appropriated
A.7180.840.0000 SWIMMING POOLS Workers' Compensation	\$ 2,250	Under appropriated
A.7265.140.0000 ICE ARENA Temporary	\$ 8,175	Under appropriated
A.7265.150.0000 ICE ARENA Overtime	\$ 975	Under appropriated
A.7265.150.0452.0000 ICE ARENA Overtime - concessions	\$ 950	Under appropriated
A.7265.175.0000 ICE ARENA Health Insurance Buy-out	\$ 375	Under appropriated
A.7265.430.0000 ICE ARENA Contracted Services	\$ 49,350	Under appropriated
A.7265.455.0000 ICE ARENA Vehicle Expense	\$ 3,775	Under appropriated
A.7265.460.0000 ICE ARENA Materials and Supplies	\$ 32,575	Under appropriated
A.7265.465.0000 ICE ARENA Equipment < \$5,000	\$ 800	Under appropriated
A.7265.810.0000 ICE ARENA NYS Retirement	\$ 900	Under appropriated
A.8020.110.0000 PLANNING Salaries	\$ 20,050	Under appropriated

RESOLUTION

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Approving Re-adoption of Risk Retention Fund Budget and Supplemental Appropriation No. 1 for Fiscal Year 2019-20 for Various Accounts

- Council Member COMPO, Sarah V.
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- Council Member ROSHIA, Jesse C. P.
- Council Member RUGGIERO, Lisa A.
- Mayor SMITH, Jeffrey M.

Total

YEA	NAY

.8020.430.0000 PLANNING Contracted Services	\$ 212,650	Sewalls Is. environmental remediation
A.8020.810.0000 PLANNING Employee Retirement System	\$ 1,050	Under appropriated
A.8020.830.0000 PLANNING Social Security	\$ 175	Under appropriated
A.8020.850.0000 PLANNING Health Insurance	\$ 2,125	Under appropriated
A.8140.110.0000 STORM SEWER Salaries	\$ 275	Under appropriated
A.8140.175.0000 STORM SEWER Health Insurance Buy-out	\$ 350	Under appropriated
A.8140.410.0000 STORM SEWER Utilities	\$ 75	Under appropriated
A.8140.420.0000 STORM SEWER Insurance	\$ 250	Under appropriated
A.8140.430.0000 STORM SEWER Contracted Services	\$ 16,125	Under appropriated
A.8160.140.0000 REFUSE AND RECYCLE Temporary	\$ 19,475	Under appropriated
A.8160.410.0000 REFUSE AND RECYCLE Utilities	\$ 25	Under appropriated
A.8160.455.0000 REFUSE AND RECYCLE Vehicle Expense	\$ 11,975	Under appropriated
A.9050.800.0000 OTHER EXPENSES Unemployment Insurance	\$ 43,675	Under appropriated
A.9060.800.0000 OTHER EXPENSES Health Insurance - Retirees	\$ 59,925	Under appropriated
A.9065.800.0000 OTHER EXPENSES Medicare Reimbursements	\$ 25	Under appropriated
A.9710.700.0000 OTHER EXPENSES Serial Bonds - Interest	\$ 2,475	Under appropriated
A.9960.900.0000 OTHER EXPENSES Black River Trust Fund	\$ 7,100	Under appropriated
	<u>\$ 3,280,250</u>	

A.1230.250.0000 MUNICIPAL EXECUTIVE Other Equipment	\$ (20,000)	
A.1315.120.0000 COMPTROLLER Clerical	\$ (34,975)	
A.1315.850.0000 COMPTROLLER Health Insurance	\$ (16,850)	
A.1355.140.0000 ASSESSMENT Temporary	\$ (7,000)	
A.1440.130.0000 ENGINEERING Wages	\$ (41,075)	
A.1440.430.0000 ENGINEERING Contracted Services	\$ (74,950)	
A.1440.850.0000 ENGINEERING Health Insurance	\$ (10,425)	
A.1490.120.0000 PUBLIC WORKS ADMINISTRATION Clerical	\$ (6,250)	
A.1640.110.0000 CENTRAL GARAGE Salaries	\$ (70,300)	
A.1640.130.0000 CENTRAL GARAGE Wages	\$ (54,575)	
A.1640.230.0000 CENTRAL GARAGE Motor Vehicles	\$ (9,200)	
A.1640.810.0000 CENTRAL GARAGE NYS Retirement	\$ (3,475)	
A.1640.830.0000 CENTRAL GARAGE Social Security	\$ (10,700)	
A.1640.850.0000 CENTRAL GARAGE Health Insurance	\$ (14,425)	
A.1680.130.0000 INFORMATION TECHNOLOGY Wages	\$ (10,075)	
A.1680.810.0000 INFORMATION TECHNOLOGY NYS Retirement	\$ (9,200)	
A.1990.430.0000 CONTINGENCY Contracted Services	\$(1,357,813)	Fire contract costs
A.3120.120.0000 POLICE Clerical	\$ (13,450)	
A.3120.130.0000 POLICE Wages	\$ (37,125)	
A.3120.140.0000 POLICE Temporary	\$ (23,375)	

RESOLUTION

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Approving Re-adoption of Risk Retention
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for Various Accounts

Council Member COMPO, Sarah V.
Council Member HENRY-WILKINSON, Ryan J.
Council Member ROSHIA, Jesse C. P.
Council Member RUGGIERO, Lisa A.
Mayor SMITH, Jeffrey M.

