

**CITY OF WATERTOWN, NEW YORK
AGENDA**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, December 2, 2013, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Reappointment to the Roswell P. Flower Memorial Library Board of Trustees, Linda C. Dittrich
- Resolution No. 2 - Designation of Official Newspaper
- Resolution No. 3 - Sidewalk Improvement Special Assessment Program, District No. 10
- Resolution No. 4 - Letter of Intent for City of Watertown to Cooperate with Other Municipalities in the Formation of a Jefferson County Cooperative Stormwater Group
- Resolution No. 5 - Finding That Changing the Approved Zoning Classification of VL-1 Indiana Avenue North to Residence B Will Not Have a Significant Impact on the Environment

ORDINANCES

LOCAL LAW

- Local Law No. 1 of 2013 - A Local Law Deleting Certain Provisions of the City Code of the City of Watertown and Amending Chapter 112 - Businesses and Trades and Chapter 244 - Sales

PUBLIC HEARING

7:30 p.m. Resolution Approving A Special Use Permit Request to Operate a Self Storage Facility in a Commercial District at 144 Eastern Boulevard, Parcel 5-16-320.100

7:30 p.m. Ordinance Changing the Approved Zoning Classification of VL1 Indiana Avenue North, Parcel 6-16-107, From Light Industrial to Residence B

OLD BUSINESS

STAFF REPORTS

1. Sales Tax Revenue – October 2013
2. Letter from Lynn Morgan, Habitat for Humanity
3. Letter from Sean M. Hennessey, Dulles State Office Building
4. CitiBus Bus Shelter Locations
5. Request for Professional Services Agreement with Public Sector HR Consultants, LLC

NEW BUSINESS

EXECUTIVE SESSION

WORK SESSION

Next Work Session is scheduled for Monday, December 9, 2013, at 7:00 p.m.

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, DECEMBER 16, 2013.

Res No. 1

November 20, 2013

To: Members of the City Council

From: Mayor Jeffrey E. Graham

Subject: Reappointment to the Roswell P. Flower Memorial Library Board of Trustees,
Linda C. Dittrich

As you know, Linda C. Dittrich filled the unexpired term created by the departure of Kate VanBrocklin Harrienger.

Ms. Dittrich is enthusiastic about remaining on the Library Board. A resolution reappointing her for a full eleven-year term is attached.

RESOLUTION

Page 1 of 1

Reappointment to the Roswell P. Flower Memorial Library Board of Trustees, Linda C. Dittrich

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

RESOLVED that the following individual is hereby reappointed to the Roswell P. Flower Memorial Library Board of Trustees for an eleven-year term expiring on December 31, 2024:

Linda C. Dittrich
238 Flower Avenue West
Watertown, NY 13601

Seconded by

November 21, 2012

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Designation of Official Newspaper

The attached resolution, if approved by the City Council, designates the *Watertown Daily Times* as the official newspaper of the City of Watertown for the year 2014.

RESOLUTION

Page 1 of 1

Designation of Official Newspaper

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

BE IT RESOLVED by the City Council of the City of Watertown, New York, that the *Watertown Daily Times* be and is hereby designated as the official newspaper of the City of Watertown, New York for the year beginning January 1, 2014 and ending December 31, 2014.

Seconded by

November 21, 2013

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Sidewalk Improvement Special Assessment District No. 10,
Summer and Fall 2014

City Engineer Kurt W. Hauk has prepared the attached report for City Council consideration that details the proposed areas to be included in the Sidewalk Improvement Program for the 2014 construction season, which spans two Fiscal Years.

As in previous years, the work performed will be incorporated in a Special Assessment Program that provides property owners with an opportunity to pay the costs associated with the improvements to the sidewalks over a ten-year period. Property owners have the option of having the City perform the work, hiring a contractor to do the work, or doing the work themselves.

As you will recall, under the Charter provisions related to Special Assessment programs, the City must send notices to all the property owners telling them that they will be included in this year's program and that there will be a public hearing to consider whether all or a portion of the cost for the proposed sidewalk improvements should be a charge or expense upon the abutting property owner. While the City Council cannot officially determine what the charge will be to the property owners until after a Public Hearing, Staff will prepare the notices to property owners using the \$5.25 per sq. ft. rate, unless otherwise directed, which is the price charged to those who have participated in the program since the inception of the Sidewalk Improvement Special Assessment.

Once the City Council determines how it would like to move forward with District No. 10, then a Public Hearing needs to be scheduled. In support of this initiative, a resolution has been prepared which instructs Staff to send notices to all of the property owners and schedules the Public Hearing for Tuesday, January 21, 2014, at 7:30 p.m., in City Council Chambers.

This year, City Engineer Kurt Hauk is requesting to replace an upright tamper in the amount of \$2,531 out of the Sidewalk budget, that portion of the City's share of the program. Details of the tamper are attached. Staff will be available to answer any questions.

RESOLUTION

Page 1 of 1

Sidewalk Improvement Special
Assessment Program, District No. 10

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

YEA	NAY

Introduced by

Total

WHEREAS the City Engineering Department has inspected sidewalks within the City of Watertown, and

WHEREAS it has been determined that the condition of sidewalks on certain streets are in need of repair and/or replacement, and

WHEREAS the City Council of the City of Watertown feels it is in the overall public interest to provide property owners within the City of Watertown with an opportunity to pay for said repair/replacement work through a Special Assessment Program,

NOW THEREFORE BE IT RESOLVED that a Public Hearing will be held on Tuesday, January 21, 2014, at 7:30 p.m. at which time property owners included in the Special Assessment Program will have an opportunity to make comments on whether all or a portion of the cost for proposed sidewalk improvements should be a charge or expense upon the abutting property owners, and

BE IT FURTHER RESOLVED that the City Engineering Department will send notices to all property owners notifying them of their inclusion in this year's program and that there will be a public hearing to consider whether all or a portion of the cost for proposed sidewalk improvements should be a charge or expense upon the abutting property owners, and

BE IT FURTHER RESOLVED that the properties included in the Sidewalk Special Assessment Program, District No. 10, are those detailed in the attached report.

Seconded by

SUMMARY REPORT FOR

District 9 2013

&

PROPOSED SIDEWALK PROJECT WORK AREAS FOR

District 10 2014

November 20, 2013

Proposed By: Sean O'Connor

SUMMARY:

Sidewalk District #9 work was completed and a complete financial summary can be provided after all bills are received and paid. There were several issues that had to be overcome during this construction season, most of them we hope to address in future districts.

-Weather: Wet weather played a bigger factor in completing the work from the previous 2 dry summers.

-Shortage of laborers: At certain points the crew was not at full complement due to turnover of temporary employees or an extended absence of full time employees.

-Equipment: Most of the vehicles used by the crew are beyond their useful life.

1. The crew needs acquire a pickup truck of sufficient size to pull the closed trailer that was recently transferred from the water department used to secure equipment and tools. This could be accomplished by sharing a piece of equipment similar to the bobcat, or getting a vehicle coming off the line at another department that is being replaced.

2. The crew also needs to replace a plate tamper that has become un-repairable. We recommend replacing that equipment with a jumping jack tamper which will reduce the widths of driveway cuts saving labor and materials as well as reducing the impact to the property owners.

-Multiple homeowners requesting full frontage replacement: This season there was a larger than normal percentage of property owners that requested full frontage replacement which greatly increased the anticipated work from 17,820 SF to 19,000 SF. This increased work affected the amount of money available for the second half of the FY 13-14 funding.

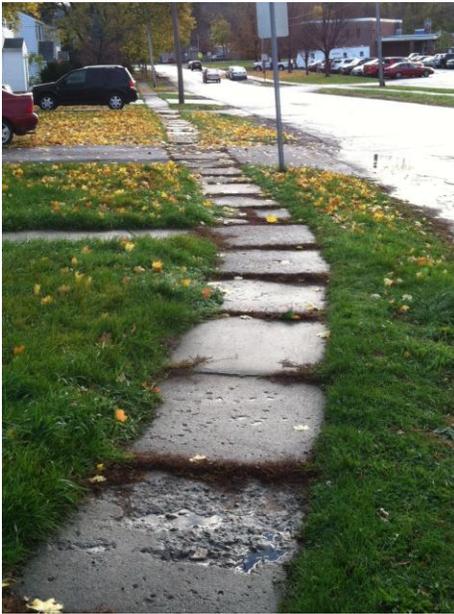
A preliminary breakdown of the cost per square foot of sidewalk replaced is shown below. This can be refined as the final costs are accounted for.

Estimated District 9 operating cost per SQFT	
wages	\$130,872
expenses	\$95,238
Sq Ft completed	19,617
Cost per Sq Ft	\$11.53/Sq Ft

District #9 Comparison Pictures:

PHOTO 1: Knickerbocker Dr.

Before



After



PHOTO 2: Ward St.

Before



After



PHOTO 3: Harewood Ave.

Before



After



Proposed District 10:

The purpose of this report is to provide information so that the next locations can be chosen for, District #10 of the sidewalk program.

This area was suggested to be completed before the reconstruction of Flower Ave E from Washington St. through Franklin St. to have this very substantial area of sidewalk repaired/renewed within a year or so of completed construction that capital project currently scheduled for FY 14-15. Gotham St. 600 and 700 blocks are also included in this district since there is less than 500 sq ft to replace within those two blocks of the street. It is a very large area to cover and including them will round out the required footage for the season.

Some pictures of the existing conditions are shown below as well as the estimated Sq Ft of work and the projected schedule. The later than normal start date is used to adjust for the reduced funding remaining for the second half of the FY 13-14 (Apr-Jun 14) budget.

Myrtle Ave.700 block



Hamlin St



Nellis St.



Cadwell St.



Franklin St. 600&700 Blocks



Table A: Estimated Area Of Work Per Street

Main streets include corner properties with their sqft estimates

Street	Est. SF Area	% Non-chargeable SQFT	Est. LF of Work	Approx. Total SF Area Of Work
Cadwell St.	1072	20%	323	1290
Franklin St. 600&700 blocks	2196	15%	632	2526
Gotham St 600&700 blocks	416	35%	140	560
Hamlin St.	720	13%	204	816
Myrtle Ave.	1920	28%	615	2460
Nellis St.	2688	19%	800	3200
Total	9012	22%	2750	11000 (10852)

A three person DPW crew, along with 3 or 4 temporary seasonal workers will suffice for the summer with the work that is presented. Based on 11,000 SQ/FT district, a 6/7 person crew should produce 900 - 1000 SQFT/week taking into account: bad weather, delays, equipment failures, traffic, employee turnover, and home owner last minute requests for full frontage work. This should take approximately 16 weeks including startup and shutdown. The start date for District 10 is tentatively set for June 1st 2014. The outlined work should be completed by mid September.

