CITY OF WATERTOWN, NEW YORK
AGENDA
Monday, November 15, 2021

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, November 15, 2021, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

The City Council meeting is open to the public. All unvaccinated attendees must wear a mask.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRESENTATION

Jefferson County Coordinated Transportation Plan
- Brandi Smith, Greater Watertown Mobility Manager

PRIVILEGE OF THE FLOOR

RESOLUTIONS

Resolution No. 1 -	Approving Water Supply Agreement Between the City of Watertown and the Town of Pamelia
Resolution No. 2 -	Approving the Agreement for Professional Services for Arsenal/Arcade Traffic Signal Improvements Design
Resolution No. 3 -	Accepting Donation for Bench in Memory of Edna Donato
Resolution No. 4 -	Discontinuance of an Unimproved Portion of the City Street Known as Hancock Street and Authorizing Sale of Said Real Property to Fredrick A. McWayne

Resolution No. 5 -	Approving CDBG Grant Agreement with United Way of Northern New York for the 2021 Watertown City School District Food 4 Families Program
Resolution No. 6 -	Approving Administrative Services Agreement By and Between UMR and the City of Watertown Self-Funded Health Insurance Program
Resolution No. 7 -	Approving Pharmacy Services Agreement By and Between ProAct and the City of Watertown Self-Funded Health Insurance Program
Resolution No. 8 -	Approving the Site Plan for the Construction of a 20,875 Square Foot, 61-Space Parking Area at 611 Main Street West, Parcel Number 1-14-125.000
Resolution No. 9 -	Approving the Grant Agreement with the Alcohol & Substance Abuse Council of Jefferson County, Inc., d/b/a Pivot, for CDBG CARES Act Funding For the Frontline Employment Partnership Program
Resolution No. 10 -	Endorsing Zoo New York Master Plan

ORDINANCES

Ordinance No. 1 -	Amending the Approved Plan for Planned Development District #24, Parcel Number 13-18-103.200
Ordinance No. 2 -	Changing the Approved Zoning Classification of 116 and 112 Woodruff Street, Parcel Numbers 14-01-104.000 and 14-01-103.000 From Residence B to Health Services

LOCAL LAW

PUBLIC HEARING

OLD BUSINESS

STAFF REPORTS

NEW BUSINESS

EXECUTIVE SESSION

To Discuss Collective Bargaining

WORK SESSION

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, DECEMBER 6, 2021.

November 8, 2021

To: The Honorable Mayor and City Council

From: Brandi Smith, Greater Watertown Mobility Manager

Subject: Jefferson County Coordinated Transportation Plan

For your review, I have attached the Jefferson County Coordinated Transportation Plan draft. The Jefferson County Coordinated Transportation Plan is a required document for NYSDOT Public Transportation funding through the Public Transportation Bureau administers and has oversight responsibilities for the Statewide Mass Transportation Operating Assistance Program (STOA) and the state matching capital program. The Bureau administers USDOT Federal Transit Administration (FTA) funding programs including Section 5310 and Section 5311. This document shall include but not be limited to:

- Assessment of transportation needs for individuals with disabilities, older adults, and persons with limited incomes.
- Inventory of available services that identifies areas of redundant services and gaps in service.
- Strategies to address the identified gaps in services.
- Identification of coordination actions to eliminate or reduce duplication of services and strategies for efficient utilization of resources.
- Prioritization of implementation strategies.

Also attached for your review are the following documents:

- The PowerPoint presentation that I would like to present to you that focuses on the goals and strategies of the plan, steps involved in the creation of this plan and the steps for the future of this plan.
- Locations, dates and times of the public comment sessions.

Public Comments sessions on the topic of the Jefferson County Coordinated Transportation Plan were held at eight (8) locations at various times throughout Jefferson County:

November 1, 2021

Watertown CitiBus, 5pm – 6pm

- No attendance

November 2, 2021

Watertown - NRCIL, 1:00pm – 3:30pm

- 5 in attendance
    - Support of the goals in strategies listed in the plan; especially for the disabled community members

Clayton – Hawn Library, 5pm – 6pm

- 1 in attendance
    - Support of a county wide system to enhance the transportation options for seniors in the Clayton area.
    - Support of a county wide system for employment options for seasonal business and the Harbor Hotel.

November 3, 2021

Alexandria Bay – Village Offices, 12pm – 1pm

- No attendance

Philadelphia – American Legion, 5pm – 6pm

- No attendance

November 4, 2021

Carthage – Champion village offices, 10am – 11am

- No attendance

Sackets Harbor – Sackets Harbor Ball Room – 1pm – 2pm

- No attendance

Adams – Village/Town offices, 3pm – 4pm

- No attendance

In addition, this plan was also listed on

The City of Watertown website https://www.watertown-ny.gov/departments/citibus/JeffersonCountyCoordinatedTransportationPlan

- No feedback received

The WJCTC website https://www.wjctc.org/resources/publications/coordinated-transportation-plan-for-mobility-services.html

- No feedback received

JEFFERSON COUNTY COORDINATED TRANSPORTATION PLAN

Volunteer Transportation Center, Inc.
Brandi Smith, Mobility Manager Greater Watertown Area
Frank Doldo, Regional Mobility Manager

Stake Holder Input:

- ✓ Mobility Management held a virtual work session on April 21, 2021 to collect stakeholder input on transportation barriers.
- ✓ The session was attended by 62 individuals including participants from local Non-profit agencies, educational facilities, human service agencies, medical professionals and public transportation passengers from Jefferson County and surrounding areas.
- ✓ The focus of this work session was to identify transportation barriers, goals and strategies for improving transportation in Jefferson County and the City of Watertown.
- ✓ Public comment session were held in Adams, Alexandria Bay, Champion, Clayton, Philadelphia, Sackets Harbor, and Watertown.

Identified transportation barriers:

- ✓ Lack of public transportation in Jefferson County outside the City of Watertown.
- ✓ Lack of public transportation for alternate/evening work shifts.
- ✓ Lack of connection to Fort Drum and employment opportunities.
- ✓ Lack of public transportation to surrounding counties.
- ✓ Cost of Transportation alternatives.
- ✓ Long wait times for taxi companies.
- ✓ Lack of On Demand transportation.
- ✓ Awareness of Public Transportation options.
- ✓ Higher cost of Paratransit service compared to fixed route service.
- ✓ Lack of funding for non-medical/medi-care appointments.
- ✓ MAS (Medicaid Answering Service) is difficult to navigate.
- ✓ Lack of city and county transportation to employment, food source, education and medical destinations.
- ✓ Increase access to social determinants of health.
- ✓ Transportation for rural population to bus stop locations.

Goals and Strategies to enhance Public Transportation:

- ✓ Provide the City of Watertown and Jefferson County residents with safe, reliable, affordable efficient and easy-to-access public transportation.
- ✓ Increase stakeholder representation and Mobility Management in support of sustainability, efficiency, and oversight of a cohesive coordinated public transportation system.
- ✓ Create an excellent rider experience and increase ridership.
- ✓ Provide community outreach and education
- ✓ Establish and implement the First Mile Last Mile program and increase transportation options.
- ✓ Develop alternative transportation modes for Jefferson County.
- ✓ Develop and implement a County-Wide public transportation system.

Overall Goals:

- ✓ Adoption by Watertown City Council
- ✓ Adoption by the Jefferson County Board of Legislators
- ✓ Submission to New York State Department of Transportation and the Federal Transit Administration

Questions?

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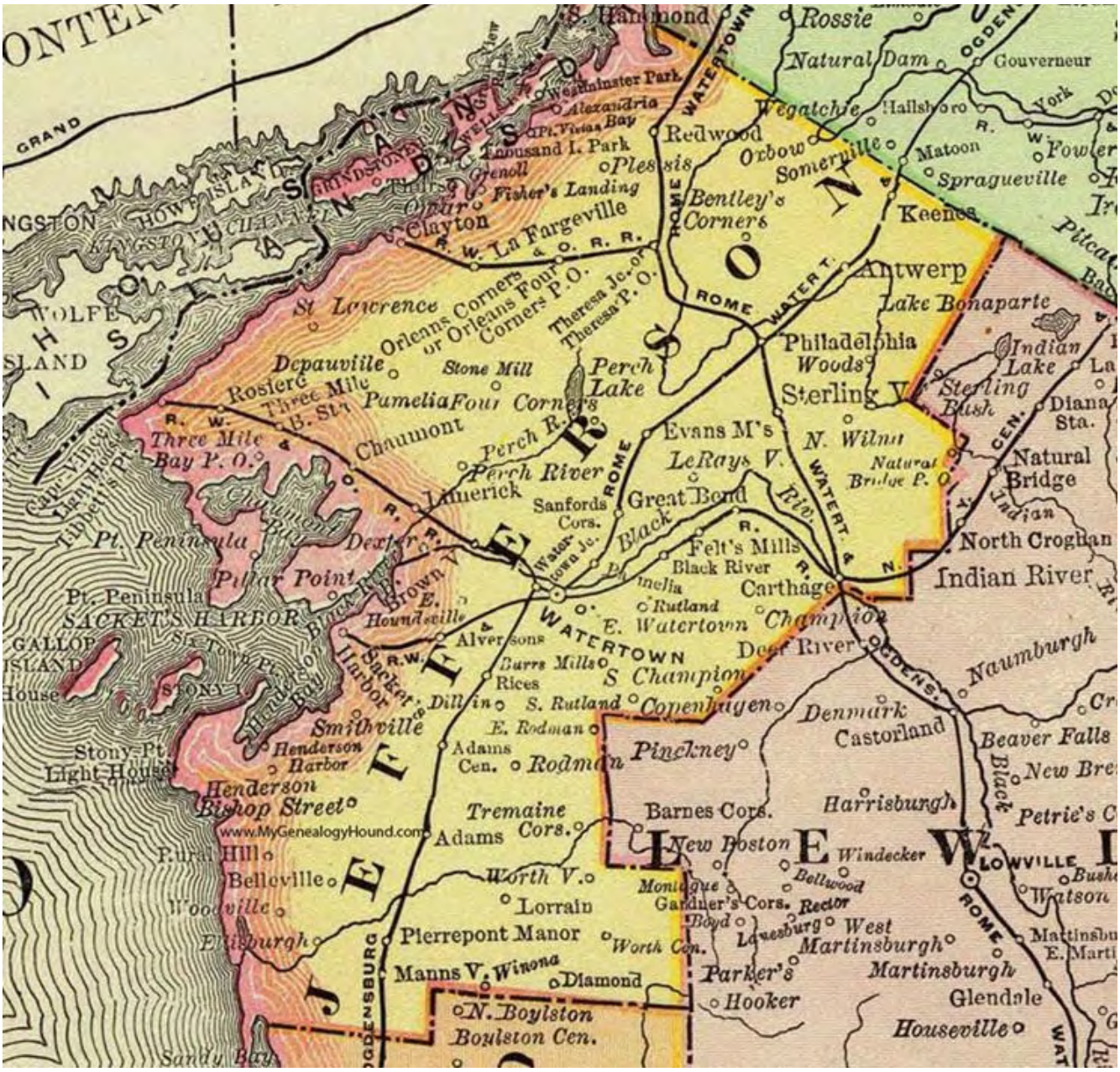
Fax: (315)788-8021
www.volunteertransportationcenter.org



JEFFERSON COUNTY COORDINATED TRANSPORTATION PLAN

Adopted _____

Jefferson County, New York

Jefferson County Coordinated Transportation Plan for Mobility Services

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DEFINITIONS

Section 5311: The Federal Section 5311 Program provides capital, planning, and operating funds to states to support public transportation in rural areas with populations less than 50,000, where many residents often rely on public transit to reach their destinations.

Section 5310: The Federal Section 5310 Program provides formula funding to states for the purpose of assisting private nonprofit groups in meeting transportation needs of the elderly and persons with disabilities.

Section 5307: The Federal Section 5307 Program provides funding to public transit systems in Urbanized Areas (UZA) for public transportation capital, planning, job access and reverse commute projects, as well as operating expenses in certain circumstances.

Section 5339: The Federal Section 5339 Program provides funding to states and transit agencies through a statutory formula to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities. In addition to the formula allocation, this program includes two discretionary components: The Bus and Bus Facilities Discretionary Program and the Low or No Emissions Bus Discretionary Program.

STOA: The New York State Department of Transportation distributes about $3.0 billion annually in **Statewide Mass Transportation Operating Assistance (STOA)** to approximately 130 transit operators. Over the past five years, statewide ridership has increased by about 13%; it is estimated more than 70% of these trips are work-related.

MEP: Modernization and Enhancement Program (MEP) is administered by the New York State Department of Transportation, the Public Transportation Modernization and Enhancement Program and apportions $61.4 million in state funding to Counties, Cities, and regional authorities to upgrade and enhance public transportation services.

SES: The New York State Office for People with Developmental Disabilities offers **Supportive Employment Services (SES) Funds** to support the needs of individuals to obtain and maintain paid competitive jobs in the community.

MAS: Medical Answering Services (MAS) currently manages Medicaid transportation for NYSDOH includes approximately 5,100,000 Medicaid enrollees, thousands of medical practitioners and over a thousand transportation providers throughout NYS. MAS takes a team approach including assigning regional Medicaid administrators, assistant regional Medicaid administrators, field liaisons, bus pass and mileage reimbursement administrators, as well as commercial travel and quality assurance staff directly to each region and to specific counties within each region it manages. MAS works closely with medical practitioners and transportation providers to ensure Medicaid enrollees are provided courteous and professional transportation.

FMLM: First Mile Last Mile (FMLM) is an effort proposed to address the needs of the community and increase access. Jefferson County will develop and implement a shared ride program to increase ridership in the public transit system. This provides a feeder service that allows connectivity at the first and last miles in conjunction with existing and future transportation routes.

Mobility Management: Management and delivery of coordinated transportation services to customers, including older adults, people with disabilities, and individuals with lower incomes. Mobility managers serve as policy coordinators, operations service brokers, and customer travel navigators.

INTRODUCTION

Jefferson County's Coordinated Transportation Plan for Mobility Services was prepared to identify cost-effective approaches to address public transportation gaps; minimize the duplication of transportation services; and help improve the coordination of transportation services for persons with disabilities, older residents, college students and Jefferson County residents seeking access to employment, education, medical appointments, food sources, recreation and social destinations.

The Jefferson County Coordinated Transportation Plan (hereafter referred to as the Plan) has been developed to comply with the regulations of the Federal Transportation Administration Fixing America's Surface Transportation (FAST) Act. This bill replaces the former Moving Ahead for Progress in the 21st Century Act (MAP-21) and before that Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users (SAFETEA-LUs) mandate. FAST mandates that projects for specific Federal Transit Administration (FTA) programs be derived from a "locally developed, coordinated public transit-human services transportation plan." The FTA programs the Plan addresses are:

- **Enhanced Mobility of Seniors & Individuals with Disabilities (Section 5310)** Formula funding to states for the purpose of assisting private nonprofit groups in meeting transportation needs of the elderly and persons with disabilities.
- **Formula Grants for Rural Areas (Section 5311)** Provides capital, planning, and operating funds to states to support public transportation in rural areas with populations less than 50,000, where many residents often rely on public transit to reach their destinations.
- **Urbanized Area Formula Grants (Section 5307)** Provides funding to public transit systems in Urbanized Areas (UZA) for public transportation capital, planning, job access and reverse commute projects, as well as operating expenses in certain circumstances.
- **Capital Investment Grants (Section 5309)** FTA's primary grant program for funding major transit capital investments, including heavy rail, commuter rail, light rail, streetcars, and bus rapid transit, this discretionary grant program is unlike most others in government. Instead of an annual call for applications and selection of awardees, the law requires that projects seeking CIG funding complete a series of steps over several years to be eligible for funding.
- **FTA Grant Programs** Other programs are available, based on community need and funding availability.

- **SES Grant Funding** The New York State Office for People with Developmental Disabilities offers Supportive Employment Services (SES) funds to support the needs of the individuals to obtain and maintain paid competitive jobs in the community.
- **MEP Grant Funding** Administered by the New York State Department of Transportation (NYSDOT). Eligible activities include any Federal Transit Administration (FTA) activity, meeting the minimum service life threshold, including vehicle rehabilitation and/or replacement, fleet enhancement, deployment of new technologies and passenger amenities and maintenance facilities. Rolling stock projects must be eligible for assistance under the Statewide Mass Transportation Operating Assistance (STOA) Program.
- **STOA Funding** provides operating monies to transit agencies and authorities based on vehicle miles and passenger revenue service.

The Plan:

- Includes socio-economic data to help assess the transportation needs of individuals with disabilities, older adults, minorities, college students, underserved populations, and persons with limited incomes.
- Inventories of existing services to determine whether redundant transportation services exist and to identify gaps in service.
- Identifies goals and actions to address gaps in services; eliminate or reduce the duplication of services; and for more efficient utilization of resources.
- Describes how these goals and strategies will be prioritized to improve public transit services.

The recommendations that follow are intended to: enhance transportation access for the community and provide more cost-effective service. This Plan also prioritizes how federal and state public transportation resources will be utilized by the Metropolitan Planning Organization, City of Watertown, Jefferson County and third-party vendors. The Plan will include adjustment to the CitiBus fixed route system to extend services. The extension of services would allow for a County-Wide Public Transportation System to be developed in Jefferson County. With additional services such as FMLM and Rides to Recovery, the enhancement of the CitiBus system and a county-wide transportation system would greatly enhance the well-being of the Jefferson County population and surrounding areas by adding ease of access to essential life needs such as medical, education, employment and food sources.

NEEDS ASSESSMENT

Service Area

Jefferson County is located in the northern tier of New York State at the juncture of Lake Ontario and the St. Lawrence River. The County borders Lake Ontario and the St. Lawrence River on the west and north, respectively. To the northeast is St. Lawrence County; to the east, Lewis County; and south, Oswego County. Jefferson County is also located directly south of the Province of Ontario, Canada. The largest nearby U.S. population center is Syracuse, New York, located 70 miles to the south.

The population of the County is generally well-distributed among 22 municipalities and the City of Watertown. The largest population centers are the City of Watertown and the Town of LeRay.

The Town of LeRay includes a portion of Fort Drum. Fort Drum is home to more than 15,896 soldiers and family members of the 10th Mountain Division (Light Infantry). Fort Drum is the largest Army installation in the Northeast. The City of Watertown is centrally located, with no part of the County being over 28 miles, by radius, away from the City. Major U.S. and Canadian cities, such as Buffalo, Albany, Scranton, Montreal, Toronto and Ottawa are located within a 250-mile radius of Watertown.

In addition, the county is home to Jefferson Community College and Jefferson Lewis BOCES.

DEMOGRAPHIC AND ECONOMIC ANALYSIS

Population Trends

The total population for Jefferson County, according to the 2020 United State Census, is 116,721 people. The population of the County is distributed among 22 towns, 20 incorporated villages and one city. The City of Watertown has an estimated population of 24,685 and is centrally located within the County, with no part over 28 miles away. Watertown is the major population, commercial and industrial center of the county.

Jefferson County shares a border with Canada; the cities of Kingston, Ontario and Gananoque, Ontario are 33.4 miles and 15 miles by mainland, respectively.

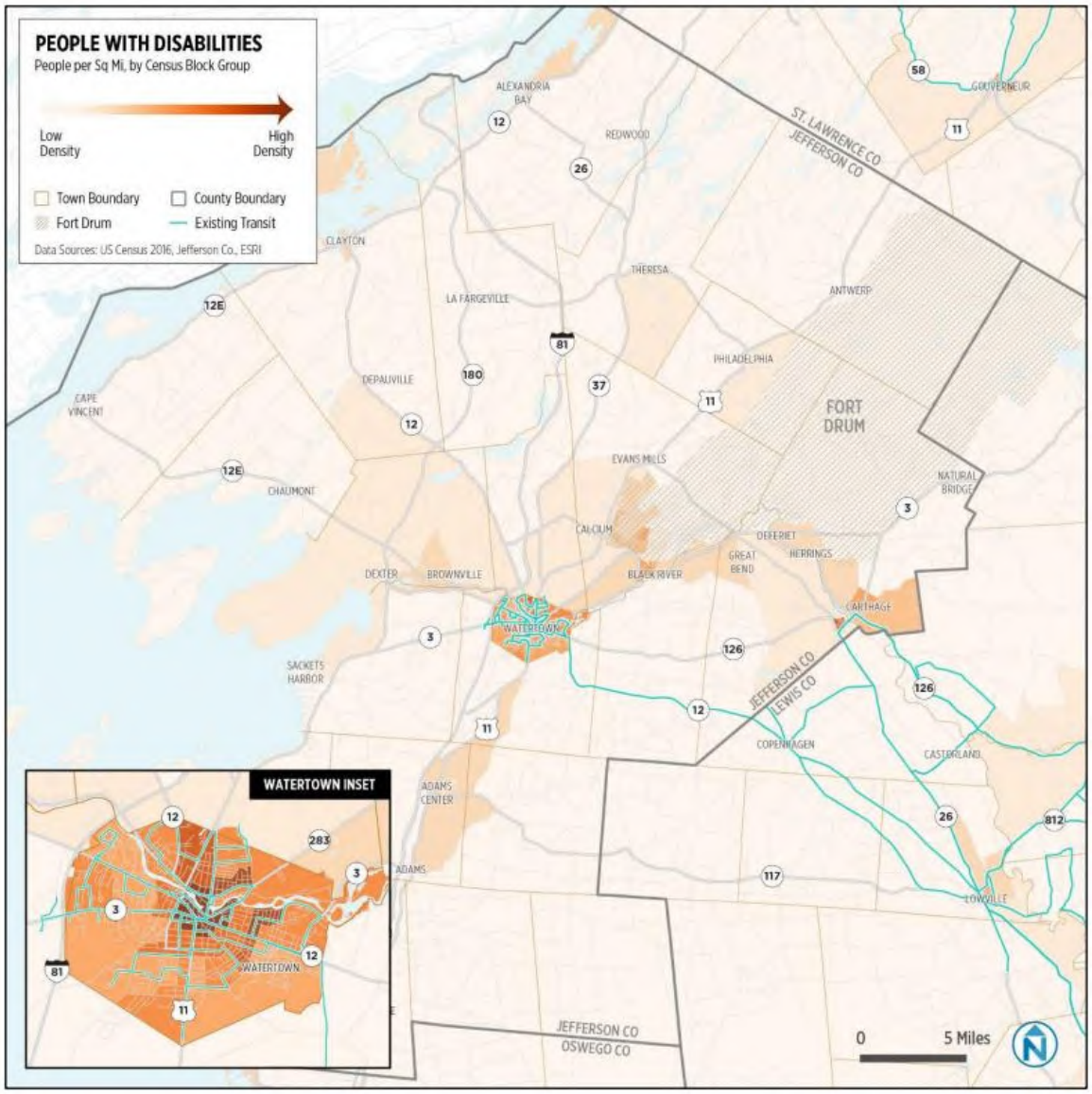
Fort Drum is located nine miles east of Watertown, and is home to more than 31,000 soldiers, family members and civilian employees of the 10th Mountain Division (Light Infantry) and its supporting tenants. Fort Drum occupies 107,265 acres in Jefferson County and stretches across the Towns of LeRay, Philadelphia, Antwerp and Wilna. Fort Drum is partially located in the Town of Diana in Lewis County and is the largest Army installation in the Northeast.

The County's largest town is the Town of LeRay, with a population of 21,289 people. This relatively large population is attributed to the presence of the Army base at Fort Drum. Carthage is the only other village in the County with a dense population of 3,405. All other villages are fairly small, with fewer people per square mile.

Major U.S. and Canadian cities, such as Buffalo, Albany, Scranton, Montreal, Toronto and Ottawa are located within a 250-mile radius of Watertown.

Demographic characteristics have a direct impact on the demand for public transportation and mobility services. In particular, the location and concentration of individuals who are more likely than the general public to use public transportation need to be quantified in order to appropriately prioritize transportation resources. These individuals tend to be older adults, persons with disabilities, persons with low incomes, limited English speakers, and those who do not have access to an automobile. Data for this analysis is primarily drawn from the 2016 American Community Survey 5-year estimates.

People with Disabilities Concentration



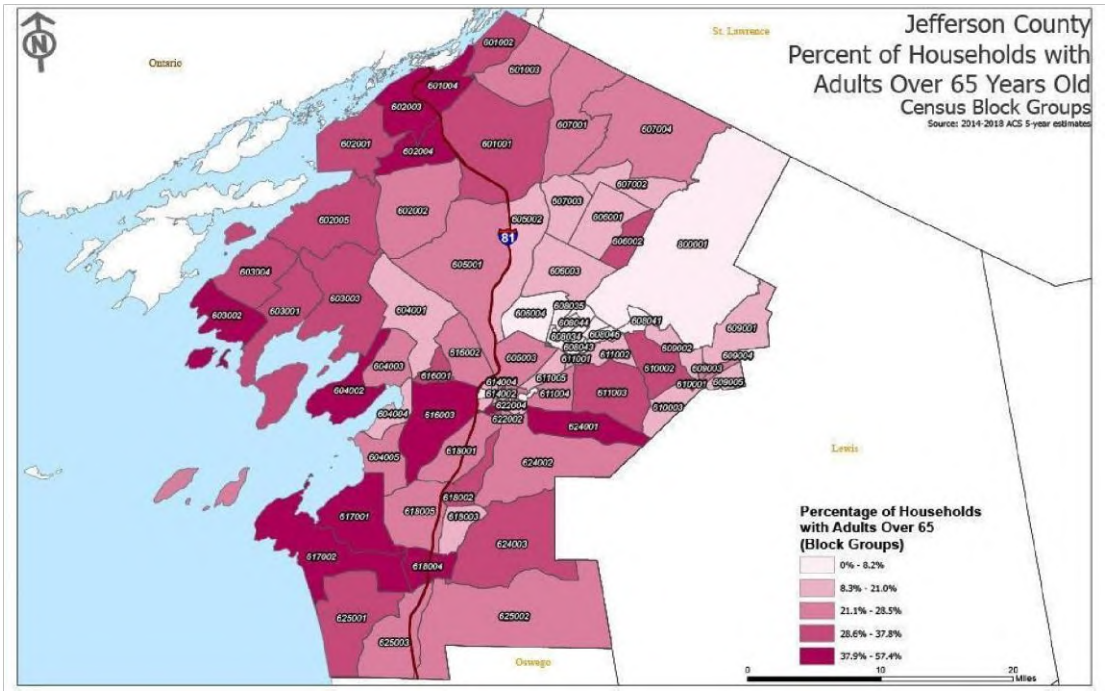
Persons with disabilities often are heavily dependent on public transit service. Some types of disabilities may prevent people from driving. Access to transportation is an important factor in allowing persons with disabilities to access service and live independently. In the City of Watertown, CitiBus runs a fixed route service in the city and provides a paratransit service through an outside contractor. Per the Nelson Nygaard Report conducted in 2019, the highest concentrations of disabled persons live in Watertown and Carthage. Rural areas within the study area have comparatively low densities of disabled residents.

Senior Concentration

Older adults typically use public transportation more frequently than the general population. Seniors often exhibit higher demand for transit as they become less capable or willing to drive themselves, or can no longer afford to own a car on a fixed income.

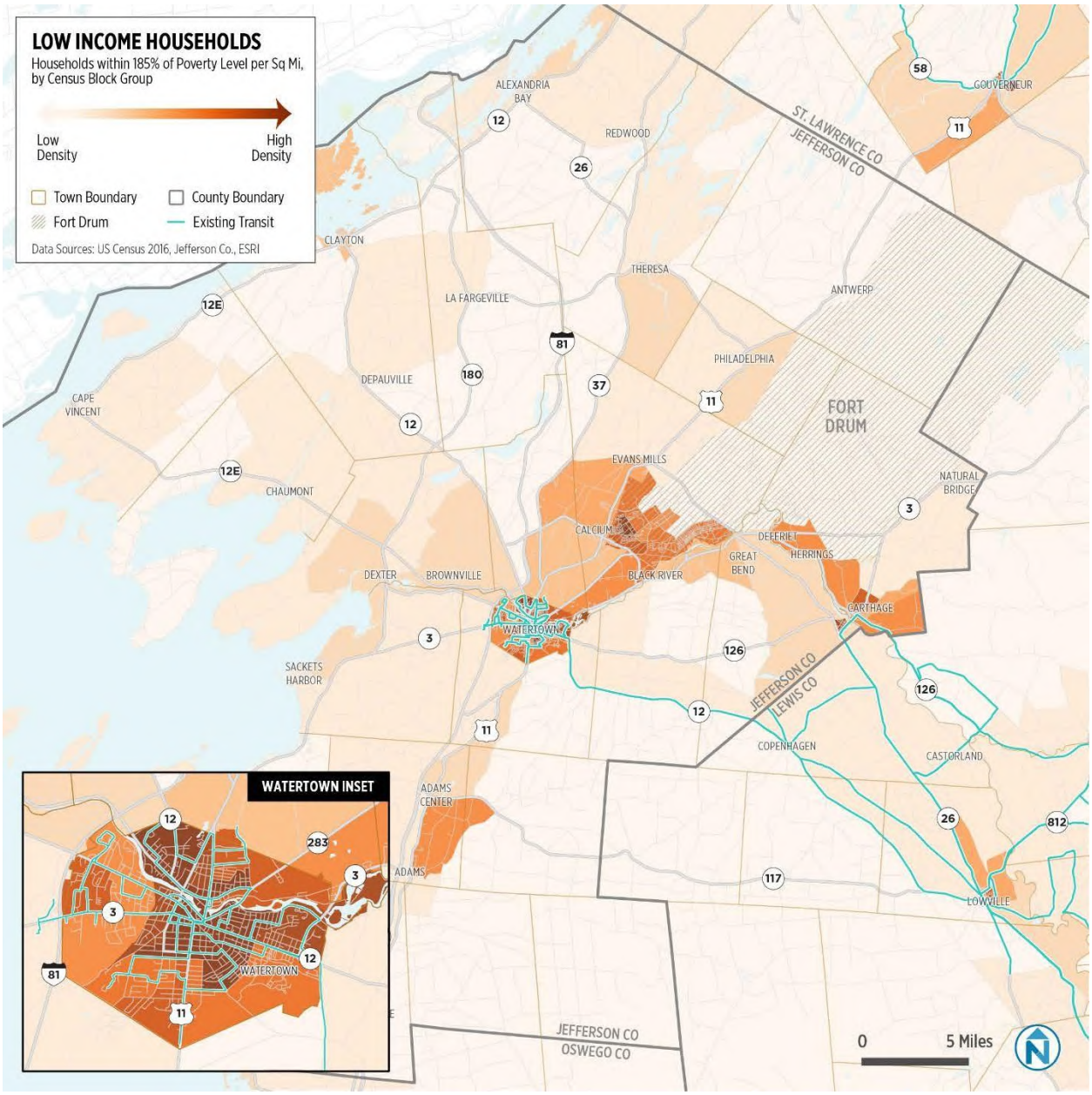
Older adults who live in the study area are concentrated similarly to those with disabilities, with older adults choosing to live in the city and village centers rather than in the rural areas. Watertown again has a higher proportion of older adults than other areas in the region.

Percentage of Households with Adults Over 65 Years Old



The map above obtained from the City of Watertown 2020 Fair Housing Analysis shows the majority of our senior population (65+) is very dense in the outer lying areas of the City of Watertown, including the Towns of Adams, Alexandria, Brownville, Cape Vincent, Champion and Henderson.

Low-Income Households



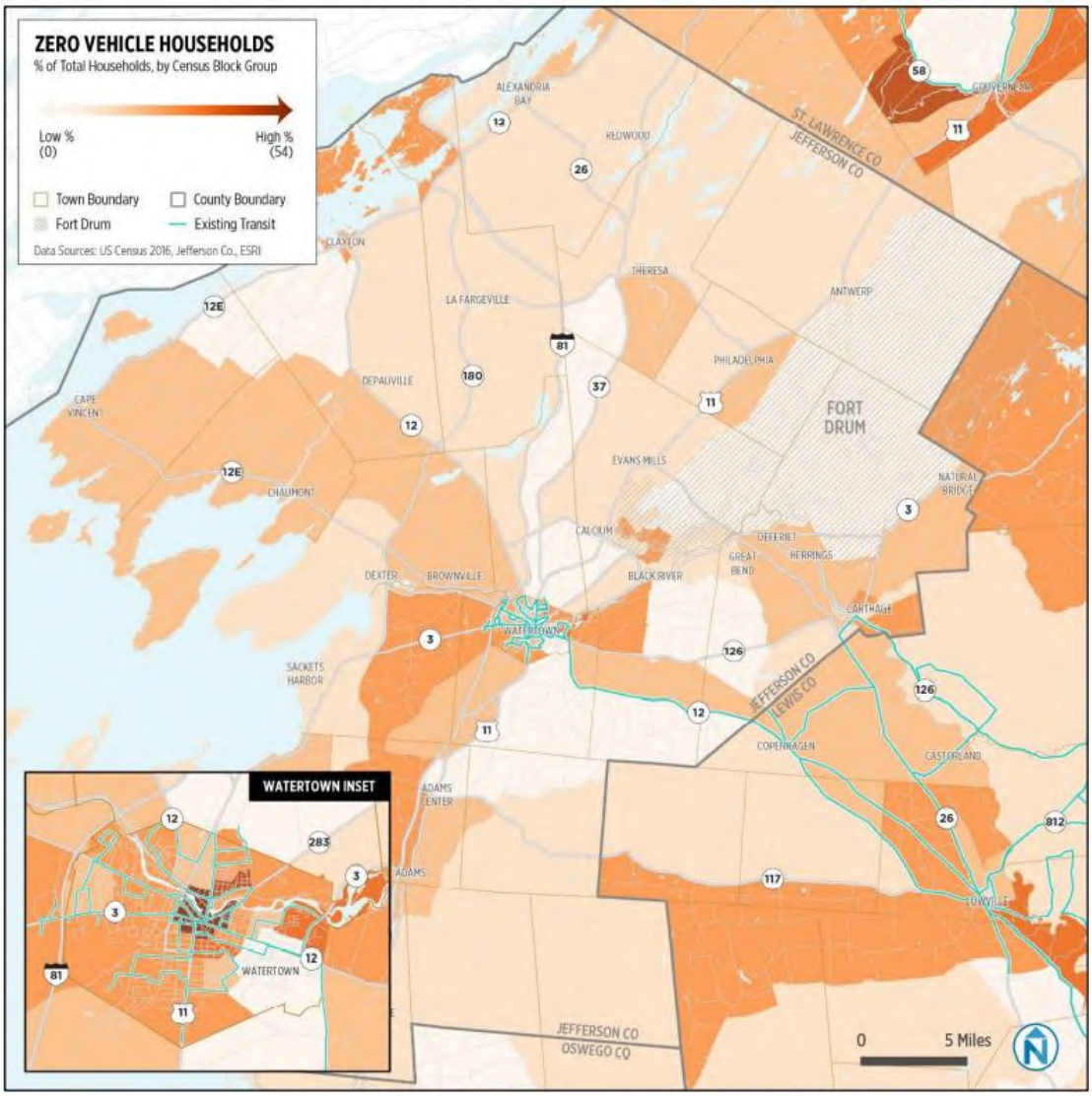
Households are classified as low-income if they earn up to 185% of the federal poverty threshold, which is the income eligibility criteria for various social service programs in New York. For a four-person household, this equates to annual income of just over $46,000.

The Census Bureau uses a set of money income thresholds that vary by family size and composition to determine who classifies as impoverished. If a family's total income is less than the family's threshold, then the family and every individual in it is considered to be living in poverty.

The highest densities of these populations are found in the City of Watertown, on Fort Drum and in the Villages of Carthage, Lowville and Gouverneur, representing an overlap between low-income households and other transit dependency factors described above.

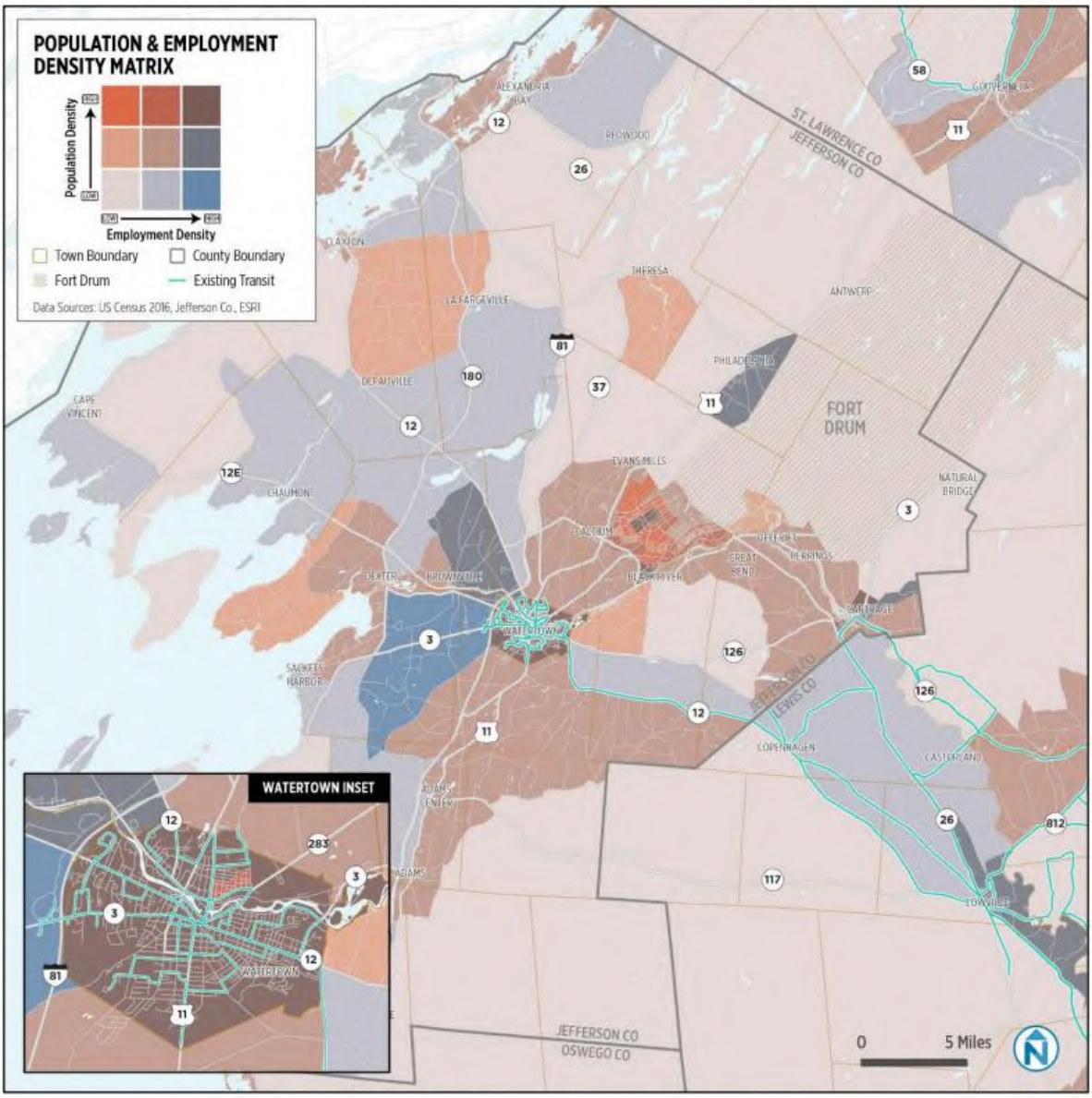
Limited English proficiency correlates closely to income and can be another indicator of a household's relative dependency on transit. Significantly less than 1% of households within the study area identified as limited English-speaking households.

Zero Vehicle Household Concentration



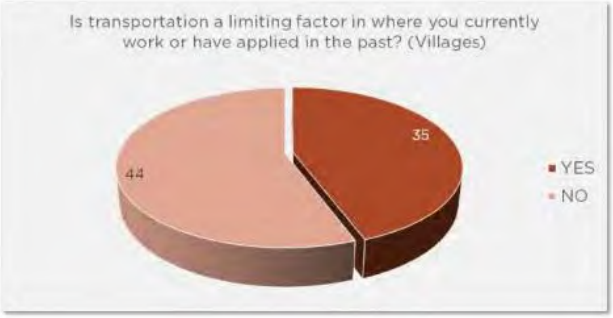
One of the most influential indicators of transit demand is whether a household has access to a personal vehicle. This indicator may represent households without the economic means of owning a vehicle, households that choose not to own a car, or individuals who are unable to drive. 8.9% of household in the Jefferson County outside the City of Watertown are without a personal vehicle. Roughly half of the households within the census block groups corresponding to Downtown Watertown do not have access to a private vehicle, the highest levels found in the study area.