Total

YEA	NAY

A.3120.250.0000 POLICE Other Equipment	\$ (27,175)
A.3120.410.0000 POLICE Utilities	\$ (3,962)
A.3120.450.0000 POLICE Miscellaneous	\$ (37,825)
A.3120.465.0000 POLICE Equipment < \$5,000	\$ (35,625)
A.3120.820.0000 POLICE Police Retirement System	\$ (43,900)
A.3120.830.0000 POLICE Social Security	\$ (15,075)
A.3120.840.0000 POLICE Workers' Compensation	\$ (54,050)
A.3410.110.0000 FIRE Salaries	\$ (61,325)
A.3410.465.0000 FIRE Equipment < \$5,000	\$ (17,250)
A.3410.840.0000 FIRE Workers' Compensation	\$ (17,200)
A.3410.850.0000 FIRE Health Insurance	\$ (44,900)
A.3620.130.0000 CODE ENFORCEMENT Wages	\$ (25,050)
A.3620.150.0000 CODE ENFORCEMENT Overtime	\$ (13,825)
A.3620.850.0000 CODE ENFORCEMENT Health Insurance	\$ (8,450)
A.5010.110.0000 MUNICIPAL MAINTENANCE Salaries	\$ (15,900)
A.5010.140.0000 MUNICIPAL MAINTENANCE Temporary	\$ (28,850)
A.5010.455.0000 MUNICIPAL MAINTENANCE Vehicle Expense	\$ (21,375)
A.5010.460.0000 RECREATION ADMINISTRATION Materials and Supplies	\$ (7,100)
A.5010.840.0000 MUNICIPAL MAINTENANCE Workers' Compensation	\$ (20,800)
A.5110.130.0000 MAINTENANCE OF ROADS Wages	\$ (63,750)
A.5110.140.0000 MAINTENANCE OF ROADS Temporary	\$ (10,500)
A.5110.250.0000 MAINTENANCE OF ROADS Other Equipment	\$ (12,250)
A.5110.430.0000 MAINTENANCE OF ROADS Contracted Services	\$ (58,075)
A.5110.455.0000 MAINTENANCE OF ROADS Vehicle Expense	\$ (21,350)
A.5110.830.0000 MAINTENANCE OF ROADS Social Security	\$ (7,150)
A.5110.840.0000 MAINTENANCE OF ROADS Workers' Compensation	\$ (16,350)
A.5142.130.0000 SNOW REMOVAL Wages	\$ (42,925)
A.5142.250.0000 SNOW REMOVAL Other Equipment	\$ (9,500)
A.5142.455.0000 SNOW REMOVAL Vehicle Expense	\$ (23,725)
A.5142.850.0000 SNOW REMOVAL Health Insurance	\$ (10,975)
A.5184.430.0000 HYDROELECTRIC PRODUCTION Contracted Services	\$ (46,475)
A.5186.840.0000 TRAFFIC CONTROL & LIGHTING Workers' Compensation	\$ (62,825)
A.5630.110.0000 BUS Salaries	\$ (35,000)
A.5630.140.0000 BUS Temporary	\$ (29,350)
A.5630.430.0000 BUS Contracted Services	\$ (181,800)
A.5630.450.0000 BUS Miscellaneous	\$ (24,925)
A.5630.455.0000 BUS Vehicle Expense	\$ (26,750)
A.5630.465.0000 BUS Equipment < \$5,000	\$ (19,925)
A.5630.810.0000 BUS NYS Retirement	\$ (7,350)

RESOLUTION

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Approving Re-adoption of Risk Retention Fund Budget and Supplemental Appropriation No. 1 for Fiscal Year 2019-20 for Various Accounts

- Council Member COMPO, Sarah V.
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member ROSHIA, Jesse C. P.
- Council Member RUGGIERO, Lisa A.
- Mayor SMITH, Jeffrey M.

Total

YEA	NAY

A.5630.850.0000 BUS Health Insurance	\$ (4,325)	
A.7110.140.0000 THOMPSON PARK Temporary	\$ (11,425)	
A.7110.430.0000 THOMPSON PARK Contracted Services	\$ (51,700)	
A.7141.140.0000 FAIRGROUNDS Temporary	\$ (32,425)	
A.7141.460.0000 FAIRGROUNDS Materials and Supplies	\$ (33,600)	
A.8140.130.0000 STORM SEWER Wages	\$ (8,250)	
A.8140.150.0000 STORM SEWER Overtime	\$ (5,150)	
A.8160.130.0000 REFUSE AND RECYCLE Wages	\$ (46,850)	
A.8160.840.0000 REFUSE AND RECYCLE Workers' Compensation	\$ (42,375)	
A.9040.800.0000 OTHER EXPENSES Workers' Compensation	\$ (8,325)	
	<u>\$ (3,280,250)</u>	

COMMUNITY DEVELOPMENT FUND

CD.8668.130.0000 CDBG Wages	\$ 7,825	Under appropriated
CD.8668.150.0000 CDBG Overtime	\$ 250	Under appropriated
CD.8668.460.0000 CDBG Grant Materials and Supplies	\$ 4,275	Under appropriated
CD.9510.900.0000 Transfer to General Fund Transfer	\$ 50	Under appropriated
CD.9950.900.0000 Transfer to Capital Fund Transfer	\$ 9,050	Under appropriated
	<u>\$ 21,450</u>	
CD.8668.250.0000 CDBG Other Equipment	\$ (20,000)	
CD.8668.430.0000 CDBG Grant Contracted Services	\$ (1,450)	
	<u>\$ (21,450)</u>	

WATER FUND

F.8310.110.0000 WATER ADMINISTRATION Salaries	\$ 325	Under appropriated
F.8310.120.0000 WATER ADMINISTRATION Clerical	\$ 1,925	Under appropriated
F.8310.130.0000 WATER ADMINISTRATION Wages	\$ 175	Under appropriated
F.8310.410.0000 WATER ADMINISTRATION Utilities	\$ 75	Under appropriated
F.8310.465.0000 WATER ADMINISTRATION Equipment < \$5,000	\$ 600	Under appropriated
F.8310.810.0000 WATER ADMINISTRATION NYS Retirement	\$ 925	Under appropriated
F.8310.850.0000 WATER ADMINISTRATION Health Insurance	\$ 25	Under appropriated
F.8320.410.0000 SOURCE OF SUPPLY, POWER & PUMPING Utilities	\$ 80,500	Under appropriated
F.8320.440.0000 SOURCE OF SUPPLY, POWER & PUMPING Fees, Non-employee	\$ 25	Under appropriated
F.8320.460.0000 SOURCE OF SUPPLY, POWER & PUMPING Materials and Supplies	\$ 34,775	Under appropriated
F.8330.420.0000 WATER PURIFICATION Insurance	\$ 5,050	Under appropriated
F.8330.440.0000 WATER PURIFICATION Fees, Non-employee	\$ 2,575	Under appropriated
F.8330.465.0000 WATER PURIFICATION Equipment < \$5,000	\$ 1,975	Under appropriated

RESOLUTION

Page 9 of 11

Approving Re-adoption of Risk Retention Fund Budget and Supplemental Appropriation No. 1 for Fiscal Year 2019-20 for Various Accounts

Council Member COMPO, Sarah V.
 Council Member HENRY-WILKINSON, Ryan J.
 Council Member ROSHIA, Jesse C. P.
 Council Member RUGGIERO, Lisa A.
 Mayor SMITH, Jeffrey M.