Proposed Residents in District #10:

Please Reference Attached:

301	BRAINARD	11-10-111.000	Moglia Mary Ellen
351	BRAINARD	11-10-101.000	Kehoe Sherri
401	BRAINARD	11-09-106.000	Shaughnessy Mary L/Edward
711	CADWELL	11-09-113.000	O'Hara Muzeyyen/Mark
712	CADWELL	11-09-218.000	Murphy Richard E/Clara
714	CADWELL	11-09-219.000	Lalonde Pamela
716	CADWELL	11-09-220.000	Lynough Elizabeth K
717	CADWELL	11-09-112.000	Varno S
718	CADWELL	11-09-221.000	Sandoval Ramiro
723	CADWELL	11-09-111.000	Marinez Robert J/Shawna
724	CADWELL	11-09-222.000	Widrick KB/Patricia D
726	CADWELL	11-09-223.000	Pearson Hilarie E/Martin
727	CADWELL	11-09-110.000	Mclaughlin Bryan M
730	CADWELL	11-09-224.000	Currier Gretchen L
733	CADWELL	11-09-109.000	Gray Michael W/Shelia
736	CADWELL	11-09-225.000	Currier Albert J
737	CADWELL	11-09-108.000	Davis William R Jr
740	CADWELL	11-09-226.000	Murdock Paula
741	CADWELL	11-09-107.000	Smith Quintin A/Epreliza
744	CADWELL	11-09-201.000	Mendez Paul M
178	FLOWER AVE E	11-12-143.000	Martusewicz Kim H
188	FLOWER AVE E	11-11-134.000	Hall Dustin D
210	FLOWER AVE E	11-10-128.000	John J/Melissa A Puccia
227	FLOWER AVE E	11-07-101.000	Cean David
264	FLOWER AVE E	11-10-142.000	Laney Thomas J / Heather
301	FLOWER AVE E	11-08-120.000	Meyers Stephen E
302	FLOWER AVE E	11-09-213.000	Barlow Joshua J /Carole
318	FLOWER AVE E	11-09-217.000	Douthit Luciana Braga / Lonny lynn Campbell Eleanor M, Slate Eila M, Kidder Eileen M
326	FLOWER AVE E	11-09-114.000	
602	FRANKLIN	11-08-137.000	Sandoval Ramiro
607	FRANKLIN	12-04-105.000	Kirkland Wendell J
608	FRANKLIN	11-08-138.000	Matney Sophia M/Conner
610	FRANKLIN	11-08-139.000	Fry John A G
611	FRANKLIN	12-04-104.000	Sprouse Grace
614	FRANKLIN	11-08-140.000	LaLonde Heather M/Noel
617	FRANKLIN	12-04-103.000	Johnson Laura H/David
618	FRANKLIN	11-08-141.000	Chapman Valerie A/Kevin

623	FRANKLIN	12-04-102.000	Catlin William J/SA/WH
624	FRANKLIN	11-08-101.000	Lachine Properties LLC
627	FRANKLIN	12-04-101.000	Spooner Living Trust / Brien / Cynthia
702	FRANKLIN	11-09-118.000	Quencer Aaron P/ Sandy
703	FRANKLIN	12-07-321.000	Frazier Ricky E
707	FRANKLIN	12-07-320.000	McCormick Diane M/Jack
708	FRANKLIN	11-09-119.000	Kalk James A/Louise
713	FRANKLIN	12-07-320.000	McCormick Diane M/Jack
716	FRANKLIN	11-09-120.000	Ives Gertrude,Louis G,Gerald E,Johnny A
719	FRANKLIN	12-07-317.100	Duffy Adrian M
720	FRANKLIN	11-09-121.000	Romeo Vincent G/Karen
723	FRANKLIN	12-07-316.000	Carnahan Kimberly T/Charles
724	FRANKLIN	11-09-122.000	Bates Lynne / Charles
608	GOTHAM	11-06-135.000	Hall John H
614	GOTHAM	11-06-136.000	Brown Adam M
617	GOTHAM	11-07-111.000	Malloy Gabriella C/Robert
620	GOTHAM	11-06-137.000	Pollock Mitchell/Shannon
622	GOTHAM	11-06-138.000	Kehoe Myron C Jr
623	GOTHAM	11-07-110.000	Fursman Andrea K/Christopher
629	GOTHAM	11-07-109.000	Fleming Troy M
630	GOTHAM	11-06-139.000	Levier Ryan S
635	GOTHAM	11-07-108.000	Thoma Andrew R
636	GOTHAM	11-06-101.000	Macaluso Teresa R
637	GOTHAM	11-07-107.000	Burkard Robert B / Tammy
708	GOTHAM	11-11-102.000	Wisner Louise S/ Scott
712	GOTHAM	11-11-103.000	Jenkins Lori A
715	GOTHAM	11-10-125.000	Bolton Anita M
716	GOTHAM	11-11-104.000	Cornaire James
719	GOTHAM	11-10-124.000	Quencer Aaron P / Sandy
720	GOTHAM	11-11-105.000	Irwin Mark D
724	GOTHAM	11-11-106.000	Ignat Adriana
727	GOTHAM	11-10-123.000	Busler Melvin J Jr / Rose
732	GOTHAM	11-11-108.000	Davis Anne
734	GOTHAM	11-11-109.200	Northern Federal Credit Union
735	GOTHAM	11-10-121.000	Perry Karen A
740	GOTHAM	11-11-111.000	Hornbeck Bruce L
741	GOTHAM	11-10-120.000	Plante William P
744	GOTHAM	11-11-112.000	Voss Rodger H / Jennifer
749	GOTHAM	11-10-119.000	Misercola Christopher G / Kristin
752	GOTHAM	11-11-113.000	Coleman James V
755	GOTHAM	11-10-118.000	Garland Timothy R / Katrina
758	GOTHAM	11-11-114.000	Cloutier Marc A
761	GOTHAM	11-10-116.000	Hoistion Eric L

764	GOTHAM	11-11-115.000	Boulter Elizabeth H / Anne
765	GOTHAM	11-10-115.000	LeFrancois Adriene / Judy
769	GOTHAM	11-10-114.000	Hough Joseph M / Lourdes
770	GOTHAM	11-15-101.000	Netto Aaron A
773	GOTHAM	11-10-112.000	Burkard Tammy / Robert
13	HAMLIN	11-08-122.000	Gianfagna Joseph C / Rachael
614	HAMLIN	11-07-125.000	Parsell John C & Joyce S / Bennett Susan
617	HAMLIN	11-08-121.000	Grosse Timothy
618	HAMLIN	11-07-126.000	Woiwode Joseph / Jennifer
624	HAMLIN	11-07-127.000	Woiwode Joseph / Jennifer
709	MYRTLE	11-11-133.000	Nilhad Group LLC
713	MYRTLE	11-11-132.000	McCarty Michael M Jr
714	MYRTLE	11-12-143.001	Jackson Dennis/Kimberly
717	MYRTLE	11-11-131.000	Kocsi Geraldine L / Ronald
720	MYRTLE	11-12-144.000	Deline Catherine D / Michael
721	MYRTLE	11-11-130.000	Hutchinson Franklin D
724	MYRTLE	11-12-145.000	Ehrig Becky S / Thomas Shane
725	MYRTLE	11-11-129.000	Deline Michael N
731	MYRTLE	11-11-128.000	Bartlett Jeanne / Schroeder Doris
735	MYRTLE	11-11-127.000	Nortz Dennis / Patricia
741	MYRTLE	11-11-125.000	Bolton Nola C
706	NELLIS	11-10-143.000	Lafferty James L
710	NELLIS	11-10-144.000	McKinney Nicholas D / Vanessa
713	NELLIS	11-09-212.000	Burns Gary W / Burns K
714	NELLIS	11-10-145.000	Petrie Christopher J / Alison
717	NELLIS	11-09-211.000	Bolton Orrin P / Beth
718	NELLIS	11-10-146.000	Eades Jean C
721	NELLIS	11-09-210.000	Brunson Roscoe D
722	NELLIS	11-10-147.000	Gorgeny Thomas P / Jennifer
724	NELLIS	11-10-148.000	Fulton Karl A / Thomas
725	NELLIS	11-09-209.000	Thomas Oswald M
729	NELLIS	11-09-208.000	Harberson Margaret L
731	NELLIS	11-09-207.000	Augustus Craig S/Janet M
739	NELLIS	11-09-206.000	King Brian A
183	PARK AVE	11-12-101.000	Lamson James P / Molly
339	WILLIAMS	12-04-106.000	Spooner Living Trust / Brien / Cynthia
170	WINSLOW	11-06-134.000	Lee Stephen H / Sally
204	WINSLOW	11-07-112.000	Marilley John D/Shirley A
252	WINSLOW	11-07-124.000	Siver John R
300	WINSLOW	11-08-123.000	Gianfagna Joseph C / Rachael



CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

1869

DATE: November 20, 2013

TO: Sharon Addison, City Manager

FROM: Kurt Hauk, City Engineer

SUBJECT: Proposed 2014 Sidewalk District #10

The Engineering Department has evaluated and recommends the following areas for the Summer-Fall 2014 Sidewalk District #10. The properties constituting District #10 are listed in the enclosed report and total approx. 11,000 SF of sidewalk.

A public hearing will need to be scheduled for January 6, 2014 at which time the City Council will set the rate each property owner will be charged at that meeting. The current rate is \$5.25/SF.

After the December 2, 2013 meeting, each property owner will be sent a copy of their inspection report and the estimate for repairs based on the current \$5.25/SF rate. They will also receive paperwork explaining the Sidewalk Program, the Special Assessment District, and a contact number for any questions. Once the actual rate for District #10 is determined, if there is a change, revised estimates will be sent based on the new rate.

Recent per square foot actual construction costs are listed below for comparison:

District 9	\$11.53/SF
District 8 (2012):	\$12.14/SF
District 7 (2011):	\$8.09/SF
District 5 & 6 (2010):	\$8.57/SF
District 4 (2009):	\$9.67/SF
District 3 (2008):	\$9.72/SF
District 2 (2007):	\$7.97/SF

We are also seeking concurrence to purchase an upright (Jumping Jack) tamper to replace the plate tamper that became unserviceable this season.