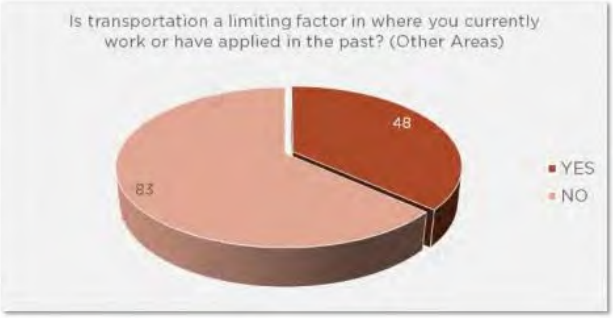
Population and Employment Density



The highest levels of population density are located in the City of Watertown, in the Villages of Carthage, Lowville and Gouverneur, as well as within Fort Drum. The highest levels of employment density are seen within the city; in the commercial and industrial areas immediately west of the city; in Philadelphia coinciding with Indian River Central School District facilities; in Lowville; in Carthage; and at Fort Drum.

Transportation as a Limiting Factor in Employment Search



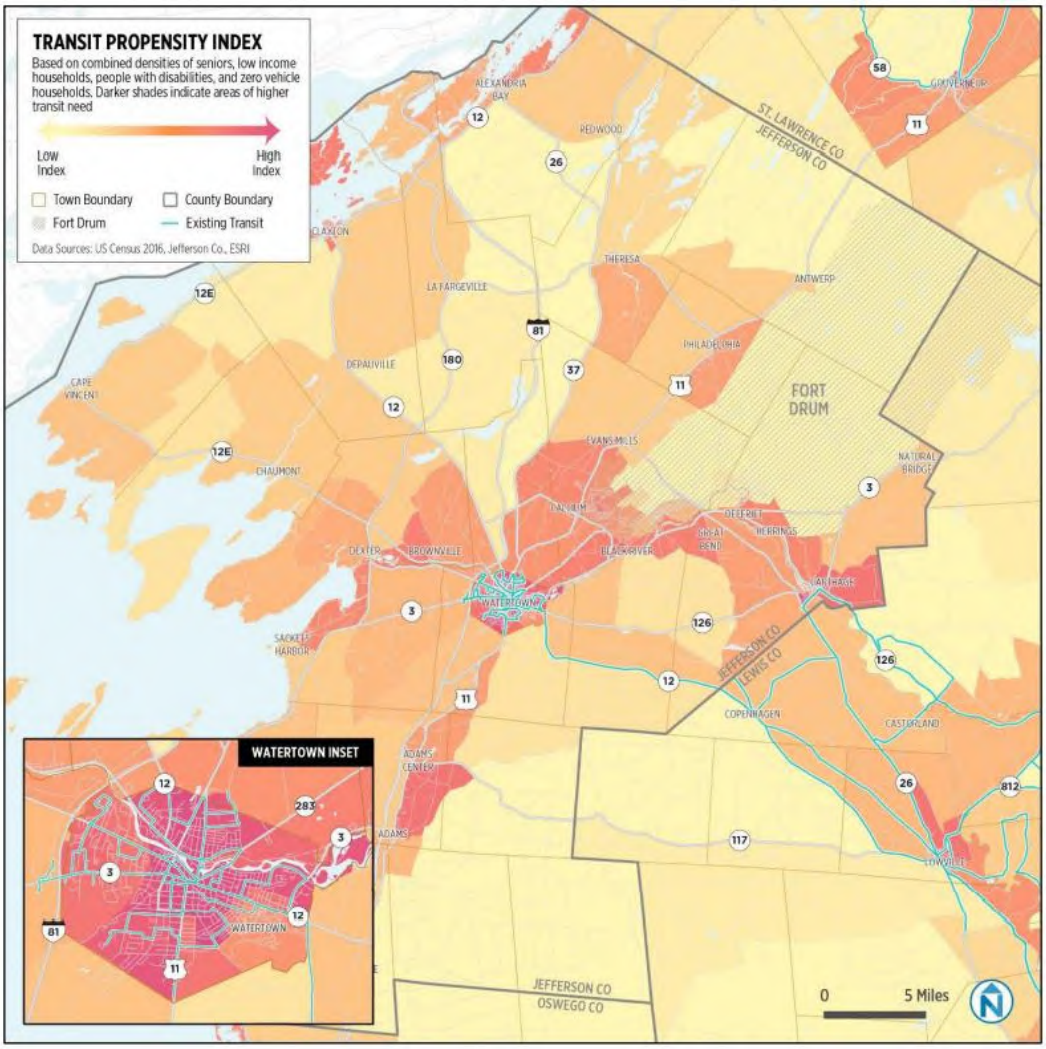


Major Area Employers

Employer	Address	Employees
Fort Drum	Fort Drum	14,998
Samaritan Medical Center	Watertown	2,453
New York State	Various	1,921
Jefferson County	Various	790
Jefferson Rehabilitation Center	Watertown	557
Jefferson-Lewis BOCES	Watertown	535
Watertown City School District	Watertown	417
Carthage Area Hospital	Carthage	384
City of Watertown	Watertown	397
Jefferson Community College	Watertown	253
Johnson Newspaper Corporation	Watertown	222
Watertown Family YMCA	Watertown	239
National Grid	Watertown	207

Source: Jefferson County Economic Development website: https://www.jcida.com/strategic-advantages/largest-employers/

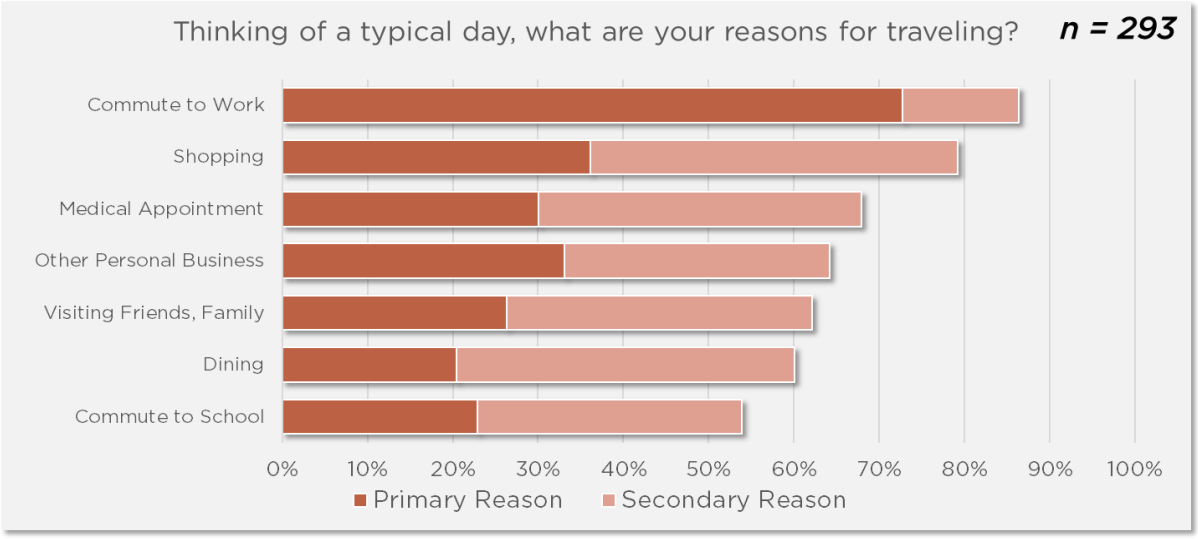
Transit Propensity Index



A transit propensity index was developed to illustrate the combination of people with disabilities, seniors (65+), limited English speakers, zero vehicle households, and low-income households. The index aggregates, without weighting, the following demographic variables: households with income at/below 185% of the federal poverty level, persons with disabilities, older adults (age 65+) and zero vehicle households.

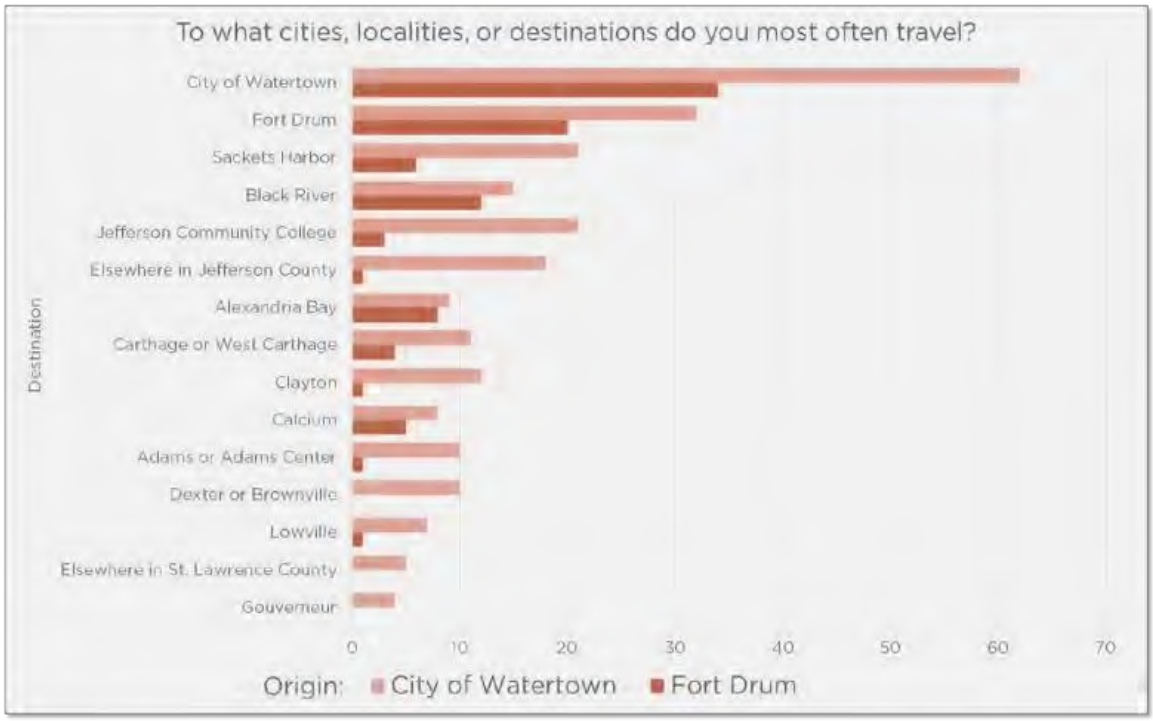
These segments of the population are most likely to depend on transit for their transportation needs and the figure below shows where the highest densities of these populations are located in the study area. The concentrations of high overall transit propensity match closely with the concentrations of older adults, people living below 185% of the poverty level, households without access to a vehicle, and persons with disabilities. The locations with populations most likely to be reliant on transit are found in much of the City of Watertown, Village of Carthage and in the Village of Gouverneur. Moderate to high transit propensity is shown in other locations including Lowville, Adams, Clayton, Alexandria Bay, on and near Fort Drum, and west of Brownville.

Reasons for Travel



Over 70% of survey respondents indicated their commute to work was a primary reason for traveling. The most common secondary reason chosen were shopping trips.

Travel Destinations



Among the respondents who live in the two major regional centers, the City of Watertown is the most popular destination. This includes trips that both begin and end within the city. Fort Drum is the second most popular destination for both groups. This supports an emphasis on corridors linking the city and Fort Drum to villages and towns in rural Jefferson County.

Commute Travel Patterns

According to U.S. Census Bureau Longitudinal Employer-Household Dynamics (LEHD) data, a large majority of Jefferson County residents work within the county (71%). Relatively few travel to Lewis (1.6%) and St. Lawrence (3.2%) Counties for work.

Conversely, 27% of workers residing in Lowville work in Jefferson County; over one-third of these in the City of Watertown. Far fewer Gouverneur-based employees work in Jefferson County (13%), while less than one-quarter of those are commuting to Watertown.

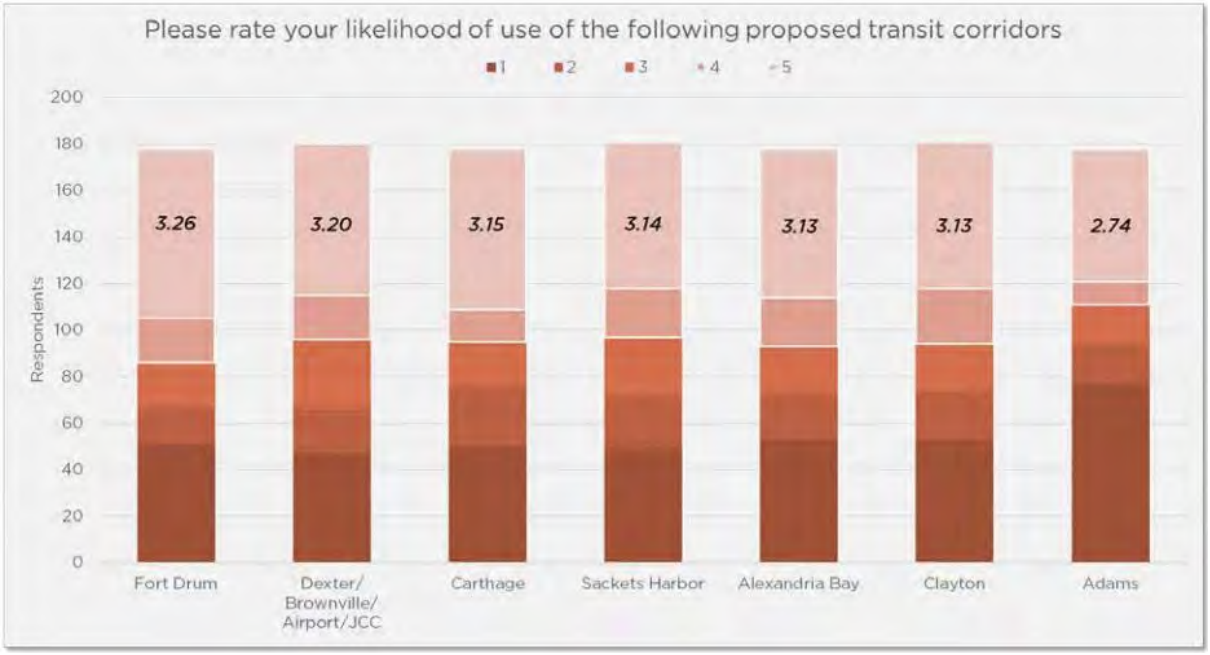
The largest concentrations of commuters to Jefferson County coming from outside of the County travel from Lowville, Croghan and Denmark.

The concentration of commuters from outer lying lake and river communities such as Alexandria Bay, Clayton, Sackets Harbor and Henderson Harbor are seen during the warmer vacation months from Memorial Day weekend through Labor Day.

PROPOSED CORRIDORS SURVEYS

When presented with written descriptions of many of the proposed corridors evaluated in the Nelson Nygaard Report prepared for the Watertown-Jefferson County Area Transportation Council in August of 2019, respondents were asked to rate their interest and likelihood of use of those corridors on a scale of 1 to 5. Average scores all appear in a narrow range and the highest rating is given to most corridors fairly equally. Average ratings are included in updated route profiles. Some corridors were included in the analysis due to discussions with stakeholder groups after the survey was opened to the public and do not have a corresponding rating.

Reported Likelihood of Transit Corridor Use Survey 1



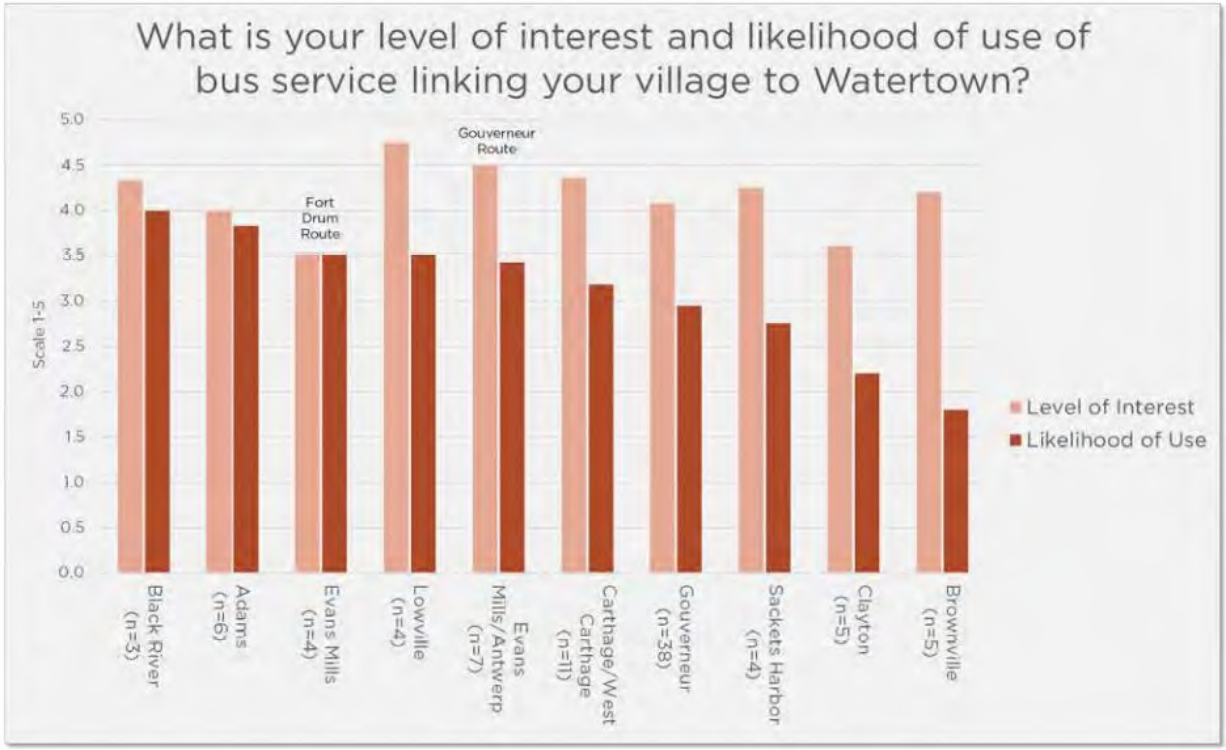
When asked to prioritize just three potential transit corridors, including not explicitly listed in the survey, over 40% of respondents listed the Dexter/Brownville/Airport/JCC, Fort Drum and Carthage corridors as the highest priorities.

Transit Corridor Prioritization

A secondary online survey was launched to attempt to poll residents in locations other than the City of Watertown or Fort Drum about connecting services. The Villages of Adams, Antwerp, Black River, Brownville, Carthage, West Carthage, Clayton, Deferiet, Dexter, Evans Mills, Gouverneur, Lowville, Philadelphia and Sackets Harbor were targeted and the survey promoted through various town and village governments as well as St. Lawrence County mobility management. Responses were collected between August 10, 2018, and November 9, 2018.

After identifying their home locality, participants were asked to rate their interest in, and likelihood of use of, transit service connecting their locale to Watertown and other intermediate destinations. Likelihood of use was in line with initial survey results for most corridors, with the exception of Clayton and Brownville.

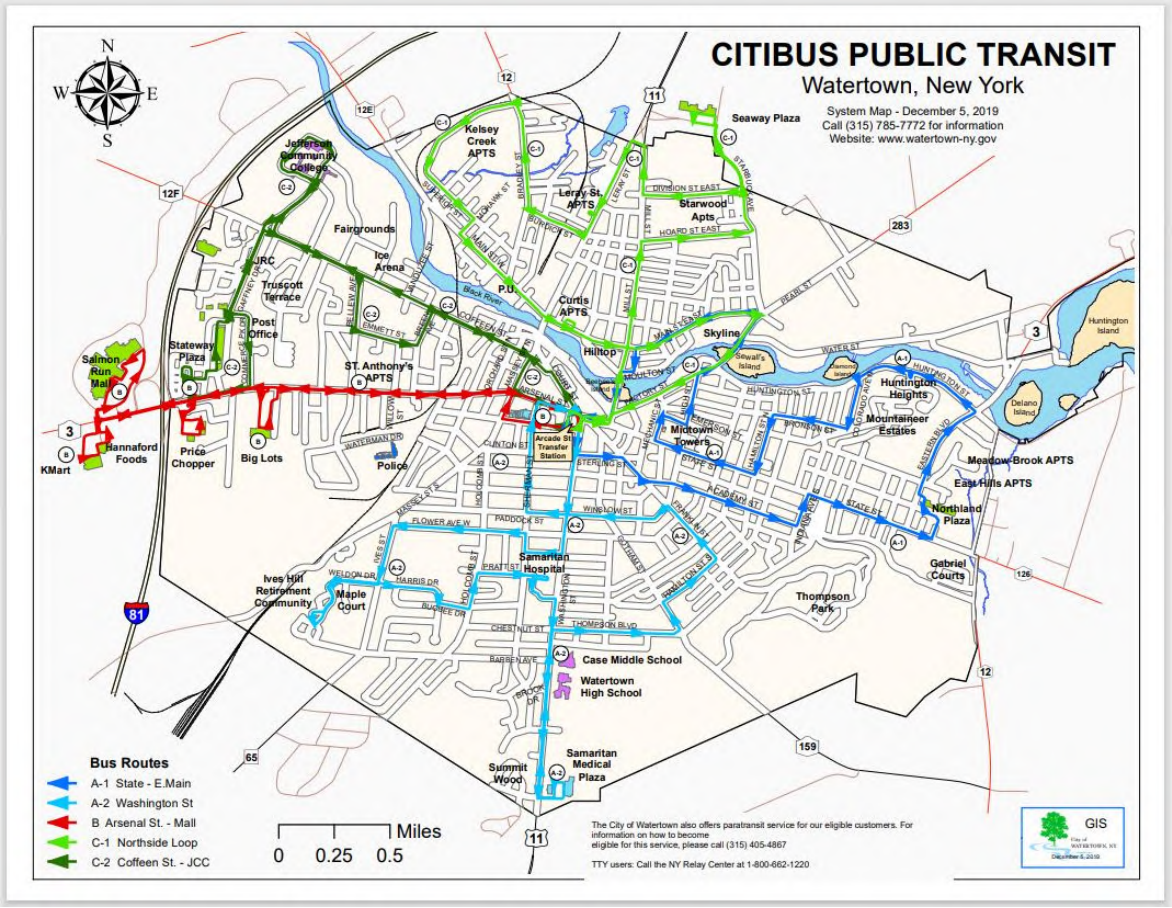
Interest and Likelihood of Transit Corridor Use



All participants were asked if transportation is a limiting factor in where they currently work or have applied in the past. The percentage of respondents who affirmed transportation is indeed a limiting factor was higher in targeted villages (44%) than respondents who did live in any of the targeted villages (37%). Targeted villages for this poll were Adams, Antwerp, Black River, Brownville, Carthage, West Carthage, Clayton, Deferiet, Dexter, Evans Mills, Gouverneur, Lowville, Philadelphia and Sackets Harbor.

CURRENT PUBLIC TRANSIT SERVICE IN JEFFERSON, ST. LAWRENCE AND LEWIS COUNTIES

Watertown Jefferson County Fixed-Route Transit Service



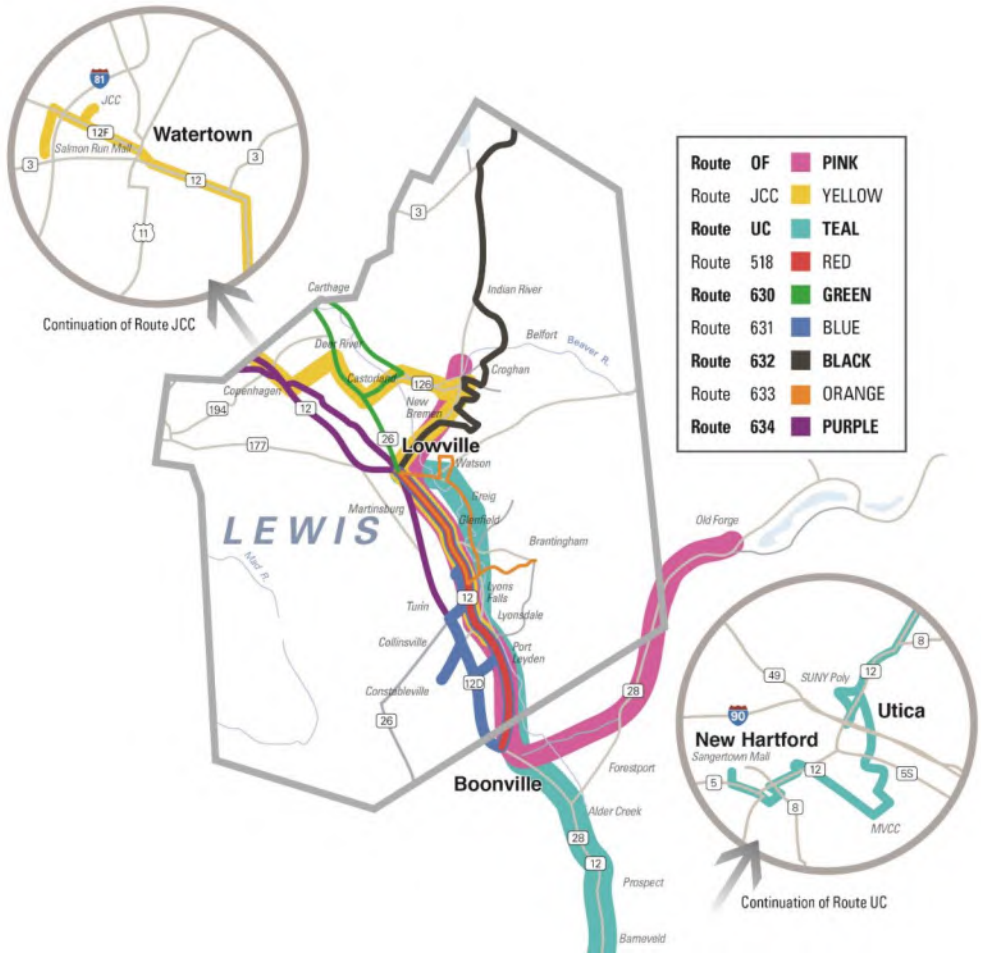
Fixed-Route Service

The CitiBus fixed-route system consists of five local routes that run Monday through Friday 7 a.m-6:15 p.m. and Saturdays 9:40 a.m.-5 p.m. There is no fixed-route service on Sunday or on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving or Christmas. All routes serve the Arcade Street Transfer Station, which is the primary transfer point between CitiBus routes. Routes A-1 and A-2 are interlined through the downtown area, as are C-1 and C-2. CitiBus currently operates exclusively within the Watertown city limits with two exceptions: Salmon Run Mall and retail plazas west of I-81 and Seaway Plaza just north of the city limits in the Town of Pamelia.

Demand-Response Service

CitiBus also provides ADA paratransit service Monday through Friday from 7 a.m.-6:15 p.m. and Saturday from 9:40 a.m.-5:35 p.m. for eligible passengers. The service origin and destination must be within ¾ mile of CitiBus fixed route service. Paratransit service is provided curb to curb by a contracted local service provider from the City of Watertown.

Current Public Transit Service in Lewis County



Fixed Route Service

The Lewis County Public Transportation system offers both residents and visitors seven fixed route year-round options Monday through Friday.

Dial-A-Ride

LCPT also offers a “Dial-A-Ride” service, also known as paratransit. Their Dial-A-Ride service, is curb to curb and will deviate from the route up to ¾ of a mile for individuals with disabilities who cannot travel to the scheduled bus stop locations.

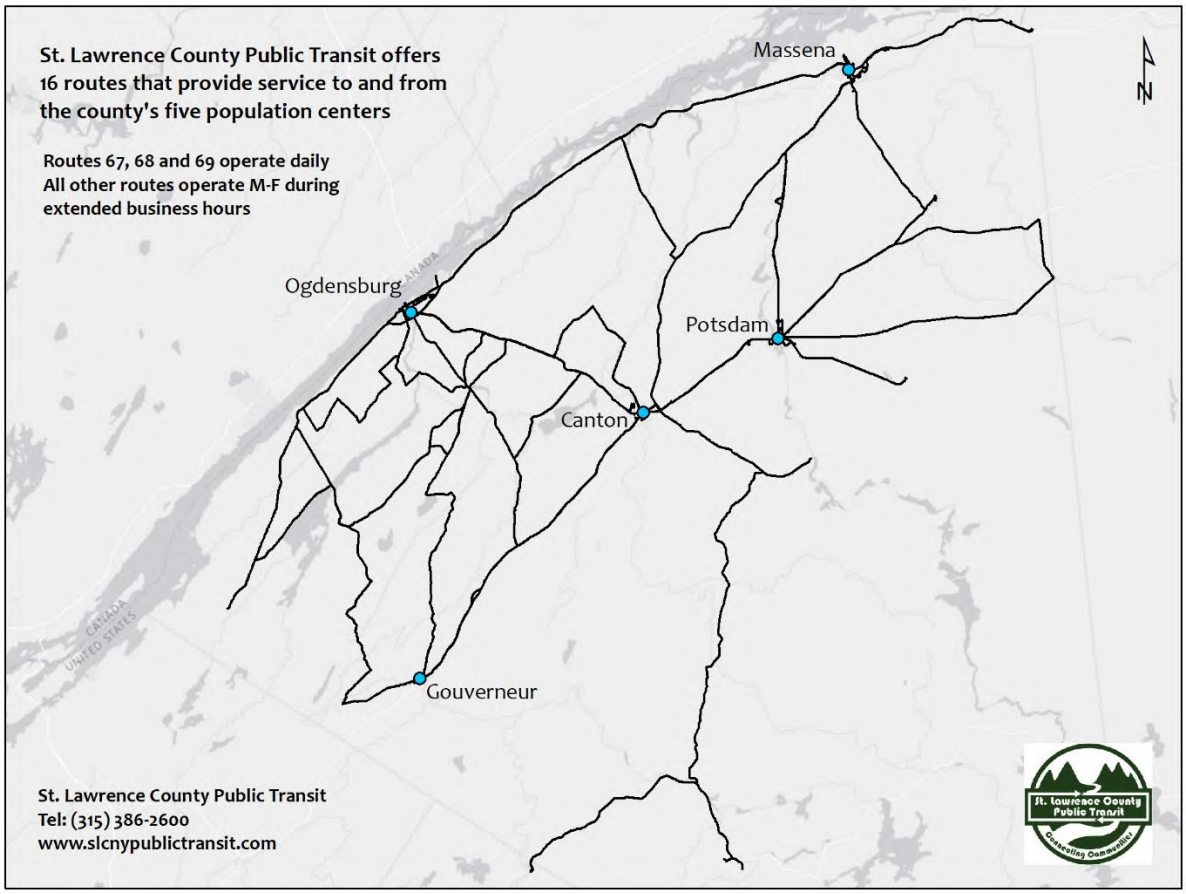
Fort Drum Connector Route

LCPT has a Fort Drum Circuit Route that runs from Lowville, Carthage and Croghan to Fort Drum 7 days a week.

Old Forge Seasonal Route

LCPT offers transportation from Harrisville, Croghan, Lowville, Glenfield, Lyons Falls, Port Leyden and Boonville to Old Forge 7 days a week with a seasonal route that runs from June 18th to Labor Day Weekend.

Current Public Transit Service in St. Lawrence County



Fixed Route Service

The Arc of Jefferson-St. Lawrence operates the public transportation system for St. Lawrence County. They have a fleet of nearly 20 vehicles that travel over 1 million miles annually among 4 routes; 3 routes run 7 days a week. Their buses are fully accessible; anyone may ride. Presently, the County's bus system operates 19 routes. Most County routes run Monday through Friday, while four routes offer weekly or bi-weekly service.

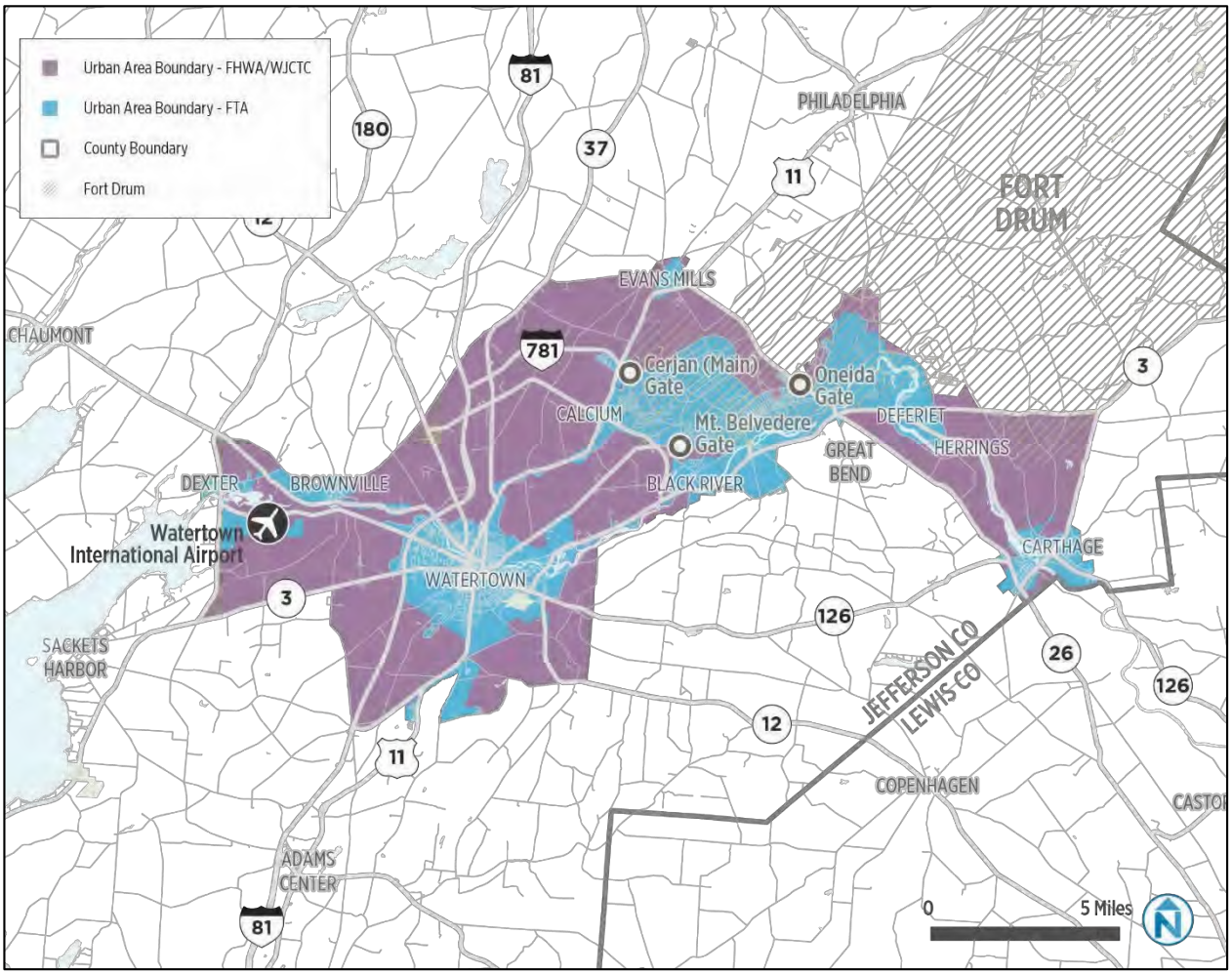
First Mile Last Mile

St. Lawrence County riders can utilize "First Mile Last Mile", a connector service that delivers public transit riders to and from a designated bus stop. This program assists residents of St. Lawrence County a ride from their home to the nearest bus stop; and again, from the bus stop to home upon their return. This serves as a feeder system to public transit due to the rural nature of the county.

PROPOSED CORRIDORS

MPO Bounded Regional Network Map

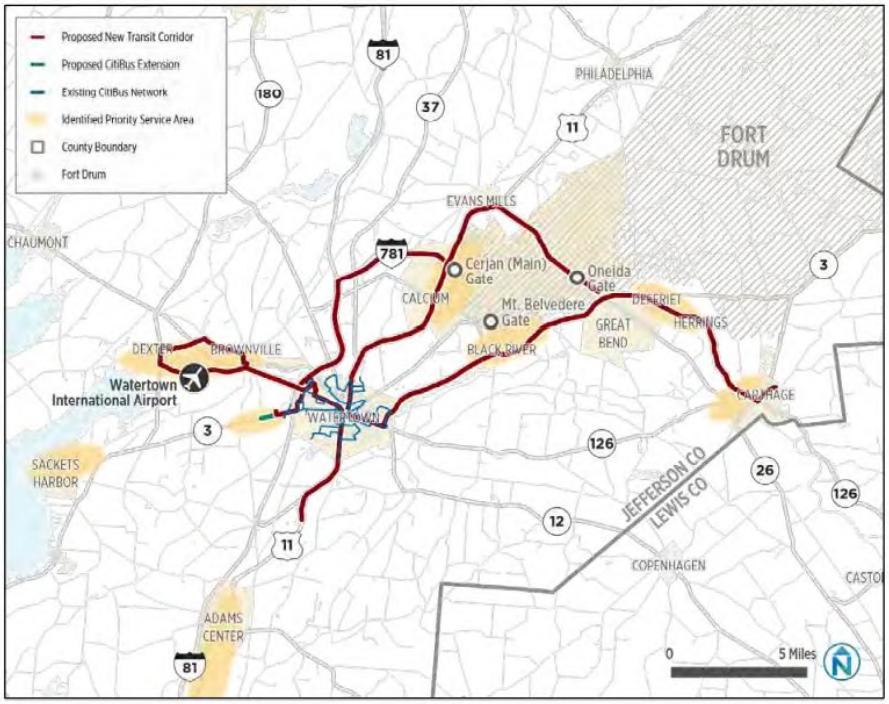
MPO and FTA 5307 Eligible Areas



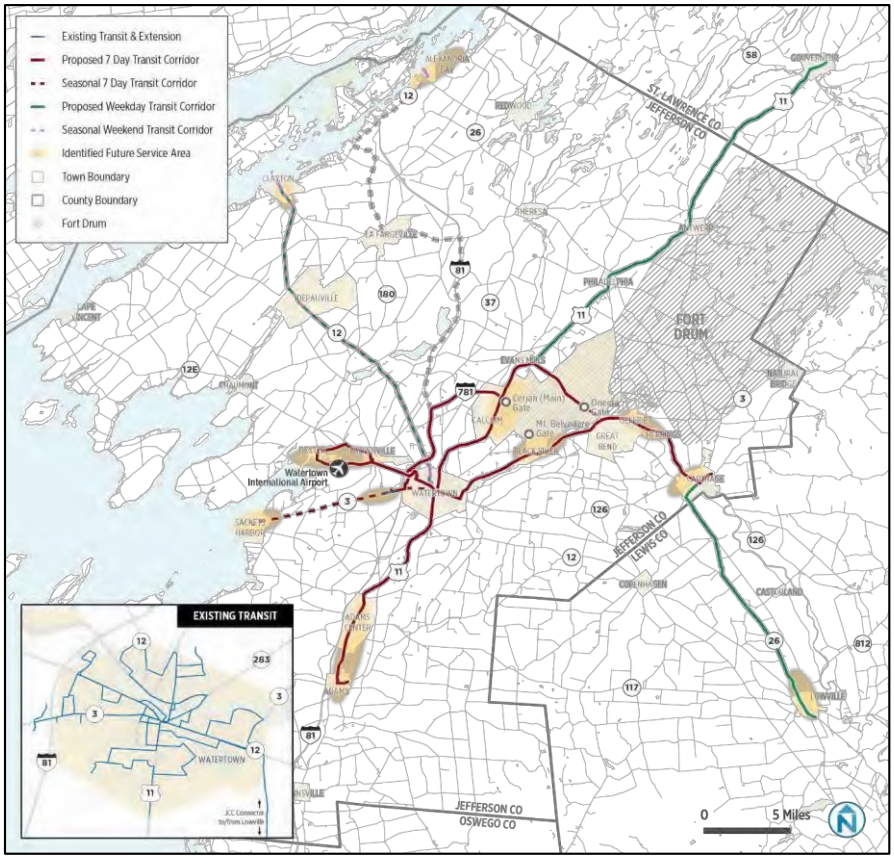
This is a map of the MPO bounded network areas. The areas shaded in blue are the areas covered by the MPO and eligible for Section 5307 and Section 5339 funding. The rural areas outside the MPO area would be covered by Section 5311 funding. A County-Wide system would take advantage of the multiple funding streams to create a system that would act as a feeder system to the current Watertown CitiBus public transit system. This would allow more passengers in rural areas access to public transportation and increase ridership for CitiBus.