Total

YEA	NAY

F.8330.840.0000 WATER PURIFICATION Workers' Compensation	\$ 7,050	Under appropriated
F.8340.110.0000 TRANSMISSION AND DISTRIBUTION Salaries	\$ 2,150	Under appropriated
F.8340.150.0000 TRANSMISSION AND DISTRIBUTION Overtime	\$ 8,275	Under appropriated
F.8340.410.0000 TRANSMISSION AND DISTRIBUTION Utilities	\$ 7,750	Under appropriated
F.8340.430.0000 TRANSMISSION AND DISTRIBUTION Contracted Services	\$ 725	Under appropriated
F.8340.440.0000 TRANSMISSION AND DISTRIBUTION Fees, Non-employee	\$ 50	Under appropriated
F.9060.800.0000 OTHER EXPENSES Health Insurance - Retirees	\$ 31,325	Under appropriated
	<u>\$ 186,275</u>	

F.1990.430.0000 CONTINGENCY Contingency	\$ (32,000)	
F.8320.430.0000 SOURCE OF SUPPLY, POWER & PUMPING Contracted Services	\$ (30,900)	
F.8330.460.0000 WATER PURIFICATION Materials and Supplies	\$ (54,350)	
F.8330.850.0000 WATER PURIFICATION Health Insurance	\$ (25)	
F.8340.460.0000 TRANSMISSION AND DISTRIBUTION Materials and Supplies	\$ (69,000)	
	<u>\$ (186,275)</u>	

SEWER FUND

G.8110.110.0000 SEWER ADMINISTRATION Salaries	\$ 325	Under appropriated
G.8110.120.0000 SEWER ADMINISTRATION Clerical	\$ 2,050	Under appropriated
G.8110.130.0000 SEWER ADMINISTRATION Wages	\$ 175	Under appropriated
G.8110.810.0000 SEWER ADMINISTRATION NYS Retirement	\$ 950	Under appropriated
G.8110.850.0000 SEWER ADMINISTRATION Health Insurance	\$ 25	Under appropriated
G.8120.110.0000 SANITARY SEWER Salaries	\$ 275	Under appropriated
G.8120.410.0000 SANITARY SEWER Utilities	\$ 5,275	Under appropriated
G.8120.420.0000 SANITARY SEWER Insurance	\$ 500	Under appropriated
G.8120.840.0000 SANITARY SEWER Workers' Compensation	\$ 4,225	Under appropriated
G.8130.110.0000 SEWAGE TREATMENT AND DISPOSAL Salaries	\$ 2,375	Under appropriated
G.8130.150.0000 SEWAGE TREATMENT AND DISPOSAL Overtime	\$ 825	Under appropriated
G.8130.230.0000 SEWAGE TREATMENT AND DISPOSAL Motor Vehicles	\$ 22,575	Under appropriated
G.8130.250.0000 SEWAGE TREATMENT AND DISPOSAL Other Equipment	\$ 37,625	Under appropriated
G.8130.410.0000 SEWAGE TREATMENT AND DISPOSAL Utilities	\$ 71,375	Under appropriated
G.8130.430.0000 SEWAGE TREATMENT AND DISPOSAL Contracted Services	\$ 206,200	Under appropriated
G.8130.440.0000 SEWAGE TREATMENT AND DISPOSAL Fees, Non-employee	\$ 2,525	Under appropriated
G.8130.850.0000 SEWAGE TREATMENT AND DISPOSAL Health Insurance	\$ 3,225	Under appropriated
G.9040.800.0000 OTHER EXPENSES Worker's Compensation	\$ 525	Under appropriated
G.9065.800.0000 OTHER EXPENSES Medicare Reimbursements	\$ 1,300	Under appropriated
G.9950.900.0000 OTHER EXPENSES Transfer to Capital Fund	\$ 28,250	Under appropriated
	<u>\$ 390,600</u>	

RESOLUTION

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Approving Re-adoption of Risk Retention
Fund Budget and Supplemental
Appropriation No. 1 for Fiscal Year 2019-20
for Various Accounts

Council Member COMPO, Sarah V.
Council Member HENRY-WILKINSON, Ryan J.
Council Member ROSHIA, Jesse C. P.
Council Member RUGGIERO, Lisa A.
Mayor SMITH, Jeffrey M.

Total

YEA	NAY

G.1990.430. CONTINGENCY Contracted Services	\$ (143,424)
G.8110.140. SEWER ADMINISTRATION Temporary	\$ (1,000)
G.8110.430. SEWER ADMINISTRATION Contracted Services	\$ (4,950)
G.8110.440. SEWER ADMINISTRATION Fees, Non-employee	\$ (850)
G.8120.130. SANITARY SEWER Wages	\$ (28,575)
G.8120.150. SANITARY SEWER Overtime	\$ (2,400)
G.8120.175. SANITARY SEWER Health Insurance Buy-out	\$ (1,500)
G.8120.430. SANITARY SEWER Contracted Services	\$ (15,175)
G.8120.450. SANITARY SEWER Miscellaneous	\$ (1,500)
G.8120.455. SANITARY SEWER Vehicle Expense	\$ (2,550)
G.8120.460. SANITARY SEWER Materials and Supplies	\$ (15,650)
G.8120.465. SANITARY SEWER Equipment < \$5,000	\$ (3,500)
G.8120.810. SANITARY SEWER NYS Retirement	\$ (5,900)
G.8120.830. SANITARY SEWER Social Security	\$ (3,125)
G.8120.850. SANITARY SEWER Health Insurance	\$ (3,250)
G.8130.130. SEWAGE TREATMENT AND DISPOSAL Wages	\$ (27,225)
G.8130.140. SEWAGE TREATMENT AND DISPOSAL Temporary	\$ (20,425)
G.8130.175. SEWAGE TREATMENT AND DISPOSAL Health Insurance Buy-out	\$ (2,800)
G.8130.420. SEWAGE TREATMENT AND DISPOSAL Insurance	\$ (3,725)
G.8130.450. SEWAGE TREATMENT AND DISPOSAL Miscellaneous	\$ (16,401)
G.8130.455. SEWAGE TREATMENT AND DISPOSAL Vehicle Expense	\$ (5,250)
G.8130.460. SEWAGE TREATMENT AND DISPOSAL Materials and Supplies	\$ (33,450)
G.8130.465. SEWAGE TREATMENT AND DISPOSAL Equipment < \$5,000	\$ (25,625)
G.8130.810. SEWAGE TREATMENT AND DISPOSAL NYS Retirement	\$ (12,575)
G.8130.830. SEWAGE TREATMENT AND DISPOSAL Social Security	\$ (8,025)
G.8130.840. SEWAGE TREATMENT AND DISPOSAL Workers' Compensation	\$ (1,750)
	<u>\$ (390,600)</u>