Home Products Rentals Service Reso



Product Categories

- SPECIALS
- GRINDERS & CUTTING TOOLS
- BOSCH BSS STORE
- CONSTRUCTION EQUIPMENT
- CONSTRUCTION PRODUCTS
- FASTENERS
- MATERIAL HANDLING
- MRO
- SAFETY
- TOOLS-CORDLESS
- TOOLS-ELECTRIC
- TOOLS-HAND
- TOOLS-PNEUMATIC

Quick Order Pad

ITEM #	QTY.
<input type="text"/>	<input type="text"/>

Item Details

Item Code:	BS50-2
Alt Item	
Description:	WAC AIR COOLED 2 CYCLE UPRIGHT TAMPER
Availability:	In Stock
Price:	\$2,531.09
Quantity:	<input type="text" value="1"/>
Manufacturer:	WACKER NEUSON SALES AMERICAS LLC
	<u>NYS OGS Contract Item</u>

<input type="button" value="ADD TO CART"/>
<input type="button" value="ADD TO RFQ"/>

ADD TO CART

Bulk Order Pad



UPDATE QUANTITY

Substitute Items:

Alt Item	Item ID	Item Description	Availability	Unit Price	Quantity
UTAMP	RS65	MMD 4380# 3HP HONDA UPRIGHT TAMPER	In Stock	\$2,882.63/EA	1

ADD QUANTITIES TO CART

ADD QUANTITIES TO QUO

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November 26, 2012

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Letter of Intent for NYSDEC Grant

The attached letter expresses the City of Watertown's position to the NSYDEC MS4 Coordinator regarding the potential formation of the Jefferson County Cooperative Stormwater Group and subsequent development of the Inter Municipal Agreement. This letter is required to accompany the grant application by the Town of LeRay, acting as the lead agent of the potential cooperative, which is due on December 13, 2013.

A resolution has been prepared for Council consideration which authorizes the City Manager to sign the letter of intent.

RESOLUTION

Page 1 of 1

Letter of Intent for City of Watertown to Cooperate with Other Municipalities in the Formation of a Jefferson County Cooperative Stormwater Group

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown recognizes the advantages of the Jefferson County Cooperative Stormwater Group and considers it the right thing to do at this time, and

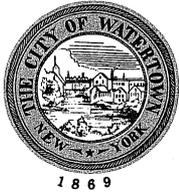
WHEREAS a potential grant award from New York State to develop and implement the required Storm Water Management Plan(s) is timely and provides vital seed monies necessary to ensure the success of accurately defining the Inter Municipal Agreement (IMA), and

WHEREAS participating in the MS4 cooperative is contingent upon each municipal governing body's approval of the terms and conditions expressed in the IMA,

THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the City Manager to sign the letter of intent, a copy of which is attached hereto and made a part of this resolution, and

BE IT FURTHER RESOLVED that the City Council of the City of Watertown reserves the right to review and discuss the final IMA prior to electing whether or not to participate as a member of the Jefferson County Cooperative Stormwater Group.

Seconded by



CITY OF WATERTOWN, NEW YORK

SUITE 302, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
(315) 785-7730
FAX (315) 782-9014
TDD STATE RELAY NO.: 711

SHARON ADDISON
CITY MANAGER

November 26, 2013

MS4 Coordinator
New York State Department of Environment Conservation
Bureau of Water Permits, 4th Floor
625 Broadway
Albany, NY 12233-3505

Gentlemen:

Please accept this letter of intent from the City of Watertown to cooperate with the Town of LeRay and all other municipalities that are participating in the potential formation of a Jefferson County Cooperative Stormwater Group, as outlined in the grant application being submitted by the Town of LeRay. The City grasps the advantages of the cooperative and considers it the right thing to do. The opportunity for the entities of the larger MS4, circumscribed by the 2010 census in the Greater Watertown/Fort Drum Area, to work together with financial assistance from New York State to develop and implement the required Storm Water Management Plan(s) is both recognized and appreciated.

The potential grant award is timely and provides vital seed monies necessary to ensure the success of accurately defining the Inter Municipal Agreement (IMA). Participation in the MS4 cooperative is contingent upon each municipal governing body's approval of the terms and conditions expressed in the IMA. The grant clearly enables the "upfront" work to begin immediately.

The City, as well as the other participating entities of the potential cooperative, have already submitted the required Notice of Intent that focused on our obligation to adhere to the SPDES General Permit for Stormwater Discharge from MS4s (GP-0-10-002).

The City of Watertown reserves the right to review and discuss the final IMA with City Council prior to electing whether or not to participate as a member in the Jefferson County Cooperative Stormwater Group.

Sincerely,

SA:eg

Sharon Addison

cc: Michael J. Sligar, Water Superintendent

Res No. 5

November 22, 2013

To: The Honorable Mayor and City Council

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

Subject: Finding That Changing the Approved Zoning Classification of VL-1 Indiana Avenue North, Parcel No. 6-16-107, from Light Industry to Residence B Will Not Have a Significant Impact on the Environment

At its November 5, 2013 meeting, the City Planning Board recommended that the City Council change the zoning classification of VL-1 Indiana Ave. North from Light Industry to Residence B. The Council has scheduled a public hearing on the request for Monday, December 2, 2013 at 7:30 PM.

The City Council must complete Part II, and Part III if necessary, of the Environmental Assessment Form and adopt the attached resolution before it may vote on the Zone Change Ordinance. The resolution states that the proposed zone change will not have a significant impact on the environment.

RESOLUTION

Page 1 of 2

Finding That Changing the Approved Zoning Classification of VL-1 Indiana Avenue North, Parcel No. 6-16-107, from Light Industry to Residence B Will Not Have a Significant Impact on the Environment

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the City Council of the City of Watertown, New York, has before it a proposed Ordinance changing the approved zoning classification of VL-1 Indiana Avenue North, parcel 6-16-107, from Light Industrial to Residence B, and

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

WHEREAS the approval of the zone change would constitute such an "Action," and

WHEREAS the City Council has determined that changing the zoning classification of this property is an Unlisted Action as that term is defined by 6NYCRR Section 617.2, and

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

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that:

1. Based upon its examination of the Short Environmental Assessment Form and comparing the proposed action with the criteria set forth in 6NYCRR Section 617.7, no significant impact is known and the adoption of the zone change will not have a significant impact on the environment.

December 2, 2013

RESOLUTION

Page 2 of 2

Finding That Changing the Approved Zoning Classification of VL-1 Indiana Avenue North, Parcel No. 6-16-107, from Light Industry to Residence B Will Not Have a Significant Impact on the Environment

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

2. The Mayor of the City of Watertown is authorized to execute the Environmental Assessment Form to the effect that the City Council is issuing a Negative Declaration under SEQRA.
3. This Resolution shall take effect immediately.

Seconded by

617.20
Appendix B
Short Environmental Assessment Form

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: REZONING INDUSTRIAL TO RESIDENTIAL							
Project Location (describe, and attach a location map): VL 1 NORTH INDIANA AVE							
Brief Description of Proposed Action: Rezoning a lot from Industrial to Residential							
Name of Applicant or Sponsor: Bradford White		Telephone: 315-770-8042 <u>788-6200</u>					
Address: 231 NORTH RUTLAND STREET		E-Mail: <u>bwhite@whitelumber.com</u>					
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.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">NO</th> <th style="width: 50%;">YES</th> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	NO	YES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NO	YES						
<input type="checkbox"/>	<input checked="" type="checkbox"/>						
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">NO</th> <th style="width: 50%;">YES</th> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
3.a. Total acreage of the site of the proposed action?		9/10 acres					
b. Total acreage to be physically disturbed?		< .1 acres					
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		9/10 acres					
4. Check all land uses that occur on, adjoining and near the proposed action.							
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input checked="" type="checkbox"/> Industrial <input 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							

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	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 AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: <u>Breadfruit White Ham Home Center</u> Date: <u>10/30/17</u>		
Signature: <u>[Signature]</u>		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. 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"/>

	No, or small impact may occur	Moderate to large impact may occur
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"/>

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. 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

Local Law No. 1 of 2013

November 20, 2013

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Deleting Certain Provisions of the City Code of the City of Watertown
Amending Chapters; Chapter 112 - Businesses and Trades and
Chapter 244 – Sales

As discussed at the November 12, 2013 City Council Work Session, the attached Local Law will update the language in the City Code to reflect the current procedures of the City Clerk's Department. In addition, it will amend sections and update the fee schedule.

The Council must hold a public hearing on the Local Law before it may vote. It is recommended that a public hearing be scheduled for 7:30 p.m. on Monday, December 16, 2013.

As part of updating the City Code, an Ordinance will also be presented to Council at the December 16, 2013 meeting which will amend the Business Licenses and Permits in Section A320. Together with the Local Law attached, these two pieces of legislation will fully update those areas that need to be brought up to date.

Deleting Certain Provisions of the City Code of the City of Watertown and Amending Chapters; Chapter 112 - Businesses and Trades and Chapter 244 - Sales

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

WHEREAS the City Code of the City of Watertown should continuously be subject to review by the City Council to ensure that its provisions keep pace with the needs and desires of the citizenry of the City, and

WHEREAS the City Council’s review of the City Code of the City of Watertown has revealed several provisions which, due to the passage of time and the needs of the community are no longer necessary or desired, or have otherwise been pre-empted by State statutory provisions, and

WHEREAS the City Council of the City of Watertown deems it to be in the best interests of the citizens of the City to delete certain provisions from the City Code which had originally been adopted by local law, and

WHEREAS the City Clerk’s Office of the City of Watertown issues licenses and permits pursuant to the requirements set forth in Chapter 112 and Chapter 244 of the City Code, and

WHEREAS the City Clerk of the City of Watertown is requesting that the language in Chapter 112 and Chapter 244 of the City Code be updated to reflect the current procedures of the Department.

NOW THEREFORE BE IT ENACTED by the City Council of the City of Watertown, New York that the following provisions of the Watertown City Code shall be deleted:

Section	General Description
Chapter 84	Auctions and Auctioneers
Chapter 219	Pawnbrokers
Chapter 226	Poolrooms and Billiard Parlors
Chapter 284	Transient Retail Businesses

, and

Deleting Certain Provisions of the City Code of the City of Watertown and Amending Chapters; Chapter 112 - Businesses and Trades and Chapter 244 - Sales

Page 2 of 4

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

BE IT FURTHER ENACTED that the Chapter 112 General References of the City Code of the City of Watertown is amended to read as follows:

Liquidation sales: See Ch. 244, Art. I.
Tourist camps: See Ch. 279

, and

BE IT FURTHER ENACTED that Section 112-2 of the City Code of the City of Watertown is amended to read as follows:

§ 112-2. General licensing requirements.

Whenever a license or permit for any business or trade is required by this chapter, application therefore shall be made as provided in § 112-3, the fee therefore shall be as provided in Chapter A320, and such license or permit shall be issued in the manner and upon the conditions set forth in this chapter.

, and

BE IT FURTHER ENACTED that Section 112-3 of the City Code of the City of Watertown is amended to read as follows:

§ 112-3. Applications for licenses.

Applications for all licenses or permits required by this Chapter, except as may be required under NYS General Business Law relating to Liquidation Sales/Going Out of Business Sales, must be filed with the City Clerk upon forms to be provided for the purpose at least forty-eight (48) hours prior to the date upon which such license or permit is requested. The sales tax number is to be presented to the City Clerk upon application for a license.