The following maps give an example of the process to integrate the County-Wide system in steps of implementation.

Phase 1 Proposed Corridors



Phase 2 Proposed Regional Corridor Map



Proposed Future Network Routes

Dexter/JCC/Airport

The Dexter/Brownville corridor increases frequency of access along Coffeen Street to Jefferson Community College. The corridor also extends coverage to Watertown International Airport and the village centers of Dexter and Brownville. Arrival times of Watertown International Airport are approximately 3 p.m. and 10 p.m. daily. Planes depart from Watertown International Airport at approximately 6:30 a.m. and 3:30 p.m. daily. Almost 100 people use the Watertown International Airport each day. A bus stop at Jeff-Lewis BOCES would provide an optimal feed into the CitiBus system.

Adams/Adams Center

The Adams/Adams Center corridor provides bus service along Route 11 (Washington Street in the City of Watertown), terminating at the Country View Apartments senior meal site in Adams. The corridor serves Downtown Watertown, Samaritan Medical Center, additional medical offices, Watertown City Schools, multiple supermarkets, and the business districts of Adams and Adams Center. Proposed bus stop location for this transfer could be located on Outer Washington Street at Summit Village. This transfer site offers opportunities for connecting the senior communities of Country View Apartments, Adams to Summit Village, Farmers markets and food pantries.

Fort Drum/Jefferson Community College/Commercial Express

The Fort Drum/Jefferson Community College/Commercial Express corridor links the Fort Drum with JCC and commercial areas at the western edge of the City of Watertown without traveling to Downtown Watertown. The route would utilize Interstates 781 and 81 to arrive at the college. Noting secondary travel purposes indicated in the public survey, the corridor links together

populations with high transit propensity indices (soldiers, students) to commercial necessities such as supermarkets, clothing, and home supply stores. As with the primary Fort Drum corridor, the exact off-post transfer location to a potential base-operated shuttle is unknown subject to change. The proposed bus stop location for this route would be at Stateway Plaza, offering access to grocery stores, fitness centers and dining.

Gouverneur

The Gouverneur corridor is designed to connect to St. Lawrence County Transit on East Main Street in the Village of Gouverneur. This would allow passengers to reach Gouverneur Hospital, which also houses a detox facility. The route passes in close proximity and augments service to the Fort Drum Main Gate and the commercial area immediately to the west and could be used to augment service to the Fort Drum. This would also allow St. Lawrence County residents transportation to employment, food sources, education, medical facilities and recreation opportunities.

Clayton

The Clayton corridor connects Route 12 to Clayton destinations such as the Paynter Senior Citizens Center, Samaritan Family Health Center, and a full-service supermarket, terminating on Riverside Drive in the Village of Clayton's business district. The route is projected to perform far below average and would only operate on weekdays, making two round trips, and attempting to coincide with employment schedules. Weekend service to/from Clayton would be seasonal, operating only between Memorial Day and Labor Day. During increased travel seasons, the proposed bus stop location for this route would be on the extended Coffeen Street route.

Sackets Harbor

The Sackets Harbor corridor increases frequency of access along Arsenal Street to the commercial area at the western edge of the Watertown city limits and the Jefferson-Lewis BOCES Bohlen Technical Center. The bus stop for this route would also be included at the Jefferson-Lewis BOCES location. The corridor also extends coverage to the Sackets Harbor village center. Weekday and weekend services would only operate on a seasonal basis between Memorial Day and Labor Day.

Alexandria Bay

The Alexandria Bay corridor would function as an express service, utilizing Interstate 81 between exits 47 and 49 before resuming transit service along State Routes 411, 180 and 12. The route would provide access to a major employment center in LaFargeville as well as a hospital in Alexandria Bay. Although the corridor was lowest performing during the screening and ranking process, the Project Advisory Committee recommended an implementation to test the market with the service most likely to succeed, operating on weekends between Memorial Day and Labor Day. This seasonal route would also utilize the same bus stop as the Clayton route. This would create transportation opportunities for employment, education/trade, food sources, medical facilities, socialization and the Amish community residing in LaFargeville.

INVENTORY OF TRANSPORTATION SERVICES

Type	Count
Public Transit	2
Trailways	1
Volunteer Transportation Provider	1
Taxi Service	5
Ambulette Service	15
Stretcher	2
Ambulance	4
Total	**31**

Currently, there are a number of transportation services that operate in the county, there is a complete listing of these services with contact information appended at the end of this report.

Assessment of Bus Fleet

The City's current fleet consists of 8 transit buses, with (3) 26.5' Phoenix buses used for the paratransit service that is contracted through Cleveland Services. The remaining fleet of buses are used for the City's fixed route service, including a 2019 36' Eldorado National for Route B; with a backup bus on loan from CENTRO, Syracuse, for maintenance and repair time off line. Three 26' Arboc buses run on rotation for the Route A and Route C runs. There is one remaining 24' Starcraft bus that is use for shuttles and not placed in the regular rotation. In November 2021, the City will also receive a 2020 Eldorado EZ Rider 2, 32' low floor bus to add to their fleet and a new Paratransit bus in 2022.

City owned as of June 2021										
					Current	Vehicle	Seating	Wheelchair	Fuel	
Agency Vehicle #	Year	Make	Model	Vin #	Odometer	Type	Capacity	Position	Type	
5307										
PT-800	2016	Ford	Phoenix	1FDFE4FS8GDC56672	48,427	Paratransit	14	3	Gas	
PT-900	2019	Ford	Phoenix	1FDEE3FS4KDC06530	24,167	Paratransit	8	2	Gas	
PT-1000	2019	Ford	Phoenix	1FDEE3FS9KDC06541	26,436	Paratransit	8	2	Gas	
1636	2010	Ford	Cutaway	1FDFE4FS9ADB01636	188,855	Bus	18	2	Gas	Shuttle
2711	2019	Chevy	Spirit of Mobility	1VHAC3N2126501880	60,152	Bus	17	2	Gas	
2733	2019	Chevy	Spirit of Mobility	1HA6GUBB0KN002733	43,093	Bus	17	2	Gas	
2756	2019	Chevy	Spirit of Mobility	1HA6GUBB1KN002756	60,422	Bus	17	2	Gas	
4037	2019	Eldorado	EZ Rider II	1N9MMAD67KC084037	64,764	Bus	29	2	Diesel	

MAJOR TRANSPORTATION SERVICE PROVIDERS

Transportation services for Watertown/Jefferson County residents are provided by one primary public transit operator, various human service agencies, private taxi, private medical transport companies and contract private operators.

Public Transit

CitiBus

Contact: Patrick Keenan
Address: 245 Washington Street, Watertown, NY 13601
Phone: 315-785-7770
Fax: 315-785-7752
Email: pwkeenan@watertown-ny.gov
Website: www.watertown-ny.gov

The City of Watertown provides affordable, accessible, fixed route public transportation services and offers discounted fares for bulk ticket purchases; reduced "children under the age of 12" fares; and an "all hours" half-fare program for elderly persons, persons with disabilities and/or individuals presenting a Medicare card in accordance to the FTA guidance contained in the Section 5307 grant regulations. A Complimentary Paratransit Service is also offered.

The City of Watertown CitiBus system works to partner with local organizations and provide affordable mobility for individuals with lower incomes and meet the transportation needs of its passengers. CitiBus is the only local mass transit provider currently operating within Jefferson County. It provides Fixed Route and Paratransit services within the City of Watertown as well as three neighboring plazas just outside of the City, the Salmon Run Mall, Target Plaza and Seaway Plaza. CitiBus provides transportation service to all elderly and affordable housing locations within the City of Watertown. The City of Watertown has contracted services with the Jefferson County Office for the Aging to provide transportation for the elderly. The Jefferson County Department of Social Services also uses Watertown CitiBus for the transport of its clients to their workplace or for employment searching activities.

Lewis County Public Transportation

Contact: Robert Bucci
Address: 7660 North State Street, Lowville, NY 13367
Phone: 315-377-2024
Fax: N/A
Email: robertbucci@lewiscounty.ny.gov
Website: https://www.lewiscounty.org/

Lewis County Public Transportation (LCPT) was launched in 2009 and is currently contracted with Birnie Bus, Inc. to operate and coordinate transit service. LCPT offers transportation to all residents and visitors of Lewis County and serves parts of Jefferson, Oneida and Herkimer Counties.

There are currently six fixed routes that run Monday through Friday. In addition to the fixed routes, a Utica Connector Route runs Monday through Friday during the school year and Tuesday's and Thursday's during school breaks; a JCC Connector Route Monday through Friday year-round; and an Old Forge Seasonal Route from mid-June through Labor Day Weekend. In August 2021, LCPT launched a new Fort Drum Circuit Route, which runs Monday through Friday year-round and offers a means of transit for Fort Drum soldiers and their families to access educational and employment opportunities within Lewis County.

In addition to the set routes, LCPT also offers a Dial-A-Ride service that is open to the public. For non-emergency medical transportation, LCPT offers a Demand Response/Medical Van to Medicaid clients by appointment only and is provided Monday through Friday. LCPT is also piloting a free vanpool service in partnership with Commute with Enterprise. This service will provide an additional mode of public transportation for individuals within Lewis County and will offer a cost-effective and convenient alternative to those struggling to obtain a reliable source of transportation.

Volunteer Transportation Center, Inc. (VTC)

Contact: Sam Purington
Address: 24685 NY-37, Watertown, NY 13601
Phone: 315-788-0422
Email: sam@volunteertransportation.org | jen@volunteertransportation.org
Website: http://www.volunteertransportationcenter.org/

The Volunteer Transportation Center, Inc. (VTC) is a 501(c)(3) non-profit organization. Thanks to the work of our certified Volunteer Drivers, Staff, Board of Directors and the generosity of our donors, the VTC provides essential rides to health, social, and other destinations for residents of Northern New York who have no other transportation alternatives.

We envision a community where transportation is available to everyone. The Mission of the VTC is to provide transportation to health, wellness and critical needs destinations utilizing volunteers and mobility management for anyone who has barriers to transportation.
These charitable rides are provided at no cost to the rider. This program allows VTC clients to maintain their own residence thus providing them with a sense of independence fostering self-confidence and self-esteem. VTC provides comprehensive coordination of trips to maximize ride sharing. VTC does not duplicate public transportation, however, fills in the gaps when traditional fixed route or paratransit routes cannot meet the need.
Door through door transportation is provided by 250+ volunteer drivers using their own vehicles who in turn receive $0.445 per mile (for charitable programs) for transporting clients across Jefferson, Lewis and St. Lawrence Counties. Mileage reimbursement is based on miles traveled, not the number of passengers. Volunteer proximity to clients makes it possible to keep non-passenger mileage to a minimum. The success of the program is attributed to the coordination of transportation activities with other human service and government agencies in the County.

In 2019 & 2020 for charitable rides volunteer drivers provided 26,708 one-way trips, traveling 831,267 miles of transportation to clients in Jefferson County. Part of the funding for this service is provided by utilizing Title III funds from OFA, $20,000 annually in addition to fundraising of $100,000 for volunteer driver trips assisting seniors, persons with disabilities, and anyone else

needing a ride to medical appointments and grocery shopping. For all trips including human service contracts i.e. Medicaid transportation, in 2019 & 2020 volunteer drivers provided 172,207 one-way trips traveling 6,764,363 miles for Jefferson County residents. Coordination of the vast majority volunteer rides is handled by VTC – making sure that the most efficient use of resources is utilized.

Paynter Senior Center (PSC)

Contact: Rose Reff
Address: 914 Strawberry Lane, Clayton, NY 13624
Phone: 315-686-3553
Fax: N/A
Email: N/A
Website: http://payntercenter.org/

The mission of the Paynter Senior Center (PSC) mission is to provide a variety of activities, education and meals that are designed to meet the needs of the handicapped and senior citizens of the area. They serve as a place for seniors to be able to communicate with their friends while also receiving a nutritious meal through the nutrition program provided through the Jefferson County Office for the Aging.

The PSC provides transportation in the River communities connected with center activities and nutritional needs, traveling once weekly to Watertown. The transportation program is primarily for seniors with disabilities, older adults and low-income individuals within the community. The center is a non-profit organization that operates almost entirely on donations at this time, although they do have a contract with the Jefferson County Office for the Aging to provide some funds for the transport of their senior population.

Wilna-Champion Transportation Association (WCTA)

Contact: Heather Tanner
Address: 222 State Street, Carthage, NY 13619
Phone: 315-493-3449
Fax: N/A
Email: wctashuttlebus@gmail.com
Website: N/A

The purpose of the Wilna-Champion Transportation Association (WCTA) is to provide transportation to the senior citizens and disabled persons living in the Towns of Wilna and Champion and surrounding areas. The WCTA is a non-profit organization that operates on a shoestring budget and whose main function is to provide rides to the grocery store, pharmacy and doctor's office.

Although the WCTA cannot charge a fee for the rides they provide, they are allowed to accept donations. The Jefferson County Office for the Aging provides some funds for the transport of their senior population; however, this does not cover all of their client population. All clients are handed an envelope as they board the bus in which they may deposit a donation, if they choose. The envelopes are put in a bag when the clients exit the bus and the driver counts the money at the end of the day. No person is ever refused service regardless of their ability to pay.

The Arc of Jefferson-St. Lawrence

Contact: Shawn Philbrick
Address: 380 Gaffney Drive, P.O. Box 41, Watertown, NY 13601
Phone: 315-788-2730
Fax: 315-788-8557
Email: siphilbrick@jeffrehabcenter.org
Website: www.jeffrehabcenter.org

The Arc of Jefferson-St. Lawrence is a non-profit agency dedicated to enhancing the quality of life and maximizing the potential of persons with disabilities. The main treatment facility and administration building is located on Gaffney Drive in Watertown. There are also 32 residential facilities located throughout the county for program participants.

The Arc has seven dedicated bus runs throughout Jefferson County, leaving between 6 a.m. and 7:30 a.m. Monday through Friday. The buses pick up at most Arc residences and also do door-to-door pickup of individuals attending Arc and Disabled Persons Action Organization (DPAO) programs. After being picked up, the participants are dropped off at one of the program site facilities which include the Day Habilitation Program and the Day Treatment program site on Gaffney Drive; DPAO; and the Production Unlimited worksite on Bradley Street in Watertown. Each evening, they are picked up at each of these sites and returned to their home or one of the Arc community residential program sites.

The Arc currently has nine buses for the purpose of transporting participants on a daily basis for seven dedicated bus runs between their program sites; seven buses are used on daily runs and two are kept as spares.

Adirondack Trailways

Contact: Ruby Stevens
Address: 22088 U.S. Route 11, Watertown, NY 13601
Phone: 315-405-4221
Fax: N/A
Email: N/A
Website: https://trailways.com

Adirondack Trailways provides transportation of many options such as individual trips along with, group events, military, government/political events, and day trips anywhere in the United States.

TRANSPORTATION SERVICE PURCHASERS

ACR Health - Medical transportation for people living with HIV/AIDS who need help with transportation to get to medical and other services that help them maintain their health.

Anchor Recovery - Provides transportation for individuals and their families to their recovery trainings and support services for loved ones suffering from addiction.

CAPC - Community Action Planning Council of Jefferson County (CAPC) provides bus transportation to our Head Start children at the Watertown, Dexter, South Jeff, Carthage, and Evans Mills Centers. They also provide gas cards and CitiBus passes for qualifying clients in some of our program areas for those seeking employment and/or educational opportunities.

Carthage Area Hospital - Since 1965, Carthage Area Hospital has been providing quality and reliable health care to patients from the greater Carthage Area. Their knowledgeable staff is able to meet a variety of health care needs. Their commitment to efficiency and patient experience has allowed us to have the shortest emergency services wait time in the Area. Carthage Area Hospital currently contracts with the Volunteer Transportation Center to provide medical transportation and in 2022 will also have two wheelchair accessible vans for utilization.

Children's Home of Jefferson County – The Children's Home of Jefferson County is the largest human services organization in Northern New York. They provide services for youth development, youth and adult health services, foster care and family permanence and programs for at-risk you and their families. The Children's Home provides transportation to their clients by assistance through the Medicaid systems; purchasing bus passes, Volunteer Transportation Center and cab vouchers.

CREDO Community Center - Credo Community Center, Inc. is a non-profit, Office of Alcoholism and Substance Abuse Services, OASAS, approved entity, dedicated in the provision of treatment services for the addiction of alcohol and substance abuse. They do not provide transportation; however, assist clients in securing appropriate transportation through Volunteer Transportation Center, as needed.

Jefferson County Department of Social Services - In 2013, the New York State Department of Health required all non-emergency Medicaid transportation services be managed by Medical Answering Services (MAS). MAS approves all Medicaid-covered medical trips and the appropriate mode of transportation that may be used per NYS Medicaid guidelines. Various levels of eligible transportation include: self-transportation; Volunteer Transportation Center; Jefferson County Public Transit; taxi; volunteer drivers and ambulette. Self-transportation is the default approval unless a Medicaid recipient can show they cannot transport themselves or need assisted transport.

Jefferson County Office of the Aging - The Office for the Aging (OFA) provides services and advocacy for County residents who are 60 years and older. The agency purchases transportation services for its clients through an annual contract with the Volunteer Transportation Center.

The Arc of Jefferson-St. Lawrence - In addition to providing bus transportation for their clients through Section 5310 grants awarded by the State Department of Transportation, The Arc of Jefferson-St. Lawrence also purchases vouchers for their clients to ride the city's public bus system.

COLLECTING STAKEHOLDER INPUT

To identify transportation gaps and duplication of services in Jefferson County, the County's Mobility Manager gathered input from: public transit riders, major transportation service providers, major transportation service purchasers, and stakeholder organizations who serve on the Transportation Commission for the City of Watertown. The following approaches have been used to gather feedback:

1. Conduct quarterly Transportation Commission meetings throughout the year to identify and discuss public transportation needs and barriers that ultimately contribute to the preparation of this plan.

2. Participate in meetings with human service committees, local non-profit organizations, employment agencies, high schools and colleges, and attend senior fairs and other public forums throughout the county to hear concerns and issues concerning transportation.

3. Monitor resident comments from email messages, phone calls and suggestions given from riders to the Public Transit Drivers and CitiBus offices.

4. Virtual work group with County-Wide passengers, various human service agencies; employers; local businesses; educators, including staff from high schools, colleges and vocation schools; medical offices; non-profit agencies and the Department of Social Services for Jefferson County.

IDENTIFIED TRANSPORTATION BARRIERS

The following barriers have been identified from the public, local human service agencies, educators, employers and medical field personnel.

1. Lack of public transportation in Jefferson County.
2. Lack of public transportation available outside of Watertown, in rural areas.
3. Lack of public transportation for alternative/evening work shifts.
4. Lack of connection to Fort Drum where there are many jobs.
5. Lack of connection to adjoining counties; St. Lawrence County and Lewis County.
6. Lack of transportation that allows parents to drop children at daycare on their way to work.
7. Transportation to GED program at BOCES and higher education at Jefferson Community College.
8. Cost of transportation alternatives.
9. Most public transportation services are only offered in Watertown.
10. Barriers with literacy and understanding the bus schedule.
11. Long wait times or no answer when calling for a taxi.
12. Lack of on demand transportation.
13. Lack of knowledge and awareness of public transportation options that do exist.
14. Distance to public transportation; location/distance of pickup/drop-off locations.
15. Lack of knowledge of FTA and ADA compliance for local services.
16. Paratransit services are charging twice the amount for users than other public transportation options in Watertown.
17. Lack of funding for non-Medicaid/Medicare appointments.
18. MAS system is difficult/challenging to navigate.
19. Lack of city and county transportation to employment, food source, education and medical destinations.
20. Shortage of bus drivers.

GOALS AND STRATEGIES

Provide the City of Watertown and Jefferson County residents with safe, reliable, affordable efficient and easy-to-access public transportation system.

1. Provide residents with easy-to-understand bus schedules.
2. Use travel trainings to educate riders on using public transportation.
3. Mobility Management to create travel training with human service agencies and employers.
4. Mobility Management will assist in the creation a marketing plan to rebrand the City of Watertown public transportation system.
5. Create bus passes at a reduced cost.
6. Create a County-Wide public transit system to feed into CitiBus.
7. Look into outsourcing CitiBus transportation services and deem what is affordable.
8. Develop and implement First Mile Last Mile and Rides to Recovery Programs.
9. Develop and implement electronic fare system.
10. Implement AVL System.

Increase stakeholder representation and Mobility Management in support of sustainability, efficiency, and oversight of a cohesive coordinated public transportation system.

1. Apply and secure grant funding that supports the City of Watertown and a County-Wide public transportation system and programs that support access to all, that include:
    a. Section 5307 formula grants for the MPO
    b. Section 5339 formula grants for the MPO
    c. Section 5311 formula grants for rural areas
    d. State Transportation Operating Assistance (STOA)
    e. Modernization and Enhancement Program (MEP) Supplement Funding
    f. Supportive Employment Grants (SES)
    g. Access and Mobility Partnership Grants
    h. Other federal and state grants as they become available
2. Secure funding and employee a Jefferson County Mobility Manager for the Jefferson County area.
3. Secure additional revenue through the sale of advertising space on the interior and exterior of public transit buses.
4. Secure funding to support existing and new routes for public transit systems, transportation programs and services.
5. Develop partnerships with neighboring Counties and Fort Drum to develop and implement inter-regional connections beyond the County, including the Canadian border.
6. Mobility Management serves as a conduit between state and federal agencies to assist the City and County in securing funds to support new routes, programs and passenger needs.
7. Mobility Management will develop and market new modes of transportation and programs to assist the residents of Jefferson County gaining access to all.
8. Policy and Procedure development and implementation.

9. Hold a CDL class as an incentive to increase the bus driver pool. Use the class and other incentives to recruit and retain. Look to remove city requirement of 1-year experience.

Create an excellent rider experience and increase ridership.

1. Install bike racks on all buses serving existing routes and market this amenity to potential riders.
2. Install free Wi-Fi and phone charging stations on all buses and market this amenity to potential riders.
3. Integrate route and real-time arrival information into mobile applications, with an emphasis on applications that can be used by people with visual disabilities.
4. Provide an alternative to visual display boards; audible announcements are preferred over braille and other methods required for finding the display.
5. Identify and coordinate public transit infrastructure needs (i.e. accessible curb cuts at bus stop, shelters, etc.) on the public transportation system.
6. Regularly apply for and administer grant funds to purchase new buses, solar-powered bus shelters, benches, and other enhancements at public transit stops.
7. Develop and implement First Mile Last Mile (FMLM) as a way to get passengers in areas rural to the public transit system to their closest bus stop location. This program allows easier access to employment, education, food source, medical appointments and recreation opportunities.
8. Develop and implement Rides to Recovery Program to assist people with substance abuse disorders and mental health issues access to medical appointments and social determinates of health.
9. Public awareness of how to obtain bus tickets; including types of tickets available and where and how to purchase them.
10. Conduct an annual ridership survey to determine rider satisfaction, and to improve scheduling and bus routes.
11. Rebrand CitiBus.
12. Development and implement bus pass system.
13. Software updated fare system, passenger count AVL better rider experience the drives to focus on driving

Provide community outreach and education.

1. Mobility Managers will meet with civic and community-based organizations, social services agencies, hospital and medical facility providers to disseminate information about public transportation services in Jefferson County.
2. Publish and distribute marketing materials about Jefferson County public transportation options in and around the county.
3. Establish a mobile-friendly website for riders to purchase tickets/passes, navigate route map and view bus schedules.
4. Remove barriers to utilizing public transportation by providing travel training to individuals and agencies on an as-needed basis about ride scheduling and trip planning to identify suitable transportation services.
5. Collaborate with human service agencies, medical facilities, employers, not for profit, and education facilities to break down transportation barriers that their clientele is facing.

6. Mobility Management will develop and market new modes of transportation and programs to assist in helping residents of Jefferson County access to all.

Establish and implement the First Mile Last Mile program and increase transportation options.

1. Obtain input and feedback from human service agencies, not-for-profit agencies, medical, employers and educators to identify potential locations for riders who are not within walking distance of a public bus stop.
2. Identify FMLM locations to increase access to bus services, this will allow disadvantaged populations (low-income, minorities, seniors, and persons with disabilities) to increased access to employment, medical facilities, education and food sources.
3. Increase the pool of volunteer drivers through improved coordination efforts with human service agencies and transportation providers.
4. Pursue and administer grant funding to support the FMLM program to decrease transportation barriers.
5. Examine FMLM program ridership data and rider survey responses to identify potential locations for expanded bus services.

Develop alternative transportation modes for Jefferson County.

1. Employer-based van pools could be developed to provide shuttle service or van pools to better serve shift workers and reverse commuters. The program could focus on large scale employers.
2. Introduce a new bike share system that will provide residents and visitors with affordable, and alternative transportation options.
    a. Car sharing Flexibility for riders to pass up car ownership in favor of car membership. Using a mobile app or the internet, users would simply find the nearest available vehicle, wave a membership card over the windshield, and the doors unlock. Inside are keys and a credit card for refueling.
    b. Electric Vehicle (EV) car share program with sliding scale rates conceived to support affordable access to clean transportation options in Jefferson County.
3. Seek funding sources and locations for electric car charging stations, maintenance and access.
4. Establish a county-level multi-modal transportation and call center. Similar to the state-wide MAS system. A central dispatching program, contract with local volunteer programs and private providers to offer demand response service outside public transportation service area, establish sustainable funding stream for call center and services.
5. Research, establish and implement an E-bike and scooter share service for the City and County.

Develop and implement a County-Wide public transportation system.

1. Secure funding to support existing route extensions and new County-Wide routes to reach rural areas of Jefferson County.
2. Work with City and County officials to determine the most cost effective and efficient plan to run a County-Wide system.
3. Use Nelson Nygaard Report as a starting point for route development.
4. Seek funding from Section 5311, SES and STOA funding for operations.

5. Seek Section 5311 funding and MEP for Capital.
6. Send out RFP for a County-Wide system. RFP for Rides to Recovery and FMLM.
7. Incorporate CitiBus and County-Wide system marketing campaign using traditional media, CitiBus website, social media and bus advertising.

IMPROVING PUBLIC TRANSPORTATION SERVICES

A County-Wide transportation system needed to be developed and implemented. This system needs to reach all of the outer lying rural areas of the County that do not have access to the City Public Transportation System. A County-Wide system would feed in to the CitiBus system and reach the public transportation systems in neighboring St. Lawrence and Lewis Counties. This allows the opportunity for more transportation to larger employment facilities, education at Jefferson Community College and Jeff-Lewis BOCES. This will also allow for more comprehensive medical options for the public across the tri-county area and access to better food sources. This County-Wide system would be the beginning of solving the transportation barriers that have been brought to the attention of City and County legislators.

CITY OF WATERTOWN TRANSPORTATION COMMISSION

The Transportation Commission was established by the City Council in 1974, and in 1997, the ADA Paratransit Committee and Transportation Committee partnered to form the current Transportation Commission. The commission members take part in discussions and planning of many of the aspects of transit operations, such as fare structure, route mapping, customer services, incentive programs, ADA requirements, needs assessment and much more. There are currently three open positions for the commission seeking diversity inclusion of all of demographics.

Quarterly meetings are held at quarterly at Watertown CitiBus Transit Building.

Adam D. Ruppe, Community Member Term 11/18/2019 4/1/2-22

Aaron Clemons, Community Member Term 4/16/2018 4/1/2022

Ryan Henry-Wilkinson, Watertown City Council Term 6/20/2016 4/1/2022

Suzanne Morrow, Community Member Term 3/18/2019 4/1/2022

Sam Purington, Director of Volunteer Transportation Organization Term 5/17/2011 4/1/2023

Owen Virkler, Capital Program Coordinator, NYSDOT (retired) Term 3/16/2020 4/1/2023

Kyle Meehan, Director of Transportation Guilfoyle Ambulance Term 12/16/2019 4/1/2024

Dawn Mills, HCR Home Care Program Manager Term 5/19/2014 4/1/2024

JEFFERSON COUNTY PUBLIC TRANSIT WORK GROUP

The Jefferson County Public Transit Work Group is constructed of non-profit organizations, the MPO and various local human service agencies. There are 21 representatives serving on the County's Public Transit Task Force who regularly participate in these meetings. The composition of the Task Force consists of service agencies and interested persons who help residents who depend on human/social services and may not have the ability or resources to own and operate a personal vehicle. These stakeholders regularly participated in Transit Task Force meetings throughout the year, engaged in thoughtful discussion with the Mobility Manager about transportation gaps and challenges residents face, and identified possible solutions that could be implemented in Jefferson County.

JEFFERSON COUNTY PUBLIC TRANSIT WORK GROUP DIRECTORY

Cindy Fitzpatrick
Disabled Persons Action Organization
Address: 617 Davidson Street, Watertown, NY 13601
Phone: 315-782-3577, ext. 225
Email: cfitzpatrick@dpao.net

Dawn Cole
Watertown Urban Mission
Address: 247 Factory Street, Watertown, NY 13601
Phone: 315-782-8440
Email: exec@watrtownurbanmission.org

Felicia Parker
North Country Family Health Center
Address: 238 Arsenal Street, Watertown, NY 13601
Phone: 315-782-9450
Email: fparker@nocofamilyhealth.org

Frank Doldo
Regional Mobility Manager Volunteer Transportation Center (VTC)
24685 State Route 37, Watertown, NY 13601
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Email: frank@volunteertransportation.org

Barb Cadwell
NYSDOT Region 7
317 Washington Street, Watertown, NY 13601
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Email: Barbara.cadwell@dot.ny.gov

Mark Walczyk
New York State Assembly District 116
Address: 317 Washington Street, Suite 210, Watertown, NY 13601
Phone: 315-786-0284
Email: walczykm@nysassembly.gov

Melinda Gault
Community Action Planning Council of Jefferson County
Address: 518 Davidson Street, Watertown, NY 13601
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Email: mgault@capcjc.org

Mike Bourcy
Jefferson County Department of Planning
Address: 175 Arsenal Street, Suite 3, Watertown, NY 13601
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Email: mbourcy@co.jefferson.ny.us

Orlando Lawson
Northern Regional Center for Independent Living (NRCIL)
Address: 210 Court Street, Watertown, NY 13601
Phone: 315-785-8703
Email: olandol@nrcil.net

Patty Ritchie
New York State Senate District 48
Address: 188 State Street, Legislative Office Building, Room 412, Albany, NY 12247
Phone: 518-455-3438
Email: ritchie@nysenate.gov

Shawn Philbrick
The Arc of Jefferson-St. Lawrence
Address: P.O. Box 41, 380 Gaffney Drive, Watertown, NY 13601
Phone: 315-788-2730
Email: siphilbrick@jeffrehabcenter.org

Sam Purington
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Address: 24685 State Route 37, Watertown, NY 13601
Phone: 315-788-0422
Email: sam@volunteertransportation.org

Sara Freda
New York State Department of Transportation
Address: 175 Arsenal Street, Suite 3, Watertown, NY 13601
Phone: 315-785-3144
Email: sfreda@co.jefferson.ny.us

Teresa Gaffney
Jefferson-Lewis County Labor & Workforce Development Agency (LWDA)
Address: 250 Washington Street, Watertown, NY 13601
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Email: Teresa.gaffney@dfa.state.ny.us

Geoff Urda
City of Watertown Planning Department
Address: 245 Washington Street, Watertown, NY 13601
Phone: 315-785-7725
Email: gurda@watertown-ny.gov

Heather Tanner
Wilna-Champion Transportation Association
Address: 222 State Street, Box 1104, Carthage, NY 13619
Phone: 315-493-3449
Email: wctashuttlebus@gmail.com

Patrick Keenan
City of Watertown Department of Public Works
Address: 245 Washington Street, Watertown, NY 13601
Phone: 315-785-7842
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John Peck
Jefferson County Legislature- NY District 7
Address: 23892 County Route 47, Carthage, NY 13619
Phone: 315-408-1731
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Anne Kalamas
Department of Social Services
Address: 250 Arsenal Street, Watertown, NY 13601
Email: Anne.Kalamas@dfa.state.ny.us

Brandi Smith
Greater Watertown Mobility Manager Volunteer Transportation Center (VTC)
24685 State Route 37, Watertown, NY 13601
(315)778-5217
Email: brandi@volunteertransportation.org

JEFFERSON COUNTY TRANSPORTATION PROVIDERS DIRECTORY

SERVICES	ADDRESS	CITY	STATE	PHONE
Bus				
CitiBus	544 Newell St.	Watertown	NY	(315) 785-7772
Lewis County Public Transportation	6591 NY-12	Lowville	NY	(315) 376-5919
Volunteer Transportation				
Volunteer Transportation Center (VTC)	24685 State Route 37	Watertown	NY	(315) 788-0422
Taxi				
All Season Dispatch LLC	150 Clinton St.	Watertown	NY	(315) 778-8241
Chris Taxi Service	118 Court St.	Watertown	NY	(315) 836-6790
Clarence Henry Cab	1067 Marble St.	Watertown	NY	(315) 277-7500
East Coast Taxi	20824 Shepard St.	Watertown	NY	(315) 486-8040
Guilfoyle Ambulance Services	438 Newell St.	Watertown	NY	(315) 788-8105
Lundy Services	500 State St.	Carthage	NY	(315) 519-3059
Yellow Cab of Watertown	1170 Water St.	Watertown	NY	(315) 782-2121
Ambulette				
Carthage Volunteer Rescue Sq.	200 Riverside Dr.	Carthage	NY	(315) 493-1913
Clarence Henry Cab	1067 Marble St.	Watertown	NY	(315) 277-7500
Cleveland Services	404 Sherman St	Watertown	NY	(315) 777-4809
Evans Mills Volunteer Ambulance Sq.	8733 Factory St	Evans Mills	NY	(315) 629-6081
Fox and Murray	528 Franklin St.	Ogdensburg	NY	(315) 393-4870
Frary's Funeral Home	515 Caroline St.	Ogdensburg	NY	(315) 393-1376
Guilfoyle Ambulance Service	438 Newell St.	Watertown	NY	(315) 788-8105
Jefferson County Office of the Aging	175 Arsenal Street, Suite 2	Watertown	NY	(315) 785-3191
Lundy Services	500 State St.	Carthage	NY	(315) 519-3059
North Country Transportation Services	6145 Meadow Wood Dr. #A	Watertown	NY	(315) 955-4589
Volunteer Transportation Center (VTC)	24685 State Route 37	Watertown	NY	(315) 788-0422
Stretcher				
Black River Ambulance	121 LeRay St.	Black River	NY	(315) 773-4501
Lundy Services	500 State St.	Carthage	NY	(315) 519-3059
Ambulance				
Black River Ambulance	121 Leray St.	Black River	NY	(315) 773-4501
Carthage Volunteer Rescue Sq.	200 Riverside Dr.	Carthage	NY	(315) 493-1913
Guilfoyle Ambulance Services	438 Newell St.	Watertown	NY	(315) 788-8105
South Jefferson Rescue Squad	38 Main St.	Adams	NY	(315) 232-2624
Town of Watertown Ambulance Services	18791 County Route 155	Watertown	NY	(315) 782-5999

REFERENCES

The State of New York

https://www.ny.gov/counties/jefferson

Data USA | Jefferson County NY

https://datausa.io/profile/geo/jefferson-county-ny#about

Jefferson County Planning Department

https://co.jefferson.ny.us/departments/Planning/2010-census-data

United Census Bureau

https://www.census.gov/quickfacts/fact/table/jeffersoncountynewyork,watertowncitynewyork/PST045219

Data USA | Fort Drum NY

https://datausa.io/profile/geo/fort-drum-ny/

Watertown Jefferson County Area Transportation Council (Nelson Nygaard Report)

https://www.wjctc.org/images/Final_Report_Draft_FIle_Size_Reduced.pdf

Community Action Planning Council of Jefferson County (Community Needs Assessment)

http://www.capcjc.org/wp-content/uploads/2019/11/2019-Community-Needs-Assessment-Final.pdf

Jefferson County Economic Development (Employers)

https://www.jcida.com/strategic-advantages/largest-employers

Res No. 1

November 9, 2021

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Approving Water Supply Agreement Between the City of Watertown and the Town of Pamelia

The agreement for the Town of Pamelia Water District #11, which connects to the City's water system at Bradley Street, expired on December 1, 2020. As presented by the Town at two work sessions, they have consolidated all their water districts into one. The other districts connect to the Development Authority of the North Country's (DANC) Fort Drum line.

The new Consolidated District #1 could get all its water from the DANC line, except the City's agreement with DANC states they cannot sell water to our existing customers without approval from the City. We currently receive an average of about $1,200 per year from District #11. To compensate us for our existing customer, a successor agreement has been negotiated.

In the proposed agreement the rate will go up to 120% of the inside user rate. They currently pay the inside user rate. They will make a guaranteed payment equal to the cost of 3,000 cubic feet of water per day regardless of the actual amount of water used. The minimum payment will be $53,786.40 per year based on the current rate in the City Code. We would have been paid $15,072.68 for the same amount of water if it were delivered through the DANC line. The minimum payment will go up by half the consumption of any new users connected in the district after the initial connections.

The proposed agreement and a resolution approving it are attached for City Council consideration.

Resolution No. 1

November 15, 2021

RESOLUTION

Approving Water Supply Agreement Between the City of Watertown and the Town of Pamelia

	YEA	NAY
Council Member HENRY-WILKINSON, Ryan J.		
Council Member PIERCE, Sarah V.C.		
Council Member RUGGIERO, Lisa A.		
Council Member SPAZIANI, Leonard G.		
Mayor SMITH, Jeffrey M.		
Total		

Introduced by

_____

WHEREAS the City owns and operates a water supply system for the purpose of supplying the City and its inhabitants with water, and

WHEREAS the City has capacity to produce and transport water in excess of its own needs, and

WHEREAS the Town of Pamelia Consolidated Water District No. 1 has requested the right to draw water from the City system for use in the District as it currently exists and as it may be extended and expanded during the term of this Agreement, and

WHEREAS the City may, pursuant to General Municipal Law Sections 118 and 118(a), enter into an Agreement with the Town of Pamelia Consolidated District No. 1 to sell water in bulk and the City may fix the prices by Ordinance/Local Law duly adopted by the City Council, so long as such action will not render the supply of water for the City or its inhabitants insufficient, and

WHEREAS the City and the Town of have negotiated an Agreement for the Sale of Water,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby approves the Water Supply Agreement Between the City of Watertown and the Town of Pamelia, a copy of which is attached and made part of this resolution, and

BE IT FURTHER RESOLVED that Mayor Jeffrey M. Smith has been authorized and directed to execute the Agreement on behalf of the City.

Seconded by

WATER SUPPLY AGREEMENT BETWEEN
THE CITY OF WATERTOWN AND THE TOWN OF PAMELIA

This sets forth an agreement dated _____ __, 2021 ("Agreement") by and between the City of Watertown, a municipal corporation of the State of New York with an address at City Hall 245 Washington Street, Watertown, New York 13601, (the "City") and the Town of Pamelia, a municipal corporation of the State of New York as Administrator of the Town of Pamelia Consolidated Water District # 1 with an address of 25859 N.Y.S. Route 37, Watertown, New York 13601 (the "District").

RECITALS

A. The City owns a water supply system (the "System"), which it operates for the purpose of supplying the City inhabitants with water,
B. The City has excess capacity to produce and transport water in excess of its own needs.
C. The District has requested the right to draw water from the City System for use in the District as it currently exists and as it may be extended and expanded during the term of this Agreement.
D. The City and the Town have agreed and this document is therefore predicated upon the water being supplied to the District through one point of delivery located at the City/District common boundary located on Outer Bradley Street (NYS Route 12).
E. The City may, pursuant to General Municipal Law Sections 118 and 118(a), enter into an agreement with the District to sell water in bulk and the City may fix the prices by Ordinance/Local Law duly adopted by the City Council, so long as such action will not render the supply of water for the City or its inhabitants insufficient.
F. The City currently has sufficient capacity to provide water for the term of this Agreement.
G. The District has installed, and will maintain, an appropriately sized master meter for the purpose of metering water drawn by the District from the City System. The calculation of water usage within the District shall be determined by reading the Master Meter.
H. The District has agreed to pay to the City, for water drawn from the City System, water rents calculated pursuant to this Agreement.