LIBRARY FUND

L.7410.110.0000 LIBRARY Salaries	\$ 1,475	Under appropriated
L.7410.130.0000 LIBRARY Wages	\$ 3,075	Under appropriated
L.7410.140.0000 LIBRARY Temporary	\$ 1,000	Under appropriated
L.7410.150.0000 LIBRARY Overtime	\$ 2,075	Under appropriated
L.7410.175.0000 LIBRARY Health Insurance Buy-out	\$ 25	Under appropriated
L.7410.410.0000 LIBRARY Utilities	\$ 1,150	Under appropriated
L.7410.460.0000 LIBRARY Materials and Supplies	\$ 1,750	Under appropriated
L.7410.465.0000 LIBRARY Equipment < \$5,000	\$ 1,775	Under appropriated

RESOLUTION

Page 11 of 11

Approving Re-adoption of Risk Retention
Fund Budget and Supplemental
Appropriation No. 1 for Fiscal Year 2019-20
for Various Accounts

Council Member COMPO, Sarah V.
Council Member HENRY-WILKINSON, Ryan J.
Council Member ROSHIA, Jesse C. P.
Council Member RUGGIERO, Lisa A.
Mayor SMITH, Jeffrey M.

Total

YEA	NAY

L.9050.800.0000 OTHER EXPENSES Unemployment Insurance	\$ 2,575	Under appropriated
L.9060.800.0000 OTHER EXPENSES Health Insurance - Retirees	\$ 12,500	Under appropriated
L.9089.800.0000 OTHER EXPENSES Other Employee Benefits	\$ 25	Under appropriated
	<u>\$ 27,425</u>	
L.1990.430.0000 CONTINGENCY Contracted Services	\$ (9,000)	
L.7410.120.0000 LIBRARY Clerical	\$ (18,425)	
	<u>\$ (27,425)</u>	
<u>SELF FUNDED HEALTH INSURANCE FUND</u>		
MS.1710.110.0000 SELF FUNDED HEALTH INSURANCE Salaries	\$ 1,000	Under appropriated
	<u>\$ 1,000</u>	
MS.1710.420. SELF FUNDED HEALTH INSURANCE Insurance	\$ (1,000)	
	<u>\$ (1,000)</u>	

Seconded by

Res No. 9

October 13, 2020

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Accepting Proposal for Western Outfall Trunk Sewer Evaluation, Phase 2, Smoke Testing for Potential Inflow Sources - GHD Consulting Services, Inc.

The purpose of the Western Outfall Trunk Sewer (WOTS) Evaluation is to identify sources of infiltration and inflow (I&I). During heavy rain events, the WOTS experiences surcharging at manholes and backups into the basements of homes in the Butterfield Avenue and Sherman Street neighborhoods. The information gathered will be used to develop priority projects to minimize the frequency and severity of the surcharging and increase the sewer's capacity.

Phase 1 of the project has been completed, which included sewer flow metering at various manholes tributary to the trunk sewer, manhole inspections, hydraulic modeling of the upper reaches to identify flow capacity limitations, and the preparation of a Preliminary Engineering Report.

Phase 2 of the project will include smoke testing of approximately 124,000 linear feet of the WOTS and sewers tributary to it and preparation of an Engineering Report. GHD Consulting Services, Inc. completed Phase 1 and has submitted a proposal to perform Phase 2 for a lump sum of \$145,800.

This project is in the FY 2020/2021 Capital Budget and will be funded by a transfer from the Sewer Fund. A resolution accepting the proposal and authorizing the City Manager to sign all necessary documents with GHD Consulting Services, Inc. has been prepared and is attached for Council consideration.

RESOLUTION

Page 1 of 1

Accepting Proposal for Western
Outfall Trunk Sewer Evaluation,
Phase 2, Smoke Testing for Potential
Inflow Sources – GHD Consulting
Services, Inc.

- Council Member COMPO, Sarah V.
- Council Member HENRY-WILKINSON, Ryan J.
- Council Member ROSHIA, Jesse C. P.
- Council Member RUGGIERO, Lisa A.
- Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown wishes to contract for engineering services for Phase 2 of the Western Outfall Trunk Sewer Evaluation, and

WHEREAS the attached Proposal from GHD Consulting Services, Inc. provides the appropriate and needed evaluations, and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it accepts the Proposal provided by GHD Consulting Services, Inc., a copy of which is attached and made part of this resolution, at a lump sum cost of \$145,800, and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to sign all necessary documents with GHD Consulting Services, Inc. for this service on behalf of the City of Watertown.

Seconded by



October 13, 2020

Michael Delaney, PE
City Engineer
City of Watertown
City Hall, Suite 305
245 Washington Street
Watertown, NY 13601

Dear Mr. Delaney:

**Re: Western Outfall Trunk Sewer Evaluation
Phase 2 – Smoke Testing for Potential Inflow Sources
City of Watertown, New York**

GHD is pleased to submit our proposal to perform a smoke testing investigation on the collector sewers tributary to the Western Outfall Trunk Sewer (WOTS) including the trunk sewer pipeline. Smoke testing of the WOTS System was a recommendation in the WOTS Evaluation Preliminary Engineering Report (Phase 1) we prepared for the City of Watertown. It is expected that this investigation will help further pinpoint sources of inflow/infiltration into the sanitary collection system tributary to the WOTS.