, and

Deleting Certain Provisions of the City Code of the City of Watertown and Amending Chapters; Chapter 112 - Businesses and Trades and Chapter 244 - Sales

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

BE IT FURTHER ENACTED that Section 112-4 A of the City Code of the City of Watertown is amended to read as follows:

§ 112-4. Issuance of license.

- A. The following officers or agencies of the City shall have the authority to issue or renew and shall hereafter be indicated and designated as the “issuing authority” for the respective licenses and permits indicated:

Section	License	Issuing Authority
§ 279-2	Tourist Camp	City Engineer
§ 244-2	Liquidation Sale / Going Out of Business Sale	City Manager
-----	All other licenses and permits required by this chapter	City Manager

, and

BE IT FURTHER ENACTED that Section 112-5 A of the City Code of the City of Watertown is amended to read as follows:

§ 112-5. Fees.

- A. License or permit fees shall be paid in full at or before the issuance of the license or permit to the City Clerk and shall be deposited daily with the City Comptroller. For all annual licenses or permits granted between May 1 and October 31, inclusive, the full annual fee shall be paid; for all annual licenses or permits granted between November 1 and April 30, inclusive, one-half (1/2) of the annual fee shall be paid. The fees for the respective licenses and permits required under this chapter, shall be as set from time to time by the resolution of the City Council. A listing of said businesses requiring such licenses and permits is as follows:

Deleting Certain Provisions of the City Code of the City of Watertown and Amending Chapters; Chapter 112 - Businesses and Trades and Chapter 244 - Sales

Page 4 of 4

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Liquidation Sales/Going Out of Business Sales
Vending on Public Streets

, and

BE IT FURTHER ENACTED that Section 112-5 B of the City Code of the City of Watertown is deleted, and

BE IT ENACTED that the Chapter 244 General References of the City Code of the City of Watertown is amended to read as follows:

Businesses and trades – See Ch. 112

, and

BE IT FURTHER ENACTED that Section 244-3 of the City Code of the City of Watertown is amended to read as follows:

§ 244-3. Application.

Application for a license shall be made in writing per the requirements of §583 of the General Business Law of New York State as amended.

, and

BE IT FURTHER ENACTED that Chapter 244 of the City Code of the City of Watertown is amended by deleting Sections 244-3 A, 244-3 B, 244-3 C, 244-3 D and 244-3 E, and

BE IT FURTHER ENACTED that this Local Law shall take effect immediately upon being filed with the New York Secretary of State.

Seconded by

Public Hearing – 7:30 p.m.

November 22, 2013

To: The Honorable Mayor and City Council

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

Subject: Approving a Special Use Permit Request to Operate a Self Storage Facility in a Commercial District at 144 Eastern Boulevard, Parcel 5-16-320.100

The City Council has scheduled a public hearing on the above subject request submitted by Randy Soggs for 7:30 p.m. on Monday, December 2, 2013. This request has been made under the provisions of § 310-9(I), which allows “other uses of the same general character as those permitted.”

The Planning Board reviewed the request at its November 5, 2013 meeting, at which the Board voted to recommend that Council approve the Special Use Permit. Attached are the report prepared for the Planning Board and an excerpt from its minutes.

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

The resolution prepared for City Council consideration finds that the proposal will not have a significant effect on the environment and approves the Special Use Permit with the condition that the permit only apply to the ~22,000 square foot area formerly occupied by a skating rink.

The Zoning Ordinance requires that a sign be posted on the property giving notice of the Special Use Permit request for a period of two weeks immediately before the public hearing. The applicant retrieved the sign and posted it on November 15, 2013.

RESOLUTION

Page 1 of 1

Approving A Special Use Permit Request to Operate a Self Storage Facility in a Commercial District at 144 Eastern Boulevard, Parcel 5-16-320.100

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

CouncilMember Teresa R. Macaluso

WHEREAS Randy Soggs has made an application for a Special Use Permit to operate a self-storage facility in a Commercial District at 144 Eastern Boulevard, parcel 5-16-320.100, and

WHEREAS the Planning Board of the City of Watertown reviewed the request for a Special Use Permit at its meeting held on November 5, 2013, and passed a motion recommending that the City Council of the City of Watertown approve the request as submitted, subject to the following condition:

1. The Special Use Permit shall only be valid within the approximately 22,000 square foot footprint of the former skating rink.

And,

WHEREAS a public hearing was held on the proposed Special Use Permit on December 2, 2013, after due public notice, and

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

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed Special Use Permit to allow self storage at 144 Eastern Boulevard is an Unlisted Action for the purposes of SEQRA and hereby determines that the project, as proposed, will not have a significant effect on the environment, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that a Special Use Permit is hereby granted to Randy Soggs to allow operation of a self storage facility in a Commercial District at 144 Eastern Boulevard, parcel 5-16-320.100, subject to the condition recommended by the Planning Board.

Seconded by Council Member Joseph M. Butler Jr.

No other self-storage facilities could be identified operating within the City. 632 Water Street (Light Industrial) previously housed one, but the business has apparently relocated to outer Pearl Street.

cc: City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Randy Soggs, PO Box 684, New Hartford NY 13413



CITY OF WATERTOWN, NEW YORK

245 Washington Street, Watertown, NY 13601
Office: (315) 785-7730 - Fax: (315) 782-9014

Special Use Permit Application

APPLICANT INFORMATION

Name: WATERTOWN CENTER DEVELOPMENT LLC

Mailing Address: P.O. Box 684
New Hartford, NY 13415

Phone Number: 315.794.6562 Email: RANDY@SOLOGS.COM

PROPERTY INFORMATION

Property Address: 144 EASTERN BLVD 5-16-320.100

Tax Parcel Number(s): 5-0016-320.00

Property Owner (if not applicant):

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

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

Zoning District: COMMERCIAL DISTRICT

Required Attachments:

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

REQUEST DETAILS

Proposed Use: SELF STORAGE 21,962 sf

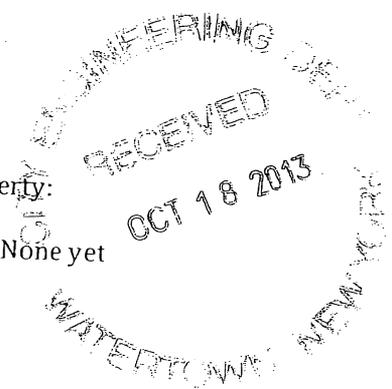
Explain proposal (use additional 8.5x11 sheets if necessary): CONVERT FORMER

SKATING RINK TO SELF STORAGE FACILITY. THE NEW WALL WILL ALL BE PREFABRICATED METAL WITH INDIVIDUAL ACCESS DOORS. THE FACILITY WILL BE STAFFED AND OPERATE IN VERY SIMILAR HOURS TO THE RETAILERS IN THE PLAZA.

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

Signature:

Date: 10/15/13



EXCERPT FROM THE MINUTES – PLANNING BOARD 11/5/2013

**SPECIAL USE PERMIT – SELF STORAGE
144 EASTERN BOULEVARD – 5-16-320.100**

The board then considered a request submitted by Randy Soggs to operate a self-storage facility in a Commercial District at 144 Eastern Boulevard, parcel 5-16-320.100.

Mr. Katzman stated that he would abstain from discussion and voting on this matter.

Tim Hogan explained to the board that he would also be representing Randy Soggs on this project. He described the project, saying that the storage units would be about 5' to 10' wide and would have open tops. The entire building is already sprinklered so there is no issue with building codes. No hazardous materials would be allowed, and the units would only be accessible during business hours, when the lobby area would be staffed.

Mrs. Freda asked if all modifications would be on the interior.

Mr. Hogan said that they would. The exterior of the building would look just the same as if it were a skating rink. The lobby area would be climate controlled, and the storage area would be kept above freezing in the winter.

Mr. Mix asked Mr. Hogan to describe the loading process.

Mr. Hogan said that no new loading docks would be built. Customers would simply pull up to the curb in front of the store and use dollies to move things inside.

Anthony Morone, attorney for the owners of 203 Eastern Boulevard, approached the board to explain that his client is opposed to the Special Use Permit as it was described in the application. He urged the board to deny the permit because the storage facility is fundamentally different from the typical retail use, because customers leave items behind. If the zoning code meant for this to be allowed, it would have been mentioned specifically. He brought up the television show *Breaking Bad*, in which illegal activities take place within a storage unit, as an example of the potential public nuisance caused by a self-storage facility.

Mr. Mix reminded the board that the character of the proposed use should be compared to all allowed uses in the Commercial District, not just those present nearby. For example, automobile storage is allowed as-of-right in the Commercial District.

Mrs. Freda asked if a condition could be placed on the permit limiting hours of operation.

Mr. Mix said that it could, but this type of restriction is nearly impossible to enforce because Code Enforcement does not have 24-hour staffing.