NOW, THEREFORE, in consideration of the mutual obligations hereinafter set forth, the parties covenant and agree as follows:

1. Section 1 – DEFINITIONS

(a) "Site" shall mean Town of Pamelia Consolidated District #1, as currently defined by the map set forth on the attached Exhibit "A".
(b) "City" shall mean the City of Watertown, Jefferson County, New York.

(c) "District" shall mean the Town of Pamelia, County of Jefferson, New York, as administrator of a special improvement district known as Consolidated Water District # 1.

(d) "Point of Delivery" shall mean the single connection between the City water distribution system and the District's water distribution system, which point shall be at the meter pit which houses the master meter, furnished by the District, for determining the amount of water supplied to the District. More specifically, the point of delivery shall be the downstream flange (that is the northern most flange) of the downstream isolation valve (the northern most valve) that isolates the Outer Bradley Street (NYS Route 12) metering pit from the District's water distribution system.

(e) "Point of Connection" shall mean the point at which the District and the City system connect to each other, shall be the same "point of delivery," and shall further mean the point at which maintenance and repair responsibilities are distinguished and separated.

2. Section 2 – TERM OF AGREEMENT

The term of this Agreement shall be ten (10) years commencing on the last date this Agreement is signed by the parties, unless earlier terminated pursuant to this Agreement.

3. Section 3 – APPLICABLE LAW

This Agreement shall in all respects be subject to Section 118 and 118(a) of the General Municipal Law. The City shall not be liable for any act done by it pursuant to the provisions of such law.

4. Section 4 -- WATER TO BE FURNISHED

(a) The City agrees to furnish and the District agrees to purchase and take a supply of potable water from the same water supply as that used within the City.

(b) The District shall make a guaranteed minimum payment to the City equal to the cost of three thousand cubic feet per day (3,000 $ft^{3/day}$) regardless of the actual amount of water used by the District. The minimum payment shall be adjusted on an annual basis to reflect additional users in the District as identified in an annual report to the City in January of each year in an amount equal to the cost of 50% of the average daily use (140 GPD) of each new EDU connection in the District.

(c) The City's responsibility for water quality at any point beyond the point of connection shall be limited to conditions or requirements set forth in applicable state and federal legislation or regulation. The District bears the responsibility for maintaining the water quality at any point beyond the point of connection. The District shall be responsible for compliance with any state and federal legislation or regulation regarding water quality and testing

beyond the point of delivery, unless the state or federal legislation or regulation specifically places responsibility with the City as the supplier of water.

5. Section 5 – WATER SHORTAGE

In the event of any water emergency or shortage, the City agrees to notify the District promptly of such shortage or emergency in order that the District may have reasonable time to procure an alternate source of supply or notify the users, and until such source may be procured by the District, the City agrees to exercise reasonable diligence in continuing an adequate supply of water. The District agrees that the City shall not be liable for direct or consequential damage arising from an inability to provide water due to shortage or emergency.

6. Section 6 – MAINTENANCE.

The District shall provide and maintain all water mains and appurtenances within the District beginning at its "point of connection" with the City's water distribution system, as set forth herein. The District's water mains and appurtenances shall include, but not be limited to, the pipes, fittings, meter pit, backflow devices, valves, hydrants, and service lines

7. SECTION 7 – WATER RENT

a. The outside user rate for the District for the Term of this Agreement shall be the rate established by Sect. 301-17D of the Code of the City of Watertown (rate of usage for the first 1,200 cubic feet) as the same may, from time to time, be amended. This rate shall be the uniform rate for all usage under this Agreement.
b. The District's water rents shall be billed monthly and paid to the City Comptroller's office monthly within thirty days of the rendering of a bill by the City.
c. Late payments or failure to make payments within thirty days of rendering of a bill will subject the District to a surcharge of ten percent of the current bill.
d. The District acknowledges the continuing nature of the services provided by the City under this Agreement and that the monthly billing by the City does not affect the District's obligation to pay for water provided during the term of this Agreement. The City billings shall not be construed as accruals of causes of action.

8. SECTION 8 – METER SYSTEM AND SERVICE PIPES

a. The City requires and the City has the right to specify the requirement of any pit or metering devices to calculate the amount of water used by the District.

b. The City reserves the right to inspect, test, repair and replace the water meters as required unless same is necessitated by the negligence, recklessness or intentional acts of the District.
c. The District shall be responsible for safeguarding the meter which shall be housed at the expense of the District in a meter pit or other structure approved by the City and suitable for housing of a meter. The meter shall be accessible to the City and its authorized employees at all times. Expenses incurred as a result of failure to protect the meter will be the responsibility of the District.
d. Meters shall not be interfered with or removed by any person except an authorized employee of the City or its contractor. Seals placed on meters, valves or other fittings shall not be tampered with or broken. If a seal is broken, the meter will be removed, tested, and replaced, if necessary, at the expense of the District.
e. The Superintendent of Water of the City, an inspector, or any other designated employee may at any reasonable time, enter the premises of the District for the purpose of examining pipes, hydrants and any other water fixtures for the purpose of determining or ascertaining the quantity or quality of water used and the manner of its use.
f. The meter shall be calibrated annually at the Districts expense.

9. SECTION 9 – CITY REPRESENTATIONS AND WARRANTIES

The City represents and covenants that:

(a) It has full power and authority to execute and deliver this Agreement and to perform its obligations hereunder and its governing body has, by necessary and appropriate resolutions authorized the execution and delivery of the Agreement by the officer or representative so executing the same;
(b) This Agreement constitutes a legal, valid and binding obligation of the City and is enforceable in accordance with its terms; and
(c) It will, at all times, make reasonable efforts to comply with all local, state and federal laws and regulations necessary to operate a Water Supply System and it will make reasonable efforts to secure and maintain all necessary local, state and federal permits required to operate a Water Supply System.
(d) The City shall make a good faith effort to require all outside users to go through the same permitting process as the District for new connections.
(e) The City has sufficient facilities and sources to provide the allocations set forth in Section 4(a), but makes no representation as to facilities and source for additional allocations at the time of contract renewal.

10. SECTION 10 – THE DISTRICT'S REPRESENTATIONS AND WARRANTIES

The District represents and warrants that:

(a) It has been properly formed and approved.

(b) It has full power and authority to execute and deliver this Agreement on behalf of the District and to perform its obligations hereunder.
(c) This Agreement constitutes a legal, valid and binding obligation of the District and is enforceable in accordance with its terms;
(d) The District shall immediately notify the City of any emergency or condition which may affect the quality of water in either party's system and will assist in all reasonable efforts to mitigate and correct any harm resulting from such occurrence;
(e) The District shall comply with any state or federal regulations regarding water quality and testing beyond the point of connection;
(f) The District shall immediately comply with any direction from the City to shut off service on an emergency basis if required to prevent contamination of the City system by failure of any backflow device, or other justifiable cause.

11. SECTION 11 – REPAIRS

(a) The City shall be solely responsible for all maintenance and repair necessary to those portions of the System located entirely within the City boundaries to the point of delivery, except as set forth in paragraphs (b) and (c) of this section 11.
(b) The District shall provide for and perform all maintenance and repair necessary to those portions of the water line and appurtenances located within and/or serving the District from the "Point of Connection" with the City of Watertown's water distribution system as defined herein.
(c) All other provisions of this section notwithstanding, if the District engages or allows others to engage in any activity which causes damage resulting in the need for repair to any portion of the District Facilities or the City's system, the costs of such repair, even if undertaken at City expense, shall be borne 100% by the District.

12. SECTION 12 – ASSIGNMENT

The District shall not assign, transfer or otherwise attempt to avoid its obligations under this Agreement or its right, title or interest herein, without the previous written consent of the City.

13. SECTION 13 – TERMS TO BE EXCLUSIVE

This Agreement contains the sole and entire understanding between the parties.

14. SECTION 14 – WAIVER AND MODIFICATION

No waiver or modification of this Agreement or any covenant, condition or limitation herein shall be valid unless in writing and duly executed by both parties. The failure of either party to insist upon the strict performance of any

covenant, term or condition of this Agreement, or to exercise any right or remedy provided for in this Agreement shall not constitute a waiver of performance of such covenant, agreement, term or condition.

15. SECTION 15 – NEW YORK STATE LAW APPLIES

This Agreement, the performance hereunder, and all actions and special proceedings relating hereto shall be construed in accordance with, under and pursuant to the laws of the State of New York.

16. SECTION 16 – SEVERABILITY

All provisions contained in this Agreement are mutual, related and non-severable. In the event any provision in this Agreement shall, for any reason, be held invalid, illegal or unenforceable in any respect, such determination shall require immediate renegotiation of this Agreement designed solely to correct such invalidity, illegality, or unenforceability.

17. SECTION 17 – NOTICES

Any Notice under this Agreement shall be in writing, deposited in the US Postal system by registered or certified mail, or hand delivered and shall be deemed to have been duly given when mailed, postage prepaid, to the parties at the address set forth below, or at such other address as either party may designate from time to time by notice hereunder or actually delivered.

Party	Address
City of Watertown	City Manager Municipal Building 245 Washington Street Watertown, New York 13601
Town of Pamelia Consolidated Water District # 1	Supervisor 25859 N.Y.S. Route 37 Watertown, New York 13601

18. SECTION 18 – HEADINGS AND CONSTRUCTION

The paragraph headings of the Sections in this Agreement are inserted only as a matter of convenience, are not part of this Agreement, and in no way define, limit or affect the Agreement or any provision thereof. Each covenant and agreement binding the parties shall be construed, absent express contrary provisions, as being independent of each and every other covenant contained herein, and compliance with any or all other covenants contained herein.

19. SECTION 19 – NUMBER AND GENDER

Words of gender and number used in this Agreement shall be deemed to mean no other gender or number when the sense requires.

20. SECTION 20 – EXHIBITS

Exhibits "A" and "B" are attached hereto, and are intended to be a part hereof, as if set forth herein at length.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals as of the day and year first set forth above and executed this Agreement through their duly authorized officers.

City of Watertown	**Town of Pamelia**
By:_____	By:_____
Jeffrey M. Smith, Mayor	Scott Allen, Supervisor

ACKNOWLEDGEMENTS

STATE OF NEW YORK)

COUNTY OF JEFFERSON) ss.:

On this ____ day of _____, 2021, before me, the undersigned, personally appeared Scott Allen, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument, he resides in Pamelia, New York; that he is the Supervisor of the Town of Pamelia, the municipal corporation described in, and which executed the above instrument; he acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument and that he signed his name thereto by order of said Town Board.

_____

Notary Public

STATE OF NEW YORK)

COUNTY OF JEFFERSON) ss.

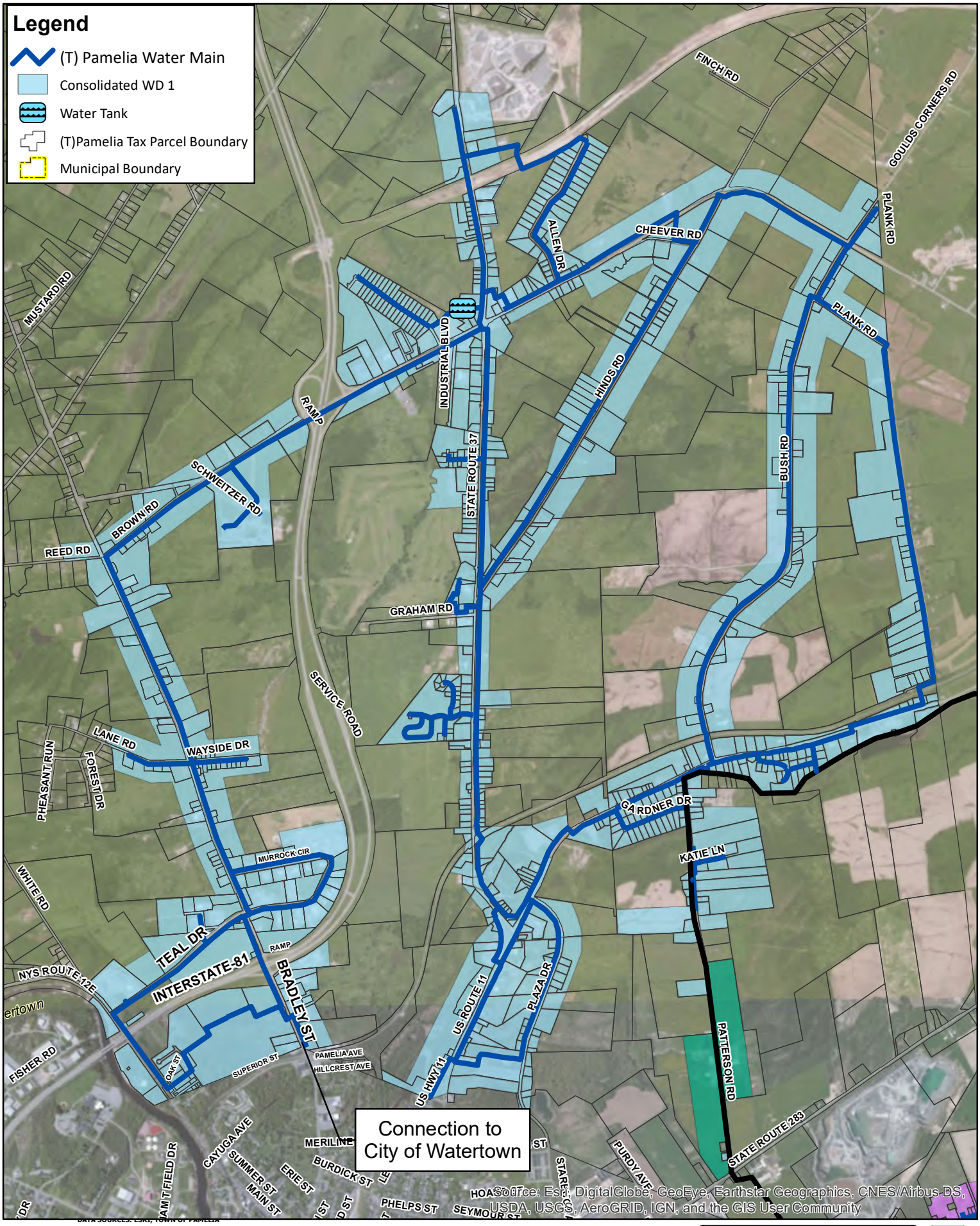
On this ____ day of _____, 2021, before me, the undersigned, personally appeared Jeffrey M. Smith, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument, he resides in the City of Watertown, NY; that he is the Mayor of the City of Watertown, the municipal corporation described in, and which executed the above instrument; he acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument and that he signed his name thereto by order of said City Council.

_____

Notary Public

Exhibit A

Map of Consolidated District # 1



Barton & Loguidice

1,300 650 0 1,300 Feet

Town of Pamelia

Consolidated Water District No. 1

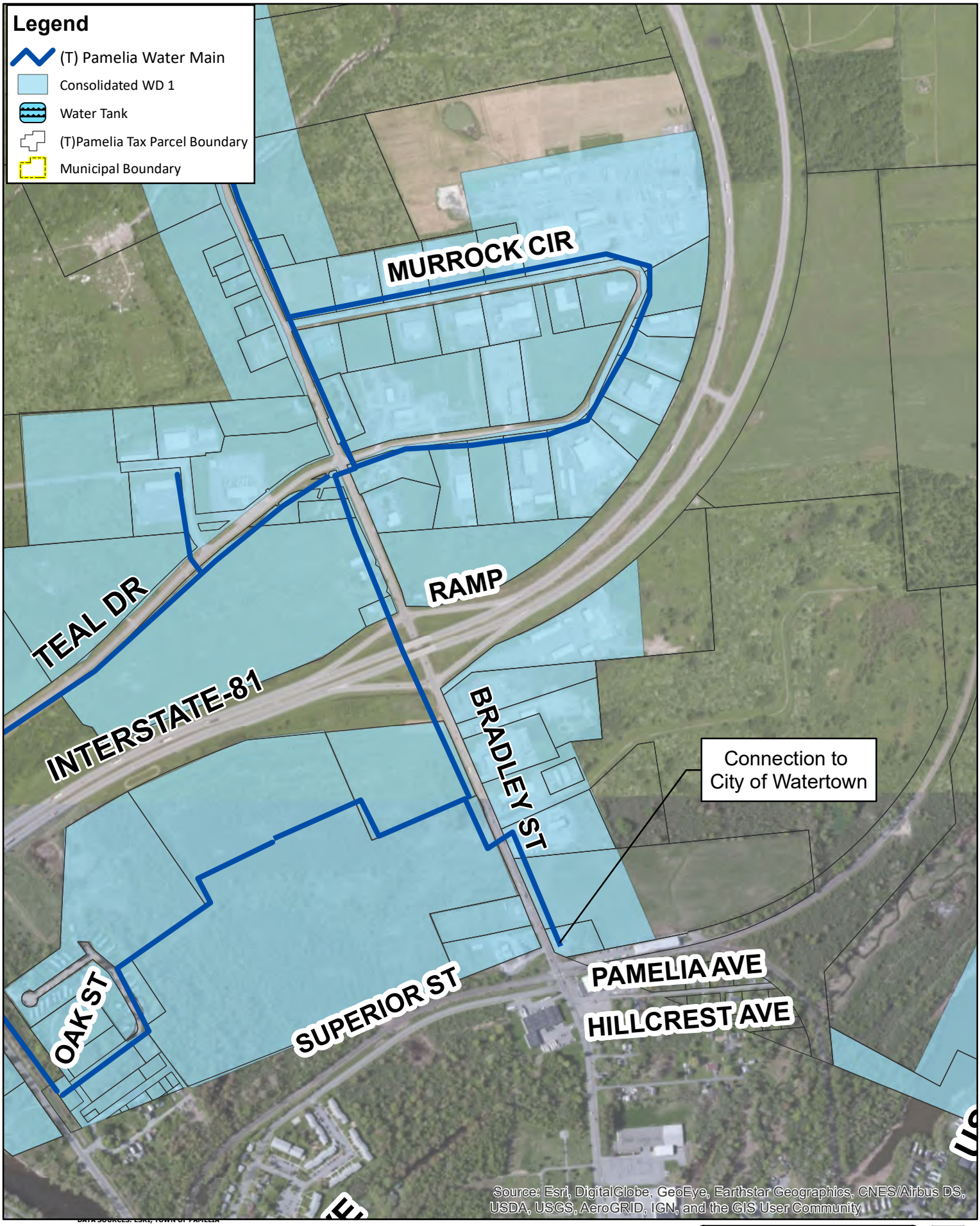
Jefferson County October 2021 New York

Figure 1

Project No. 1899.002

Exhibit B

Point of Connection



DATA SOURCES: ESRI, TOWN OF PAMELIA

Barton & Loguidice

N W E S

400 200 0 400 Feet

Town of Pamelia

Consolidated Water District No. 1

Jefferson County October 2021 New York

Figure 1

Project No. 1899.002

CITY OF WATERTOWN, NEW YORK
DEPARTMENT OF ENGINEERING
Room 305, City Hall
245 Washington Street
Watertown, New York 13601

1869

Tel. (315) 785-7740
Fax (315) 785-7829

Res No. 2

November 9, 2021

To: The Honorable Mayor and City Council

From: Michael Delaney, City Engineer

Subject: Arsenal/Arcade Traffic Signal Improvements Design Project, Agreement for Professional Services

Attached is an Agreement for Professional Services between Barton & Loguidice and the City of Watertown for the project stated above.

This Professional Service Agreement will include Professional Design Services inclusive of Administration and Design Services as outlined and detailed in the attached Scope of Work.

Barton & Loguidice would be functioning as the Owner's representative and would be responsible for approving submittals, payments, change orders, construction meetings, as built drawings, field inspection services, materials testing, inspection reports, final inspection of the constructed facilities, and close out documents as outlined in Exhibit A.

Attached for Council consideration is a resolution approving the Agreement with Barton & Loguidice.

Resolution No. 2 November 15, 2021

RESOLUTION

Approving the Agreement for Professional Services for Arsenal/Arcade Traffic Signal Improvements Design

	YEA	NAY
Council Member HENRY-WILKINSON, Ryan J.		
Council Member PIERCE, Sarah V.C.		
Council Member RUGGIERO, Lisa A.		
Council Member SPAZIANI, Leonard G.		
Mayor SMITH, Jeffrey M.		
Total ……..		

Introduced by

_____

WHEREAS the City of Watertown wishes to improve the Arsenal/Arcade Streets traffic signal, and

WHEREAS Barton & Loguidice has submitted an Agreement for Professional Services for design in the amount of $43,700,

NOW THEREFORE BE IT RESOLVED by the City Council that it hereby approves the Agreement for Professional Services, a copy of which is attached and made part of this resolution, submitted by Barton & Loguidice in the amount of $43,700 for the Arsenal/Arcade Traffic Signal Improvements, and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to sign the Agreement on behalf of the City.

Seconded by

AGREEMENT
BETWEEN
CITY OF WATERTOWN
AND
BARTON & LOGUIDICE, D.P.C.
FOR
PROFESSIONAL SERVICES

THIS IS AN AGREEMENT effective as of _____("Effective Date") between City of Watertown ("Owner") and Barton & Loguidice, D.P.C. ("Engineer").

Engineer agrees to provide those services specifically described in Exhibit A to Owner for Arsenal Street/Arcade Street Traffic Signal & Intersection Improvements ("Project").

Owner and Engineer further agree as follows:

1.01 Basic Agreement

A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement, and Owner shall pay Engineer for such Services as set forth in Paragraph 2.01.

2.01 Payment for Services

A. Payment (Lump Sum Basis). Owner shall pay the Engineer a Lump Sum amount of $43,700. Unless specifically indicated otherwise in this Agreement, Engineer's charges for subcontracted services shall be invoiced at cost plus ten percent and shall be in addition to the lump sum payment amount noted herein.

B. Preparation of Invoices. Engineer will prepare an invoice in accordance with Engineer's standard invoicing practices and submit the invoice to Owner.

C. Payment of Invoices. Invoices are due and payable within 30 days of the date of the invoice. If Owner fails to make a timely payment due Engineer, then Engineer may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges.

3.01 Additional Services

A. If mutually agreed by Owner and Engineer, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above.

B. Owner shall pay Engineer for such additional services as follows: (1) as may be mutually agreed to in writing, or (2) for additional services of Engineer's employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times hourly billing rates for each applicable billing class; plus reimbursable expenses and charges for Engineer's subconsultants, if any.

4.01 Termination

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,

   a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.

   b. By Engineer:

      1) upon seven days written notice if Engineer believes that Engineer is being requested by Owner to furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

      2) upon seven days written notice if the Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control.

      3) in the event Engineer terminates this agreement for either of the above-specified reasons, Engineer shall have no liability to Owner on account of such termination.

   c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective seven days after the receipt of written notice by Engineer.

   a. The terminating party under Paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

   b. In the event of any termination under Paragraph 4.01.A.1, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all reimbursable expenses incurred through the effective date of termination. Upon making such payment, Owner shall have the limited right to the use of Documents, at Owner's sole risk.

   c. In the event of termination by Owner for convenience or by Engineer for cause, Engineer shall be entitled, in addition to payment for those items identified in Paragraph 2.01, to payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, including, but not limited to, reassignment of personnel, costs of terminating contracts with Engineer's Consultants, and other related close-out costs, using methods and rates for Additional Services as set forth in Paragraph 3.01.

5.01 Controlling Law

A. This Agreement is to be governed by the law of the state of New York.

6.01 Successors, Assigns, and Beneficiaries

A. Owner and Engineer each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 6.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. This provision shall not preclude Engineer from retaining subconsultants as it deems reasonably necessary for the completion of the services rendered hereunder.

7.01 General Considerations

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Engineer and its subconsultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.

B. Engineer shall not at any time supervise, direct, or have control over any contractor's work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

D. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Engineer.

E. The Contract Documents for construction contracts prepared as a service under this Agreement are to be the Barton & Loguidice, D.P.C. template Contract Documents, including but not limited to General Conditions, General Requirements, Information for Bidders and bidding documents, as may be amended by the Owner.

F. All design documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Engineer grants Owner a license to use the instruments of service for Project construction as is the intended purpose of the documents, and for the purpose of maintenance and repair of the Project.

G. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to the total amount of compensation received by Engineer pursuant to this Agreement.

H. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

8.01 Dispute Resolution

A. Owner and Engineer agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice by either party of the existence of the dispute. If a dispute involves matters other than a claim by Engineer for payment of fees and the parties fail to resolve the dispute through negotiation then Owner and Engineer agree that they shall first submit any and all such unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement or the breach thereof ("Disputes") to mediation by a mutually acceptable mediator. Owner and Engineer agree to participate in the mediation process in good faith and to share the cost of the mediation equally. The process shall be conducted on a confidential basis, and shall be completed within 120 days. If such mediation is unsuccessful in resolving a Dispute, then (1) the parties may mutually agree to a dispute resolution of their choice, or (2) either party may seek to have the Dispute resolved by a court of competent jurisdiction.

B. If a dispute involves a claim by Engineer for payment of fees and the parties fail to resolve the dispute through negotiation then Engineer may seek to have its claim for fees resolved by a court of competent jurisdiction without first participating in mediation.

9.01 Accrual of Claims

All causes of action between the parties to this Agreement including those pertaining to acts, failures to act, failures to perform in accordance with the obligations of the Agreement or failures to perform in accordance with the standard of care shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion for acts, failures to act or failures to perform occurring prior to Substantial Completion, or the date of issuance of the Notice of Acceptability of Work for acts, failures to act or failures to perform occurring after Substantial Completion.

10.01 Indemnification

The Engineer and the Owner mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless from any and all damage, liability or cost (including reasonable attorneys' fees and defense costs) to the extent caused by their own negligent acts, errors or omissions and those of anyone for whom they are legally liable, and arising from the project that is the subject of this Agreement. Neither party is obligated to indemnify the other in any manner whatsoever for the other's own negligence.

11.01 Insurance

A. Engineer shall procure and maintain insurance as set forth in Exhibit B, "Insurance". Engineer shall cause Owner to be listed as an additional insured on applicable general liability insurance policies carried by Engineer.

B. Owner shall require Contractor to purchase and maintain policies of insurance covering workers' compensation, general liability, property damage, motor vehicle damage and injuries, and other insurance necessary to protect Owner's and Engineer's interests in the Project. Owner shall require Contractor to cause Engineer and its Consultants to be listed as additional insureds with respect to such liability and other insurance purchased and maintained by Contractor for the Project.

C. Owner and Engineer shall each deliver to the other certificates of insurance evidencing the coverages indicated in Exhibit B. Such certificates shall be furnished prior to commencement of Engineer's services and at renewals thereafter during the life of the Agreement.

D. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement, and that renewal will not be refused, until at least 30 days prior written notice has been given to Owner and Engineer and to each other additional insured (if any) to which a certificate of insurance has been issued.

12.01 Total Agreement

This Agreement, including any expressly incorporated Exhibits, constitutes the entire Agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on Page 1.

OWNER:	City of Watertown	ENGINEER:	Barton & Loguidice, D.P.C.
By:		By:	Matthew J. Schooley, P.E.
Title:		Title:	Principal
Date Signed:		Date Signed:	November 9, 2021

Address for giving notices:	Address for giving notices:
	Barton & Loguidice, Attn: President
	443 Electronics Parkway
	Liverpool, New York 13088

Exhibit A - Scope of Services
Arsenal Street/Arcade Street
Traffic Signal & Intersection Improvements

City of Watertown Engineering

Traffic Signal/Intersection Improvements Design
Arsenal Street/Arcade Street Intersection

SCOPE OF WORK

Date Submitted: **October 29, 2021**
B&L Project #: **377.XXX.XXX**

Service Request from City Engineering: Design a new mast arm traffic signal system with pedestrian facility improvements for the unsignalized intersection of Arsenal Street and Arcade Street. The design will include new traffic/pedestrian signals, ADA ramp upgrades, crosswalks, and signage/pavement marking improvements to meet current NYSDOT, PROWAG and National MUTCD guidelines to improve safety. The proposed upgrades will be designed in conjunction with the adjacent Watertown Streetscape Design Project's proposed improvements on Arcade Street and in Lachenauer Plaza. B&L will prepare design plans and details incorporating the intersection improvements for potential inclusion in the Watertown's Streetscape Design Project's contract documents as a separate funding share for construction summer 2022. There are potential savings in mobilization, work zone traffic control, construction survey, material unit costs, overall construction scheduling/coordination and impacts to general public to have both project's bid as one project with one general contractor.

1. **Scope of Services:**

Task 1: Project Management

- Covered under this task will be general project management duties such as project scoping, invoicing, cost and progress reporting, schedule development and other administrative duties not otherwise covered under subsequent tasks.

Task 2: Meetings

- Assume five (5) design meetings with the City and various agencies including NYSDOT (traffic signal approval/review), National Grid (electrical and meter service) and Fisher Associates (signal coordination study).

Task 3: Survey

- Supplement and extend the topographical survey and 3D mapping from the Watertown Streetscape Design project to include the entire Arsenal Street/Arcade Street intersection. Horizontal and Vertical control survey will be based on NAD83 (2011) and NAVD88 elevations, referenced to NYSP Coordinates (central zone); control points and tie sheets will be provided in the mapping. This task will be completed by B&L's sub-consultant Prudent Engineering, who completed the original survey. (See attached)

Task 4: Data Collection/Site Visit

- Site visit to collect and document existing conditions such as traffic signage, pavement widths and markings, pedestrian ramp conditions, existing traffic signal infrastructure, site photographs and other information as appropriate.

Task 5: Soil Borings

- B&L to sub-contract the completion of two (2) soil borings in the proposed location of mast arm signal poles to assist with the design of the pole foundation.

Task 4: Design

- Provide a design memo/evaluation of the intersection conditions, documenting any deficiencies and non-standard features. Provide a preliminary estimated cost of a new mast arm traffic signal and intersection improvements.
- Design to meet NYSDOT, PROWAG and NMUTCD standards/guidelines.
- Develop 75% design plans, details and revised cost estimate for review by City and NYSDOT.
- Design shall include:
  - Design calculations for pole and foundation design
  - New mast arm traffic signal
  - Pedestrian traffic signals with countdown timers and audible push-buttons
  - New ADA pedestrian ramps with cast-iron detectable warning fields to meet NYSDOT standards; and
  - Enhanced crosswalks with appropriate signage and pavement markings

Task 5: NYSDOT & Fisher Associates Arsenal Street Corridor Study Coordination

- B&L will assist the City with coordination with both the NYSDOT and Fisher Associates. B&L will provide necessary proposed signal information to Fisher Associates to include in their overall corridor traffic signal synchronization study. This scope/fee does not included a signalized intersection synchro analysis, traffic counts and a traffic signal warrant analysis but can be completed, if necessary, under a supplement agreement.

Task 5: Final Plans

- Following the City's and NYSDOT's review of the 75% plans, B&L shall address any comments and progress final contract plans/specifications to supplement and be included in the bid documents for the Watertown Streetscape Design project as a separate funding share. Provide design files in DWG format to the City for their use and records.

Task 6: QA/QC

- Internal quality assurance and quality control review.

Task 7: Construction Submittal Review

- Review of material and equipment submittals during construction.

2. **Schedule:**
It is anticipated that the project will follow the schedule of the Watertown Streetscape Design project with a spring/summer 2022 construction. A design schedule will be established from the Notice to Proceed.

3. **Services not Included (if necessary, can be included under a Supplement Agreement):**
    - 3D Graphic Renderings
    - Public Participation
    - Traffic Counts
    - Synchro Analysis
    - Traffic Signal Warrant Analysis
    - Bid package and Bidding/Advertisement outside of the Watertown Streetscape Design project
    - Construction Administration/Inspection

4. **Services/Data to be provided by the City:**
    - Any available record plans or mapping, preferably in electronic format.
    - Available traffic counts
    - Signal Timings/Phasing from Fisher Associates corridor signal study

5. **Fee Proposal:**
   The lump sum fee proposal for this Work Order is **$43,700**

6. **Statement of Project Budget:**
   No Project budget has been established.

Survey and Mapping
2021 Watertown NY
Arsenal and Arcade Intersection Improvements

October 29, 2021

Understanding of Tasks

Recover horizontal and vertical baseline points and benchmarks established earlier, collect topographic natural and man-made features with ROW / property data within site limits – the work will include:

- Preparation of an extended digital terrain model (DTM) to include prior work.
- Utility structure rim & Invert elevations on available structures
- Preparation of 3D graphics files showing standard mapping features and dimensions
- Subsurface utility location will be provided using a DigSafeNY Design Ticket and survey locations of all visible evidence (rims, inverts, size and types) will be collected as well as hydrants, poles and signs
- An extended ROW .dgn file showing our determinations at the current site

Lump Sum Fee Estimate: $4,600

Technical Assumptions

- Access to the site will not be impeded – mapping limits are as provided
- No snow (piles or ice) will be present on site at the time of survey
- Graphic CAD & DTM surface files will be prepared using the MicroStation format
- NYS DOL 'prevailing wage' rates do apply
- Tax mapping CAD files will be provided by Jefferson Co.
- Horizontal and Vertical control survey will be based on NAD83(2011) and NAVD88 elevations, referenced to NYSP Coordinates (central zone); control points and tie sheets will be provided in the mapping.
- No survey control report is anticipated
- All visible evidence of subsurface and overhead utilities will be collected
- No supplemental survey and mapping are anticipated.
- The Engineer will be responsible for layout of any cores/borings and wetlands – during field survey operations.
- Any utility mark outs done for the cores / borings will be made available for mapping.
- Prudent will initiate a 'design tickets' with Dig Safe NY & investigate visible underground utilities on site.
- No ROW mapping, construction layout or as-built survey is included

Sincerely,
PRUDENT ENGINEERING, LLP

Michael A. Venturo, LS
Principal

The attached quote is valid for five months from the above date

GRID NORTH
ARCADE ST.
ONE
STREET
FOUNTAIN
STREET
OE
OE
PED XNG,
NO LEFT
OE
OE
2HR PARK <,
NO PARK >
ARSENAL ST.
ROUTES
2
OE
NO PARK <,
2HR PARK >
ONE WAY,
ARROWS,
NO STAND
3
WATERTOWN
INFO
PED XNG,
ONE WAY
ONE
WAY
DO NOT
ENTER
STREETS,
DO NO ENTER
STOP,
TURN RIGHT
ROUTES
2HR
PARK

Exhibit B - Insurance
Arsenal Street/Arcade Street
Traffic Signal & Intersection Improvements

The kinds and amounts of insurance required of the ENGINEER are as follows:

a) A policy or policies providing protection for employees of the ENGINEER in the event of job-related injuries, generally referred to as "Worker's Compensation Insurance".

b) Automobile Liability policies with a combined single limit of not less than $1,000,000 for each person, or each accident because of bodily injury, sickness, or disease including death at any time resulting therefrom, sustained by any person, and for damages because of injury or destruction of property, including the loss of use thereof, caused by accident and arising out of the ownership, maintenance, or use of owned, non-owned or hired automobiles.

c) Commercial General Liability Insurance shall be furnished with the limits of not less than:

General Aggregate	$2,000,000	Each Occurrence	$1,000,000
Products - Comp/Op Agg.	$2,000,000	Damage to Rented Premises	$100,000
Personal/Adv. Injury	$1,000,000	Medical Expense	$5,000

d) Excess Liability Insurance Umbrella Form, bodily injury and property damage combined:

Each Occurrence	Aggregate
$1,000,000	$1,000,000

e) Professional Liability Insurance, including errors and omissions, shall be maintained with minimum limits of not less than One Million Dollars ($1,000,000).

Res No. 3

November 9, 2021

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Accepting Monetary Donation for Bench at Flower Library in Memory of Edna Donato

Flower Library staff and friends of Edna (Edie) Donato are raising money in her honor to donate a bench in Edie Donato's memory. Edie Donato was a long time Library employee and often commented on the long walk from the parking lot to the library and wished there was a bench close by to stop and rest. Now that she is gone, Library Staff would like to make her wish come true for others to enjoy in memory of her.

The Library Director is working with them to find a location where her family and friends can reflect and find peace while enjoying the bench.

We expect the amount to be approximately $450 to cover the cost of the bench and an appropriate plaque to honor Edna (Edie) Donato. A resolution accepting the donation is attached for Council consideration.

Resolution No. 3

November 15, 2021

RESOLUTION

Accepting Donation for Bench in Memory of Edna Donato

	YEA	NAY
Council Member HENRY-WILKINSON, Ryan J.		
Council Member PIERCE, Sarah V.C.		
Council Member RUGGIERO, Lisa A.		
Council Member SPAZIANI, Leonard G.		
Mayor SMITH, Jeffrey M.		
Total		

Introduced by

_____

WHEREAS friends of the Donato family would like to donate funds to place a bench at Flower Library in memory of Edna (Edie) Donato, and

WHEREAS the City of Watertown accepts this donation with the intent of using the funds for the specific purpose of ordering, assembling and installing this bench in an area to be chosen at Flower Library,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the financial donation from the friends of the Donato Family in the amount of approximately $450 for a bench to be placed at Flower Library in Memory of Edna (Edie) Donato, and

BE IT FURTHER RESOLVED that the Flower Library staff and family of Edna Donato have specifically earmarked the funds to be used for this item as mentioned above.

Seconded by

Res No. 4

November 9, 2021

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Discontinuance of an Unimproved Portion of the City Street Known as Hancock Street and Authorizing Sale of Said Property to Frederick A. McWayne

A resolution discontinuing an unimproved portion of Hancock Street and selling it to Frederick A. McWayne was introduced and tabled on October 18, 2021. After the preparation of the resolution, Mr. McWayne offered to buy a larger portion of the street. The Council directed Staff to contact the two other adjoining property owners to determine if they have any interest in purchasing the property. Letters were sent and no response was received.

The introduced resolution was not taken from the table at the next regular meeting, so it died. A new resolution has been prepared for the revised offer, which is $3,000 for a parcel of land that measures approximately 50'x 177'. Mr. McWayne will have to produce a metes and bounds description of the property for the deed and combine it with his adjacent property as conditions of the sale.

As noted in the previous reports, the house at 414 Lincoln Street was erroneously built over the property line and onto Hancock Street in 1988.