1. Project Background

The City of Watertown (City) received an Engineering Planning Grant (EPG) #74539 from the New York State Environmental Facilities Corporation (NYSEFC) to help fund an evaluation of the WOTS surcharging issues and to prepare a Preliminary Engineering Report (PER) to help further pinpoint inflow/infiltration (I/I) sources. The City retained GHD to evaluate the trunk sewer and prepare the PER. The final PER was submitted to the City, and to NYSEFC for approval.

The WOTS Evaluation PER is considered to be Phase 1 of a multi-phase project to reduce surcharging in the WOTS during wet weather events. Phase 1 included sewer flow metering at various manholes tributary to the trunk sewer, manholes inspections, and hydraulic modeling of the upper reaches of the WOTS to identify flow capacity limitations along the trunk sewer.

In summary, the PER determined the following:

1. Flows in the WOTS increase as a result of I/I related to wet weather events.
2. Provides a list of sewer subbasins tributary to the WOTS that show to have above average inflow/infiltration rates during wet weather.
3. Identifies sections of the trunk sewer with flow capacity limitations.
4. Sanitary manholes that have deficiencies that may contribute to I/I.

GHD

5788 Widewaters Pkwy Syracuse New York 13214 USA
T 1315 802 0260 F 1315 802 0450 W www.ghd.com

N:\US\Syracuse\Projects\Groups\Administration\Letter Proposals\2020\Watertown WOTS Phase 2-JRP.docx

REGISTERED COMPANY FOR
ISO 9001
ENGINEERING DESIGN



Based on the recommendations in the PER, the City elected to move forward with smoke testing the trunk and the collector sewers tributary to the WOTS as the next phase (Phase 2) of this project. This effort will further identify areas in each sewer basin that contribute inflow to the WOTS and collection system.

Our proposed scope of services for Phase 2 of the project are as follows:

2. Scope of Services

Smoke Testing Phase of WOTS Collection System

GHD will perform smoke testing on approximately 124,000 linear feet of sewers tributary to the WOTS and the WOTS. This includes ten (10) sewer subbasins (study area). All testing will be performed on City owned sewers.

The smoke testing phase will include the following components:

1. Attend one (1) meeting with the City representatives to kick-off project, discuss requirements of smoke testing efforts, critical success factors, and project vision. This will include collection of record information on the existing storm sewers from the City within the WOTS study area, identification of sections of trunk sewer with surcharging issues, and collaboration required between the City, GHD, GHD's subcontractor, and property owners to assist GHD during the smoke testing phase.
2. GHD to schedule smoke testing efforts to be performed in the various sewer subbasins of the WOTS prior to actual testing. Property owner notifications will be provided by the City of Watertown in advance of smoke testing as part of public awareness of the test efforts. GHD will assist City with public notification wording.
3. GHD, through a subcontractor, will perform smoke testing on the City's WOTS collector system to help identify potential sources of inflow, storm sewer cross connections, and collection system defects. GHD and GHD's subcontractor will locate and access sanitary sewer manholes throughout the collection system to smoke test from, and provide necessary traffic control during smoke testing efforts. Twelve (12) days of smoke testing effort is anticipated, pending weather and manhole/site access conditions. City will advise local fire and police departments in advance of smoke testing efforts. Smoke testing is anticipated to be performed in the months of October and November 2020, during dry weather conditions, and no snow cover.
4. The City's collection system tributary to the WOTS (study area) to be smoke tested includes approximately 124,000 linear feet of sanitary sewer main line and trunk sewer. Sewer pipelines range in size from 6-inch to 27-inch diameter. GHD will provide the City a list of manholes where smoke testing will take place.
5. Prepare reports documenting findings from smoke testing results. Evaluate data to determine type of defect and possible corrective action/options to mitigate inflow and collection system defects discovered during smoke testing.



6. Prepare an Engineering Report to include documentation of data, smoke test results, and a summary of defects, including updates to City's existing GIS database so City can locate and have record of inflow defects throughout the collection system's subbasin study area available.
7. Engineering Report will include list of sewer sections tested, results, and documentation of potential inflow sources, alternatives to address inflow, recommendations, opinion of costs for corrective actions, and conclusions.
8. Submit draft Report to City for review and comment.
9. Attend (1) review meeting with City to review draft report and findings.
10. Finalize Report based on review comments provided by the City.

Engineering Report for the above scope of work will be prepared in accordance with NYSEFC's Engineering Report Outline for New York State Wastewater Infrastructure Projects, effective October 1, 2019, Suitable for Use for Projects to be Approved by the NYS Department of Environmental Conservation (DEC) and/or the NYS Environmental Facilities Corporation (EFC).

3. Period of Service

The above Scope of Services will be completed within 270 calendar days of authorization to proceed.

4. Project Fees

The Scope of Services will be provided as follows:

Item	Lump Sum Fee
Project Kick-off Meeting/Planning/Data Collection and Evaluation	\$7,700
Smoke Testing and Documentation Update	\$95,300
Test Result Data Evaluation and GIS Database Update	\$17,800
Engineering Report and Opinion of Costs	\$25,000
TOTAL	\$145,800



Please review and contact our office with any questions or to discuss in further detail. We look forward to providing continued service to the City on this project and authorization to proceed so we can schedule the work in a timely manner.

Sincerely,

GHD Consulting Services Inc.

A handwritten signature in black ink that reads "Jon R. Putnam". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jon R. Putnam, PE

Project Manager

JRP/mrv

cc: Tom Mauer, City of Watertown
Vicky Murphy, City of Watertown
Patrick Keenan, City of Watertown
Kevin Castro, PE, GHD

FISCAL YEAR 2020-2021
CAPITAL BUDGET
INFRASTRUCTURE
SANITARY SEWER MAIN

PROJECT DESCRIPTION	COST
<p>Western Outfall Trunk Sewer Rehabilitation</p> <p>This project involves continued field investigations, flow metering, smoke testing, hydraulic modeling, development of preliminary design plans and a long term capital improvement plan to reduce infiltration and inflow (I&I) on the Western Outfall Trunk Sewer (WOTS). During heavy rain events, the WOTS experiences surcharging at manholes and backups into the basement of homes in the Butterfield Avenue and Sherman Street neighborhoods. This project will provide the data to develop priority I&I reducing projects, which will minimize the frequency and severity of surcharging and basement backups, help the City comply with MS4 regulations, and provide capacity for future sewer connections as growth continues in the southern edge of the City and Town of Watertown.</p> 	<p>\$150,000</p>
<p>Funding to support this project will be from a transfer from the Sewer Fund (G.9950.0900).</p>	
TOTAL	\$150,000

Ord No. 1

October 13, 2020

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Deleting Chapter 57 from the Code of the City of Watertown,
Records Retention

Chapter 57 of the Code of the City of Watertown was previously adopted by Ordinance on April 24, 1989 as the Records Retention and Disposition Schedule MU-1. Earlier in tonight's agenda is a resolution adopting the Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records for use by all officers. This resolution sets the policy for all records retention schedules, making Chapter 57 obsolete.