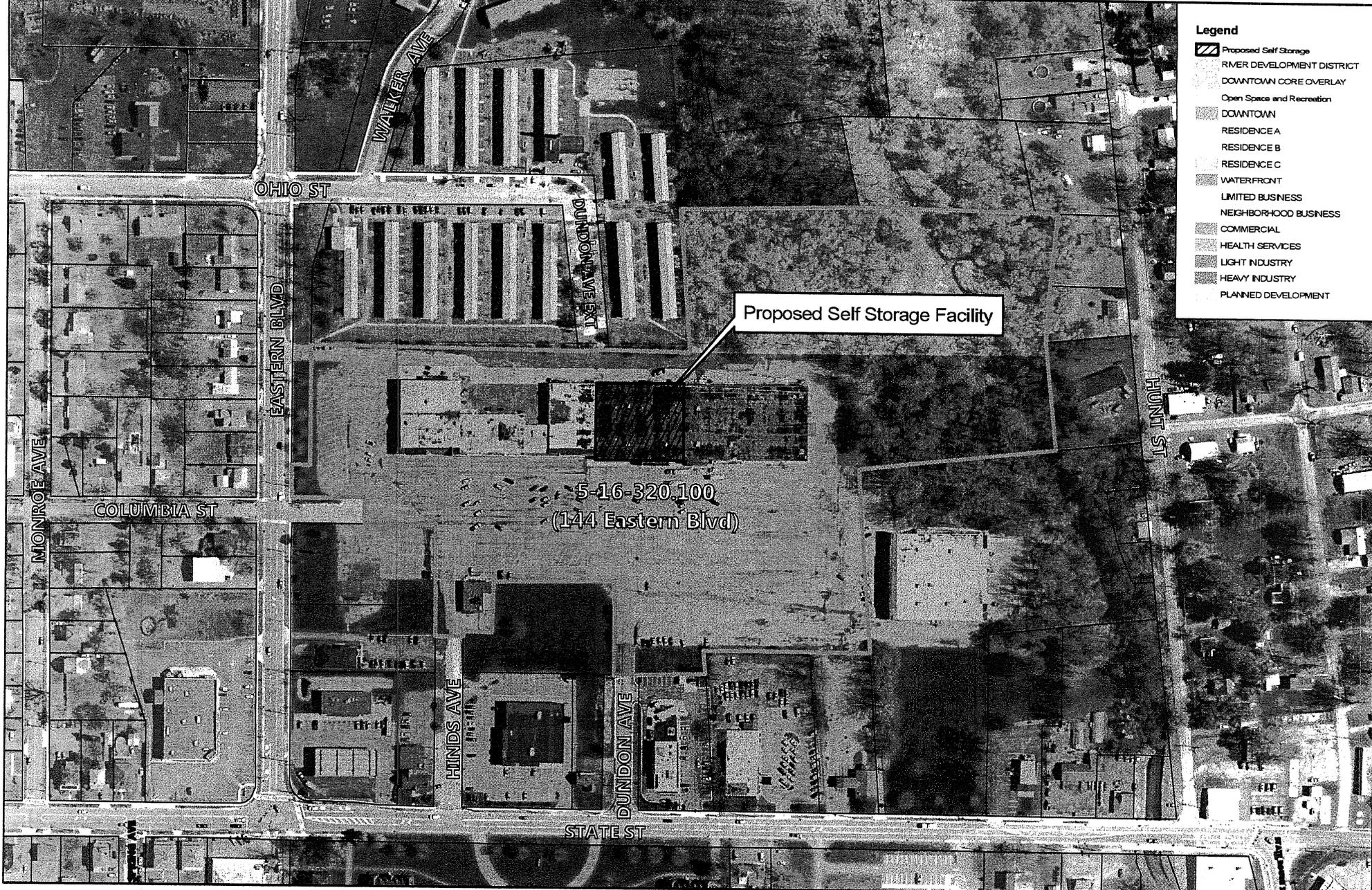
Mrs. Fields asked if staff would always be present on site.

Mr. Hogan said that it would be staffed during its open hours. Off schedule access would have be requested ahead of time. Customers would not have 24-hour unlimited access to their units. It would be similar to a safety deposit box, where you have to show up during bank hours and be shown to the box.

Mrs. Gervera then made a motion to recommend that City Council approve the request submitted by Randy Soggs to operate a self-storage facility in a Commercial District at 144 Eastern Boulevard, parcel 5-16-320.100, subject to the following condition:

1. The Special Use Permit shall only be valid within the approximately 22,000 square foot footprint of the former skating rink.

Mrs. Fields seconded. Mr. Katzman abstained, all others voted in favor.



Legend

- Proposed Self Storage
- 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

Proposed Self Storage Facility

5-16-320.100
(144 Eastern Blvd)



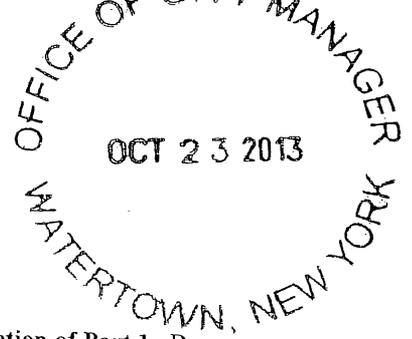
Revisor:	Description of Revision:	Date:	By:



CITY OF WATERTOWN, NEW YORK
INFORMATION TECHNOLOGY
 ROOM 204, MUNICIPAL BUILDING
 245 WASHINGTON STREET
 WATERTOWN, NEW YORK 13601
 TEL: (315) 785-7794

Project: Zoning Map	
Requested By: A.Nichols	
Drawn By: J.Carlesson	Approved By:
Date: 10/23/2013	Date:
Scale: 1 inch = 250 feet	Map Number: 13-09
Title: 144 Eastern Blvd (100' Buffer)	

617.20
Appendix B
Short Environmental Assessment Form

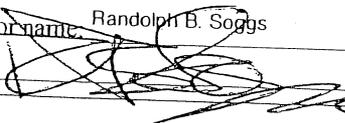


Instructions for Completing

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							
Watertown Center Development LLC							
Name of Action or Project: Northland Self Storage							
Project Location (describe, and attach a location map): 144 Eastern Boulevard							
Brief Description of Proposed Action: Special use permit allowing self-storage in a Commercial District. ATW 10/23/2013							
Name of Applicant or Sponsor: Randy Soggs		Telephone: 315 796 6562					
Address: PO Box 684 New		E-Mail: randy@soggs.com					
City/PO: New Hartford NY		State: NY	Zip Code: 13413				
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<table border="1"> <tr> <th>NO</th> <th>YES</th> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<table border="1"> <tr> <th>NO</th> <th>YES</th> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
3.a. Total acreage of the site of the proposed action?		.5 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?		17 acres					
4. Check all land uses that occur on, adjoining and near the proposed action.							
<input checked="" 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							

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	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 AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: <u>Randolph B. Soggs</u>	Date: <u>October 21, 2013</u>	
Signature: 		

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

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

	No, or small impact may occur	Moderate to large impact may occur
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"/>

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. 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

Public Hearing – 7:30 p.m.

November 22, 2013

To: The Honorable Mayor and City Council

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

Subject: Changing the Approved Zoning Classification of VL1 Indiana Avenue North, Parcel 6-16-107, From Light Industrial to Residence B

The City Council has scheduled a public hearing on the above subject zone change, submitted by Janel Donnelly, for 7:30 pm on Monday, December 2, 2013.

The Planning Board reviewed the request at its November 5, 2013 meeting and passed a motion recommending that the City Council approve the zone change as requested.

Attached are the report on the zone change request prepared for the Planning Board, and an excerpt from their minutes.

The ordinance prepared for City Council consideration approves the zone change as submitted. The Council must hold the public hearing and pass the SEQRA resolution that is also in this agenda before voting on the ordinance.

ORDINANCE

Page 1 of 1

Changing the Approved Zoning Classification of VL1 Indiana Avenue North, Parcel 6-16-107, From Light Industrial to Residence B

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

Council Member Jeffrey M. Smith

BE IT ORDAINED where Janel Donnelly has submitted an application to change the approved zoning classification of VL1 Indiana Avenue North, parcel 6-16-107, from Light Industrial to Residence B, and

WHEREAS the Planning Board of the City of Watertown considered the request at its November 5, 2013 meeting and recommended that City Council adopt the zone change as requested, and

WHEREAS a public hearing was held on the proposed zone change on December 2, 2013, 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

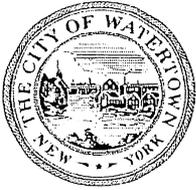
WHEREAS the City Council deems it in the best interest of the citizens of the City of Watertown to approve the requested zone change,

NOW THEREFORE BE IT ORDAINED that the approved zoning classification of VL1 Indiana Avenue North be changed from Light Industrial to Residence B, and

BE IT FURTHER ORDAINED that the Zoning Map of the City of Watertown shall be amended to reflect these changes, and

BE IT FURTHER ORDAINED this amendment to the Zoning Ordinance of the City of Watertown shall take effect as soon as it is published once in the official newspaper of the City of Watertown, or otherwise printed as the City Manager directs.

Seconded by Council Member Joseph M. Butler Jr.



MEMORANDUM

CITY OF WATERTOWN, NEW YORK – PLANNING OFFICE
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601
PHONE: 315-785-7730 – FAX: 315-782-9014

TO: Planning Board Members

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

SUBJECT: Zone Change – VL-1 North Indiana Avenue, Parcel Number 6-16-107.000

DATE: October 30, 2013

Request: To change the approved zoning classification of VL-1 North Indiana Avenue, Parcel Number 6-16-107.000, from *Light Industrial* to *Residence B*.

Applicant: Janel M. Donnelly

Owner: Hamilton Central, LLC

SEQRA: Unlisted

County review: Not required

Comments: The applicant, Janel Donnelly, is the owner of the property located adjacent to the subject parcel. Mrs. Donnelly was recently preparing to begin the construction of an addition on the north side of her home at 235 North Indiana Avenue. While trying to obtain a building permit, she discovered that the land upon which she wanted to construct the addition was actually part of the old railroad property and currently owned by Hamilton Central LLC. It was also discovered that the subject property was zoned Light Industrial, meaning that a residential use would not be allowed on the property. She was denied a building permit because of those two issues.

This zone change request is the first step in resolving the issues. While the zone change request is being considered, Mrs. Donnelly is also in the process of purchasing all or a portion of the parcel. If only a portion of the property is being purchased, a subdivision request will be submitted at a later date for Planning Board consideration.

This property is designated for medium density residential use in the adopted Land Use Plan.

cc: City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Janel M. Donnelly
Bradford White, Hamilton Central LLC

October 28, 2013

To Whom It May Concern,

My husband and I hired a contractor to erect an addition onto our home. Prior to going forth with the addition, we had the City Code Enforcer's visit our home on four different occasions; verifying specifications. If there was a question of lines, they should have pulled it before allowing the demolition. The City gave a permit to demolish the existing structure and dig footer holes. When the contractor went to retrieve a permit for erection, he was denied. He was told that he wasn't able to proceed, "our land", wasn't our land. It was someone else's land. Pure negligence. As of Friday, Mr. White (neighboring land owner), found out that the property was zoned as commercial. He was unaware that structures had previously been built on his property. This point forward, so we can proceed with the addition before snow comes, we would like to have the vacant property rezoned to residential. The purpose is to finish the addition on our home so it doesn't get destroyed by the winter elements. This land hasn't been used nor will be used; it is landlocked. Your attention is greatly appreciated in this matter as we have young children.

Thank you,

Janel Donnelly
615-305-6200

Michael Lumbis
City of Watertown Planning Office
245 Washington St, Room 304
Watertown NY 13601

I, Bradford A. White as a member of Hamilton Central LLC grant permission to Janel M. Donnelly to apply for a zone change to Residential B for the entire parcel 616107 located between N Indiana Ave and California Ave. in the City of Watertown NY.

Sincerely

Bradford A. White



November 1, 2013

To: Shawn R. McWayne, Code Enforcement Supervisor

From: Carolyn F. R. Meunier, Code Enforcement Office

File Memo Re: 235 North Indiana Avenue letter from Janet Donnelly dated October 28, 2013.

.....

I took several calls from Mrs. Donnelly, who inquired about making an addition out of an existing carport. I explained the structural reasons why that would not likely be allowed.

Mrs. Donnelly's contractor, Rick Ferguson, requested I meet to discuss the carport onsite.