Resolution No. 4 November 15, 2021

RESOLUTION

Discontinuance of an Unimproved Portion of the City Street Known as Hancock Street and Authorizing Sale of Said Real Property to Fredrick A. McWayne

	YEA	NAY
Council Member HENRY-WILKINSON, Ryan J.		
Council Member PIERCE, Sarah V.C.		
Council Member RUGGIERO, Lisa A.		
Council Member SPAZIANI, Leonard G.		
Mayor SMITH, Jeffrey M.		
Total		

Introduced by

_____

WHEREAS the City of Watertown owns a certain lot of land known as Hancock Street, a portion of which is undeveloped as a street, and

WHEREAS Frederick A. McWayne owns an adjacent lot of land known as 414 Lincoln Street designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York, as Parcels No. 4-04-221.000 and 4-04-222.000, and

WHEREAS the City has received a purchase offer of $3,000.00 for a portion of the undeveloped portion of Hancock Street measuring approximately 50' x 177' from Mr. McWayne, and

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

WHEREAS the City Council deems it in the best interest of the City to discontinue as a street, a portion of Hancock Street for the purpose of selling that portion to Mr. McWayne at his offered price, and

WHEREAS the City Council desires Mr. McWayne to merge his lots of land into one parcel,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that the use of the portion of Hancock Street identified on the attached map, which is made part of this resolution, shall be discontinued as a street effective immediately, and

BE IT FURTHER RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance,

RESOLUTION

Discontinuance of an Unimproved Portion of the City Street Known as Hancock Street and Authorizing Sale of Said Real Property to Fredrick A. McWayne

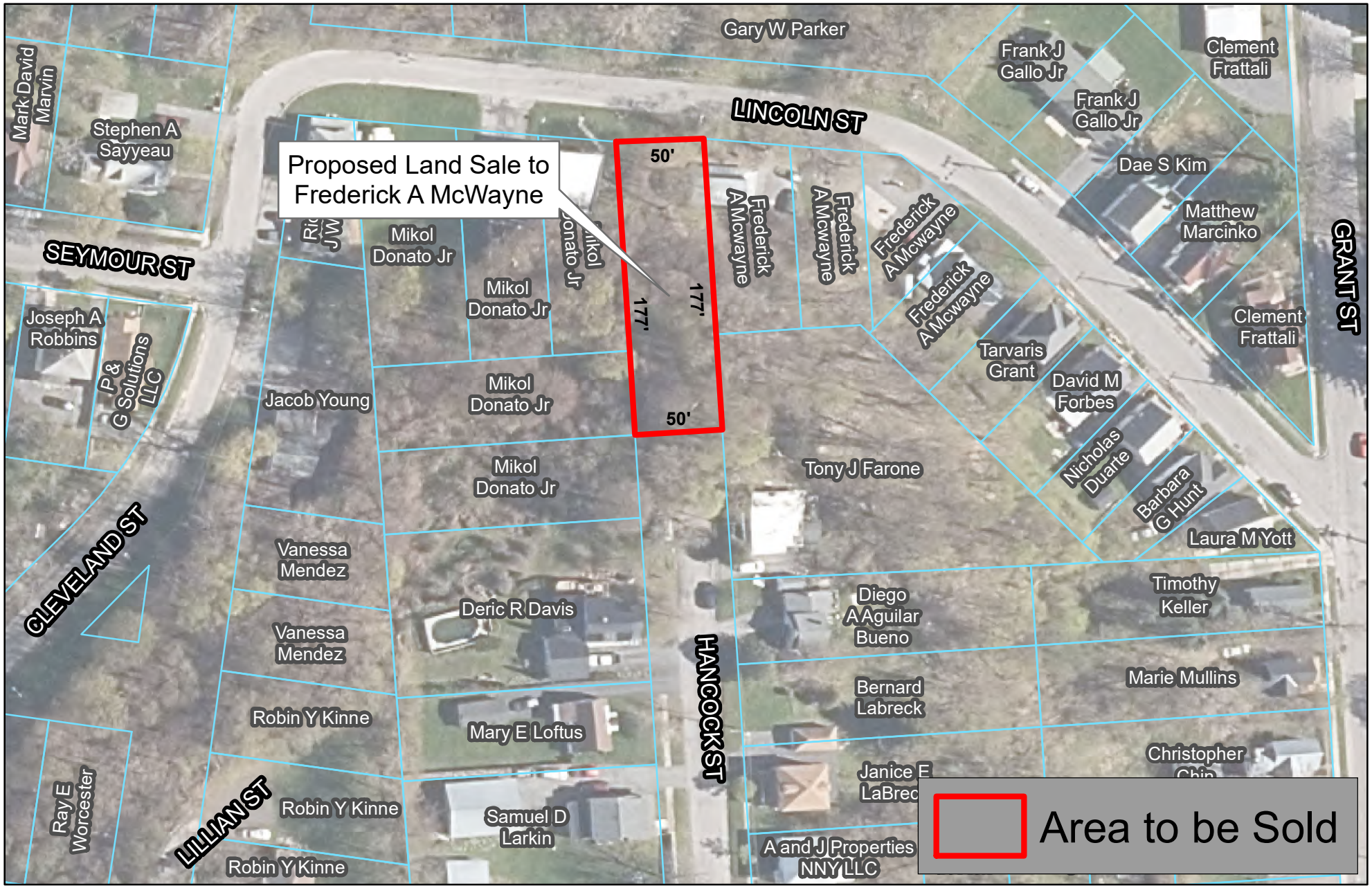
	YEA	NAY
Council Member HENRY-WILKINSON, Ryan J.		
Council Member PIERCE, Sarah V.C.		
Council Member RUGGIERO, Lisa A.		
Council Member SPAZIANI, Leonard G.		
Mayor SMITH, Jeffrey M.		
Total		

Municipal Code, Chapter 16 adopted by the Council on June 6, 1977, that the offer of $3,000 submitted by Frederick A. McWayne for the purchase of approximately 50' x 177' as depicted on the map, a copy of which is attached and made part of this resolution, is a fair and reasonable offer therefore and the same is hereby accepted with the condition that Mr. McWayne shall provide a survey and metes and bounds description of the proposed parcel, and

BE IT FURTHER RESOLVED that the Mayor, Jeffrey M. Smith, be and he hereby is authorized, empowered, and directed to execute and deliver a Quit Claim Deed of said real property to Frederick A. McWayne upon receipt of the above-mentioned sum of money in cash only by the City Comptroller, and

BE IT FURTHER RESOLVED that the deed issued by the City shall contain a provision that if the property sold is not merged with the lot of land known as 414 Lincoln Street, parcels number 4-04-221.000 and 4-04-222.000, within three (3) months of the City's delivery of the deed to the buyer, the City shall have the right to seek reversion of title to the City.

Seconded by



CITY OF WATERTOWN, NEW YORK
GIS DEPARTMENT

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

TEL: (315) 785-7793
EMAIL: gis@watertown-ny.gov

Drawn By:	
Date: 11/8/2021	
Approved By:	
Date:	
Scale: 1 inch = 80 feet	
Map Number:	

Revision:	Description of Revision:	Date:	By:

Project:

Title: Hancock St Sale

Res No. 5

November 9, 2021

To: The Honorable Mayor and City Council

From: Jennifer Voss, Senior Planner

Subject: Approving CDBG Grant Agreement with United Way of Northern New York for the 2021 Watertown City School District Food 4 Families Program

The Community Development Block Grant (CDBG) Annual Action Plan that was adopted by the City Council on May 3, 2021 included $6,500 to pay for food and associated supplies in support of the Food 4 Families Program in the Watertown City School District. The food will be made available to low and moderate income families with children attending schools within the district. This is the grant from the annual CDBG allocation.

An agreement between the City of Watertown and United Way of Northern New York, Inc. for the grant has been drafted and is attached. United Way will receive the funds and purchase food for the program from the Central New York Food Bank, complying with all CDBG regulations and providing the City with a complete financial report on the use of grant funds.

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

Resolution No. 5 November 15, 2021

RESOLUTION

Approving CDBG Grant Agreement with United Way of Northern New York for the 2021 Watertown City School District Food 4 Families Program

	YEA	NAY
Council Member HENRY-WILKINSON, Ryan J.		
Council Member PIERCE, Sarah V.C.		
Council Member RUGGIERO, Lisa A.		
Council Member SPAZIANI, Leonard G.		
Mayor SMITH, Jeffrey M.		
Total		

Introduced by

_____

WHEREAS the City of Watertown's Community Development Block Grant (CDBG) Annual Action Plan for program year 2021 includes the support for the Food 4 Families Program in the Watertown City School District, and

WHEREAS the Action Plan identifies the Food 4 Families activity to be $6,500 in funding for food and associated supplies, and

WHEREAS the recipient of funds for the Food 4 Families Program will be the United Way of Northern New York, Inc., and

WHEREAS a Grant Agreement between the City of Watertown and United Way of Northern New York, Inc. for the CDBG funds has been drafted,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it hereby approves the Grant Agreement with United Way of Northern New York, Inc., a copy of which is attached and made part of this resolution, and

BE IT FURTHER RESOLVED that the City Manager, Kenneth A. Mix, is hereby authorized and directed to sign the Grant Agreement and all contracts associated with implementing the award to United Way of Northern New York, Inc. for the 2021 Food 4 Families Program.

Seconded by:

GRANT AGREEMENT

This Grant Agreement ("***Grant Agreement***") is made this ____ day of _____, 2021, by and between the **CITY OF WATERTOWN**, a municipal corporation of the State of New York (hereinafter referred to as the "***Grantor***"), and **UNITED WAY OF NORTHERN NEW YORK**, a 501(c)(3) Not-For-Profit Organization (hereinafter referred to as the "***Grantee***").

The Grantor is the recipient of Community Development Block Grant (CDBG) funds from the U. S. Department of Housing and Urban Development (HUD). CDBG funds are provided under Title I of the Housing and Community Development Act of 1974, as amended, and all activities supported by those funds must comply with the federal regulations at 24 CFR Part 570 and specific provisions of the Funding Approval/Agreement between the Grantor and HUD for Grant Number B-21-MC-36-0121 dated July 28, 2021.

For good and valuable consideration, the sufficiency of which is hereby acknowledged, Grantor agrees to distribute a grant from CDBG funds in the amount of Six Thousand Five Hundred Dollars and 00/100 ($6,500.00) Dollars (hereinafter referred to as the "***Grant Funds***") to Grantee for the purposes and uses set forth in this Grant Agreement. The Grant Funds shall be used exclusively for the purchase of food and associated supplies ("***Grant Purposes***") incurred by the Grantee in in support of the Watertown City School District Food 4 Families program (the "***Project***").

Grantor reserves the right to require a refund of any Grant Funds that have not been used for the Grant Purposes.

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

Community Development Block Grant funds for the Project, including but not limited to number of persons assisted and income verification.

Grantee will not discriminate on the basis of race, color, creed, national origin, sex, age, handicap or family status in the distribution of the food and associated supplies.

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

Grantee agrees that Grant Funds will be used to purchase food in support of the Watertown City School District Food 4 Families Program which will be made available to low and moderate income persons, as defined by HUD.

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

[Signature Page Follows]

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

UNITED WAY OF NORTHERN NEW YORK, a a 501 (c)(3) Not-For-Profit Organization

_____

By: Jamie Cox
Its: CEO

CITY OF WATERTOWN

_____

By: Kenneth A. Mix
Its: City Manager

CITY OF WATERTOWN, NEW YORK
BENEFITS OFFICE

Res No. 6 November 1, 2021

To: The Honorable Mayor and City Council

Fr: Christine Parks, Benefits Administrator

Subject: Approving Third Party Health Insurance Administrator – UMR

In March, our broker, Anchor Group, began the initial process of issuing a full RFP for the administration of the City's health insurance plan. Details were sent to ten (10) Third Party Administrators which included our current administrator, UMR. Six (6) organizations returned quotes. To compare the pricing structure, the RFP was also sent to six (6) fully insured companies. The two (2) carriers that responded returned a price quote approximately 45% more than our current Health / Rx budget.

Standard questions were asked of the carriers and a very comprehensive medical claims adjudication was performed. During the adjudication process, a sampling of approximately 63,000 medical claims paid by UMR between 1/2019 and 3/2021 was sent to the different carriers to see how much they would have paid on the claim. This process allowed us to make a direct comparison of all the carriers to see which carrier has the lowest reimbursement rates based upon our claims experience.

In September, Anchor Group presented the final results of the RFP to the Health Insurance Committee. Three of the company's quotes were disqualified from the review as they did not submit the repricing details in the format/manner requested. Of the three remaining companies, UMR had the best network discounts and were very competitive with administration costs. The Committee unanimously agreed to stay with UMR.

With guidance from the Anchor Group, negotiations began to finalize the terms of the three-year agreement. Final details include an increase in administration fees of 70 cents for each of the three (3) contract years. All other fees and discounts remained at the same price point as our current contract with UMR.

It is my recommendation, along with the Health Committee, to remain with UMR under the terms listed in the attached proposal. A resolution approving the new contract agreement between UMR and the City has been prepared for the City Council's consideration.

Resolution No. 6 November 15, 2021

RESOLUTION

Approving Administrative Services Agreement By and Between UMR and the City of Watertown Self-Funded Health Insurance Program

	YEA	NAY
Council Member HENRY-WILKINSON, Ryan J.		
Council Member PIERCE, Sarah V.C.		
Council Member RUGGIERO, Lisa A.		
Council Member SPAZIANI, Leonard G.		
Mayor SMITH, Jeffrey M.		
Total		

Introduced by

_____

WHEREAS the Health Insurance Committee unanimously recommends UMR as the City's Third-Party Administrator, and

WHEREAS the City and UMR have negotiated an extension to the Administrative Services Agreement, which was entered into effect on January 1, 2015 and extended on January 1, 2019, that describe the duties and responsibilities of the parties, and

WHEREAS the term of this Agreement is for three (3) years beginning January 1, 2022 and ending December 31, 2024, with an administrative fee of $34.41 per enrollee per month beginning January 1, 2022, and

WHEREAS the Administrative service fees for the second year will be $35.11 and $35.81 for the third year,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Agreement for Third Party Administrator between the City and UMR, a copy of which is attached and made a part of this resolution, and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to execute the Agreement on behalf of the City of Watertown.

Seconded by

Renewal Services

Customer Name : City Of Watertown
Plan Renewal Date : 1/1/2022

All fees shown as per employee per month (PEPM) unless otherwise noted.

Proposed renewal fees assume all existing products and services written with UMR (known as The TPA) will be retained throughout the renewal period. New products and services may be added; however, proposed fees are subject to change and/or additional fees may apply if any existing products or services are discontinued.

Administration and access fees	Subscribers	Current Fees	Renewal Fees 1/1/2022	Renewal Fees 1/1/2023	Renewal Fees 1/1/2024
Medical claims	547	$31.77	$32.37	$33.07	$33.67
Medical client advisor commission		Net	Net	Net	Net
Required stop loss interface fee	547	Included	Included	Included	Included
Stop loss interface - If a non-preferred vendor is selected, this surcharge fee will also apply	547	Waived	Waived	Waived	Waived
POMCO Select/UnitedHealthcare Options PPO ® network - access fee	547	Included	Included	Included	Included
COBRA administration	547	Included	Included	Included	Included
Utilization Management (UM)	547	Included	Included	Included	Included
Complex Condition CARE	547	$1.94	$2.04	$2.04	$2.14
External Pharmacy Benefit Manager (PBM) Interface	547	Included	Included	Included	Included
Medical and pharmacy integration - per participating employee per month	547	Included	Included	Included	Included
Claim Fiduciary	547	Included	Included	Included	Included
CRS Reference - % of savings	547	25%	25%	25%	25%

Non-preferred vendor surcharge: The increase of the non-preferred stop loss vendor surcharge to $5.00 PEPM is not applicable should stop loss remain with the incumbent vendor. If the stop loss moves to a different non-preferred vendor, then the fee increase would be applicable. If stop loss moves to a TPA preferred stop loss vendor the non-preferred vendor surcharge fee no longer applies.

External PBM Vendors are subject to prior approval and may require additional fees. For groups with less than 750 eligible employees, OptumRx is required.

Ken Mix, City Manager

Date

Proprietary/Trade Secret/Confidential Competitive Sensitive Information

CITY OF WATERTOWN, NEW YORK
BENEFITS OFFICE

Res No. 7

November 1, 2021

To: The Honorable Mayor and City Council

Fr: Christine Parks, Benefits Administrator

Subject: Approving Prescription Administrator – ProAct, Inc.

In March, our broker, Anchor Group, began the initial process of issuing a full RFP for the administration of the City's prescription plan. The document was distributed to fourteen (14) vendors and eight (8) carriers responded.

Standard questions were asked of the carriers and prescription claims from the period June 1, 2020 and May 31, 2021 were sent to the different carriers to see how much they would have paid on the claim. Based on this data, they prepared their quotes.

In September, Anchor Group presented the final results to the Health Insurance Committee. Several carriers' quotes required that their Third-Party medical services be used for the quoted prices to be valid. This removed three (3) of the carriers. Analysis of the remaining carriers' data showed our current carrier, ProAct, to be very competitive with their pricing. The group then focused on the amount of disruption caused by the next best vendor. This showed not to be a factor. With only a small difference between the next best carrier and our current carrier, the group chose to stay with ProAct and to negotiate with ProAct to bring the administrative costs down a little more.

Anchor Group assisted with the negotiations and highlights include: keeping the administration fee at no cost for the three (3) years of the contract, as well as receiving 100% of the manufacturer's rebates. The guaranteed discounts received on brand and generic medications, as well as rebates increased. These changes decrease our administrative cost by approximately $233,000 and increase our rebates received by $304,000.

It is my recommendations, along with the Health Committee, to remain with ProAct as our prescription benefits manager at the terms listed in the attached addendum. A resolution approving the addendum to the current contract between ProAct and the City has been prepared for the City Council's consideration.

Resolution No. 7

November 15, 2021

RESOLUTION

Approving Pharmacy Services Agreement By and Between ProAct and the City of Watertown Self-Funded Health Insurance Program

	YEA	NAY
Council Member HENRY-WILKINSON, Ryan J.		
Council Member PIERCE, Sarah V.C.		
Council Member RUGGIERO, Lisa A.		
Council Member SPAZIANI, Leonard G.		
Mayor SMITH, Jeffrey M.		
Total		

Introduced by

_____

WHEREAS the Health Insurance Committee unanimously recommends ProAct as the City's Pharmacy Benefits Manager, and

WHEREAS the City and ProAct have negotiated an extension to the Administrative Services Agreement, which was entered into effect on January 1, 2015 and extended on January 1, 2019, that describe the duties and responsibilities of the parties, as well as the discounts and dispensing fees charge, and

WHEREAS the term of this Agreement is for three (3) years beginning January 1, 2022 and ending December 31, 2024,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Agreement for Pharmacy Benefits Manager between the City and ProAct, a copy of which is attached and made a part of this resolution, and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to execute the Agreement on behalf of the City of Watertown.

Seconded by

ADDENDUM

ADDENDUM made this October 7, 2021 by and between PROACT INC. ("ProAct") and CITY OF WATERTOWN ("Plan Sponsor").

WITNESSETH:

WHEREAS, the parties entered into a Service Agreement dated January 1, 2015 (the "Agreement"); and

WHEREAS, THE PARTIES AMENDED THE Agreement on January 1, 2019;

WHEREAS, the parties desire to further modify and supplement the terms of the Agreement.

NOW, THEREFORE, the parties agree as follows:

1. Section 12.1 of the Agreement is hereby modified to read in full as follows:

   "12.1 Term. The term of the Agreement shall be extended to continue in effect until December 31, 2024 and thereafter shall continue in effect for additional one (1) year terms unless terminated on its anniversary date by either party by certified mail, mailed at least ninety (90) days prior to such date. Termination shall have no effect upon the rights and obligations of the parties arising out of any transactions occurring prior to the effective date of such termination."

2. Effective January 1, 2022, Exhibit A (Administrative Fee Schedule) shall be amended to read in full as set forth on Exhibit A to this Addendum.

3. Except as expressly modified herein, all terms and provisions of the Agreement are and remain in full force and effect and are hereby ratified and affirmed by the parties.

[Signatures on Following Page]

*Effective date of addendum will be on the effective date listed above or within 30 days of fully executed agreement if this addendum is executed after the effective date

IN WITNESS WHEREOF, the parties hereto have executed this Addendum as of the date first above written.

PROACT INC.	**CITY OF WATERTOWN**
_____	_____
BY	BY
David J. Schryver	_____
NAME	NAME
President	_____
TITLE	TITLE
_____	_____
DATE	DATE

*Effective date of addendum will be on the effective date listed above or within 30 days of fully executed agreement if this addendum is executed after the effective date

EXHIBIT A – Pricing Proposal
ADMINISTRATIVE FEE SCHEDULE

CLAIMS PROCESSING FEE: **$0.00**
PER PAID CLAIM

REBATE SHARE TO PLAN SPONSOR **100%**

Minimum Rebate Guarantee						
	Year 1 (2022)		Year 2 (2023)		Year 3 (2024)	
	Core	Advantage	Core	Advantage	Core	Advantage
Retail 30 Brand	$134.74	$151.53	$141.48	$159.11	$148.55	$167.06
Retail 90 Brand	$349.97	$377.19	$367.47	$396.05	$385.84	$415.85
Mail Order Brand	$437.09	$494.78	$458.94	$519.52	$481.89	$545.49
Specialty	$1,414.71	$1,721.62	$1,485.45	$1,807.70	$1,559.72	$1,898.09

PHARMACY RATES
(Aggregate Pharmacy Guarantees)

Retail Pharmacy Rate:

	Year 1 (2022)		Year 2 (2023)		Year 3 (2024)	
	Discount	DF	Discount	DF	Discount	DF
Retail 30 Brand	19.00%	$0.90	19.10%	$0.90	19.20%	$0.90
Retail 90 Brand	21.00%	$0.00	21.05%	$0.00	21.10%	$0.00
Retail 30 Generic	83.00%	$0.90	83.25%	$0.90	83.50%	$0.90
Retail 90 Generic	85.00%	$0.00	85.25%	$0.00	85.50%	$0.00

Mail Order Service Pharmacy:

	Year 1 (2022)		Year 2 (2023)		Year 3 (2024)	
	Discount	DF	Discount	DF	Discount	DF
Mail Brand	25.50%	$0.00	25.75%	$0.00	26.00%	$0.00
Mail Generic	86.00%	$0.00	86.25%	$0.00	86.50%	$0.00

Specialty Drug Pricing:

	Year 1 (2022)		Year 2 (2023)		Year 3 (2024)	
	Discount	DF	Discount	DF	Discount	DF
Specialty	19.00%	$0.00	19.25%	$0.00	19.50%	$0.00

*Effective date of addendum will be on the effective date listed above or within 30 days of fully executed agreement if this addendum is executed after the effective date

1. Electronic Magnetic Media	No Charge
2. Input and maintenance from hard copy	No Charge
3. Clinical Prior Authorizations	$30.00 per Rx (Year 2022) $35.00 per Rx (Year 2023) $40.00 per Rx (Year 2024)
a. Internal Appeals	$150.00 per Review
b. External Appeals	$550.00 per Review
4. Direct Member Reimbursements	$2.00 per paid claim
5. Member identification cards	No charge
6. Ad Hoc Reports	$150.00 per programming hour
7. Drug Utilization Review (DUR) services	No Charge
8. Out-of-pocket expenses	
a. Mailing Expenses/postage	At meter cost
b. Air freight/overnight letters	At meter cost
9. Shipping and handling charges	At cost
10. Standard Clinical Programs	
a. Step therapy	$0.08 PMPM
b. Concurrent DUR Edits	No Charge
c. Plan Design Changes	No Charge
d. Physician Profiling	No Charge
e. Administrative Overrides	No Charge
f. Formulary management	No Charge
g. Therapeutic Alternative Programs	No Charge
h. On-site Member Education Programs	No Charge
i. Over the Counter Drug Programs	No Charge
j. Half Tablet Program	No Charge
k. Direct Mail Utilization Program	No Charge
11. Optional Programs	
a. On-line eligibility access	$1,500 (3-year licensing fee)
b. Customized On-site wellness programs	$75 per program hour
c. RDS Basic services	No Charge
d. RDS setup; <500 RDS members	$5,000 admin setup fee
e. RDS Notices of credible coverage	$1.25/letter + Postage
f. RDS Additional services	$1.00 PMPM per medicare-qualified member with a minimum annual fee of $7,500
g. Actuarial certification & attestation	$350/hour

12. Drug Rebates. ProAct shall remit to Plan Sponsor that portion of the Rebates as set forth above ("Plan Sponsor Rebates"), with the excess, if any, of actual Rebates over Plan Sponsor Rebates to be paid to the Plan Sponsor no later than 180 days after the end of each contract year.. Rebate guarantees require alignment with ProAct formulary

*Effective date of addendum will be on the effective date listed above or within 30 days of fully executed agreement if this addendum is executed after the effective date

with recommended utilization management programs. No Rebate Guarantee shall be credited for any generic Claim, whether such Claim is filled with a generic drug or by a brand-name drug dispensed in lieu of a generic drug reimbursement rate. Rebate guarantees will not be guaranteed on the following: ineligible claims, such as claims with invalid service provider identification or prescription numbers; claims for devices without a Prescription drug component or claims that are not Prescription Drugs (except for insulins or diabetic test strips); Vaccines; Biosimilars, LDD, Compounds, COB claims, Indian Health claims, Home Infusion Therapy claims, claims for re-packaged NDCs; stale dated claims over 180 days old; Claims from 340B which typically receive a discount or rebate directly from Drug Manufacturers under section 340B of the Public Health Service Act, or claims from entities eligible for federal supply schedule prices (for example, Department of Veterans Affairs, U.S. Public Health Service, Department of Defense); Long Term Care facility claims; Medicaid Managed Care claims in states where the state law prohibits Administrators from collecting supplemental Rebates; or for utilization pursuant to a consumer card or discount card program where the plan had less than 50% cost liability on the claim or the Prescription Claims. Rebate guarantees will be paid within one hundred twenty (120) days following the quarter for which the claim was incurred. A $2,500 /Quarter performance guarantee will be paid to the Plan Sponsor should the payment and back-up not be sent within those parameters. ProAct may adjust the Plan Sponsor Rebate payments in an equitable manner if: (i) a generic version of a branded product is unexpectantly introduced in the market; or (ii) a branded product is recalled or withdrawn from the market.

13. Pricing details. Pricing guarantees at retail and mail exclude Long Term Care, LDD, OTCs, Vaccines and Tribal claims and will include the following claims Workers Comp claims, subrogation claims, U&C claims..

*Effective date of addendum will be on the effective date listed above or within 30 days of fully executed agreement if this addendum is executed after the effective date

Res No. 8

November 8, 2021

To: The Honorable Mayor and City Council

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

Subject: Approving the Site Plan for the Construction of a 20,875 Square Foot, 61-Space Parking Area at 611 Main Street West, Parcel Number 1-14-125.000

Matthew Morgia, P.E. of Aubertine & Currier and on behalf of Credo Community Center for the Treatment of Addictions, Inc., has submitted a request for the above subject Site Plan Approval.

The City of Watertown Planning Board reviewed the request at its meeting held on October 5, 2021 and voted to recommend that the City Council approve the site plan with the conditions listed in the resolution. Attached is an excerpt from the Planning Board meeting minutes.

The original Staff Report prepared for the Planning Board, the Site Plan application, original drawings, and other related materials were all previously sent to Council as part of the October Planning Board agenda packages. The complete application package is also available in the online version of the City Council agenda. A full-sized copy of the site plan will also be on display in the City Council Chamber.

The Jefferson County Planning Board reviewed the proposal at its meeting held on October 26, 2021, pursuant to New York State General Municipal Law Section 239-m, and adopted a motion finding that the project does not have any significant County-wide or intermunicipal issues and is of local concern only.

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

The resolution prepared for City Council consideration approves the site plan submitted to the City Planning Department on September 16, 2021 with the conditions listed in the resolution.

Resolution No. 8

November 15, 2021

RESOLUTION

Approving the Site Plan for the Construction of a 20,875 Square Foot, 61-Space Parking Area at 611 Main Street West, Parcel Number 1-14-125.000

	YEA	NAY
Council Member HENRY-WILKINSON, Ryan J.		
Council Member PIERCE, Sarah V.C.		
Council Member RUGGIERO, Lisa A.		
Council Member SPAZIANI, Leonard G.		
Mayor SMITH, Jeffrey M.		
Total		

Introduced by

_____

WHEREAS Matthew Morgia, P.E. of Aubertine & Currier and on behalf of Credo Community Center for the Treatment of Addictions, Inc., has submitted an application for Site Plan Approval for the construction of a 20,875 square foot, 61-space parking area at 611 Main Street West, Parcel Number 1-14-125.000, and

WHEREAS the Jefferson County Planning Board reviewed the application at its October 26, 2021 meeting, pursuant to Section 239-m of New York State General Municipal Law, and adopted a motion that the project does not have any significant County-wide or intermunicipal issues and is of local concern only, and

WHEREAS the City of Watertown Planning Board reviewed the site plan at its meeting held on October 5, 2021 and voted to recommend that the City Council of the City of Watertown approve the site plan with the following conditions:

1. The applicant should coordinate with the Watertown Noon Rotary Club and T. Urling Walker on the removal of the Welcome to Watertown sign.

2. The applicant must obtain the following permits, minimally, prior to construction: Building Permit, General City Permit, Sidewalk Permit, and a Zoning Compliance Certificate.

And,

WHEREAS the City Council has reviewed the Short Environmental Assessment Form, responding to each of the questions contained in Part 2, and has determined that the project, as submitted, is an Unlisted Action and will not have a significant impact on the environment,

RESOLUTION

Approving the Site Plan for the Construction of a 20,875 Square Foot, 61-Space Parking Area at 611 Main Street West, Parcel Number 1-14-125.000

	YEA	NAY
Council Member HENRY-WILKINSON, Ryan J.		
Council Member PIERCE, Sarah V.C.		
Council Member RUGGIERO, Lisa A.		
Council Member SPAZIANI, Leonard G.		
Mayor SMITH, Jeffrey M.		
Total		

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed construction and site plan constitute an Unlisted Action for the purposes of SEQRA and hereby determines that the project, as proposed, will not have a significant impact on the environment, and

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

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that Site Plan Approval is hereby granted to Matthew Morgia, P.E. of Aubertine & Currier and on behalf of Credo Community Center for the Treatment of Addictions, Inc., for the construction of a 20,875 square foot, 61-space parking area at 611 Main Street West, Parcel Number 1-14-25.000, as depicted on the site plan submitted to the City Planning and Community Development Department on September 16, 2021, contingent upon the applicant meeting the conditions listed above.

Seconded by:

Agency Use Only [If applicable]

Project:

Date:

Short Environmental Assessment Form
Part 2 - Impact Assessment

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

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☐	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☐	☐
3. Will the proposed action impair the character or quality of the existing community?	☐	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☐	☐
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?	☐	☐
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?	☐	☐
7. Will the proposed action impact existing: a. public / private water supplies?	☐	☐
b. public / private wastewater treatment utilities?	☐	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☐	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☐	☐
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☐	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☐	☐

PRINT FORM

Agency Use Only [If applicable]

Project:	
Date:	

Short Environmental Assessment Form
Part 3 Determination of Significance

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

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT FORM

SITE PLAN APPROVAL – 611 MAIN STREET WEST
PARCEL NUMBER 1-14-125.000

The Planning Board then considered a request for Site Plan Approval submitted by Matthew Morgia, P.E. of Aubertine & Currier on behalf of Credo Community Center for the Treatment of Addictions, Inc. for the construction of a 20,875 square-foot, 61 space parking area at 611 Main Street West, Parcel Number 1-14-125.000.

Mr. Morgia was present and said Credo was unavailable to attend due to previous obligations. He said there is an application into the Zoning Board of Appeals for a parking variance on the property. He said the project involves an existing building with a sea of asphalt parking that goes all the way across the front as it currently sits. He said the green on the plan represented the new grassed area that would be developed on the property. He said with that, there would be the closing of two existing driveways located up front, and repair of the driveway that is located most westerly. In addition to this driveway there is an existing main driveway that serves Credo's office building located at 595 Main Street West which houses Credo's main, and administrative offices. Mr. Morgia then said some of the personnel in this building and some working offsite would be moving into this new facility at 611 Main Street. He said the new building will also have space for the treatment center and for other staff working remotely as they transition back to the 595 Main St. building.

Mr. Morgia then showed on the plan the layout of the proposed parking lot. He showed that the lot depicted 61 parking spaces, compared to 55 that currently exist. The increase of six spaces is the result of closing the two entrances.

He said the building's interior and exterior would be renovated. He said the only piece that would remain would be the super structure and the roof. He said the floor slab inside was being raised inside the building to correct some of the grading and drainage issues. He then said the existing utilities, water and sewer lines to the northwesterly corner would remain. He said electric power currently comes in on the side of the building through an easement that serves the parcel to the rear and serves the building next door. Mr. Morgia then said there is one other sewer connection in the center of the building with a pump station near the front entrance inside the building under the floor. He said this line is shallow land will be eliminated. He said the reason for raising the floor is to allow the old sewer to flow from east to west and to the existing lateral up to the building.

Mr. Morgia continued and said a new sidewalk across the front of the property and accessible parking on the easterly end of the lot would be provided. He said the main entry is positioned on the eastern third of the building which would be designated for patients entering the building for clinical work. He said the entrance on the westerly side of the building would be designated primarily for multipurpose rooms, and offices situated in the rear.

He then addressed proposed landscaping and said trees are depicted along the westerly side of the site and along the roadway. He said the green spaces would be fairly narrow. He said the shallow depth of bedrock and the low height proximity to utility lines made a limited selection of landscaping that would fit and thrive.

Mr. Morgia then said the comment he wanted to address the comment that the applicant should coordinate with the Watertown Noon Rotary Club and T. Urling Walker on the removal of the *Welcome to Watertown* sign. Mr. Morgia said that sign would be in the proposed parking spaces that would need to be relocated, and Credo would be reaching out to those owners to see what they wanted to do with the sign.

Ms. Capone said for the record she was formerly on the Credo Foundation Board and is no longer and has no conflicting interest.

Ms. Fields made a motion to recommend that the City Council approved the site plan submitted by Matthew Morgia, P.E. of Aubertine & Currier on behalf of Credo Community Center for the Treatment of Addictions, Inc. for the construction of a 20,875 square-foot, 61 space parking area at 611 Main Street West, Parcel Number 1-14-125.000 contingent on:

1. The applicant should coordinate with the Watertown Noon Rotary Club and T. Urling Walker on the removal of the *Welcome to Watertown* sign.

2. The applicant must obtain the following permits, minimally, prior to construction: Building Permit, General City Permit, Sidewalk permit, and a Zoning Compliance Certificate.

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

Mr. Katzman then moved to adjourn the meeting. Mr. Coburn seconded the motion, and all voted in favor. The meeting was adjourned at 3:48 p.m.

Department of Planning
175 Arsenal Street
Watertown, NY 13601

Michael J. Bourcy
Director of Planning

(315) 785-3144
(315) 785-5092 (Fax)

October 27, 2021

Jennifer Voss, Senior Planner
City of Watertown
245 Washington Street
Watertown, NY 13601

Re: Aubertine & Currier on behalf of Credo, Site Plan Review for an office and treatment center, JCDP File # C 8 – 21

Dear Jen,

On October 26, 2021, the Jefferson County Planning Board reviewed the above referenced project, referred pursuant to General Municipal Law, Section 239m.

The Board adopted a motion that the project does not have any significant County-wide or intermunicipal issues and therefore is of local concern only.

During the review, the County Planning Board identified that a New York State Department of Transportation review is required. The West Main Street intersection with Bradley Street is currently undergoing a re-design process which could affect the proposed access driveway layout.

Furthermore, the Board has the following local advisory comments:

The local board should consider a pedestrian connection between the main/public entrance and the sidewalk along West Main Street. Projects within populated areas should provide easy access for pedestrians. This is even more important during the winter months when pedestrians cannot cross grass-covered areas during excessive snowfall events.

Please note that the advisory comments are not a condition of the County Planning Board's action. They are listed to assist the local board in its review of the project. The local board is free to make its final decision.

General Municipal Law, Section 239m requires the local board to notify the County of its action on this matter within thirty (30) days after taking a final action.

Thank you.

Sincerely,

Andy R. Nevin, AICP
Senior Planner

C: Tom Compo; NYS DOT

September 16, 2021

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

Re: **Site Plan Review Application**
OTP And Outpatient Treatment Clinic (A&C #2021-039)
Credo Community Center for the Treatment of Addictions, Inc.
611-615 West Main Street, Watertown, NY

Dear Mr. Lumbis:

Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC on behalf of Credo Community Center for the Treatment of Addictions, Inc. is requesting to be included on the agenda for the October City of Watertown Planning Board meeting for a proposed building renovation and site improvements to the existing building located at 611-615 West Main Street on Tax Parcel No 01-14-125. Included with this cover letter is a review fee check for $150.00, sixteen (16) copies of the letter, Site Plan Application, Short SEQR Environmental Assessment Form, and four (4) copies of the Preliminary Engineering Report. Also attached are four (4) full size and twelve (12) 11”x17” copies of the Preliminary Site Plans and Preliminary Building Floor Plans and Elevations.

The project entails the renovation and repurpose of the former industrial facility for use as an office and treatment facility. Credo currently operates the adjacent facility at 595 West Main Street. The project will include interior renovations to the entire 20,740 sf existing building, and reconstruction of the site infrastructure on the 1.38 acre site. Site improvements consist of full depth reconstruction and reconfiguration of existing asphalt drives and parking area, consolidation and reconstruction from three (3) to one (1) asphalt entrance apron, construction of concrete walks, stairs, and accessible ramp entries into the building, installation of site lighting, grading and drainage improvements, and landscaping.

Credo intends to begin construction in the Spring of 2022, following approvals.

If there are any questions, please feel free to contact our office at your earliest convenience.

Sincerely,
Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC

Matthew R. Morgia

Matthew R. Morgia, P.E.
Civil Engineer

Cc: John Wilson – Credo Community Center
Jeff Pawlowski – King and King

AUBERTINE and CURRIER
ARCHITECTS, ENGINEERS & LAND SURVEYORS, PLLC
NYS WBE/DBE Certified
SBA Woman Owned
Small Business (WOSB)
aubertinecurrier.com
522 Bradley Street
Watertown, New York 13601
Phone: 315.782.2005
Fax: 315.782.1472
Managing Partner
Annette M. Mason, P.E.
Structural Engineer
Partners
Brian A. Jones, AIA., LEED AP BD+C
Architect
Matthew R. Morgia, P.E.
Civil Engineer
Jayson J. Jones, P.L.S.
Land Surveyor
Brian M. Krueger, AIA.,
Architect

City of Watertown

SITE PLAN APPROVAL APPLICATION FORM

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

Received:

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

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

PROPERTY INFORMATION:

PROPOSED PROJECT NAME: Proposed Treatment Facility and Office Building

TAX PARCEL NUMBER: 01-14-125

PROPERTY ADDRESS: 611-615 West Main Street, Watertown, NY

ZONING DISTRICT: Light Industrial

APPLICANT INFORMATION:

NAME: Credo Community Center for The Treatment of Addictions, Inc. - Attn: John Wilson

ADDRESS: 595 West Main Street, Watertown, NY 13601

PHONE NUMBER: 1-888-585-2228

E-MAIL ADDRESS: johnw@credocc.com

PROPERTY OWNER INFORMATION (if different from applicant):

NAME:

ADDRESS:

PHONE NUMBER:

E-MAIL ADDRESS:

ENGINEER/ARCHITECT/LANDSCAPE ARCHITECT INFORMATION:

NAME: Aubertine and Currier, PLLC

ADDRESS: 522 Bradley Street, Watertown, NY 13601

PHONE NUMBER: (315) 782-2005

E-MAIL ADDRESS: mrm@aubertinecurrier.com

REQUIRED MATERIALS:

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

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

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

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

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

☑ **DEMOLITION PLAN** (if applicable)

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

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

- **All** proposed **above** ground features
- **All** proposed easements and right-of-ways
- Land use, zoning, and tax parcel number
- Proposed parking and loading spaces, including all required ADA accessible spaces
- Proposed snow storage areas
- Refuse Enclosure Area (Dumpster), if applicable. **Please note:** Section 161-19.1 of the Zoning Ordinance states, "No refuse vehicle or refuse container shall be parked or placed within 15 feet of a party line without the written consent of the adjoining owner, if the owner occupies any part of the adjoining property."
- North arrow and graphic scale

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

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

☑ **UTILITY PLAN:** This drawing must include a note stating, "All water main and service work must be coordinated with the City of Watertown Water Department. The Water Department requirements supersede all other plans and specifications provided." It must also depict and label **all** of the following:

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

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

- **All** proposed **above** ground features
- **All** proposed trees, shrubs, other plantings and other proposed landscaping additions, keyed to a plant schedule that includes the scientific name, common name, size, quantity, etc. **Please note:** For additional landscaping requirements where nonresidential districts and land uses abut land in any residential district, please refer to Section 310-59, Landscaping of the City's Zoning Ordinance.
- **The Site Plan complies with and meets acceptable guidelines set forth in Appendix A - Landscaping and Buffer Zone Guidelines (August 7, 2007).**

☑ **VEHICULAR AND PEDESTRIAN CIRCULATION PLAN**

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

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

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

☑ **CONSTRUCTION DETAILS and NOTES:**

- Provide all details and notes necessary to complete the project including, but not limited to, landscaping, curbing, catch basins, manholes, water line, pavement, sidewalks, trench, lighting, trash enclosure, etc.
- Provide maintenance and protection and traffic plans and notes for all required work within City streets including driveways, water laterals, sanitary laterals, storm connections, etc.
- The drawings must include the following note: "All work to be performed within the City of Watertown margin will require sign-off from a Professional Engineer, licensed and currently registered to practice in the State of New York, that the work was built according to the approved site plan and applicable City of Watertown standards. Compaction testing will be required for all work to be performed within the City of Watertown margin and must be submitted to the City of Watertown Codes Department."

☑ **PRELIMINARY ARCHITECTUAL PLANS** (if applicable): These plans must include **all** of the following for proposed buildings: Floor plan drawings, including finished floor elevations, exterior elevations including exterior materials and colors, as well as roof outlines depicting shape, slope and direction.