An ordinance deleting this chapter in its entirety is attached for City Council consideration.

ORDINANCE

Page 1 of 1

Deleting Chapter 57 of the Code of the City of Watertown, Records Retention

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member ROSHIA, Jesse C. P.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS Chapter 57 adopted by the City Council on April 24, 1989, adopts the Records Retention and Disposition Schedule MU-1 pursuant to Article 57-A of the Arts and Cultural Affairs Law,

NOW THEREFORE BE IT ORDAINED that this Chapter 57 will be deleted in its entirety to include both Sections 57-1 and 57-2, and,

BE IT FURTHER ORDAINED that the Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records for use by all officers in legally disposing of valueless records listed therein will replace Chapter 57 by resolution as policy, and

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

Ord No. 2

October 13, 2020

To: The Honorable Mayor and City Council

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

Subject: Changing the Approved Zoning Classification of 1348, 1352 and 1356 Washington Street, Parcel Numbers 14-21-106.000, 14-21-107.000, and 14-21-108.000 from Residence B to Limited Business

At the September 21, 2020 City Council meeting, following a discussion regarding a proposed dental office development at the above subject addresses, the Council directed Staff to prepare a Zone Change application for the Planning Board requesting to rezone the subject parcels from Residence B to Residence C. The Council's intent was to forge a compromise that would enable the proposed development to proceed, while simultaneously prohibiting more intense uses as a means of preserving the surrounding neighborhood.

In a Staff Report presented at the October 5, 2020 Council meeting, Planning Staff subsequently recommended that the Council consider rezoning the subject parcels to Limited Business instead, as that would achieve the same ends, but without some unintended consequences that were detailed in the report. The City Council agreed with this recommendation and directed Staff to request that the Planning Board instead consider the recommended Zone Change to Limited Business.

The Planning Board reviewed the request at its October 6, 2020 meeting and defeated a motion recommending that City Council approve a Zone Change to Limited Business. Although the Planning Board voted 3-2 in favor of recommending approval, the threshold to carry a motion is four votes, as the Planning Board is a seven-member board. One member was absent at the October 6, 2020 meeting and one seat on the board is currently vacant. An excerpt from their meeting minutes will follow in the Council packages for the November 2, 2020 City Council meeting.

The Staff Report prepared for the Planning Board, maps and other related materials have all been previously sent to Council as part of the Planning Board agenda package. The complete application package can also be found in the online version of the City Council agenda.

The ordinance attached for City Council consideration approves the zone change to Limited Business. The City Council must hold a public hearing on the ordinance before it may vote. **Staff recommends that the City Council schedule a public hearing for 7:15 p.m. on Monday, November 2, 2020.** A SEQRA resolution will be presented for City Council consideration at that meeting.

ORDINANCE

Page 1 of 1

Changing the Approved Zoning Classification of 1348, 1352 and 1356 Washington Street, Parcel Numbers 14-21-106.000, 14-21-107.000 and 14-21-108.000 from Residence B to Limited Business

Council Member COMPO, Sarah V.
 Council Member HENRY-WILKINSON, Henry J.
 Council Member ROSHIA, Jesse C. P.
 Council Member RUGGIERO, Lisa A.
 Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

BE IT ORDAINED where the City of Watertown, pursuant to Section 83 of the New York General City Law, has submitted an application to change the approved zoning classification of 1348, 1352 and 1356 Washington Street, Parcel Numbers 14-21-106.000, 14-21-107.000, and 14-21-108.000 from Residence B to Limited Business, and

WHEREAS the Planning Board of the City of Watertown considered the zone change request at its October 6, 2020 meeting and defeated a motion recommending that City Council approve the zone change, and

WHEREAS a public hearing was held on the proposed zone change on November 2, 2020, 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 1348, 1352 and 1356 Washington Street, Parcel Numbers 14-21-106.000, 14-21-107.000, and 14-21-108.000 shall be changed from Residence B to Limited Business, 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



MEMORANDUM

CITY OF WATERTOWN, NEW YORK – PLANNING DEPARTMENT
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601
PHONE: 315-785-7741 – FAX: 315-782-9014

TO: Planning Board Members

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

SUBJECT: Zoning Text Amendment – Section 310-6

DATE: October 1, 2020

Request: To amend Section 310-6 (D), Residence C Districts, of the Zoning Ordinance, to allow “Physicians and/or Dental Offices” as an allowed use, with no restrictions on the number of offices in a single structure, nor any restrictions on the number of paid assistants.

Applicant: City of Watertown City Council

Owner: Citywide

SEQRA: Type 1

County review: Yes

Comments: This proposed amendment accompanies a City Council request to rezone 1348, 1352 and 1356 Washington Street from Residence B to Residence C. The zone change request appears as a separate agenda item on the October 6, 2020 Planning Board agenda. As discussed in Staff’s memorandum on the proposed zone change, the City Council, at its September 21, 2020 meeting, debated the potential of rezoning the three properties identified above to Residence C as a potential solution that would allow a dental office use while prohibiting more intense uses, such as restaurants and gas stations.

However, during the course of the proceedings, the City Attorney noted that Residence C districts, as currently written in the Zoning Ordinance, place significant operational capacity limits on physicians and dental offices by restricting the number of offices and employees in a single structure. The verbatim text appears at the end of this memorandum.

The City Council has therefore requested that the Planning Board consider and provide a recommendation on an amendment to Section 310-6 of the Zoning Ordinance that would allow “Physicians and/or Dental Offices” as a permitted use in Residence C Districts, without any operational capacity restrictions. The proposed amendment would apply to all Residence C districts in the City. The attached map, prepared by GIS Staff, depicts all the Residence C zoned parcels citywide.