I met with the contractor & Mrs. Donnelly once on September 3, 2013 at 11:30 a.m. and discussed the carport, Code requirements, that the carport was inadequate to use as the basis for the addition and raised zoning concerns for off road parking if a driveway and carport were removed from a residentially zoned dwelling. Mrs. Donnelly fully indicated that there was room on the side of the house for a driveway.

I had no reason to doubt Mrs. Donnelly's position of her property lines.

There is no reason to pull a property search for a demolition permit.

The City does not provide surveying or verification of someone's property lines.

Mr. White's land is zoned Light Industry and is not landlocked.

When a property owner signs a permit, they are signing a legal document.

I provided as much information and aid as I could with the information I was given. It is the owners responsibility to know the location of their property lines.

[The carport had been closed in without a permit, but a shed was built behind the carport with a permit showing a square lot].

Carolyn

EXCERPT FROM THE MINUTES – PLANNING BOARD 11/5/2013

ZONE CHANGE – LIGHT INDUSTRY TO RESIDENCE B

VL-1 INDIANA AVE NORTH – PARCEL 6-16-107

The Planning Board then considered a request submitted by Janel Donnelly to change VL-1 Indiana Avenue North, parcel 6-16-107, from *Light Industry* to *Residence B*.

Ms. Donnelly approached the board to explain her request. She explained that she lives next door to the subject parcel. She received a demolition permit to tear down her carport, and when she returned to apply for a building permit to reconstruct, she was told that the footprint of the old garage extended across the property line. She contacted the owner of VL-1 Indiana Avenue North, Brad White, and he subsequently agreed to change the parcel to Residence B and sell at least a portion to Ms. Donnelly. She mentioned that he was considering donating the remainder for use by Habitat for Humanity.

Mr. Katzman said that he would prefer to see a purchase offer prior to considering the zone change.

Mr. Mix noted that since the owner has agreed to the change request, the City may proceed with changing the parcel regardless of whether any land transaction ever occurs.

Mrs. Freda clarified that the whole rectangle that constitutes parcel 6-16-207 is being changed.

Mrs. Gervera asked if the Light Industry district was just the old rail bed, or if there was more land involved.

Mr. Mix noted that the former Ogilvie Foods plant site is also industrial and would likely be changed in the future, once the brownfield cleanup is resolved.

Hearing no further discussion, Mr. Katzman moved to recommend that the City Council approve the request submitted by Janel Donnelly to change VL-1 Indiana Avenue North, parcel 6-16-107, from *Light Industrial* to *Residence B*.

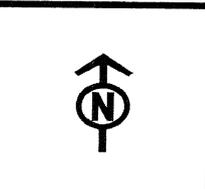
Mrs. Fields seconded, all voted in favor.



- Legend**
- [Pattern] RIVER DEVELOPMENT DISTRICT
 - [Pattern] DOWNTOWN CORE OVERLAY
 - Open Space and Recreation
 - [Pattern] DOWNTOWN
 - RESIDENCE A
 - RESIDENCE B
 - RESIDENCE C
 - [Pattern] WATERFRONT
 - LIMITED BUSINESS
 - NEIGHBORHOOD BUSINESS
 - [Pattern] COMMERCIAL
 - [Pattern] HEALTH SERVICES
 - [Pattern] LIGHT INDUSTRY
 - [Pattern] HEAVY INDUSTRY
 - [Pattern] 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: J. Carlsson					
Date: 10/30/2013					
Approved By:					
Date:					
Scale: 1 inch = 150 feet					
Map Number: 13-12					
Revisor:	Description of Revisor:	Date:	By:		



Project: ZONE CHANGE MAP

Title: VL-1 INDIANA AVE N (6-16-107.000)

November 19, 2013

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Sales Tax Revenue – October 2013

The City has received the monthly sales tax revenue amount from Jefferson County. In comparison to October 2013, the October 2013 sales tax revenue on an actual to actual basis is up \$282,550 or 21.71%. In comparison to the original budget projection for the month of October, sales tax is up \$218,238 or 15.98%.

The year-to-date actual receipts are up \$208,981 or 3.43% while the year-to-date receipts on a budget basis are down \$92,015 or 1.44%. Year-to-date sales tax revenue is at \$6,300,884.

The attached spreadsheet shows the detail collections for this year and last year along with the budgeted amounts. Collections for the Fiscal Years' 2009-10, 2010-11, 2011-12 and 2012-13 have been included for historical perspective.

Please note that this payment represents an estimated payment made by the State to the County and will be trued up by the State with the January payment.

	<u>Actual 2009-10</u>	<u>Actual 2010-11</u>	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Variance</u>	<u>% Inc/(Dec)to Prior Year</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
July	\$ 1,054,235	\$ 1,294,030	\$ 1,359,433	\$ 1,361,364	\$ 1,492,579	\$ 131,215	9.64%		
August	\$ 1,111,868	\$ 1,250,127	\$ 1,319,714	\$ 1,357,130	\$ 1,463,877	\$ 106,747	7.87%		
September	\$ 1,805,736	\$ 1,777,374	\$ 1,886,899	\$ 2,071,785	\$ 1,760,254	\$ (311,531)	-15.04%	(73,569)	-1.54%
October	\$ 1,081,394	\$ 1,147,531	\$ 1,215,879	\$ 1,301,624	\$ 1,584,174	\$ 282,550	21.71%		
November	\$ 1,056,203	\$ 1,203,035	\$ 1,207,881	\$ 1,274,589	\$ -				
December	\$ 1,606,018	\$ 1,681,408	\$ 1,897,409	\$ 1,714,672	\$ -			282,550	6.58%
January	\$ 1,103,884	\$ 1,213,795	\$ 1,195,675	\$ 1,276,483	\$ -				
February	\$ 921,272	\$ 984,089	\$ 1,036,230	\$ 1,160,663	\$ -				
March	\$ 1,572,098	\$ 1,445,902	\$ 1,624,451	\$ 1,453,454	\$ -				
April	\$ 1,121,188	\$ 1,190,708	\$ 1,217,913	\$ 1,293,493	\$ -			-	0.00%
May	\$ 1,079,512	\$ 1,164,270	\$ 1,224,057	\$ 1,373,513	\$ -				
June	\$ 1,709,687	\$ 1,654,800	\$ 2,029,525	\$ 1,609,032	\$ -				
YTD	<u>\$ 15,223,095</u>	<u>16,007,070</u>	<u>\$ 17,215,066</u>	<u>\$ 17,247,801</u>	<u>\$ 6,300,884</u>	<u>\$ 208,981</u>	<u>3.43%</u>		

	<u>Original Budget</u>		<u>Actual 2013-14</u>	<u>Variance</u>	<u>%</u>		
	<u>2013-14</u>						
July	\$ 1,428,628		\$ 1,492,579	\$ 63,952	4.48%		
August	\$ 1,424,184		\$ 1,463,877	\$ 39,692	2.79%		
September	\$ 2,174,150		\$ 1,760,254	\$ (413,896)	-19.04%	(310,253)	-6.17%
October	\$ 1,365,936		\$ 1,584,174	\$ 218,238	15.98%		
November	\$ 1,337,565		\$ -				
December	\$ 1,799,393		\$ -			218,238	4.85%
January	\$ 1,339,552		\$ -				
February	\$ 1,218,010		\$ -				
March	\$ 1,525,268		\$ -				
April	\$ 1,357,403		\$ -				
May	\$ 1,441,377		\$ -				
June	\$ 1,688,534		\$ -				
YTD	<u>\$ 18,100,000</u>		<u>\$ 6,300,884</u>	<u>\$ (92,015)</u>	<u>-1.44%</u>		

Total Budget \$ 18,100,000



Thousand Islands Area

Habitat for Humanity®

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

OFFICE OF CITY MANAGER
WATERTOWN, NEW YORK
NOV 21 2013

20 November, 2013

Dear Ms. Addison,

On behalf of the Thousand Islands Area Habitat for Humanity, please extend our gratitude to the City Council for approving the waiver of water/sewer connection fees for 123 E. Lynde Street.

Recently, the concrete slab was poured for a 3-bedroom house. The walls for the house will be built by the carpentry class at the Arsenal Street BOCES. In the spring, we'll have a groundbreaking ceremony for the selected family. At that time the students will raise the walls which they have constructed. This wonderful partnership will expand with the BOCES program. Again, TIAHFH is most appreciative of the waived fees for the water/sewer connection.

Sincerely,
Syn Morgan
Executive Director





ANDREW M. CUOMO
GOVERNOR

ROANN M. DESTITO
COMMISSIONER

STATE OF NEW YORK
EXECUTIVE DEPARTMENT
OFFICE OF GENERAL SERVICES

MAYOR ERASTUS CORNING 2ND TOWER
THE GOVERNOR NELSON A. ROCKEFELLER EMPIRE STATE PLAZA
ALBANY, NEW YORK 12242

November 19, 2013



Dear City Manager Addison,

I write today to ask for your help with a traffic flow concern on the Academy St. side of the Dulles State Office Building. The issue is based on our tenant's ability to react to oncoming traffic as they utilize the left hand exit lane leaving our Parking Garage. When a driver makes a left hand turn out of the facility there's very little time to react to oncoming traffic. This is due to the proximity of cars parked on the north side of Academy St.

There have been several close calls at that location and I was hoping something could be done to alleviate this concern. Currently there is a city owned sign marking the location to which vehicles are allowed to park. Our request is to have that sign moved some distance closer to the intersection of Gotham and Academy St. This would allow greater time for drivers leaving our facility to react to oncoming traffic.

I would appreciate any help you could give to alleviate this safety concern. Please feel free to call or email if you have any questions/comments on this concern.

Thank you,

Sean M Hennessey
Superintendent
OGS, Dulles State Office Building

cc: Lou Salerno
Ken Netto
Nan Petrie



	MEMORANDUM Dept. Public Works	E.P. Hayes
		Superintendent
		Date: 11-25-13
		Ref: PW 035-13
To:	Sharon Addison, City Manager	
Subject:	CitiBus Bus Shelter Locations	

This memorandum is in response to the request by Mayor Graham made during the Regular Council Meeting of Monday, November 18, 2013 for information on the City's existing bus shelter inventory following the receipt of a petition from the residents of Hilltop Towers Apartment Building requesting the City to install a bus shelter at 113 main Street West.

CitiBus provides both fixed route and complimentary paratransit public transportation services to the residents of the City of Watertown. With a staff of 7 full-time and 7 part-time employees, CitiBus was able to transport 146,436 passengers on our fixed route system logging 111,053 miles as well as an additional 7,857 passengers over 26,884 miles on our paratransit system in fiscal year 2012-2013. Operational costs for this period totaled \$827,000 with revenues totaling \$542,000. Taxpayer support for this system amounted to \$285,000 or approximately 34.5 percent of the total operational costs.