☑ **ENGINEERING REPORT**

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

- Project location and description
- Existing and proposed sanitary sewer flows and summary
- Water flows and pressure
- Storm Water Pre and Post Construction calculations and summary
- Traffic impacts
- Lighting summary
- Landscaping summary

☑ **COMPLETED SEQR ENVIRONMENTAL ASSESSMENT FORM:** (Contact us if you need help choosing between the Short EAF and the Full EAF). The Complete EAF is available online at: http://www.dec.ny.gov/permits/6191.html

☑ **GENERAL INFORMATION**

- **All** items must include a valid stamp and an original signature by a Professional Engineer, Architect, Landscape Architect, or Surveyor licensed and currently registered to practice in the State of New York.

N/A

- If required, submit a copy of the Stormwater Pollution Prevention Plan (SWPPP) to the City of Watertown Engineering Department for review to obtain an MS4 SWPPP Acceptance Form.

  Post Construction SWPPP Requirements to Complete:
  In accordance with City Code Section 260, provide the following:
  - *Submit a detailed as-built topographic and boundary survey of the site with all stormwater practices.*
  - *Perform and submit results of insitu infiltration testing, updated drainage area maps and hydraulic calculations in a comprehensive Engineering Report based on As-Built Conditions.*
  - *Submit a detailed post construction Maintenance Plan for all Stormwater Management Practices (SMP's) and provide a Maintenance Agreement with irrevocable letter of credit for approval. Maintenance Agreement shall be filed at the County Clerk's Office as a deed restriction on the property.*

- ** If required, a copy of all submittals sent to the New York State Department of Environmental Conservation (NYSDEC) for the sanitary sewer extension permit will also be sent to the City of Watertown Engineering Department.

- ** If required, a copy of all submittals sent to the New York State Department of Health (NYSDOH) will also be sent to the City of Watertown Engineering Department.

- ** When NYSDEC or NYSDOH permitting is required, the property owner/applicant shall retain a licensed Professional Engineer to perform inspections of the proposed utility work and to certify the completed works were constructed in substantial conformance with the approved plans and specifications.**

- Signage is not approved as part of this submission. It requires a Sign Permit from the City Code Enforcement Bureau. See Section 310-52.2 of the Zoning Ordinance.

- For non-residential uses, the applicant must include the proposed Hours of Operation.

OPTIONAL MATERIALS:

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

SUBMITTAL INSTRUCTIONS:

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

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

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

☑ Submissions must be collated and properly folded.

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

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

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

☑ Submit the required Application Fee

$150 for Site Plan Minor

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

SIGNATURE

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

Applicant's name (please print) Credo Community Center - Attn: John Wilson

Applicant's Signature _____ Date: 9-15-21

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

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

City of Watertown
245 Washington Street
Watertown, NY 13601

Tel: 315-785-7735
Fax: 315-785-7854

SIGNATURE AUTHORIZATION

I hereby authorize Aubertine and Currier, PLLC – Matthew Morgia to apply for

Site Plan Review in connection with the property owned by me located at:

611-615 West Main Street, Watertown, NY– Tax Map Parcel #01-14-125
(address)

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

Signature of Property Owner

John C Wilson 9-15-21
Print Property Owner's Name Date

Address: 611-615 West Main Street

Watertown, NY 13601

Phone: 1-888-585-7228 Fax: 315-755-2538

Short Environmental Assessment Form
Part 1 - Project Information

Instructions for Completing

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

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

Part 1 – Project and Sponsor Information

Name of Action or Project:

Proposed Treatment Facility and Office Building

Project Location (describe, and attach a location map):

611-615 West Main Street, Watertown, NY - Tax Map Parcel #01-14-125

Brief Description of Proposed Action:

The project will include interior renovations to the entire 20,740 sf existing building, and reconstruction of the site infrastructure on the 1.38 acre property. Site improvements consist of full depth reconstruction and reconfiguration of existing asphalt drives and parking area, consolidation and reconstruction from three (3) to one (1) asphalt entrance apron, construction of concrete walks, stairs, and accessible ramp entries into the building, installation of site lighting, grading and drainage improvements, and landscaping.

Name of Applicant or Sponsor:	Telephone: 1-888-585-2228
Credo Community Center for The Treatment of Addictions, Inc. - Attn: John Wilson	E-Mail: johnw@credocc.com

Address:

595 West Main Street

City/PO:	State:	Zip Code:
Watertown	NY	13601

	NO	YES
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.	☑	☐
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: City of Watertown - Zoning Board of Appeals; City of Watertown - City Council	☐	☑

3. a. Total acreage of the site of the proposed action? 1.38 acres
   b. Total acreage to be physically disturbed? 0.90 acres
   c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? 2.52 acres

4. Check all land uses that occur on, are adjoining or near the proposed action:

5. ☑ Urban ☐ Rural (non-agriculture) ☑ Industrial ☑ Commercial ☑ Residential (suburban)
   ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):
   ☐ Parkland

	NO	YES	N/A
5. Is the proposed action,			
a. A permitted use under the zoning regulations?	☐	✓	☐
b. Consistent with the adopted comprehensive plan?	☐	✓	☐

	NO	YES
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	☐	✓

	NO	YES
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	✓	☐

	NO	YES
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	☐	✓
b. Are public transportation services available at or near the site of the proposed action?	☐	✓
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☐	✓

	NO	YES
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	☐	✓

	NO	YES
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	☐	✓

	NO	YES
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	☐	✓

	NO	YES
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	☐	✓
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	☐	✓

	NO	YES
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	☐	✓
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	✓	☐
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____		

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:

☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional

☐ Wetland ☑ Urban ☐ Suburban

	NO	YES
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? Indiana Bat, Northern Long-...	☐	☑
16. Is the project site located in the 100-year flood plan?	☐	☑
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	☑	☐
a. Will storm water discharges flow to adjacent properties?	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	☐	☐
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	☑	☐
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:	☑	☐
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: Project is located within 2,000' of NYSDEC Remediation Site NM - Watertown Engine St MGP (DEC ID 623011).	☐	☑

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

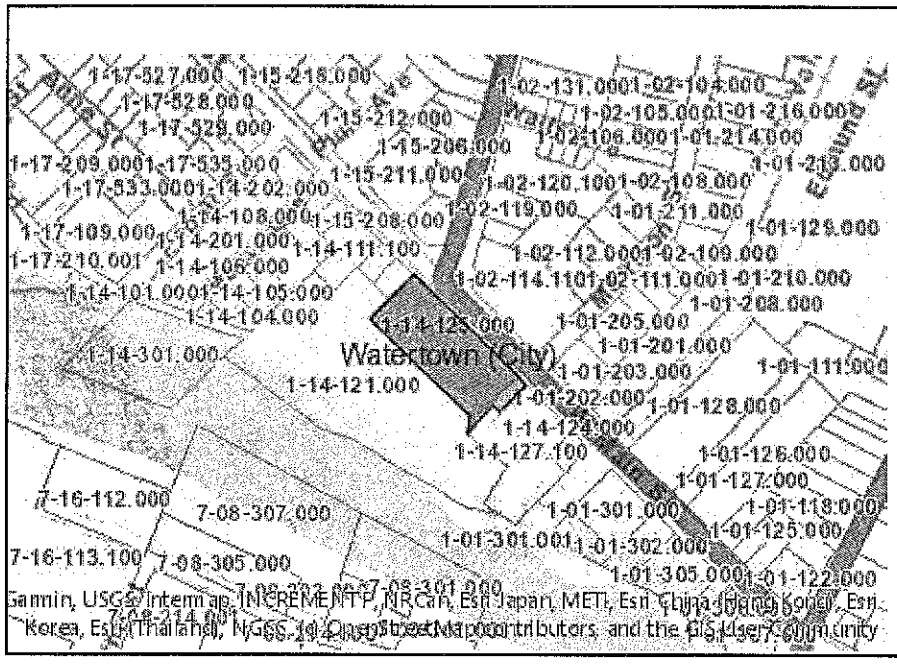
Applicant/sponsor/name: Credo Community Center - Attn: John Wilson Date: 08/25/2021

Signature: Title: Executive Director

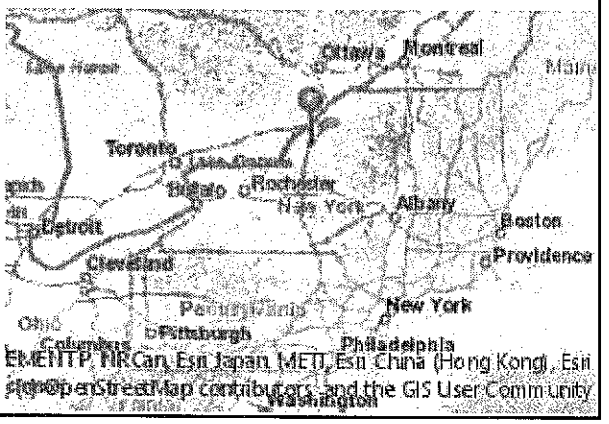
PRINT FORM

EAF Mapper Summary Report

Wednesday, May 5, 2021 4:36 PM



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



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

Credo Community Center - 611-615 Main Street

3/26/2021, 11:03:23 AM

1:4,514

0 0.03 0.06 0.11 mi

0 0.04 0.09 0.17 km

Black River

City Boundary

Parcels

ROADS

New York State, USDA FSA, GeoEye, Maxar

Web AppBuilder for ArcGIS
New York State, USDA FSA, GeoEye, Maxar |

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Partners
Brian A. Jones, AIA.,
LEED AP BD+C
Architect
Matthew R. Morgia, P.E.
Civil Engineer
Jayson J. Jones, P.L.S.
Land Surveyor
Brian M. Krueger, AIA.,
Architect

SHORT EAF SUMMARY REPORT:

Questions 12a, 12b, 13a, 15, and 20 are answered automatically by the EAF mapper based upon limited digital mapping information that is available.

- Questions 12a, Archeological Sites, is answered yes as the project site contains, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places. A submission has been made to SHPO via the CRIS online portal requesting further information.

- Questions 12b, Archeological Sites, is answered yes as the project site is located in or adjacent to an area designated as sensitive for archaeological sites. A submission has been made to SHPO via the CRIS online portal requesting further information.

- Question 13a, Wetlands or Other Waterbodies, is answered yes due to the location of the Black River approximately 200' southwest of the project site. The project will not disturb any Federal or State wetlands or waterbodies.

- Question 15, Threatened or Endangered Species, is answered yes due to the listed presence of the Indiana Bat and Northern Long-Eared Bat near the project site as listed on the NYS DEC environmental mapper database. A letter has been sent to the DEC requesting further information.

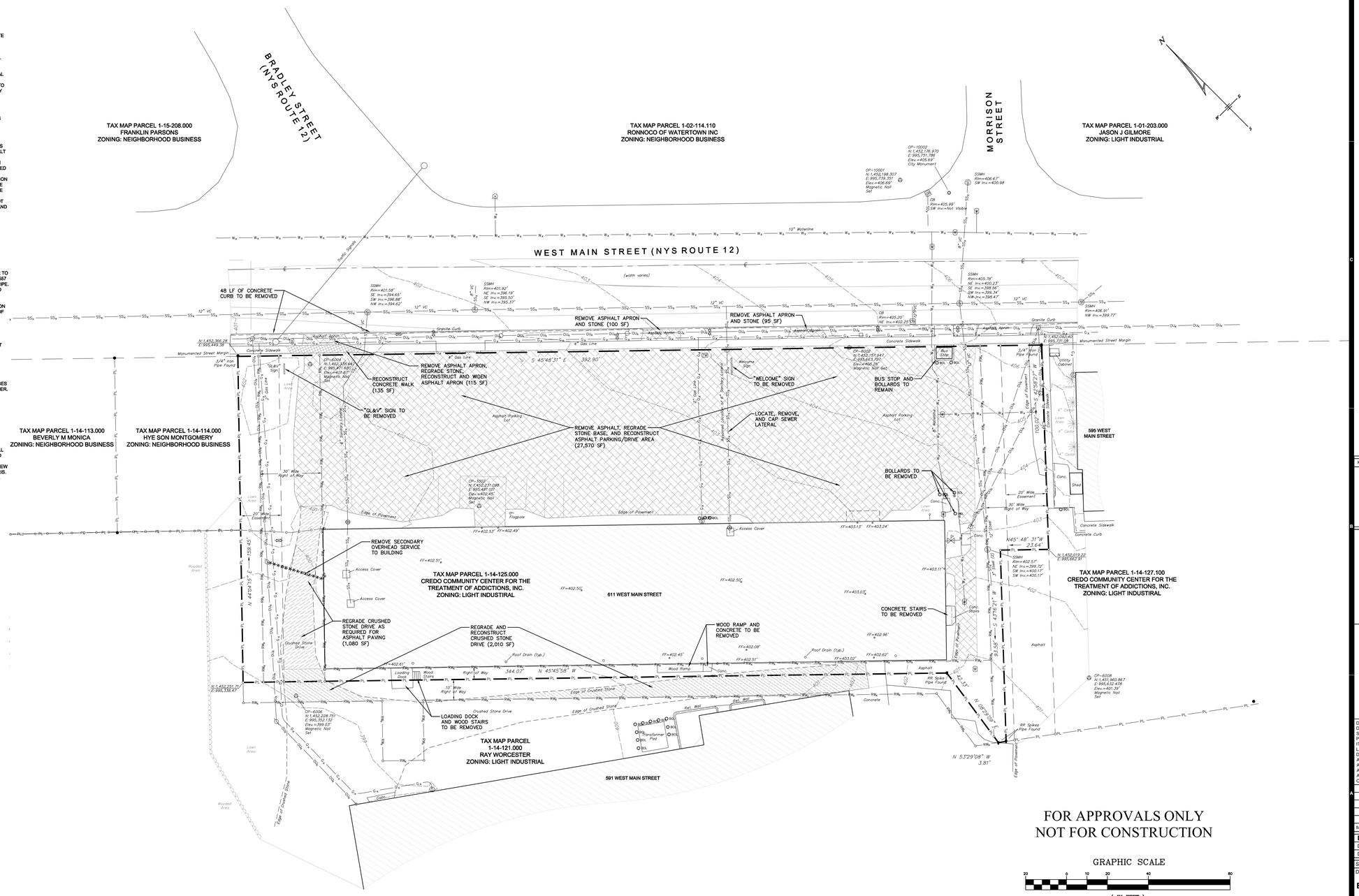
- Question 20, Remediation Sites, is answered yes due to the project site being located within 2,000' of NYSDEC Remediation Site NM - Watertown Engine St MGP (DEC ID 623011). Per the NYSDEC Environmental Site Remediation Database…
  "The former MGP site is located north of the intersection of Coffeen and Engine Street in an urban area within the City of Watertown, Jefferson County and consists of lots currently owned by National Grid and the Watertown Department of Public Works (DPW). Most of the former MGP operations took place on an approximate 1.9-acre property (site) that is currently owned by National Grid. The site is vacant except for a natural gas regulator station on the northeast corner of the parcel, with portions of the property currently used for storage of construction materials. This lot is surrounded by several privately-owned lots and buildings, including an apartment building and a single-family home fronting Coffeen Street to the south, commercial property to the west, and a City of Watertown DPW building to the north. An active rail line is located further west of the site. Past Use of the Site: The Watertown Gas and Light Company constructed an MGP at the site in 1905, and the plant was operated by various companies until the 1950s. The predecessor companies were consolidated into the Niagara Mohawk Power Corporation in 1950. Manufactured gas was produced at this site using the coal gasification and carbureted water gas processes which led to the site being contaminated

by its by-product, coal tar. Current Zoning and Land Use: The site is zoned for light industry and the lot is used for storing natural gas equipment and has a natural gas regulator station. The site is surrounded by a mixture of commercial and industrial properties. The nearest residential property is bordering the site to the south. Operable Units: An operable unit represents a portion of a remedial program for a site that for technical or administrative reasons can be addressed separately to investigate, eliminate or mitigate a release, threat of release or exposure pathway resulting from the site contamination. The site has been divided into 3 operable units. OU1 is on-site and off-site overburden soils. OU2 is on-site and off-site bedrock. OU3 is the Black River and sediments. Site Geology and Hydrogeology: The site is underlain by three stratigraphic units. The first is the overburden, which contains fill and native soils with a thickness about 0 to 9 feet. The second unit is Chaumont Limestone approximately 15 to 20 feet thick. Under the Chaumont Limestone is the Lowville Limestone unit, which is greater than 70 feet thick. Groundwater is about 3 feet below grade and generally flows toward the Black River."

LEGEND	EXISTING	PROPOSED
5' CONTOUR	155	155
1' CONTOUR	154	154
PROPERTY LINE	PL	PL
RIGHT OF WAY		
SETBACK		
BUILDING		
ASPHALT PAVEMENT		
EDGE OF GRAVEL		
CURB		
SIDEWALK		
TREE LINE		
FENCE	X	
WATERLINE	W	W
SANITARY SEWER	SS	SS
STORM SEWER	SD	SD
OVERHEAD UTILITIES	OU	OU
UNDERGROUND UTILITIES	UU	UU
UNDERGROUND ELECTRIC	E	E
GAS	G	G
COMMUNICATION	CU	C
FUEL OIL	FO	FO
VENT PIPE	V	V
SANITARY MANHOLE	S	S
STORM MANHOLE	D	D
CATCH BASIN	CB	CB
FIRE HYDRANT		
WATER VALVE	W	W
CURB STOP	W	W
GAS METER	G	
ELECTRIC METER	E	
FUEL OIL MANHOLE	F	
FUEL OIL FILL PORT	FO	
UTILITY POLE		
LIGHT POLE		
SIGN	SIG	
BOLLARD	BOL	BOL
TREES		

GENERAL NOTES:

1. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. THERE MAY BE OTHERS, THE EXISTENCE OF WHICH IS PRESENTLY NOT KNOWN. PRIOR TO CONSTRUCTION CONTACT UNDERGROUND UTILITIES CALL CENTER OF NEW YORK FOR EXACT LOCATION OF ALL UNDERGROUND UTILITIES, (1-800-962-7962). CONTRACTOR IS RESPONSIBLE FOR LOCATING AND WORKING WITH THE APPROPRIATE UTILITY COMPANIES PRIOR TO CONSTRUCTION.
2. THE ONSITE TOPOGRAPHIC, UTILITY, AND PLANIMETRIC SURVEY FOR THE PROJECT AREA WAS CONDUCTED BY AUBERTINE AND CURRIER, PLLC ON 03/15/2021 AND03/16/2021. UTILITY LOCATIONS WERE PLOTTED FROM VISIBLE EVIDENCE AND CITY OF WATERTOWN RECORD DRAWINGS. VERTICAL DATUM IS BASED ON NGVD29 DATUM AND THE HORIZONTAL DATUM IS BASED ON NAD83(96).
3. ALL OUT-OF-SCOPE AREAS DISTURBED BY THE CONTRACTOR'S OPERATIONS WILL BE RESTORED TO CONDITIONS EQUAL TO OR BETTER THAN THAT PRIOR TO CONSTRUCTION. OUTSIDE OF PROPERTY BOUNDARIES AND EASEMENT AREAS THE CONTRACTOR IS REMINDED THAT HE MUST OBTAIN WRITTEN AUTHORIZATION TO USE PRIVATE PROPERTY AND ASSUMES ALL LIABILITY HIMSELF.
4. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE CHARACTERISTICS AND EXTENT OF SUBSURFACE SOILS, ROCK, WATER TABLE LEVELS, ETC., PRIOR TO BIDDING.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND BONDS NECESSARY TO OBTAIN SAID PERMITS WHERE APPLICABLE.
6. SITE CONTRACTOR TO PROVIDE EROSION AND DUST CONTROL AS REQUIRED.
7. A LICENSED LAND SURVEYOR SHALL BE RETAINED FOR ALL UTILITY AND FIELD STAKEOUT AT THE CONTRACTORS EXPENSE.
8. PAVED AREAS WILL BE SAWCUT PRIOR TO EXCAVATION AND PAVING OPERATIONS. SAW CUT AREAS WILL BE TACK COATED PRIOR TO PAVING. TACK COAT SHALL MEET THE REQUIREMENTS OF ASPHALT OF ASPHALT EMULSION FOR TACK COAT, NYSDOT TABLE 702-9.
9. CONTRACTOR SHALL MAINTAIN ALL EROSION CONTROL MEASURES THROUGHOUT CONSTRUCTION UNTIL ESTABLISHMENT OF VEGETATIVE COVER. RUN-OFF CONTAINING SEDIMENTS FROM DISTURBED AREAS OF THE SITE SHALL NOT BE ALLOWED DIRECTLY INTO NATURAL STREAM CHANNELS.
10. ALL TREES AND WETLANDS TO REMAIN SHALL BE PROTECTED BY THE CONTRACTOR. CONSTRUCTION ACTIVITIES ADJACENT TO TREES SHALL BE CONDUCTED TO REDUCE THE IMPACT TO TREES TO THE MAXIMUM EXTENT PRACTICAL. ANY DAMAGE TO EXISTING TREES SHALL BE REPAIRED OR THE TREE REPLACED, AS DIRECTED BY THE OWNER AT THE CONTRACTORS EXPENSE.
11. CONTRACTOR SHALL PERFORM ALL ROADWAY CONNECTION WORK IN ACCORDANCE WITH NYSDOT SPECIFICATIONS. ALL ROADWAY WORK SHALL BE IN ACCORDANCE WITH NYSDOT MAINTENANCE AND PROTECTION OF TRAFFIC REGULATIONS, INCLUDING FLAGMEN, BARRICADES, WARNING SIGNS/LIGHTS, ETC., WHERE WARRANTED.
12. CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVAL AND PROPER DISPOSAL, AT A NYSDEC ACCEPTABLE LOCATION, OF ALL MATERIALS NOT REUSED AS TRENCH BACKFILL.
13. EXCAVATIONS SHALL BE TO DEPTHS SHOWN ON DRAWINGS. ALL UNSTABLE OR UNSUITABLE MATERIAL SHALL BE EXCAVATED AND REMOVED TO SUCH DEPTH AS REQUIRED TO PROVIDE SUFFICIENT BEARING CAPACITY. OVEREXCAVATED AREAS SHALL BE BACKFILLED WITH SUITABLE MATERIAL.
14. COMPACTION OF PIPE BEDDING AND BACKFILL MATERIAL SHALL BE BY MEANS OF HAND-GUIDED POWER DRIVEN OR DRUM-TYPE OR PLATE TAMPERS. BACKFILLING SHOULD PROCEED IN ACCORDANCE WITH LIFT THICKNESSES AND COMPACTION REQUIREMENTS AS SHOWN ON THE DRAWINGS. UNLESS OTHERWISE NOTED ON THE DRAWINGS, COMPACTION REQUIREMENTS REFER TO PERCENT OF MAXIMUM DRY DENSITY AS DETERMINED IN ACCORDANCE WITH ASTM STANDARD D1557 METHOD "C". CARE SHOULD BE TAKEN TO SHAPE PIPE BEDDING TO FIT THE LOWER PART OF THE PIPE. BACKFILLING AND COMPACTION SHOULD PROGRESS EVENLY ALONG THE PIPE SIDEWALLS AND TO THE TOP OF PIPE BEDDING.
15. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES OF DIMENSIONS, ELEVATIONS AND LOCATIONS DURING PRECONSTRUCTION FIELD VERIFICATION. SUCH INFORMATION SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER FOR VERIFICATION OR MODIFICATION OF THE PLANS.
16. THE CONTRACTOR SHALL PROVIDE AS-BUILT RECORD DRAWINGS INCLUDING, AS A MINIMUM, THE FOLLOWING INFORMATION AS WELL AS ALL REQUIREMENTS OF THE SPECIFICATION:
    - RECORD OF ALL UTILITIES ENCOUNTERED IN TRENCH EXCAVATION. INFORMATION SHALL INCLUDE DIAMETER OF UTILITY, DEPTH OF BURIAL AND LOCATION WITH REFERENCE TO NEAREST STRUCTURE SHOWN ON DRAWINGS. THIS INFORMATION SHALL BE KEPT CURRENT ON A WEEKLY BASIS. FAILURE TO DO SO MAY RESULT IN WITHHOLDING OF PAYMENTS.
    - DISTANCE TIES TO ALL MANHOLES, CLEANOUTS, BENDS AND CORPORATION STOPS.
    - UTILITY REPAIRS, SIDEWALK, AND DRIVEWAY REPLACEMENTS CENTERLINE.
    - STATIONS OF BENDS, CLEANOUTS, VALVES AND CORPORATION STOPS.
    - DENOTE BENCH MARK REFERENCE USED.
    - PERIODIC OFFSETS.
    - RECORD DETAILS NOT SHOWN ON THE ORIGINAL CONTRACT DOCUMENTS. ANY FIELD CHANGES OF DIMENSIONS AND DETAILS AND ANY CHANGES MADE BY CHANGE ORDER OR FIELD ORDER.
    - CERTIFICATE OF SUBSTANTIAL COMPLETION SHALL NOT BE ISSUED UNTIL AS-BUILT INFORMATION IS ACCEPTABLE.
    - PROVIDE TWO (2) SETS OF FINAL COMPLETE RECORD DRAWINGS. CONTRACTOR SHALL FURNISH AS-BUILT DATA ON PLAN SHEETS.
17. ALL WATER MAIN AND SERVICE WORK MUST BE COORDINATED WITH THE CITY OF WATERTOWN WATER DEPARTMENT. WATER DEPARTMENT REQUIREMENTS SUPERCEDE ALL OTHER PLANS AND SPECIFICATIONS PROVIDED.
18. ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN WILL REQUIRE SIGN-OFF FROM A PROFESSIONAL ENGINEER, LICENSED AND CURRENTLY REGISTERED TO PRACTICE IN THE STATE OF NEW YORK, THAT THE WORK WAS BUILT ACCORDING TO THE APPROVED SITE PLAN AND APPLICABLE CITY OF WATERTOWN STANDARDS. COMPACTION TESTING WILL BE REQUIRED FOR ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN AND MUST BE SUBMITTED TO THE CITY OF WATERTOWN CODES DEPARTMENT.
19. UPON COMPLETION OF STORM SEWER FACILITIES AND ESTABLISHMENT OF VEGETATION, THE NEW AND EXISTING STORM SYSTEMS RECEIVING RUNOFF FROM THIS SITE SHALL BE CLEANED OF DEBRIS. ONLY AT THIS TIME SHALL THE EROSION AND SEDIMENTATION CONTROL MEASURES BE REMOVED.



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GRAPHIC SCALE

20 0 10 20 40 80

(IN FEET)
1 inch = 20 ft.

king+king ARCHITECTS

AUBERTINE AND CURRIER, PLLC
522 BRADLEY STREET
WATERTOWN, NY 13601

DASNY OASA CREDO COMMUNITY CENTER

604 W. MAIN STREET
WATERTOWN, NY 13601

KING + KING PROJ. NO.: 20-22-7050

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MARK	DATE	DESCRIPTION
A		

Issued for Review

DRAWING DATE: 09/16/2021
DRAWN BY: CWT
SCALE: 1" = 20'
DRAWING TITLE:

EXISTING CONDITIONS PLAN

CD1.01

LEGEND	EXISTING	PROPOSED
5' CONTOUR	155	155
1' CONTOUR	154	154
PROPERTY LINE	PL	PL
RIGHT OF WAY		
SETBACK		
BUILDING		
ASPHALT PAVEMENT		
EDGE OF GRAVEL		
CURB		
SIDEWALK		
TREE LINE		
FENCE	X	
WATERLINE	W	W
SANITARY SEWER	SS	SS
STORM SEWER	SD	SD
OVERHEAD UTILITIES	OU	OU
UNDERGROUND UTILITIES	UU	UU
UNDERGROUND ELECTRIC	E	E
GAS	G	G
COMMUNICATION	CU	C
FUEL OIL	FO	FO
VENT PIPE	V	V
SANITARY MANHOLE	S	S
STORM MANHOLE	D	D
CATCH BASIN	CB	CB
FIRE HYDRANT		
WATER VALVE	W	W
CURB STOP	WSV	
GAS METER	G	
ELECTRIC METER	E	
FUEL OIL MANHOLE	F	
FUEL OIL FILL PORT	FO	
UTILITY POLE		
LIGHT POLE		
SIGN	SIGN	
BOLLARD	BOL	BOL
TREES		

PLANNING DATA

ZONING: LI - LIGHT INDUSTRIAL
USE: PROFESSIONAL OFFICE/TREATMENT CLINIC

ITEM	REQUIRED	AS PROVIDED
MIN. LOT AREA	--	60,072 SF (1.38 ACRES)
MIN. LOT WIDTH	--	147.31'
MIN. FRONT YARD BUILDING SETBACK	0'	76'
MIN. REAR YARD BUILDING SETBACK	0'	6' (EXISTING)
MIN. SIDE YARD BUILDING SETBACK	0'	28' (EXISTING)
MAX. LOT COVERAGE	--	34%'

PARKING DATA

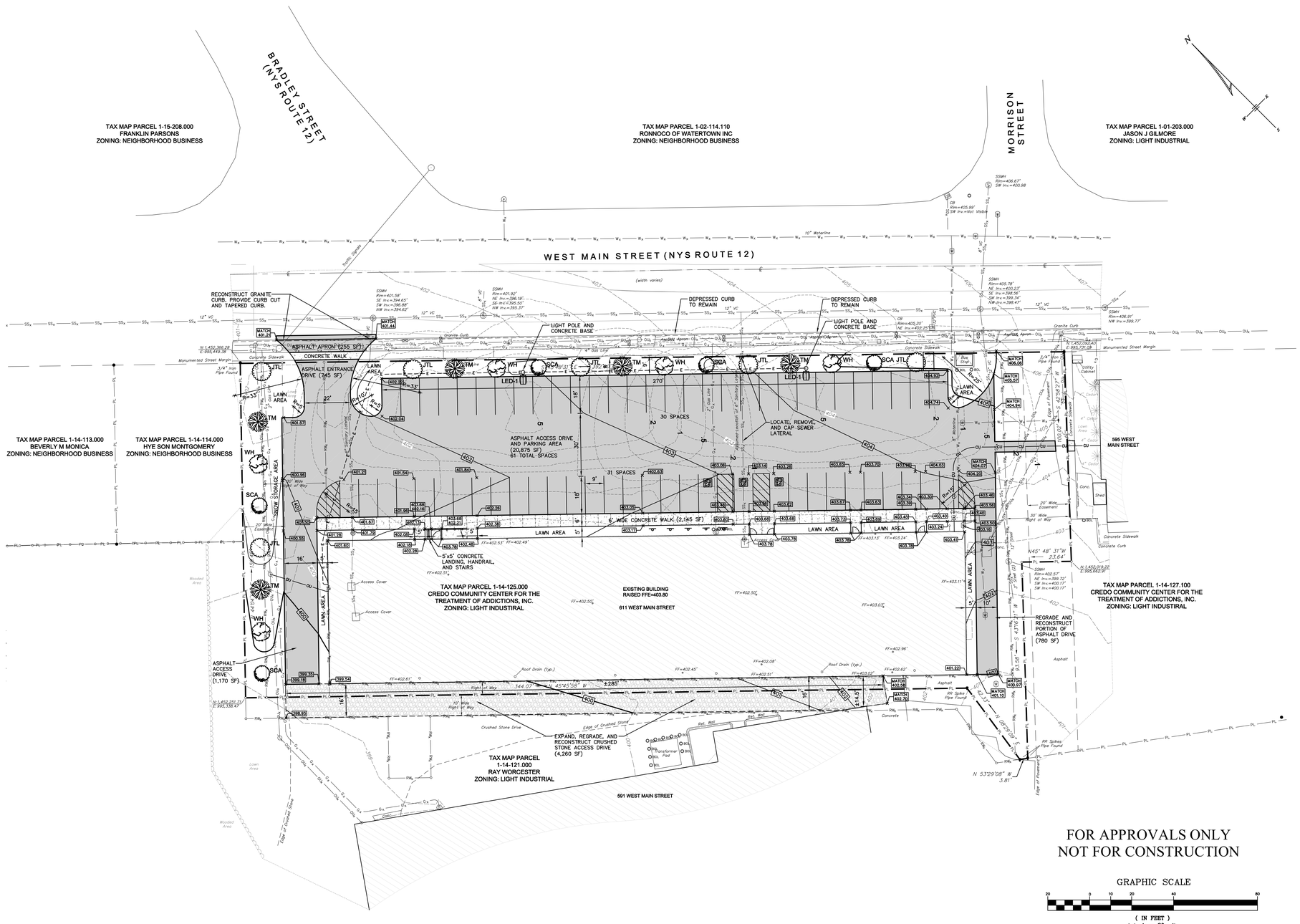
ITEM	REQUIRED	AS PROVIDED
OFFICE/TREATMENT BUILDING 20,725 SF TOTAL 20,725 SF AT 5 SPACES/1,000 SF = 104 (DEDUCT 912 SF FOR UTILITY AND MECHANICAL AREAS) 20,725 SF - 912 SF = 19,813 SF 19,813 SF AT 5 SPACES/1,000 SF = 100	100 SPACES	61 SPACES
HANDICAPPED SPACES (PER ADA)	4 SPACES	3 SPACES

TREE PLANTING SCHEDULE

SYM	COMMON NAME	ABBREV.	BOTANICAL NAME	SIZE	QUANTITY
	JAPANESE TREE LILAC	JTL	SYRINGA RETICULATA	1.5" CALIPER MULTITRUNK	6
	TATARIAN MAPLE	TM	ACER TATARICUM	1.5" DBH	5
	WASHINGTON HAWTHORN	WH	CRATEAGUS PHAENOPYRUM	1.5" DBH	5
	SARGENT CRABAPPLE	SCA	MALUS SARGENTII	1.5" DBH	5

SITE LIGHTING SCHEDULE

LABEL	FIXTURE	MOUNTING HEIGHT	MOUNTING	QUANTITY
LED-1	GLEON-AF-04-LED-E1-SL2-BZ BY COOPER LIGHTING	25'	22' HIGH POLE AND 3' CONC. BASE SSS-22-B4-4-P445-N2 BY HAPCO	2



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GRAPHIC SCALE

20 0 10 20 40 80

(IN FEET)
1 inch = 20 ft.

king + king ARCHITECTS

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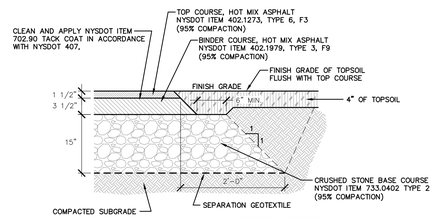
MARK	DATE	DESCRIPTION

Issued for Review

DRAWING DATE: 09/16/2021
DRAWN BY: CWT
SCALE: 1" = 20'
DRAWING TITLE:

SITE DEVELOPMENT PLAN

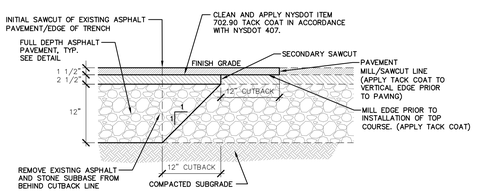
CS1.01



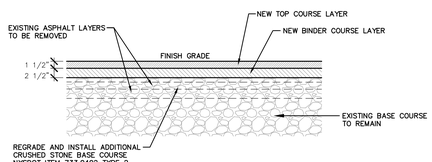
NOTE: ALL HMA COMPACTION WILL BE TO 95% MADMTD (MIXTURE'S AVERAGE DAILY MAXIMUM THEORETICAL DENSITY) PER NYS DOT SPECIFICATIONS FOR HMA COMPACTION 402-3.07
BASE COURSE SHALL BE COMPACTED TO 95% MODIFIED PROCTOR MAXIMUM DENSITY.

SEPARATON GEOTEXTILE:
WOVEN, MINIMUM CRITERIA AS FOLLOWS:
1. NYSDOT 737.01, STRENGTH CLASS 2
2. APPARENT OPENING (AOS), ASTM D-4751 SIZE 40
3. 5 GAL/MIN/SF PERMITIVITY, ASTM D-4491
4. 250 LB X 250 LB/50% GRAB TENSILE STRESS/ELONGATION, ASTM D-4133
5. 200 LB PUNCTURE, ASTM D-4833

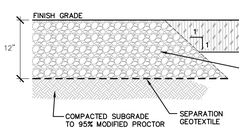
1 TYPICAL HEAVY DUTY ASPHALT PAVEMENT DETAIL
NOT TO SCALE



2 TYPICAL ASPHALT PAVEMENT JOINT DETAIL
NOT TO SCALE

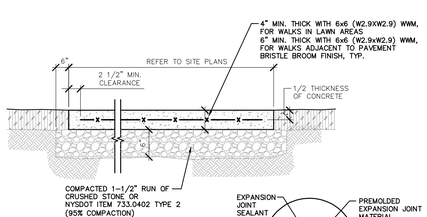


3 TYPICAL EXISTING ASPHALT PAVEMENT REMOVAL AND REGRADE AND ASPHALT PAVEMENT RECONSTRUCTION DETAIL
NOT TO SCALE

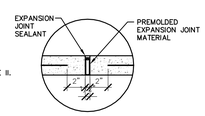


SEPARATON GEOTEXTILE:
WOVEN, MINIMUM CRITERIA AS FOLLOWS:
1. NYSDOT 737.01, STRENGTH CLASS 2
2. APPARENT OPENING (AOS), ASTM D-4751 SIZE 30
3. 2 GAL/MIN/SF PERMITIVITY, ASTM D-4491
4. 247 LB X 247 LB/50% GRAB TENSILE STRESS/ELONGATION, ASTM D-4133
5. 495 LB PUNCTURE, ASTM D-4833

4 TYPICAL CRUSHED STONE AREA DETAIL
NOT TO SCALE

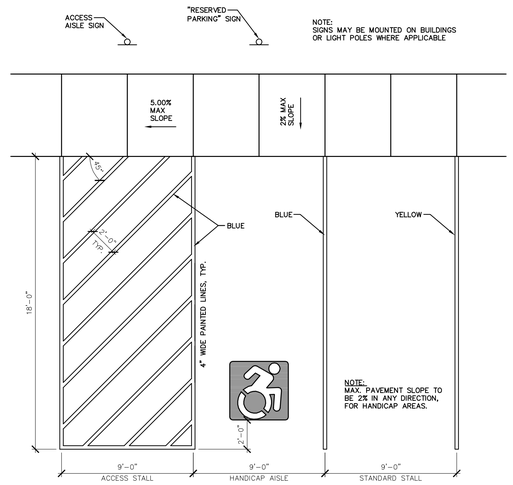


NOTES:
1. CONCRETE WALK EXPANSION JOINTS TO COINCIDE AT 20' O.C. MAX.
2. EXPANSION JOINTS TO BE 1/2" WIDE FILLED WITH PREMOLDED JOINT FILLER AND SEALANT CONFORMING TO ASTM D1752 TYPE II. FREQUENCY:
   a) AT SIDEWALK CONNECTIONS TO BUILDINGS/FROST PROTECTED SLABS
   b) 20' – 24' O.C. FOR LONG RUNNING SIDEWALKS
   c) AT CONNECTIONS TO EXISTING WALKS
3. CONTRACTION JOINTS TO BE SPACED EVENLY AT 4' to 6' O.C. MAX. BOTH DIRECTIONS. CONTRACTION JOINT SPACING SHALL BE SPACED SYMMETRICALLY BASED UPON THE SIDEWALK WIDTH BEING CONSTRUCTED.
   (3' WIDE WALK – 6' CONTROL JOINTS
   5' WIDE WALK – 5' CONTROL JOINTS)
4. CONTROL/CONTRACTION JOINTS SHALL BE TOOLED OR SAW CUT JOINT WITH A DEPTH OF 1/4 THE CONCRETE THICKNESS.
5. TOOLED EDGES.
6. CONCRETE SHALL BE MIN. 4,500 PSI, MAX W/C RATIO 0.45, 3"–5" SLUMP, AIR CONTENT 5–7%

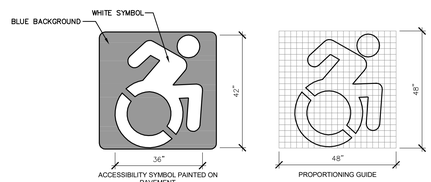


EXPANSION JOINT SECTION

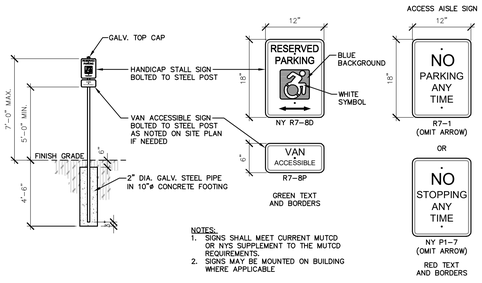
5 TYPICAL CONCRETE WALK DETAIL
NOT TO SCALE



6 TYPICAL PARKING STALL MARKINGS DETAIL
NOT TO SCALE

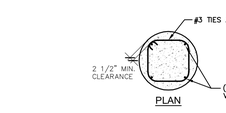


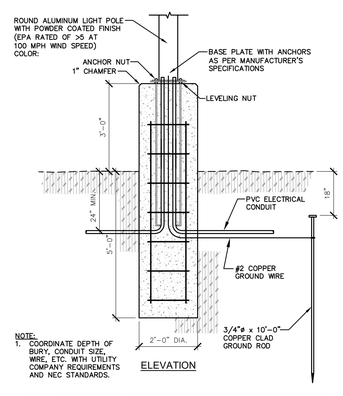
7 TYPICAL HANDICAP SYMBOL DETAIL
NOT TO SCALE



NOTES:
1. SIGNS SHALL MEET CURRENT MUTCD OR NYS SUPPLEMENT TO THE MUTCD REQUIREMENTS.
2. SIGNS MAY BE MOUNTED ON BUILDING WHERE APPLICABLE

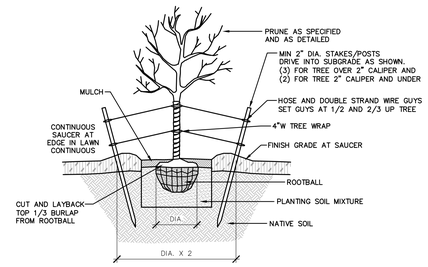
8 TYPICAL HANDICAP SIGNAGE DETAIL
NOT TO SCALE



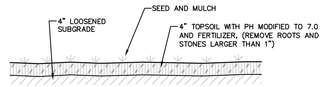


NOTE:
1. COORDINATE DEPTH OF BURY, CONDUIT SIZE, WIRE, ETC. WITH UTILITY COMPANY REQUIREMENTS AND NEC STANDARDS.