The proposed text amendment to the Zoning Ordinance is a Type 1 action under SEQR. 6 CRR-NY 617.4(b)(2) classifies any “adoption of changes in the allowable uses within any zoning district, affecting 25 or more acres of the district” as a Type 1 action. The City Council is the agency authorized to approve revisions to the Zoning Ordinance. Therefore, it will act as the Lead Agency pursuant to SEQR.

The following are the existing regulations found in the Zoning Ordinance regarding Residence C Districts along with the proposed text changes. *Italicized and struck through* text is proposed to be removed.

§310-6. Residence C Districts

In Residence C Districts, no building or structure shall be erected, altered or extended, and no land, buildings, structure or part thereof shall be used for other than one or more of the following uses:

- A. Any use permitted in Residence B Districts.
- B. Fraternity, sorority, dormitory, clubhouse, except a club the chief activity of which is a service customarily carried on as a business.
- C. Undertaker, upon approval of the Board of Appeals after a public hearing.
- D. Physicians and/or dental offices, ~~but not to exceed four offices in a single structure. An office shall constitute one unit of one or more rooms for use by one physician or dentist, each with not more than one paid assistant of his profession, or by a partnership or association of physicians or dentists comprised of not more than three members of either profession and each with not more than one paid assistant of his profession. For each office, vehicle storage or off street parking facilities shall be provided on the same or land adjacent and in the same ownership and used in connection therewith of 1,500 square feet for each 1,000 square feet of floor area. [Amended 6-3-1963]~~
- E. Private nursery school or kindergarten.
- F. Garden, nursery, greenhouse.
- G. Such accessory uses as are customarily incidental to any of the above uses, subject to the provisions of § § 310-34, 310-35 and 310-36.
- H. Multifamily dwellings (only by special approval of City Council). **[Added 6-19-1967]**
- I. Nursing home. **[Added 1-6-1997]**

cc: City Council Members
Ann Saunders, City Clerk
Robert J. Slye, City Attorney
Michael Delaney, City Engineer
Michael Altieri, P.E., Bernier, Carr & Associates, 327 Mullin Street, Watertown, NY 13601
Dr. Sarah Latif, DDS, 1340 Washington Street, Watertown, NY 13601

Legend

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



**CITY OF WATERTOWN, NEW YORK
GIS DEPARTMENT**



ROOM 305B, MUNICIPAL BUILDING
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601

TEL: (315) 785-7793

Drawn By: V. Robenski

Date: 10/15/2020

Requested By: G. Urda

Date:

Scale: As Noted

Map Number:

Revision:	Description of Revision:	Date:	By:



Project:

ZONE CHANGE MAP
(Residence B to Limited Business)

Title: 1348, 1352 and 1356 Washington Street

(14-21-106.000, 14-21-107.000, 14-21-108.000)

October 15, 2020

To: The Honorable Mayor and City Council
From: Kenneth A. Mix, City Manager
Subject: Playground Hours

The Parks and Recreation Department has received complaints from residents neighboring the Hamilton Street playground about activity there after dark. They indicated that they have called Police several times. The residents have asked that the playground be closed at dusk.

Section 216-3 of the City Code states that playgrounds are closed from 9:00 p.m. to 6 a.m. If the City Council wishes to change the hours, an Ordinance can be drafted.

October 14, 2020

To: The Honorable Mayor and City Council
 From: James E. Mills, City Comptroller
 Subject: Sales Tax Revenue – September 2020

Sales tax revenue was up \$653,541 or 30.68% compared to last September. In comparison to the original budget projection for the month, sales tax was up \$1,356,402 or 95.05%. The year-to-date actual receipts are up \$134,829 or 2.38%, while the year-to-date receipts on a budget basis are up \$2,001,848 or 52.81%.

From the County's sales tax distribution the State will withhold \$314,650 from November's distribution and \$176,027 from May's distribution to cover the State's appropriation of \$490,677 for AIM related payments to Jefferson County towns and villages that was cut from the State's budget. Therefore the, the City is now shorted \$117,762 annually (\$75,516 in November and \$42,246 in May) to fund these State AIM payments. Additionally, the State imposed with their budget a sales tax inceptor for distressed hospitals and nursing homes which is estimated to reduce the City's sales tax revenue by \$167,000.

	<u>Actual 2017-18</u>	<u>Actual 2018-19</u>	<u>Actual 2019-20</u>	<u>Actual 2020-21</u>	<u>Variance</u>	<u>Monthly % Inc/(Dec)to Prior Year</u>	<u>Quarterly % Inc/(Dec)to Prior Year</u>
July	\$ 1,573,554	\$ 1,606,413	\$ 1,763,856	\$ 1,493,210	\$ (270,646)	(15.34%)	
August	\$ 1,498,230	\$ 1,573,047	\$ 1,763,893	\$ 1,515,827	\$ (248,066)	(14.06%)	
September	\$ 1,918,505	\$ 2,226,468	\$ 2,129,882	\$ 2,783,423	\$ 653,541	30.68%	2.38%
October	\$ 1,381,534	\$ 1,423,970	\$ 1,499,868	\$	\$	%	
November	\$ 1,435,650	\$ 1,466,279	\$ 1,410,364	\$	\$	%	
December	\$ 1,754,106	\$ 1,718,512	\$ 1,868,004	\$	\$	%	%
January	\$ 1,360,442	\$ 1,384,533	\$ 1,436,294	\$	\$	%	
February	\$ 1,163,558	\$ 1,149,846	\$ 1,203,572	\$	\$	%	
March	\$ 1,511,911	\$ 1,420,276	\$ 1,750,746	\$	\$	%	%
April	\$ 1,392,815	\$ 1,410,924	\$ 988,797	\$	\$	%	
May	\$ 1,383,659	\$ 1,501,095	\$ 925,025	\$	\$	%	
June	<u>\$ 2,051,011</u>	<u>\$ 1,864,710</u>	<u>\$ 2,258,456</u>	<u>\$</u>	<u>\$</u>	<u>%</u>	<u>%</u>
YTD	<u>\$ 18,424,974</u>	<u>\$ 18,746,071</u>	<u>\$ 18,998,780</u>	<u>\$ 5,792,460</u>	<u>\$ 134,829</u>	<u>2.38%</u>	