In general, the fixed route transit buses will stop at every intersection along the designated route to pick up passengers. The schedule calls for three separate vehicles to work 5 separate routes on a 40 minute time schedule in which all of the routes will simultaneously meet at the main Transfer Station so that passengers can change buses depending upon their destinations.

In addition to the Main Transfer Station located on Arcade Street the City has additional shelters located at:

- 615 Main Street West---JRC Productions Unlimited
- 420 Gaffney Drive---JRC Main Campus
- Superior Street---Adjacent to 1213 Superior Street serving North Country Affordable Housing Inc's 100 unit Kelsey Creek Apartment Complex
- 1290 Arsenal Street---Serving the new commercial

restaurants and hotels off Western Boulevard.

We also have a shelter currently under construction located adjacent to 1708 Ohio Street that will service Watertown Housing Authority East Hills Complex. The site work is complete and the foundation poured but delivery of the unit has been delayed by the manufacturer.

We are tentatively scheduled to install a shelter at 591 Weldon Drive which will serve Maple Courts Apartments. This project is still awaiting formal agreement on the site easement.

Relative to the 52 signature petition from Hilltop Towers, the nearest shelter is located approximately one-half mile away at 615 Main Street West. That said we currently stop directly in front of their West Main Street Annex providing a curb side service approximately 39 feet from their entry door.

Installation costs for new shelters are currently running approximately \$7,500 to \$10,000 for our standard 3 by 2 panel shelter which measure 7.5 ft wide by 5 ft deep and \$15,000 to \$20,000 for the larger 6 by 3 panel shelter which measures 15 ft wide by 7.5 ft deep. This cost would cover the legal expenses associated with obtaining an easement, modifications to sidewalks and curbing, purchase and installation of the shelters.

Federal assistance toward the purchase and installation of future shelters will be available under the FTA 5307 grant programs. However this funding is dependent upon the establishment of the Watertown Urbanized Area Metropolitan Planning Organization and inclusion into the approved CitiBus Program of Projects so that it can be incorporated into the State Transportation Improvement Plan. Assuming approval we would be looking at an 80/10/10 cost sharing which would mean that the City will pay only 10 percent of the total project cost.

Should you have any questions concerning these shelters, please do not hesitate to contact me at your convenience.



cc: Kathy Webster, Transit Supervisor
DPW files: CitiBus Bus Shelters

**PETITION REQUEST FOR A BUS SHELTER AT
HILLTOP TOWERS APARTMENT BUILDING
113 W MAIN ST WATERTOWN**

Candy Byington
Mary R Lane
Wayne Redden
Barbara C. Pope
Nora Filippi
Diane Paves
Alice Corbett
John McNight
Mary J. Walsh
Susan Flawn
Gary Lapose
Darleen Lapose
Francis E Smith
Barbara Bigelow
Donald McConnell
Linda Coppola
Cheryl Bellanger
Betty Bellanger
R Chipman
B Priano
Carly Parker
Dennis B. Gibbons
Jerry Slay
Eulette Rodriguez
Wanda Maldonado
Patricia A. ...

E. J. Sullivan
John J. Gope
Sherry Ellsboro
Michael Wagley
Garnet Dams
Marianne Larkin
Don LaRou
Adna Cousins
Linda Middlesta
[Signature]
Schipple
Shelli Dantini
Mary Butcher
Diane Gaus
Nancy Arruda
Annas Wato
Melissa Henry
Margaret Lynch
Linda Brown
Margaret Jones
Clarence Liles
Vivian Giles
Nathalie ...
[Signature]
Mama

Mary Richards

(Page 2)

Hilltop Towers, 113 Main Street West



View from Main Street West Annex.



Distance from annex door to bus entry: 39 feet

Department of Public Works – CitiBus

CitiBus consists of:

- 7 Full-time & 7 Part-time Employees

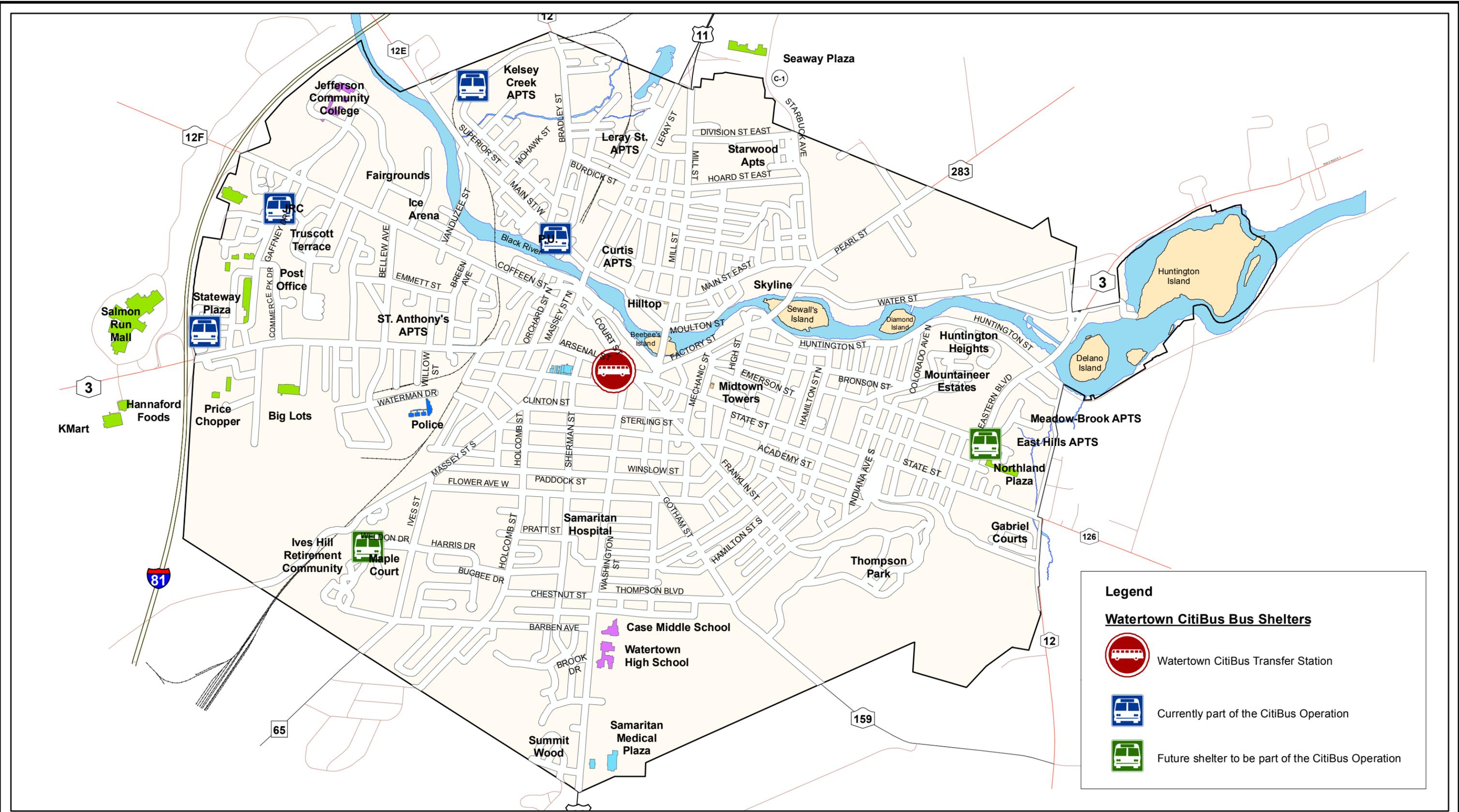
Services Provided:

- Fixed Route Public Transportation System
- Complimentary Paratransit System
- Hours of Operation:
 - Monday – Friday: 7:00am to 6:30 pm
 - Saturday: 9:40am to 5:40pm
- Advertising
- Intergovernmental Coordination of Transportation Services & Agreements
- Emergency Evacuations & Special Shuttles

Scale of the Operation:

- Served 146,436 Passengers in the 2012-2013 fiscal year logging 111,053 miles.
- Served 7,857 Paratransit Passengers in the 2012-2013 fiscal year logging 26,884 chargeable miles.
- Fiscal Year 2012-2013: 35% General Fund Support.





Revision:	Description of Revision:	Date:	By:

Project: Watertown CitiBus
 Title: Bus Shelter Locations

CITY OF WATERTOWN, NEW YORK
 GIS DEPARTMENT
 ROOM 305B, MUNICIPAL BUILDING
 245 WASHINGTON STREET
 WATERTOWN, NEW YORK 13601
 TEL: (315) 785-7793



Project: Watertown CitiBus	
Requested By: E.Hayes	Approved By:
Drawn By: J.Carlsson	Date:
Date: 11/20/2013	Map Number: 13-18
Scale: 1 inch = 2,000 feet	
Title: Bus Shelter Locations	



1290 Arsenal Street



420 Gaffney Drive---JRC Main Campus



Superior Street



615 Main Street West-JRC Productions Unlimited

November 26, 2012

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Request for Professional Services Agreement with Public Sector HR Consultants, LLC

As a result of the discussion during the City Council meeting on November 18, 2013, Council requested additional information on Public Sector HR Consultants, LLC. Attached for your review are the Professional Profile of Ms. Ronni M. Travers, President; the proposed contract for professional services; and, a listing of sample of clients.

I propose that the City of Watertown retain the professional services of Public Sector HR Consultants, LLC in the amount of \$1,250 per month for a period of seven months. Should Council decide to proceed, a resolution will be made available.



Human Resource Solutions Made Simple

PROFESSIONAL PROFILE

Ronni M. Travers, SPHR
President
Public Sector HR Consultants LLC

Ms. Travers has over twenty years of professional human resource management experience with municipal governments. She is currently President of Public Sector HR Consultants LLC (formerly AMTEK), a firm with a client list which includes over 300 towns, villages, cities, counties and school districts. Her areas of expertise include compensation and benefit plan design, federal and state labor regulations, human resource policy development, performance appraisal systems, employee and supervisor training and development, employee recruitment and retention, organizational effectiveness and labor relations.

Prior to forming a municipal consulting company in 1994, Ms. Travers served as Town Administrator for the Town of Glenville where she managed business and human resource activities, including policy development and implementation, employee compensation and benefits, civil service, labor relations, and employee recruitment and selection.

As Senior Human Resource Manager for Schenectady County, Ms. Travers managed the County's Civil Service System. Her responsibilities also included administration of the County's collective bargaining agreements, employee compensation and benefit packages, training, recruitment, orientation, performance appraisal systems, employee handbook development and implementation, and management of the County's affirmative action program.

Ms. Travers holds a Masters Degree in Public Administration from Rockefeller College of Public Affairs, University of Albany. She has earned recognition as a Senior Professional in Human Resources (SPHR) by the Society for Human Resource Management.



CITY OF WATERTOWN
Professional Services Agreement
HUMAN RESOURCE
CONSULTING SERVICES

PARTIES TO AGREEMENT

This Professional Services Agreement is made by and between the City of Watertown, herein referred to as the “Client”, and Public Sector HR Consultants LLC (PSHRC), with principal offices located at 14 Knollwood Drive, Glenville, NY, 12302.

PSHRC provides a comprehensive human resource management consulting service. PSHRC does not represent that it is in the practice of law, but provides administrative and consulting services to effectively manage the Client’s human resource management needs. In the event the Client requests that its legal counsel participates in any aspect of PSHRC’s human resource management, PSHRC will consult with the Client’s legal counsel as directed. The Client understands and agrees that PSHRC’s role is limited to an advisory capacity only and that the application and implementation of the information and services provided by PSHRC, and any employment actions pursued as a result of advice furnished by PSHRC, are solely the responsibility of the Client. Furthermore, Client understands that neither PSHRC nor any other party can determine with certainty how an appropriate government agency or other trier of fact may apply the law with regard to a specific factual situation. As a result of such, Client acknowledges that PSHRC shall not be responsible to Client as a result of a determination made by a government agency and/or other trier of fact absent gross negligence or willful misconduct of PSHRC, in which case damages shall be limited to consideration paid to PSHRC.

SCOPE OF SERVICES

Public Sector HR Consultants LLC (PSHRC) will provide the following human resource consulting services to the City of Watertown for the period commencing December 1, 2013 through June 30, 2014.

1. UNLIMITED TELEPHONE AND E-MAIL CONSULTATION

Provide unlimited telephone and e-mail consultation to the City Manager, City Attorney, Confidential Assistant to the City Manager and others at the request of the City Manager on matters pertaining to human resource management and labor relations, including but not limited to:

- Interpretation and application of the City’s personnel policies and various collective bargaining agreements;
- Federal and State regulations, including but not limited to:
 - Civil Service Law

- Fair Labor Standards Act
- Family and Medical Leave Act
- Federal and State EEO, Disability and Sexual Harassment Laws

2. RECRUITING, INTERVIEWING AND HIRING PROCEDURES

PSHRC will provide guidance in the City's recruiting, interviewing and hiring procedures. This includes developing job descriptions for newly created positions or revising job descriptions as needed; providing forms for telephone screening, reference checking, and applicant screening. Assist with the recruitment of positions including drafting of position descriptions for advertisement. Assist in the interviewing process by developing interview questions; providing guidance to interviewers regarding the EEO do's and don'ts and assisting in evaluating applicants following the interview process.

3. EMPLOYEE DISCIPLINE AND SEPARATION

PSHRC will make recommendations to improve communications and reduce exposure to discrimination and wrongful termination claims. These services include, but are not limited to, the following:

1. Develop corrective discipline and termination procedures in compliance with Section 75 of the Civil Service Law and the collective bargaining agreements.
2. Provide guidance to supervisors on proper disciplinary and separation procedures.
3. Provide forms in compliance with CSL Section 75 and the collective bargaining agreements for counseling, Notice of Discipline, Stipulation of Settlement, exit interview, separation notice checklist, and related forms.

4. WORKERS' COMPENSATION, 207-a, 207-c, DISABILITY AND FMLA ADMINISTRATION

Act as a liaison between the City's workers' compensation carrier and the City regarding claims management activities and loss reserve analysis for Workers' Compensation. PSHRC will provide education and assistance in claims processing, medical leaves of absence, and return-to-work procedures. PSHRC will oversee and administer all leaves taken under the City's Family and Medical Leave Policy including explanation of FMLA procedures and eligibility requirements; completing necessary paperwork and follow-up approval letters; and setting up necessary tracking procedures. PSHRC will provide education and assistance for leaves pertaining to Civil Service Law §§71, 72 and 73, and General Municipal Law §§207-a and 207-c.

5. UNEMPLOYMENT INSURANCE ADMINISTRATION

PSHRC will act as a liaison between the City's unemployment insurance claims processor and the City by answering questions about claims and providing guidance on completing the employee separation section of claim forms.

1. Provide unemployment insurance claims information to the Department of Labor as requested and protect the City's interest on chargeability of claims.
2. Review Department of Labor rulings on unemployment insurance claims eligibility, make recommendations to the City to appeal decisions as appropriate. At the request of the City, PSHRC will provide representation at unemployment hearings for an additional fee of \$150 per hour.

6. EMPLOYEE/PERSONNEL FILE RECORDKEEPING

Develop and/or update personnel forms as required. Advise the City on best practices for storing and maintaining personnel folders.

7. DRUG & ALCOHOL TESTING PROCEDURES

PSHRC will provide guidance on Drug and Alcohol Testing procedures as applicable to the employment relationship.

FEE FOR SERVICES

Human Resource Consulting Services – The fee for the services detailed in numbers 1 through 7 above shall be of \$1,250 per month for the seven (7) months covered by this Professional Services Agreement. Services requested beyond the scope of this agreement shall be billed at \$150/hour. This fee shall be billed monthly.

Travel Expenses – The City of Watertown will be responsible for reimbursing PSHRC for any travel expenses (mileage and highway tolls) that may occur if on-site services are requested. The mileage rate that will be charged shall be in accordance with the current mileage rate allowed by the Internal Revenue Service at the time travel takes place.

TERM OF AGREEMENT / TERMINATION

The term of this Agreement shall commence on December 1, 2013 and shall continue until June 30, 2014 or until terminated by either party on thirty (30) days written notice to the other party for any reason.

INDEMNIFICATION AND DEFENSE

The Client acknowledges and agrees that PSHRC's role is limited to an advisory capacity and that, as such, PSHRC has no authority or responsibility to apply and/or implement the advice, information, and services provided to the Client. Moreover, the parties acknowledge and agree that PSHRC owes a duty and is responsible solely to the Client, not the employees of the Client or any third party. The application and/or implementation of the advice, information, and services provided by PSHRC are solely the responsibility of the Client. Therefore, in the event that any third party (including any employee of the Client) asserts any claims or charges against PSHRC: (a) the Client agrees to indemnify and hold harmless PSHRC against any and all liability, claims, suits, losses, costs, and legal fees caused by, arising out of, or resulting from the services provided to the Client by PSHRC, including claims arising from any negligent act or omission of PSHRC, or by any agent or employee of PSHRC, in the performance of and/or the failure to perform the agreed upon services; and (b) the Client agrees to reimburse PSHRC for all attorneys' fees and obligations for legal expenses associated with PSHRC's engagement of counsel.

DISCLOSURE OF INFORMATION

Consultant shall not disclose or appropriate to its own use, or to the use of any third party, at any time during or subsequent to the term of this Agreement, any secret or confidential information of the City of which Consultant becomes informed during such period, whether or not developed by Consultant. The City shall have the right to obtain injunctive relief for violation of the terms of this Section and the terms of this Section shall survive the term of this Agreement.

INDEPENDENT CONTRACTOR

Consultant acknowledges that it will not hold itself, its officers, employees and/or agents out as employees of the City. Consultant is retained by the City only for the purposes and to the extent set forth in this Agreement, and its relationship to the City shall, during the periods of its services hereunder, be of an independent contractor. Consultant shall not be considered as having employee status and shall not be entitled to participate in any of the City's workers' compensation, retirement, fringe benefits, unemployment insurance, liability insurance, disability insurance, or other similar employee benefit programs. Similarly, Consultant, its officers, its employees and/or agents shall not be considered as having employee status for the purposes of any other rights, privileges or benefits derived from employment by the City. Consultant agrees that this Agreement does not confer benefits of any nature whatsoever upon it other than payment for services provided herein. Consultant shall not assert any claim for additional benefits of any nature, including, but not limited to, unemployment compensation benefits, by reason of the services to be performed pursuant to this Agreement. Consultant shall not be

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entitled to assert any claim to entitlements pursuant to any collective bargaining agreement now or hereafter in effect between the City and its employees.

IN WITNESS WHEREOF, the parties have executed this Professional Services Agreement through their respective representatives.

City of Watertown

Public Sector HR Consultants LLC

Signature: _____

Signature: Ronni M. Travers

Date: _____

Date: 11/1/13

By: _____

By: Ronni M. Travers, SPHR

Title: _____

Title: President

Human Resource Management and Employee Relations Services

Human Resource Solutions Made Simple

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Sample Client List

As our reputation has grown, so has our list of clients. Here is just a small sample of the hundreds of municipalities that have retained our HR consulting services.

TOWNS

Town of Bethlehem
Town of Canandaigua
Town of Carmel
Town of Catskill
Town of Charlton
Town of Dewitt
Town of Dover
Town of Eastchester
Town of Fishkill
Town of Greenburgh
Town of Harrietstown
Town of Inlet
Town of Jerusalem
Town of Kent
Town of Kingsbury
Town of Lansing
Town of LeRay
Town of Long Lake
Town of Marletown
Town of Marcellus
Town of Monroe
Town of North East
Town of North Salem
Town of Owego
Town of Poughkeepsie
Town of Rotterdam
Town of Saratoga
Town of Schroon
Town of Seneca Falls
Town of Skaneateles
Town of Somerset
Town of Victor
Town of Wappinger
Town of Waterford
Town of Webster
Town of Woodbury
Town of Woodstock
Town of Yorktown

CITIES & VILLAGES

City of Auburn
City of Canandaigua
City of New Rochelle
City of Peekskill
City of Saratoga Springs
City of Schenectady
City of Utica
Village of Briarcliff Manor
Village of Croton-on-Hudson
Village of East Syracuse
Village of Harriman
Village of Irvington
Village of Lake Success
Village of Massapequa Park
Village of Massena
Village of Monroe
Village of Saranac Lake
Village of Sleepy Hollow
Village of Spencerport
Village of Tarrytown
Village of Tupper Lake
Village of Wappingers Falls
Village of Watkins Glen
Village of Woodbury

SCHOOL DISTRICTS

Albany City School District
Colton-Pierrepont School District
Ellenville School District
Liverpool School District
Pawling School District
Warrensburg School District
Willsboro School District

COUNTIES

Albany County
Broome County
Cayuga County
Chemung County
Greene County
Hamilton County
Onondaga County
Ontario County
Oswego County
Rockland County
Schenectady County
Seneca County
Sullivan County
Washington County
Wayne County
Yates County

SPECIAL DISTRICTS

Dutchess County Water and Wastewater Authority
Great Neck Parks District
Greene County Soil and Water Conservation District
Montgomery-Otsego-Schoharie Solid Waste Management Authority
Onondaga County Resource and Recovery Agency
Wilton Water and Sewer Authority

(NOTE: Services may have been provided under AMTEK Human Resource Consultants)

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