	<u>Original Budget 2020-21</u>	<u>Actual 2020-21</u>	<u>Variance</u>	<u>%</u>	<u>%</u>
July (Budget # = 67% of QE 9/30/19)	\$ 1,181,783	\$ 1,493,210	\$ 311,427	26.35%	
August (Budget # = 67% of QE 9/30/19)	\$ 1,181,808	\$ 1,515,827	\$ 334,019	28.26%	
September (Budget # = 67% of QE 9/30/19)	\$ 1,427,021	\$ 2,783,423	\$ 1,356,402	95.05%	52.81%
October (Budget # = 90% of QE 12/31/19)	\$ 1,349,881	\$	\$	%	
November (Budget # = 90% of QE 12/31/19)	\$ 1,269,328	\$	\$	%	
December (Budget # = 90% of QE 12/31/19)	\$ 1,681,204	\$	\$	%	%
January (Budget # = 95% of QE 3/31/20)	\$ 1,364,479	\$	\$	%	
February (Budget # = 95% of QE 3/31/20)	\$ 1,143,393	\$	\$	%	
March (Budget # = 95% of QE 3/31/20)	\$ 1,663,209	\$	\$	%	%
April (Budget # = 105% of QE 6/30/20)	\$ 1,340,378	\$	\$	%	
May (Budget # = 105% of QE 6/30/20)	\$ 1,345,772	\$	\$	%	
June (Budget # = 105% of QE 6/30/20)	<u>\$ 1,699,744</u>	<u>\$</u>	<u>\$</u>	<u>%</u>	<u>%</u>
YTD	<u>\$ 16,648,000</u>	<u>\$ 5,792,460</u>	<u>\$ 2,001,848</u>	<u>52.81%</u>	

October 14, 2020

To: The Honorable Mayor and City Council
 From: James E. Mills, City Comptroller
 Subject: Sale of Surplus Hydro-electricity – September 2020

The City has received the monthly hydro-electricity production and consumption data from National Grid. In comparison to last September, the sale of surplus hydro-electric power on an actual to actual basis was down \$123,938 or 99.07%. The hydro-electric facility was initially planned to be shut down in August and September for the planned capital improvements but the work was pushed forward due to the dry conditions.

	<u>Actual</u> <u>2017-18</u>	<u>Actual</u> <u>2018-19</u>	<u>Actual</u> <u>2019-20</u>	<u>Actual</u> <u>2020-21</u>	<u>Variance</u>	<u>%</u> <u>Inc/(Dec)to</u> <u>Prior Year</u>
July	\$ 644,519	\$ 4,063	\$ 265,466	\$ 1,937	(\$263,528)	(99.27%)
August	\$ 308,911	\$ 1,201	\$ 13,330	\$ 1,819	(\$ 11,511)	(86.35%)
September	\$ 129,629	\$ 46,149	\$ 125,102	\$ 1,164	(\$123,938)	(99.07%)
October	\$ 219,082	\$ 323,260	\$ 222,218	\$	\$	
November	\$ 610,656	\$ 572,955	\$ 554,930	\$	\$	
December	\$ 332,344	\$ 249,645	\$ 406,126	\$	\$	
January	\$ 243,768	\$ 171,405	\$ 416,391	\$	\$	
February	\$ 353,929	\$ 311,149	\$ 217,222	\$	\$	
March	\$ 587,558	\$ 403,524	\$ 745,936	\$	\$	
April	\$ 728,661	\$ 673,362	\$ 752,511	\$	\$	
May	\$ 584,892	\$ 809,967	\$ 383,085	\$	\$	
June	\$ 59,631	\$ 787,591	\$ 53,641	\$	\$	
YTD	<u>\$4,803,579</u>	<u>\$4,354,270</u>	<u>\$4,155,958</u>	<u>\$ 4,920</u>	<u>(\$398,977)</u>	<u>(98.78%)</u>

	<u>Original</u> <u>Budget</u> <u>2020-21</u>	<u>Actual</u> <u>2020-21</u>	<u>Variance</u>	<u>%</u>	<u>Power</u> <u>Purchased</u> <u>from</u> <u>National</u> <u>Grid</u>
July	\$ 230,105	\$ 1,937	(\$228,168)	(99.16%)	\$ 31,821
August	\$ -	\$ 1,819	\$ 1,819	-	\$ 28,961
September	\$ -	\$ 1,164	\$ 1,164	-	\$ 26,572
October	\$ 344,806	\$	\$		
November	\$ 527,395	\$	\$		
December	\$ 425,379	\$	\$		
January	\$ 348,910	\$	\$		
February	\$ 260,835	\$	\$		
March	\$ 458,205	\$	\$		
April	\$ 710,561	\$	\$		
May	\$ 637,679	\$	\$		
June	<u>\$ 443,125</u>	<u>\$</u>	<u>\$</u>		
YTD	<u>\$4,387,000</u>	<u>\$ 4,920</u>	<u>(\$225,185)</u>	<u>(97.86%)</u>	<u>\$ 87,354</u>

October 14, 2020

To: The Honorable Mayor and City Council

From: Michael J. DeMarco, Planner

Subject: City of Watertown Awarded Tree Planting Funding Through the New York State Urban Forestry Council (NYSUFC)

The NYSUFC recently announced that communities in New York State designated a Tree City USA for at least the past five years were eligible for a \$1,000 grant for tree planting. Thirty-nine (39) communities from across the state applied for funding. Only twenty (20) communities, including Watertown, were selected for grant funding.

The City's street tree advisory board, Tree Watertown, and City Planning Staff have identified three planting sites in a prominent area along the 200 block of Washington Street where two ailing ash trees and a declining sugar maple were removed earlier this season. This section of Washington Street is located within the City's Downtown Arboretum, and positioned in front of City Hall and the Roswell P. Flower Memorial Library.

With the maximum grant award of \$1,000, three (3) balled and burlapped trees will be planted in this area to help restore recently lost tree canopy in the City's downtown, as well as provide a setting to celebrate the City's 23rd Annual Arbor Day Celebration on Friday, November 6, 2020, at 9:00 a.m.

Additionally, on Saturday, November 7, 2020 at 9:00 a.m., the City, Tree Watertown and Watertown Noon Rotary Club will host a volunteer tree planting project at Thompson Park. Volunteers will assemble to plant fifty (50) bare-root trees in an effort to further beautify the park and help provide lasting tree canopy for generations to come.