9 TYPICAL LIGHT POLE BASE DETAIL
NOT TO SCALE



10 TYPICAL TREE PLANTING DETAIL
NOT TO SCALE



NOTE:
PROVIDE SOIL TESTS WITH SEED, FERTILIZER AND MULCH RECOMMENDATIONS (ONE PER EACH 5 ACRES OF SEEDING AND MIN. ONE PER TOPSOIL STOCKPILE)

11 TYPICAL TOPSOIL REPLACEMENT DETAIL
NOT TO SCALE

SPECIFICATIONS:

SEED

A. TEMPORARY SEED SPECIES: STATE CERTIFIED SEED FROM GRASS SPECIES, AS FOLLOWS:
   1. PERENNIAL RYE, 100%
   2. ANNUAL RYE, 100%
   3. 'AROOSTOOK' WINTER RYE, 100%
B. GRASS/LAWN AREA SEED SPECIES: STATE-CERTIFIED SEED OF GRASS SPECIES, AS FOLLOWS:
   1. KENTUCKY BLUE GRASS: 40%
   2. CREEPING RED FESCUE GRASS: 25%
   3. PERENNIAL RYE: 15%
   4. TALL FESCUE OR SMOOTH BROMEGRASS: 20%
C. WATERWAYS/DRAINAGE CHANNELS SEED SPECIES: STATE-CERTIFIED SEED OF GRASS SPECIES, AS FOLLOWS:
   1. PERENNIAL RYE: 60%
   2. TALL FESCUE OR SMOOTH BROMEGRASS: 40%
   3. REDTOP: 4%

PLANTING MATERIALS

A. TOPSOIL: ASTM D 5268, PH RANGE OF 6.5 TO 7.5, A MINIMUM OF 6 PERCENT ORGANIC MATERIAL CONTENT AND A MAXIMUM OF 20 PERCENT; FREE OF STONES 1 INCH (25 MM) OR LARGER IN ANY DIMENSION AND OTHER EXTRANEOUS MATERIALS HARMFUL TO PLANT GROWTH; NOT LESS THAN 20 PERCENT FINE TEXTURED MATERIAL C PASSING THE NO. 200 SIEVE, AND NOT MORE THAN 15 PERCENT CLAY; CONTAIN LESS THAN 500 PPM SOLUBLE SALTS.
   1. TOPSOIL SOURCE: REUSE SURFACE SOIL STOCKPILED ON-SITE AND SUPPLEMENT WITH IMPORTED OR MANUFACTURED TOPSOIL FROM OFF-SITE SOURCES WHEN QUANTITIES OR QUALITY IS INSUFFICIENT. VERIFY SUITABILITY OF STOCKPILED SURFACE SOIL TO PRODUCE TOPSOIL.
   2. TOPSOIL SOURCE: AMEND EXISTING IN-PLACE SURFACE SOIL TO PRODUCE TOPSOIL. VERIFY SUITABILITY OF SURFACE SOIL TO PRODUCE TOPSOIL. SURFACE SOIL MAY BE SUPPLEMENTED WITH IMPORTED OR MANUFACTURED TOPSOIL FROM OFF-SITE SOURCES.
B. INORGANIC SOIL AMENDMENTS:
   1. LIME: ASTM C 602, CLASS T OR O, AGRICULTURAL LIMESTONE CONTAINING A MINIMUM 80 PERCENT CALCIUM CARBONATE EQUIVALENT.
C. ORGANIC SOIL AMENDMENTS
   1. COMPOST: WELL-COMPOSTED, STABLE, AND WEED-FREE ORGANIC MATTER, PH RANGE OF 5.5 TO 8.
   2. PEAT: SPHAGNUM PEAT MOSS, PARTIALLY DECOMPOSED, FINELY DIVIDED OR GRANULAR TEXTURE, WITH PH RANGE OF 3.4 TO 4.8
   3. PEAT: FINELY DIVIDED OR GRANULAR TEXTURE, WITH PH RANGE OF 6 TO 7.5, CONTAINING PARTIALLY DECOMPOSED MOSS PEAT, NATIVE PEAT, OR REED-SEDGE PEAT AND HAVING WATER-ABSORBING CAPACITY OF 1100 TO 2000 PERCENT.
D. FERTILIZER:
   1. COMMERCIAL FERTILIZER: COMMERCIAL-GRADE COMPLETE FERTILIZER OF NEUTRAL CHARACTER, CONSISTING OF FAST- AND SLOW-RELEASE NITROGEN, 50 PERCENT DERIVED FROM NATURALORGANIC SOURCES OF UREA FORMALDEHYDE, PHOSPHOROUS, AND POTASSIUM IN THE FOLLOWING COMPOSITION:COMPOSITION: 1 LB/1000 SQ. FT. (0.45 KG/92.9 SQ. M) OF ACTUAL NITROGEN, 4 PERCENT PHOSPHOROUS, AND 2 PERCENT POTASSIUM, BY WEIGHT.
   2. SLOW-RELEASE FERTILIZER: GRANULAR OR PELLETED FERTILIZER CONSISTING OF 50 PERCENT WATER-INSOLUBLE NITROGEN, PHOSPHORUS, AND POTASSIUM IN THE FOLLOWING COMPOSITION:
   3. COMPOSTION: 20 PERCENT NITROGEN, 10 PERCENT PHOSPHOROUS, AND 10 PERCENT POTASSIUM, BY WEIGHT.
E. MULCHES:
   1. STRAW MULCH: PROVIDE AIR-DRY, CLEAN, MILDEW- AND SEED-FREE, SALT HAY OR THRESHED STRAW OF WHEAT, RYE, OATS, OR BARLEY. PEAT MULCH MAY BE REQUIRED IF SEEDED LAWNS ARE SUBJECT TO HOT, DRY WEATHER OR DRYING WINDS WITHIN 30 DAYS OF PLANTING.
   2. PEAT MULCH: SPHAGNUM PEAT MOSS, PARTIALLY DECOMPOSED, FINELY DIVIDED OR GRANULAR TEXTURE, WITH PH RANGE OF 3.4 TO 4.8.
   3. PEAT MULCH: FINELY DIVIDED OR GRANULAR TEXTURE, WITH PH RANGE OF 6 TO 7.5, CONTAINING PARTIALLY DECOMPOSED MOSS PEAT, NATIVE PEAT, OR REED-SEDGE PEAT AND HAVING WATER-ABSORBING CAPACITY OF 1100 TO 2000 PERCENT.
   4. COMPOST MULCH: WELL-COMPOSTED, STABLE, AND WEED-FREE ORGANIC MATTER, PH RANGE OF 5.5 TO 8.
   5. UTILIZE MULCH ANCHORING METHOD OR MATERIAL AS REQUIRED BY NYS STANDARD SPECIFICATIONS FOR EROSION AND SEDIMENT CONTROL. (PEG & TWINE, MULCHING NETTING, WOOD CELLULOSE, TACKIFIER, OR MECHANICAL METHODS)

EXECUTION

LAWN PREPARATION

A. NEWLY GRADED SUBGRADES: LOOSEN SUBGRADE TO A MINIMUM DEPTH OF 4 INCHES (100 MM). REMOVE STONES LARGER THAN 1 INCH (25 MM) IN ANY DIMENSION AND STICKS, ROOTS, RUBBISH, AND OTHER EXTRANEOUS MATTER AND LEGALLY DISPOSE OF THEM OFF OWNER'S PROPERTY.
   1. APPLY SUPERPHOSPHATE FERTILIZER DIRECTLY TO SUBGRADE BEFORE LOOSENING.
   2. THOROUGHLY BLEND PLANTING SOIL MIX OFF-SITE BEFORE SPREADING OR SPREAD TOPSOIL, APPLY SOIL AMENDMENTS AND FERTILIZER ON SURFACE, AND THOROUGHLY BLEND PLANTING SOIL MIX.
   3. SPREAD PLANTING SOIL MIX TO A DEPTH OF 4 INCHES (150 MM) BUT NOT LESS THAN REQUIRED TO MEET FINISH GRADES AFTER LIGHT ROLLING AND NATURAL SETTLEMENT. DO NOT SPREAD IF PLANTING SOIL OR SUBGRADE IS FROZEN, MUDDY, OR EXCESSIVELY WET.
B. FINISH GRADING: GRADE PLANTING AREAS TO A SMOOTH, UNIFORM SURFACE PLANE WITH LOOSE, UNIFORMLY FINE TEXTURE. GRADE TO WITHIN PLUS OR MINUS 1/2 INCH (13 MM) OF FINISH ELEVATION. ROLL AND RAKE, REMOVE RIDGES, AND FILL DEPRESSIONS TO MEET FINISH GRADES. LIMIT FINE GRADING TO AREAS THAT CAN BE PLANTED IN THE IMMEDIATE FUTURE.
C. MOISTEN PREPARED LAWN AREAS BEFORE PLANTING IF SOIL IS DRY. WATER THOROUGHLY AND ALLOW SURFACE TO DRY BEFORE PLANTING. DO NOT CREATE MUDDY SOIL.
D. RESTORE AREAS IF ERODED OR OTHERWISE DISTURBED AFTER FINISH GRADING AND BEFORE PLANTING.

TEMPORARY EROSION AND SEDIMENTATION CONTROL

A. PROVIDE TEMPORARY EROSION AND SEDIMENTATION CONTROL MEASURES TO PREVENT SOIL EROSION AND DISCHARGE OF SOIL-BEARING WATER RUNOFF OR AIRBORNE DUST TO ADJACENT PROPERTIES AND WALKWAYS, ACCORDING TO A SEDIMENT AND EROSION CONTROL PLAN, SPECIFIC TO THE SITE THAT COMPLIES WITH NYS DEC SPDES GENERAL PERMIT FOR STORMWATER DISCHARGES FROM CONSTRUCTION ACTIVITY, GP-01-20-001.
B. THE OPERATOR SHALL INITIATE STABILIZATION MEASURES AS SOON AS PRACTICABLE IN PORTIONS OF THE SITE WHERE CONSTRUCTION ACTIVITIES HAVE TEMPORARILY OR PERMANENTLY CEASED, BUT IN NO CASE MORE THEN 14 DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAVE TEMPORARILY OR PERMANENTLY CEASED. THIS REQUIREMENT DOES NOT APPLY IN THE FOLLOWING INSTANCES:
   1. WHERE THE INITIATION OF STABILIZATION MEASURES BY THE 14TH DAY AFTER CONSTRUCTION ACTIVITY TEMPORARILY OR PERMANENTLY CEASED IS PRECLUDED BY SNOW COVER OR FROZEN GROUND CONDITIONS, STABILIZATION MEASURES SHALL BE INITIATED AS SOON AS PRACTICABLE:
C. SEED WITH 24 HOURS OF DISTURBANCE OR LOOSEN SCARIFY THE SOIL SURFACE PRIOR TO SEEDING.
D. SPRING, SUMMER OR EARLY FALL TEMPORARY SEEDING: ANNUAL OR PERENNIAL RYE GRASS AT A RATE OF 30 LBS/AC. (PERENNIAL RYE GRASS MUST BE UTILIZED WHERE FINAL GRADING ACTIVITIES WILL NOT BE COMPLETED UNTIL THE FOLLOWING SPRING.)
E. LATE FALL OR EARLY WINTER TEMPORARY SEEDING: CERTIFIED 'AROOSTOOK' WINTER RYE AT A RATE OF 100 LBS/AC.
F. MULCH HAY OR STRAW AT A RATE OF 2 TONS/ACRE (APPROXIMATELY 90 BALES PER ACRE). MULCH ANCHORING WILL BE REQUESTED WHERE WIND OR AREAS OF WATER ARE OF CONCERN. WOOD FIBER HYDROMULCH OR OTHER SPRAYABLE PRODUCTS APPROVED FOR EROSION CONTROL MAY BE USED IF APPLIED ACCORDING TO MANUFACTURERS SPECIFICATIONS.

PERMANENT SEEDING

A. SOWING RATES VARY WITH GRASS SPECIES AND MIXTURES.
B. SOW SEED AT THE RATE OF 6 LB/1000 SQ. FT. (250 LB/AC).
C. RAKE SEED LIGHTLY INTO TOP 1/8 INCH (3 MM) OF TOPSOIL, ROLL LIGHTLY, AND WATER WITH FINE SPRAY.
D. MULCH WITH STRAW AT A RATE OF 2 TONS/ACRE (APPROXIMATELY 90 BALES PER ACRE). MULCH ANCHORING WILL BE REQUESTED WHERE WIND OR AREAS OF WATER ARE OF CONCERN. WOOD FIBER HYDROMULCH OR OTHER SPRAYABLE PRODUCTS APPROVED FOR EROSION CONTROL MAY BE USED IF APPLIED ACCORDING TO MANUFACTURERS SPECIFICATIONS.

SATISFACTORY LAWNS

A. SATISFACTORY SEEDED LAWN: AT END OF MAINTENANCE PERIOD, A HEALTHY, UNIFORM, CLOSE STAND OF GRASS HAS BEEN ESTABLISHED, FREE OF WEEDS AND SURFACE IRREGULARITIES, WITH COVERAGE EXCEEDING 90 PERCENT OVER ANY 10 SQ. FT. (0.92 SQ. M) AND BARE SPOTS NOT EXCEEDING 5 BY 5 INCHES (125 BY 125 MM.).
B. VEGETATION SHALL BE ESTABLISHED AS SOON AFTER CONSTRUCTION AS POSSIBLE TO ENSURE PROTECTION FROM EROSION. IF RILLING OCCURS, REGRADE AND USE FABRIC OR JUTE MESH TO PROTECT AREA.
C. REESTABLISH LAWNS THAT DO NOT COMPLY WITH REQUIREMENTS AND CONTINUE MAINTENANCE UNTIL LAWNS ARE SATISFACTORY.

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NOT FOR CONSTRUCTION

king + king ARCHITECTS

AUBERTINE AND CURRIER, PLLC
522 BRADLEY STREET
WATERTOWN, NY 13601

DASNY OASA CREDO COMMUNITY CENTER
604 W. MAIN STREET
WATERTOWN, NY 13601

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SCALE: AS NOTED
DRAWING TITLE:

SITE DETAILS

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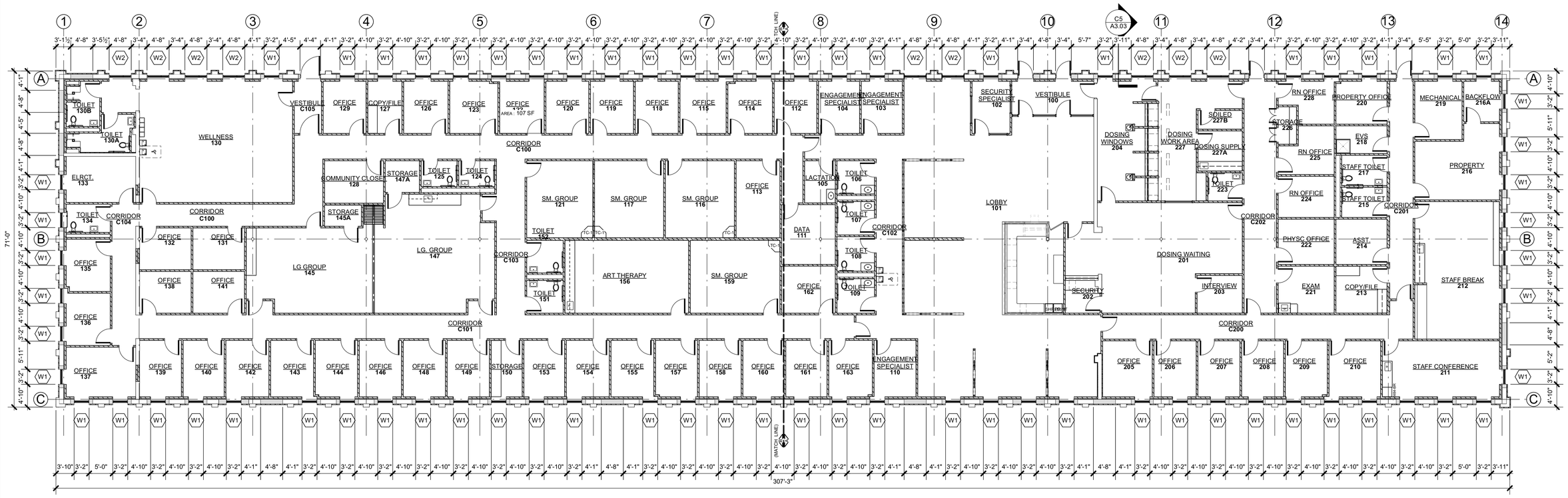

1 A1.01 CONSTRUCTION PLAN - OVERALL
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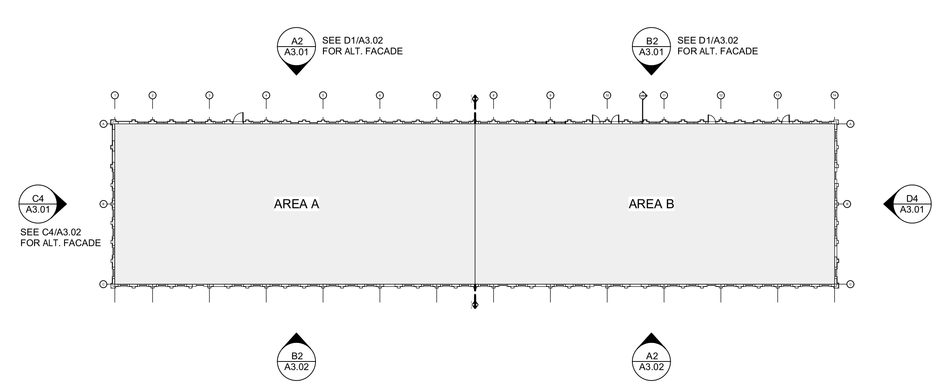

2 A1.01 KEY PLAN
Scale: 1/32" = 1'-0"

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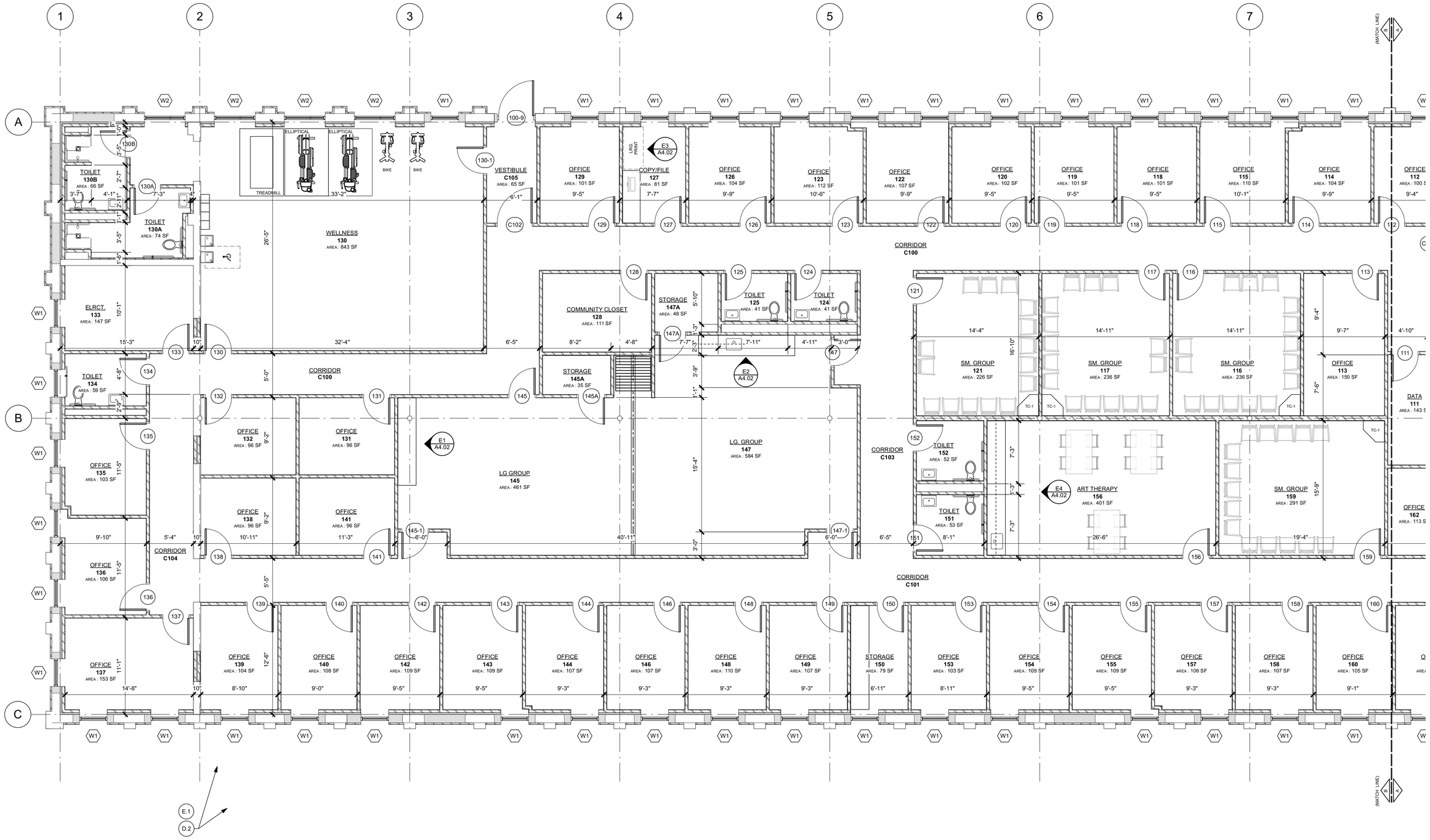
CONSTRUCTION PLAN - OVERALL

A1.01



C1 / A1.02 CONSTRUCTION PLAN - AREA A
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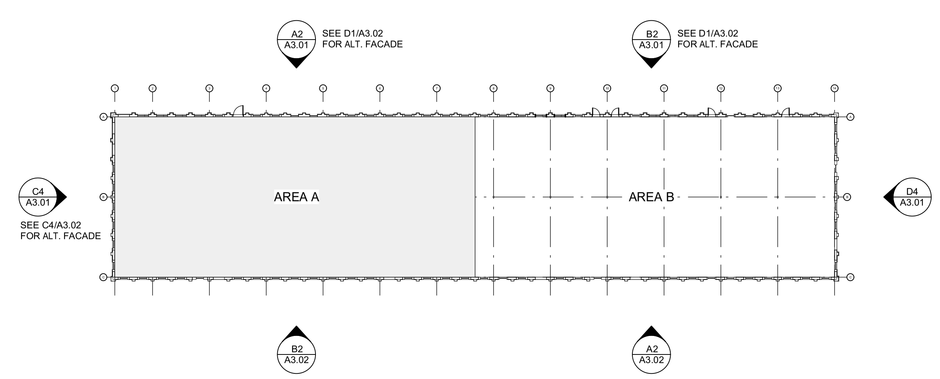

A5 / A1.02 KEY PLAN
Scale: 1/32" = 1'-0"

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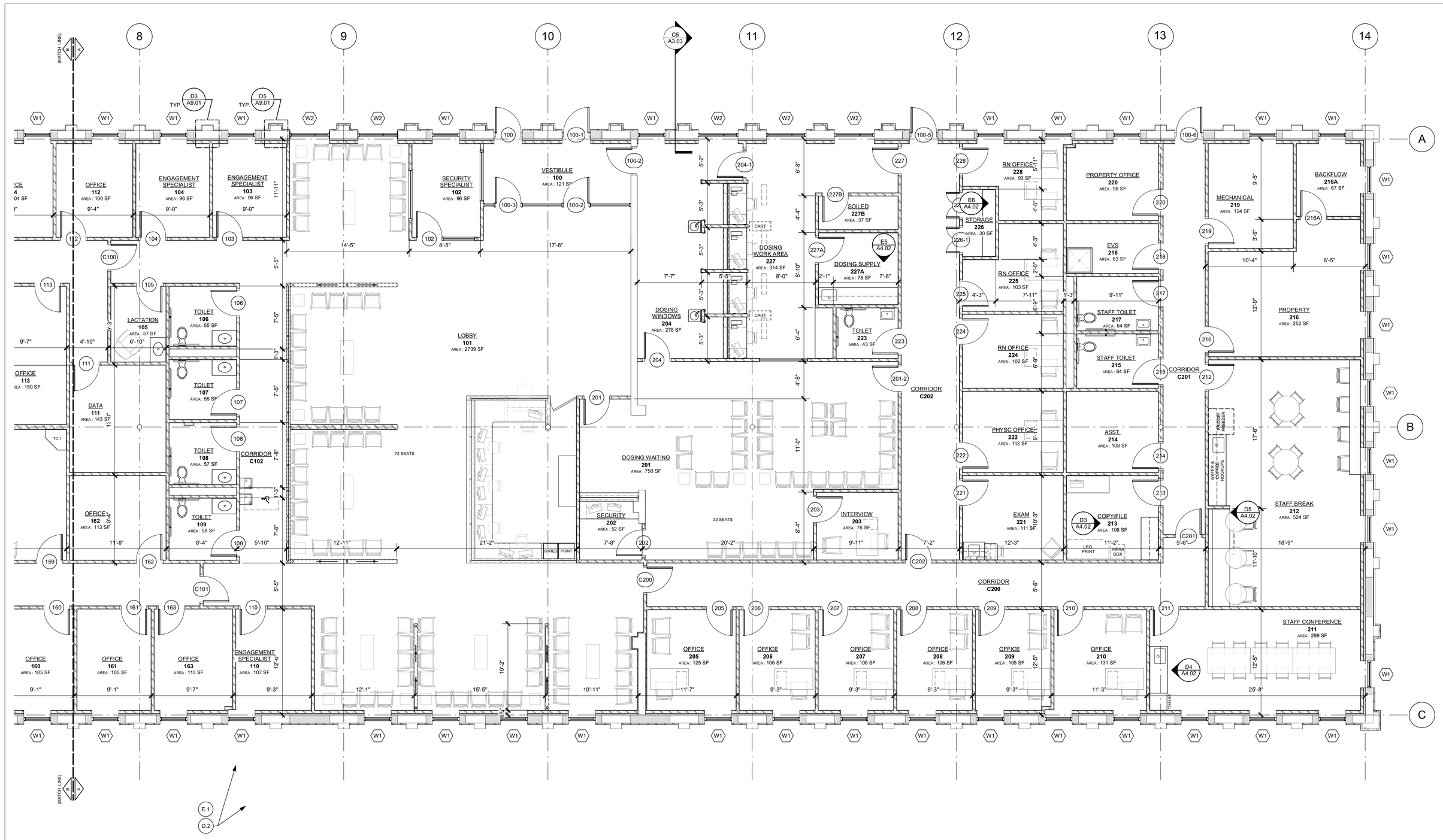
CONSTRUCTION PLAN - AREA A

A1.02



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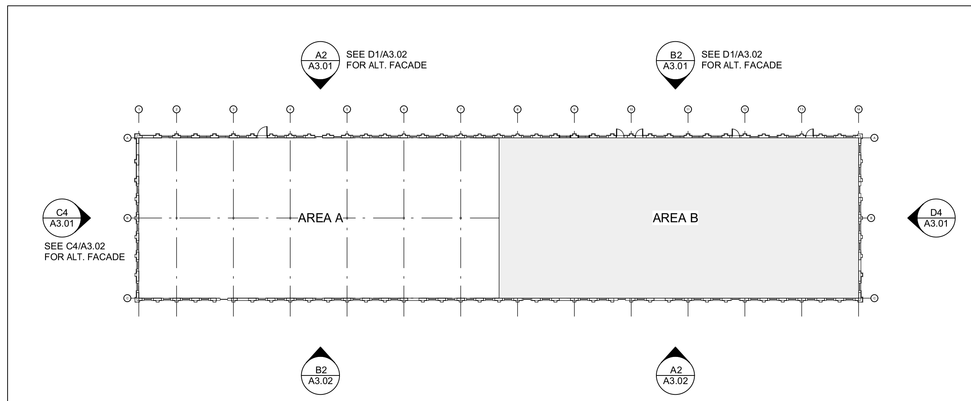

A5 / A1.03 KEY PLAN
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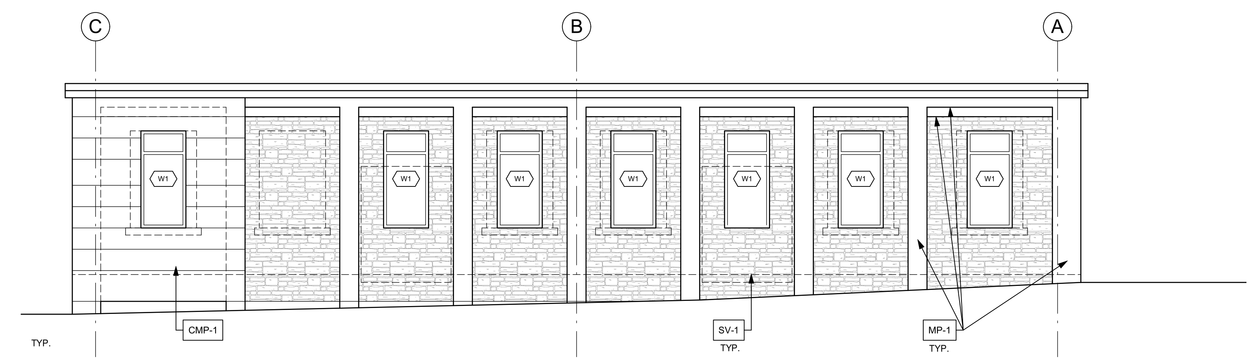
CONSTRUCTION PLAN - AREA B

A1.03

MATERIAL LEGEND	
CMP-1	COMPOSITE METAL PANEL, COLOR: WHITE (SEE SPEC SECTION _____)
MP-1	PREFINISHED METAL TRIM PANEL, COLOR: WHITE (SEE SPEC SECTION _____)
SV-1	NATURAL STONE VENEER (SEE SPEC SECTION _____)
WCP-1	WOOD VENEER COMPOSITE PANEL (SEE SPEC SECTION _____)
SF	ALUMINUM STOREFRONT SYSTEM (SEE SPEC SECTION _____)
W	WINDOW SYSTEM
L	LOUVER (REFER TO HVAC DRAWINGS)
JT	CMP PANEL JOINT
EJ	SV-1 EXPANSION JOINT



D4 / A3.01 EAST ELEVATION
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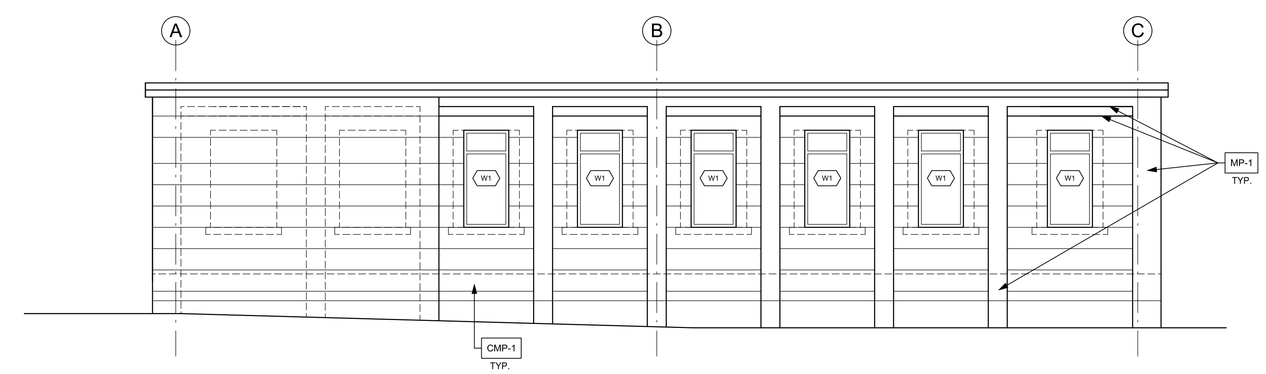

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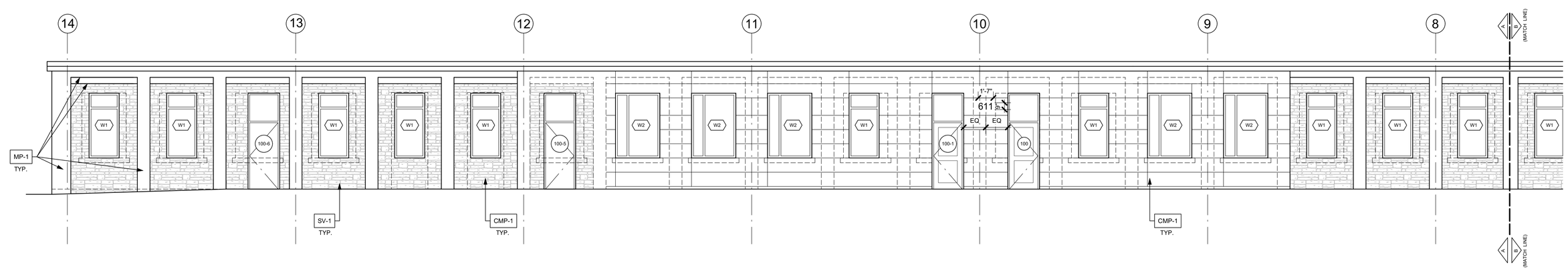
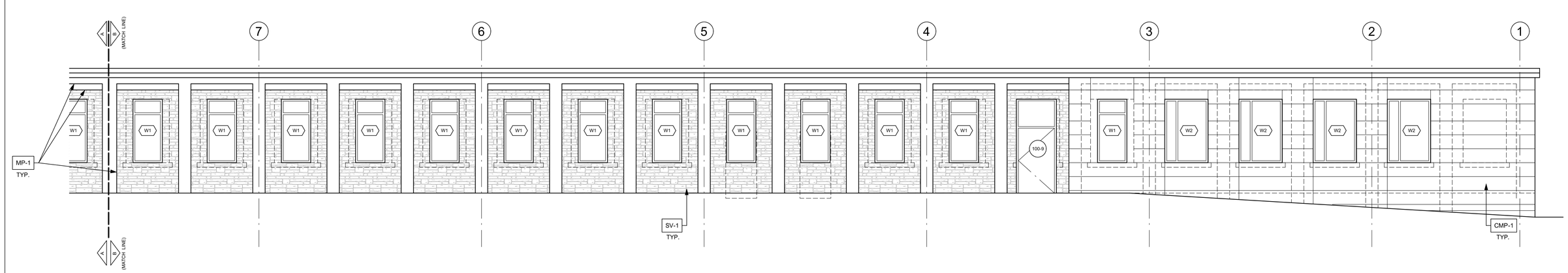


B2 / A3.01 NORTH ELEVATION - AREA A
Scale: 3/16" = 1'-0"
SEE F1 ON A3.02 FOR OPTIONAL FACADE TREATMENT FOR PRICING PURPOSES



A2 / A3.01 NORTH ELEVATION - AREA B
Scale: 3/16" = 1'-0"
SEE F1 ON A3.02 FOR OPTIONAL FACADE TREATMENT FOR PRICING PURPOSES

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EXTERIOR ELEVATIONS

A3.01

MATERIAL LEGEND	
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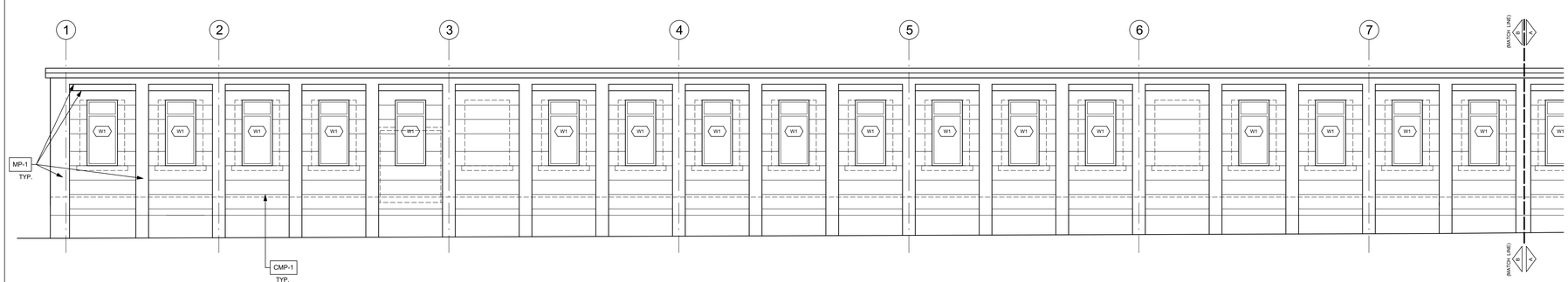
MP-1	PREFINISHED METAL TRIM PANEL, COLOR: WHITE (SEE SPEC SECTION _____)
SV-1	NATURAL STONE VENEER (SEE SPEC SECTION _____)
WCP-1	WOOD VENEER COMPOSITE PANEL (SEE SPEC SECTION _____)
SF	ALUMINUM STOREFRONT SYSTEM (SEE SPEC SECTION _____)
W	WINDOW SYSTEM
L	LOUVER (REFER TO HVAC DRAWINGS)
JT	CMP PANEL JOINT
EJ	SV-1 EXPANSION JOINT



B2 / A3.02 SOUTH ELEVATION - AREA B
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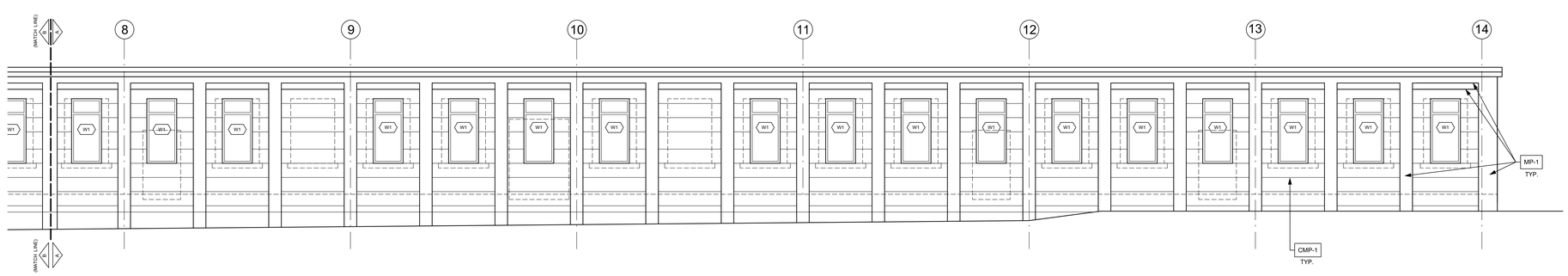

A2 / A3.02 SOUTH ELEVATION - AREA A
Scale: 3/16" = 1'-0"

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EXTERIOR ELEVATIONS

A3.02

PRELIMINARY ENGINEERING REPORT

CREDO COMMUNITY CENTER
OTP AND OUTPATIENT TREATMENT CLINIC
611-615 WEST MAIN STREET
CITY OF WATERTOWN
JEFFERSON COUNTY, NEW YORK

Owner: Credo Community Center for the Treatment of Addictions, Inc.
595 West Main Street
Watertown, NY 13601

September 16, 2021

Matthew R. Morgia, P.E.
Civil Engineer

The above Engineer states that to the best of his knowledge, information and belief, the plans and specifications are in accordance with applicable requirements of New York State. It is a violation of New York State Law for any person, unless acting under the direction of a licensed professional engineer to alter this document in any way. If altered, such licensee shall affix his or her seal and the notation "altered by" followed by his or her signature, date, and a specific description of alteration.

Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC
522 Bradley Street Watertown, New York 13601 TELE: (315) 782-2005 FAX: (315) 782-1472

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1.0 SITE AND PROJECT DESCRIPTIONS

1.1 Location

The project site is located within the City of Watertown at 611-615 West Main Street on Tax Map Parcel No. 01-14-125. The site currently has an existing building that was formerly occupied by Production Unlimited which consisted of office, warehousing, and production space. Access to the site is by multiple entrances from the southwest side of West Main Street. The parcel is zoned LI – Light Industrial. The project site is directly adjacent to Credo's Main Office located to the southeast, at 595 West Main Street. The properties are separated by the now former Morrison Street paper street.

1.2 Project Description

The project will include interior renovations to the entire 20,740 sf existing building and reconstruction of the site infrastructure on the 1.38 acre site. Site improvements consist of full depth reconstruction and reconfiguration of existing asphalt drives and parking area, consolidation and reconstruction from three (3) to one (1) asphalt entrance apron, construction of concrete walks, stairs, and accessible ramp entries into the building, installation of site lighting, grading and drainage improvements, and landscaping.

1.3 Site Topography

The majority of the site is predeveloped area consisting of the existing building, asphalt access drives, parking lot, and crushed stone. Little to no vegetation exists on the property. Slopes of the asphalt access drives vary between 4% and 5% from West Main Street toward the existing building. The existing asphalt parking area along the front of the existing building is extremely flat with slopes between of 0.5% to 1.5% from east to west. Asphalt and crushed stone access drives on the northwest and southeast sides of the existing building slope southwest at grades varying between 1.5% and 5%.

The southeast portion of the site is located within a 100-year flood plain

1.4 Soil Classification

The project site contains soil of Hydrologic Group D. Soil at the site consists of urban land. Very little overburden soil remains on the site from prior development. Most surface conditions are developed asphalt or crushed stone area. Limestone bedrock is shallow, at a depth of one (1) to two (2) feet, based upon examination of trenches, pits, and utility chases under the building slab. The following soil type is present within the project area.

Soil Symbol	Soil Name	Hydrologic Group
Ur	Urban Land	D

A copy of the NRCS Web Soil Survey data is attached.

2.0 WATER FACILITIES

2.1 Existing Water Facilities

There is an existing 10” municipal water main located within the northern travel lane of West Main Street, opposite the property frontage. An 8” water service extends from the West Main Street water main to the eastern corner of the building. A post indicator valve and fire department connection are located at the east corner of the building adjacent to the water service entrance. The 8” water service also serves the adjacent 595 West Main Street Credo Community Center Administrative Offices. An existing fire hydrant is located approximately 65’ northeast of the site at the intersection of West Main Street and Bradley Street.

2.2 Proposed Water Facilities

No new water services are proposed for this project.

2.3 Water Demand

The peak domestic water usage by the proposed office building is 750 GPD. Sewer flows are based upon the NYS DEC 2014 Design Standards for Wastewater Treatment Works projected flow rates of 15 GPD per employee. The expanded facility will have approximately 50 employees.

3.0 SANITARY SEWER FACILITIES

3.1 Existing Sanitary Sewer Facilities

There is an existing 12” vitrified clay tile sanitary sewer main located within the southern travel lane of West Main Street, along the property frontage. The existing building is served two (2) sanitary laterals, one (1) recently reconstructed 6”” PVC gravity lateral that exits the northwest end of the building and one (1) forcemain to 4” cast iron that exists near the middle of the building. The northwest lateral connects to a sanitary manhole located near the existing northwest drive entrance. It is assumed the very shallow 12” deep middle lateral has a blind connection to the existing sanitary main within West Main Street.

3.2 Proposed Sanitary Sewer Facilities

No additional sanitary sewer utilities are proposed for this project. The buildings plumbing will be reconfigured to eliminate the pump station and forcemain sanitary service located near the middle of the existing building and only utilize the existing 6” sanitary lateral located at the northwest end of the building.

3.3 Sewer Flows

The projected design flows generated by the proposed office building is 750 GPD. Sewer flows are based upon the NYS DEC 2014 Design Standards for Wastewater Treatment Works projected flow rates of 15 GPD per employee. The expanded facility will have approximately 50 employees.

4.0 STORMWATER FACILITIES

4.1 Existing Drainage

This existing property includes a 20,740 sf building and 32,270 sf of asphalt parking lot, crushed stone access drives, concrete sidewalks, and 8,500 sf of lawn area. The building is located on the southwest portion of the property. Runoff from the property generally from southeast to northwest via sheet flow, primarily across impervious surfaces. Grades along the southern end of the property slope between 4% and 5% from West Main Street southwest toward Black River. Grades along the building front slope 0.5% and 1.5% from southeast to northwest. Asphalt and crushed stone access drives on the northwest and southeast sides of the existing building slope southwest at slopes ranging between 1.5% and 5%. The majority of site runoff drains southwest, flowing around the ends of the existing building and continuing southwest via sheet flow, eventually draining around an adjacent vacant building to the southwest, ultimately discharging into the Black River.

Roof drains appear to be collected within the interior rear southwest wall of the building. The existing roof/storm drain piping is suspected to discharge westerly, around the north end of the adjacent vacant building, and discharge to the Black River.

The existing site drainage and runoff conditions were analyzed utilizing the Rational Method, using HydroCAD modeling software. HydroCAD calculations can be found in Appendix #2. Runoff calculations were completed for the 25 year, 24 hour storm event. The existing condition 25 year peak site discharge is 0.21 CFS

4.2 Proposed Drainage

The proposed building renovations, vestibule addition, and site related improvements have minimal impacts to the existing drainage paths. The vestibule addition and reconfigured asphalt parking area proposed grading will improve site drainage along the front of the building. The building floor elevation will be raised 1.3' to facilitate sloping away from the existing building with slopes ranging between 1% and 5% to the end of the first parking stall, creating a gutter line approximately 28' from the face of the building. Runoff will drain via sheet flow along the edge of the drive aisle from southeast to northwest, parallel to the building, at a minimum slope of 1%, until reaching the northwest end of the building. Runoff will subsequently drain southwest via sheet flow toward the Black River similar to existing conditions. Impervious area will be reduced by approximately 5,000 sf (9.4%) from existing conditions to proposed conditions.

Project site soil disturbance is anticipated to be approximately 0.85 acres. Soil disturbance is less than one (1) acre, therefore the project is not subject to NYS DEC SPDES Stormwater General Permit GP-0-20-001 requirements.

The proposed site drainage and runoff conditions were analyzed utilizing the Rational Method, using HydroCAD modeling software. HydroCAD calculations can be found in Appendix #2. Runoff calculations were completed for the 25 year, 24 hour storm event. The proposed condition 25 year peak site discharge is 0.21 CFS, unchanged from the existing condition.

5.0 ROADS / DRIVEWAYS

5.1 Existing Roads / Driveways

The project site is accessed from West Main Street (NYS Route 12 and NYS Route 12E) thru one (1) of four (4) existing asphalt entrance aprons with widths varying between 15' and 25'. Three (3) of the entrance aprons directly connect to the large existing asphalt parking area. The southern most drive is located opposite Morrison Street, was previously reconstructed and currently serves as the shared drive with Credo's 595 West Main Street facility. This access drive will remain unchanged. The existing parking area has little to no striping or organization. A crushed stone access drive is located along the northwest side of the existing building which loops around the southwest rear side of the building and reconnects to the asphalt access drive located between the existing building and adjacent Credo Community Center Administrative Office Building. The drives to the north, west, and south are within access right of ways shared with adjacent parcels. An existing city bus stop shelter is located near the eastern corner of the property.

5.2 Proposed Roads / Driveways

The proposed project includes reconstructing and widening the northern most asphalt drive and removing the two (2) center entrance drives. The southern most entrance drive shared with the Credo Community Center Administrative Office Building will remain unchanged. The asphalt parking area will be reconfigured to accommodate a 30' wide drive lane and two (2) rows of parking spaces. The crushed stone access drive around the northern and southern sides of the building will be regraded and reconstructed.

5.3 Traffic and Parking

Per the City of Watertown Zoning Laws (Section 310-47), five (5) parking spaces are required for every 1,000 SF of floor area for Office Space. The building, post-construction, will contain 19,812 SF of office space and 912 sf of utility, mechanical, and storage area. City of Watertown Zoning Law allows for deduction of utility, mechanical, and storage spaces from parking calculations. The resulting parking space requirement calculations equate to one-hundred (100) required parking spaces. The proposed reconfigured parking area provides for sixty-one (61) parking spaces including three (3) handicap spaces, less than that necessary to meet the City parking requirements. This will require a variance application and decision from the City of Watertown Zoning Board of Appeals (ZBA). It is anticipated the City of Watertown ZBA will be open to the proposed parking space count as configured considering there are no proposed additions to the existing building that increases the number of required parking spaces, and the proposed site layout maximizes the number of parking spaces within the property.

6.0 PRIVATE UTILITIES

6.1 Existing Gas, Electric, Telephone and Cable

An existing 4" gas main runs along the southwest side of West Main Street along the property frontage. The building is served by a 2" gas service which connects to the 4" gas main. Overhead utilities and multiple utility poles are also located along the southwest side of West Main Street along the property frontage. A utility pole and overhead utilities are located on the project site along the northwest side of the existing building. Overhead utilities connect to the northwest end of the building from the adjacent utility pole.

6.2 Proposed Gas, Electric, Telephone, and Cable

Electric, communication, and gas upgrades will take place inside the building. The overhead secondary electric service located on the west end of the building will be replaced. Underground secondary electric will be installed to the two (2) new site light poles. A communication conduit will be installed to connect the 595 and 611 West Main Street buildings.

7.0 LIGHTING

7.1 Existing Site Lighting

The property is not serviced by on-site lighting. Only minimal residual building mounted lights and the lights mounted on utility poles located along West Main Street exist.

7.2 Proposed Site Lighting

Two (2) proposed site light poles and fixtures and multiple building mounted site light fixtures will provide site lighting for the asphalt parking area, access drives, and concrete walks around the building. The proposed site light poles and fixtures are located along the northeast edge of the reconfigured parking area.

8.0 LANDSCAPING

8.1 Existing Landscaping

The existing site consists of minimal vegetation or landscaped area. Small strips of lawn area are located along the northeast and northwest sides of the building and a strip of lawn area is located along the northwest property line.

8.2 Proposed Landscaping

Two (2) - 8' landscape buffers will be provided between the reconfigured parking area and northeast and northwest property lines. The installation of landscape trees will be challenging due to the shallow depth to bedrock and proximity to overhead utilities. Currently, the northeast landscape buffer will include of thirteen (13) small to medium deciduous trees and the northwest landscape buffer consists of eight (8) small to medium deciduous trees. A five (5) wide strip of lawn area will be provided along the northwest, northeast, and southeast sides of the building.

Sincerely,
Aubertine and Currier Architects, Engineers & Land Surveyors, P.L.L.C.

Matthew R. Morgia, P.E.
Civil Engineer

APPENDIX #1

LOCATION MAP
CITY OF WATERTOWN ZONING MAP
SOILS MAP
SOILS DESCRIPTION

Credo Community Center - 611-615 Main Street

3/26/2021, 11:03:23 AM

1:4,514

0 0.03 0.06 0.11 mi

0 0.04 0.09 0.17 km

Black River

City Boundary

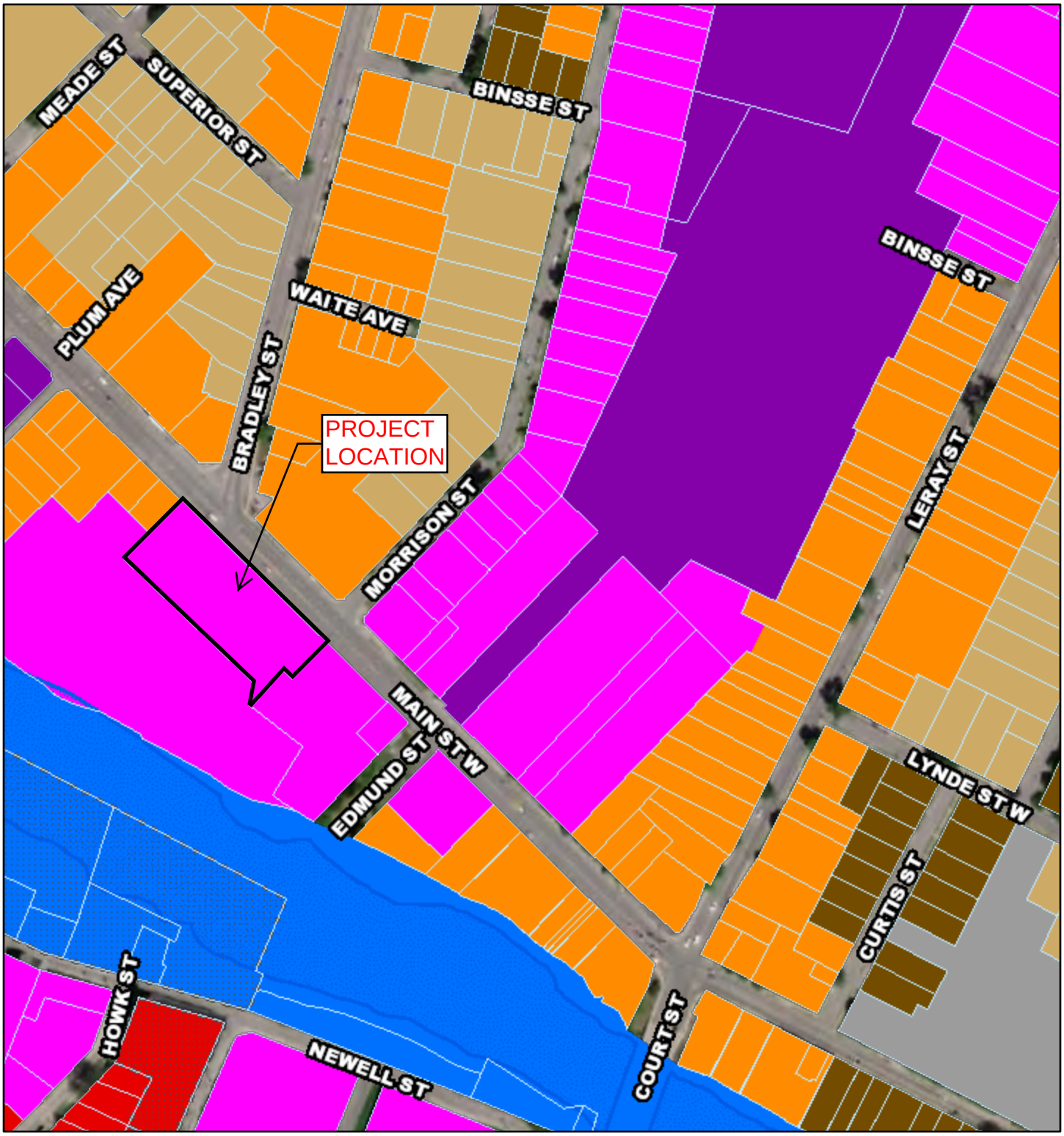
Parcels

ROADS

New York State, USDA FSA, GeoEye, Maxar

Web AppBuilder for ArcGIS
New York State, USDA FSA, GeoEye, Maxar |

Credo Community Center - 611-615 Main Street



3/26/2021, 11:09:18 AM

1:4,514

0 0.03 0.06 0.11 mi

0 0.04 0.09 0.17 km

Zoning

- RIVER DEVELOPMENT DISTRICT
- DOWNTOWN CORE OVERLAY
- Open Space and Recreation
- DOWNTOWN
- RESIDENCE A
- RESIDENCE B
- RESIDENCE C
- WATERFRONT
- LIMITED BUSINESS
- NEIGHBORHOOD BUSINESS

New York State, USDA FSA, GeoEye, Maxar

Web AppBuilder for ArcGIS
New York State, USDA FSA, GeoEye, Maxar |

Soil Map—Jefferson County, New York
(Credo Community Center)

Map Scale: 1:1,250 if printed on A landscape (11" x 8.5") sheet.

N

Meters: 0 15 30 60 90

Feet: 0 50 100 200 300

Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 18N WGS84

MAP LEGEND

Area of Interest (AOI)

- Area of Interest (AOI)

Soils

- Soil Map Unit Polygons
- Soil Map Unit Lines
- Soil Map Unit Points

Special Point Features

- Blowout
- Borrow Pit
- Clay Spot
- Closed Depression
- Gravel Pit
- Gravelly Spot
- Landfill
- Lava Flow
- Marsh or swamp
- Mine or Quarry
- Miscellaneous Water
- Perennial Water
- Rock Outcrop
- Saline Spot
- Sandy Spot
- Severely Eroded Spot
- Sinkhole
- Slide or Slip
- Sodic Spot
- Spoil Area
- Stony Spot
- Very Stony Spot
- Wet Spot
- Other
- Special Line Features

Water Features

- Streams and Canals

Transportation

- Rails
- Interstate Highways
- US Routes
- Major Roads
- Local Roads

Background

- Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:15,800.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL:
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Jefferson County, New York
Survey Area Data: Version 20, Jun 11, 2020

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Nov 3, 2013—Sep 27, 2016

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
Ur	Urban land	2.7	100.0%
Totals for Area of Interest		**2.7**	**100.0%**

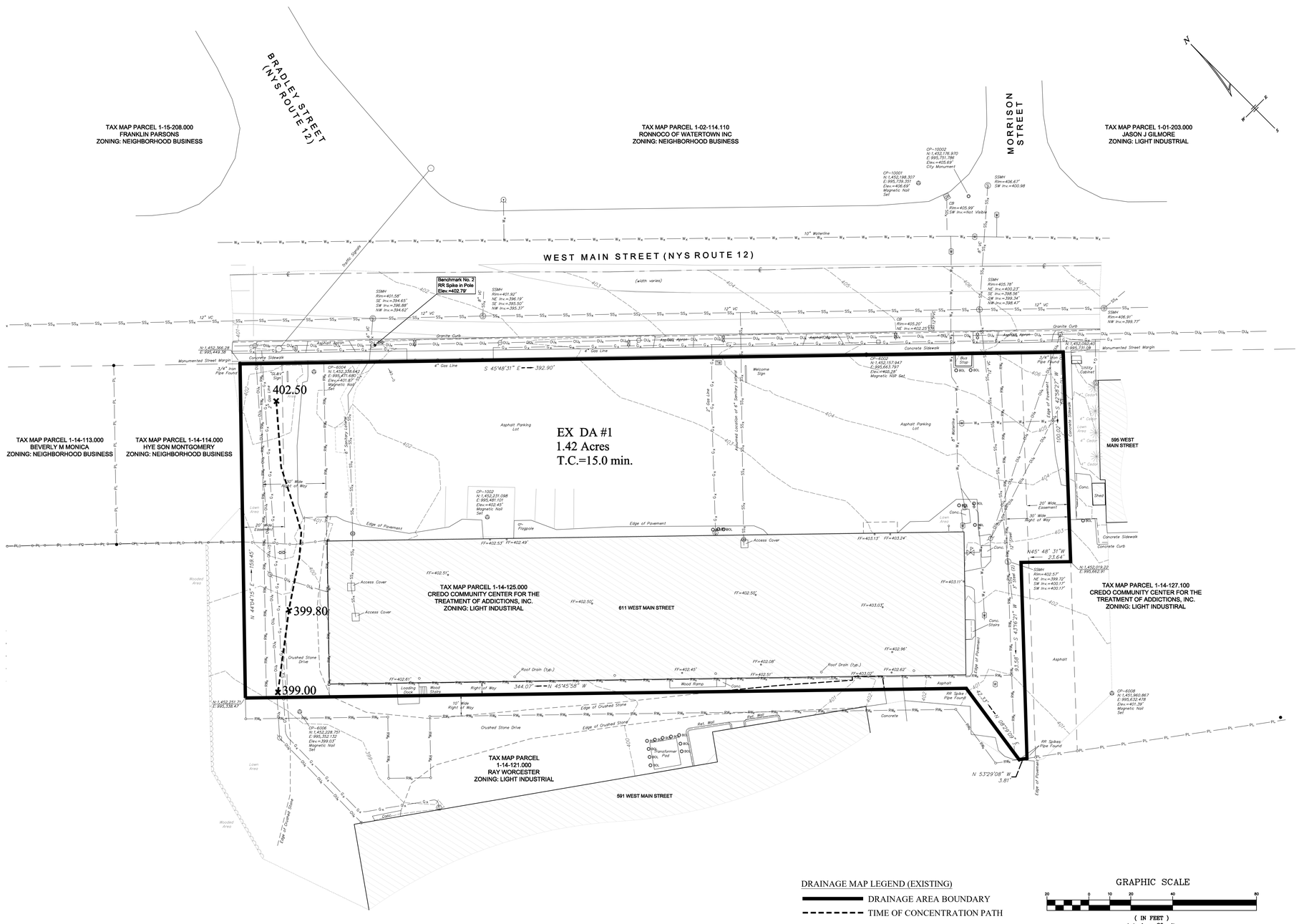
APPENDIX #2

HYDROLOGIC AND HYDRAILIC ANALYSIS

Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC
522 Bradley Street Watertown, New York 13601 TELE: (315) 782-2005 FAX: (315) 782-1472

EXISTING DRAINAGE AREA SUMMARY TABLE CREDO COMMUNITY CENTER OTP AND OUTPATIENT TREATMENT CLINIC							
Drainage Area	Surface Description	Soil Type	C	Area (Acre)	Composite C	Composite Area (Acre)	Tc (Min.)
EX DA 1	Paved Roads, Buildings, Etc	A	0.96	1.22	0.86	1.42	15.0
	Gravel Roads	A	0.75	0.03			
	Meadow/Lawn	A	0.20	0.17			
DESIGN POINT DRAINAGE AREA TOTAL					**0.86**	**1.42**	

LEGEND	EXISTING	PROPOSED
5' CONTOUR	155	155
1' CONTOUR	154	154
PROPERTY LINE	PL	PL
RIGHT OF WAY		
SETBACK		
BUILDING		
ASPHALT PAVEMENT		
EDGE OF GRAVEL		
CURB		
SIDEWALK		
TREE LINE		
FENCE	X	
WATERLINE	W_x	W
SANITARY SEWER	SS_x	SS
STORM SEWER	SD_x	SD
OVERHEAD UTILITIES	OU_x	OU
UNDERGROUND UTILITIES	UU_x	UU
UNDERGROUND ELECTRIC	E_x	E
GAS	G_x	G
COMMUNICATION	CU_x	C
FUEL OIL	FO_x	FO
VENT PIPE	V_x	V
SANITARY MANHOLE	S	S
STORM MANHOLE	D	D
CATCH BASIN	CB	CB
FIRE HYDRANT		
WATER VALVE	W	W
CURB STOP	CS	CS
GAS METER	G	
ELECTRIC METER	E	
FUEL OIL MANHOLE	F	
FUEL OIL FILL PORT	FO	
UTILITY POLE		
LIGHT POLE		
SIGN		
BOLLARD	BOL	BOL
TREES		



DRAINAGE MAP LEGEND (EXISTING)

DRAINAGE AREA BOUNDARY

TIME OF CONCENTRATION PATH

GRAPHIC SCALE

20 0 10 20 40 80

(IN FEET)
1 inch = 20 ft.

king + king ARCHITECTS

AUBERTINE AND CURRIER, PLLC
522 BRADLEY STREET
WATERTOWN, NY 13601

DASNY OASA CREDO COMMUNITY CENTER

604 W. MAIN STREET
WATERTOWN, NY 13601

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MARK	DATE	DESCRIPTION

Issued for Review

DRAWING DATE: 09/16/2021

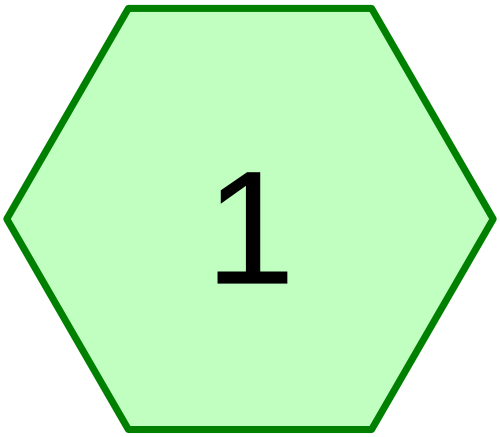
DRAWN BY: CWT

SCALE: 1" = 20'

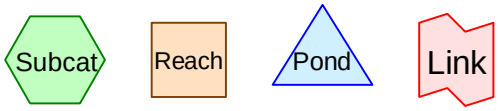
DRAWING TITLE:

EXISTING DRAINAGE AREA MAP

EX-1



EX DA 1



Routing Diagram for 2021-039 Existing
Prepared by {enter your company name here}, Printed 9/16/2021
HydroCAD® 10.00-17 s/n 03261 © 2016 HydroCAD Software Solutions LLC

Area Listing (all nodes)

Area (acres)	C	Description (subcatchment-numbers)
1.224	0.96	Building and Paved parking, HSG D (1)
0.034	0.75	Gravel roads, HSG D (1)
0.167	0.20	Meadow, non-grazed, HSG D (1)
1.425	**0.87**	**TOTAL AREA**

Soil Listing (all nodes)

Area (acres)	Soil Group	Subcatchment Numbers
0.000	HSG A	
0.000	HSG B	
0.000	HSG C	
1.425	HSG D	1
0.000	Other	
1.425		**TOTAL AREA**

Ground Covers (all nodes)

HSG-A (acres)	HSG-B (acres)	HSG-C (acres)	HSG-D (acres)	Other (acres)	Total (acres)	Ground Cover	Subcatchment Numbers
0.000	0.000	0.000	1.224	0.000	1.224	Building and Paved parking	1
0.000	0.000	0.000	0.034	0.000	0.034	Gravel roads	1
0.000	0.000	0.000	0.167	0.000	0.167	Meadow, non-grazed	1
0.000	**0.000**	**0.000**	**1.425**	**0.000**	**1.425**	**TOTAL AREA**	

Time span=0.00-24.00 hrs, dt=0.01 hrs, 2401 points
Runoff by Rational method, Rise/Fall=1.0/1.0 xTc
Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

Subcatchment 1: EX DA 1 Runoff Area=62,070 sf 85.93% Impervious Runoff Depth>3.52"
Flow Length=141' Tc=15.0 min C=0.87 Runoff=0.21 cfs 0.418 af

Total Runoff Area = 1.425 ac Runoff Volume = 0.418 af Average Runoff Depth = 3.52"
14.07% Pervious = 0.201 ac 85.93% Impervious = 1.224 ac

Summary for Subcatchment 1: EX DA 1

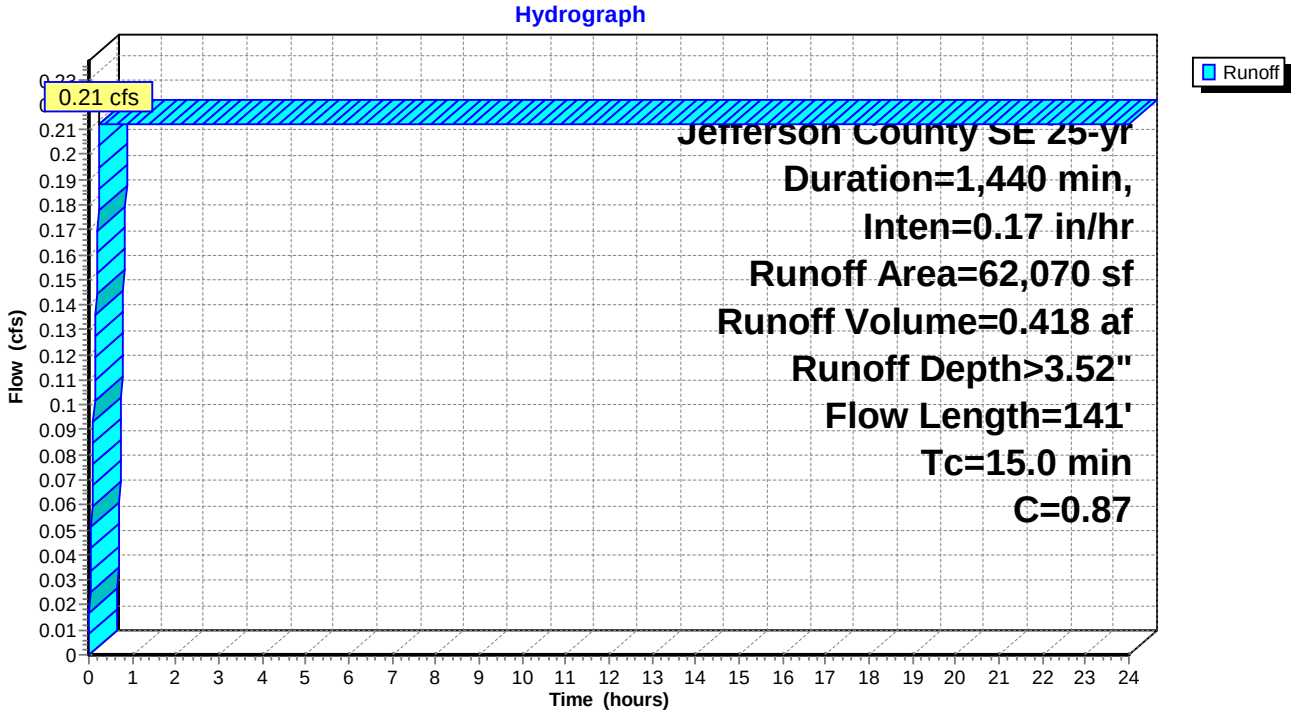
Runoff = 0.21 cfs @ 0.25 hrs, Volume= 0.418 af, Depth> 3.52"

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-24.00 hrs, dt= 0.01 hrs
Jefferson County SE 25-yr Duration=1,440 min, Inten=0.17 in/hr

Area (sf)	C	Description
53,335	0.96	Building and Paved parking, HSG D
1,460	0.75	Gravel roads, HSG D
7,275	0.20	Meadow, non-grazed, HSG D
62,070	0.87	Weighted Average
8,735		14.07% Pervious Area
53,335		85.93% Impervious Area

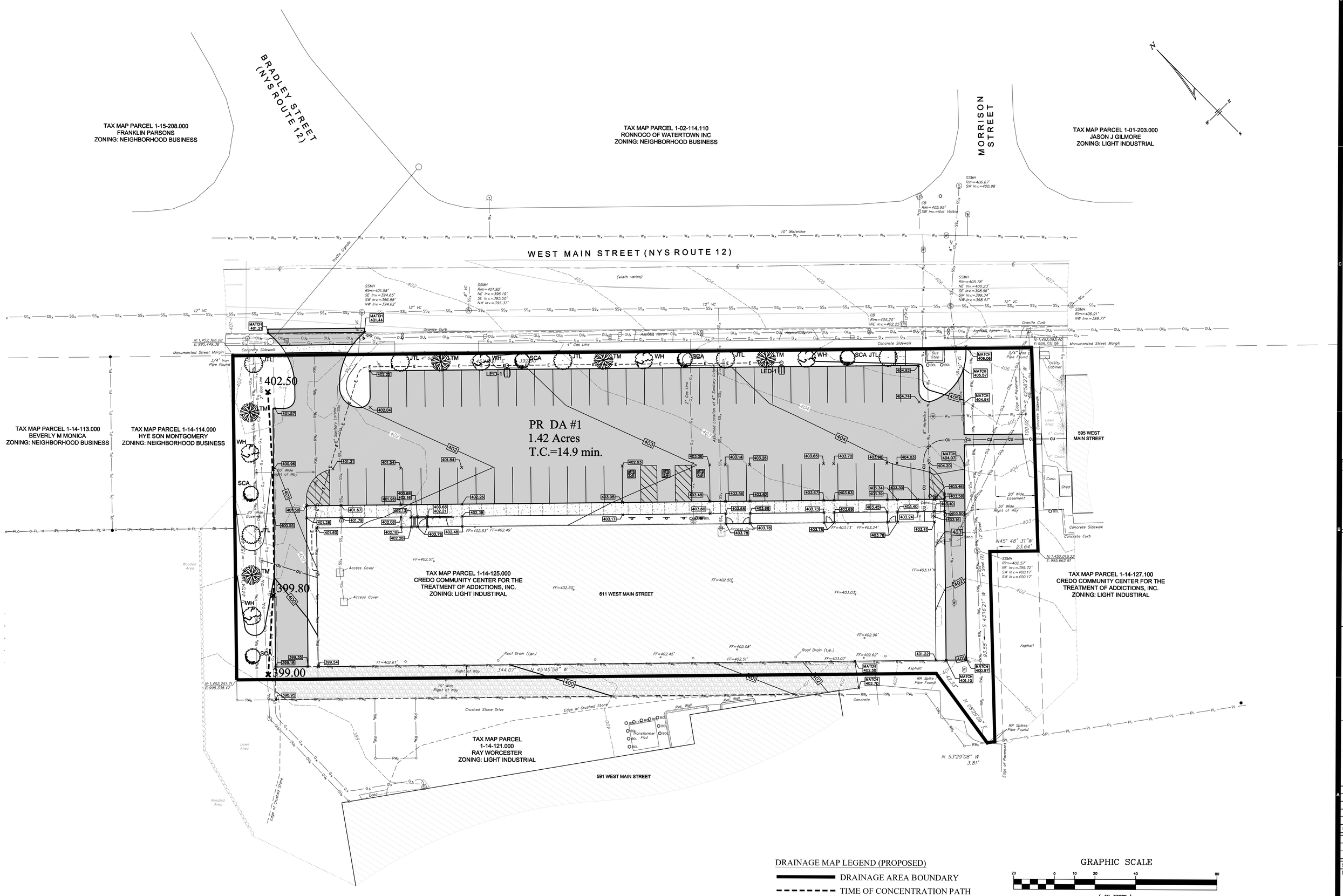
Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
14.3	100	0.0270	0.12		**Sheet Flow, Lawn Area** Grass: Dense n= 0.240 P2= 2.50"
0.7	41	0.0210	1.01		**Shallow Concentrated Flow, Lawn Area** Short Grass Pasture Kv= 7.0 fps
15.0	141	Total			

Subcatchment 1: EX DA 1



PROPOSED DRAINAGE AREA SUMMARY TABLE CREDO COMMUNITY CENTER OTP AND OUTPATIENT TREATMENT CLINIC							
Drainage Area	Surface Description	Soil Type	C	Area (Acre)	Composite C	Composite Area (Acre)	Tc (Min.)
PR DA 1	Paved Roads, Buildings, Etc	A	0.96	1.19	0.85	1.42	14.9
	Gravel Roads	A	0.75	0.04			
	Meadow/Lawn	A	0.20	0.19			
DESIGN POINT DRAINAGE AREA TOTAL					**0.85**	**1.42**	

LEGEND	EXISTING	PROPOSED
5' CONTOUR	155	155
1' CONTOUR	154	154
PROPERTY LINE	PL	PL
RIGHT OF WAY		
SETBACK		
BUILDING		
ASPHALT PAVEMENT		
EDGE OF GRAVEL		
CURB		
SIDEWALK		
TREE LINE		
FENCE		
WATERLINE	W_x	W
SANITARY SEWER	SS_x	SS
STORM SEWER	SD_x	SD
OVERHEAD UTILITIES	OU_x	OU
UNDERGROUND UTILITIES	UU_x	UU
UNDERGROUND ELECTRIC	E_x	E
GAS	G_x	G
COMMUNICATION	CU_x	C
FUEL OIL	FO_x	FO
VENT PIPE	V_x	V
SANITARY MANHOLE	S	S
STORM MANHOLE	D	D
CATCH BASIN	CB	CB
FIRE HYDRANT		
WATER VALVE	W	W
CURB STOP		
GAS METER	G	
ELECTRIC METER	E	
FUEL OIL MANHOLE	F	
FUEL OIL FILL PORT	FO	
UTILITY POLE		
LIGHT POLE		
SIGN		
BOLLARD	BOL	BOL
TREES		



DRAINAGE MAP LEGEND (PROPOSED)

DRAINAGE AREA BOUNDARY

TIME OF CONCENTRATION PATH

GRAPHIC SCALE

20 0 10 20 40 80

(IN FEET)
1 inch = 20 ft.

king + king ARCHITECTS

AUBERTINE AND CURRIER, PLLC
522 BRADLEY STREET
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604 W. MAIN STREET
WATERTOWN, NY 13601

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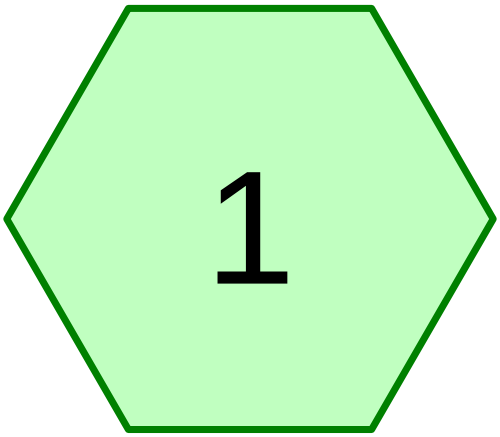
MARK	DATE	DESCRIPTION

Issued for Review

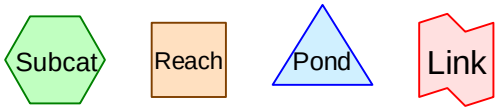
DRAWING DATE: 09/16/2021
DRAWN BY: CWT
SCALE: 1" = 20'
DRAWING TITLE:

PROPOSED DRAINAGE AREA MAP

PR-1



PR DA 1



Routing Diagram for 2021-039 Proposed
Prepared by {enter your company name here}, Printed 9/16/2021
HydroCAD® 10.00-17 s/n 03261 © 2016 HydroCAD Software Solutions LLC

Area Listing (all nodes)

Area (acres)	C	Description (subcatchment-numbers)
1.195	0.96	Building and Paved parking, HSG D (1)
0.041	0.75	Gravel roads, HSG D (1)
0.189	0.20	Meadow, non-grazed, HSG D (1)
1.425	**0.85**	**TOTAL AREA**

Soil Listing (all nodes)

Area (acres)	Soil Group	Subcatchment Numbers
0.000	HSG A	
0.000	HSG B	
0.000	HSG C	
1.425	HSG D	1
0.000	Other	
1.425		**TOTAL AREA**

Ground Covers (all nodes)

HSG-A (acres)	HSG-B (acres)	HSG-C (acres)	HSG-D (acres)	Other (acres)	Total (acres)	Ground Cover	Subcatchment Numbers
0.000	0.000	0.000	1.195	0.000	1.195	Building and Paved parking	1
0.000	0.000	0.000	0.041	0.000	0.041	Gravel roads	1
0.000	0.000	0.000	0.189	0.000	0.189	Meadow, non-grazed	1
0.000	**0.000**	**0.000**	**1.425**	**0.000**	**1.425**	**TOTAL AREA**	

Time span=0.00-24.00 hrs, dt=0.01 hrs, 2401 points
Runoff by Rational method, Rise/Fall=1.0/1.0 xTc
Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

Subcatchment 1: PR DA 1 Runoff Area=62,070 sf 83.83% Impervious Runoff Depth>3.44"
Flow Length=139' Tc=14.9 min C=0.85 Runoff=0.21 cfs 0.409 af

Total Runoff Area = 1.425 ac Runoff Volume = 0.409 af Average Runoff Depth = 3.44"
16.17% Pervious = 0.230 ac 83.83% Impervious = 1.195 ac

Summary for Subcatchment 1: PR DA 1

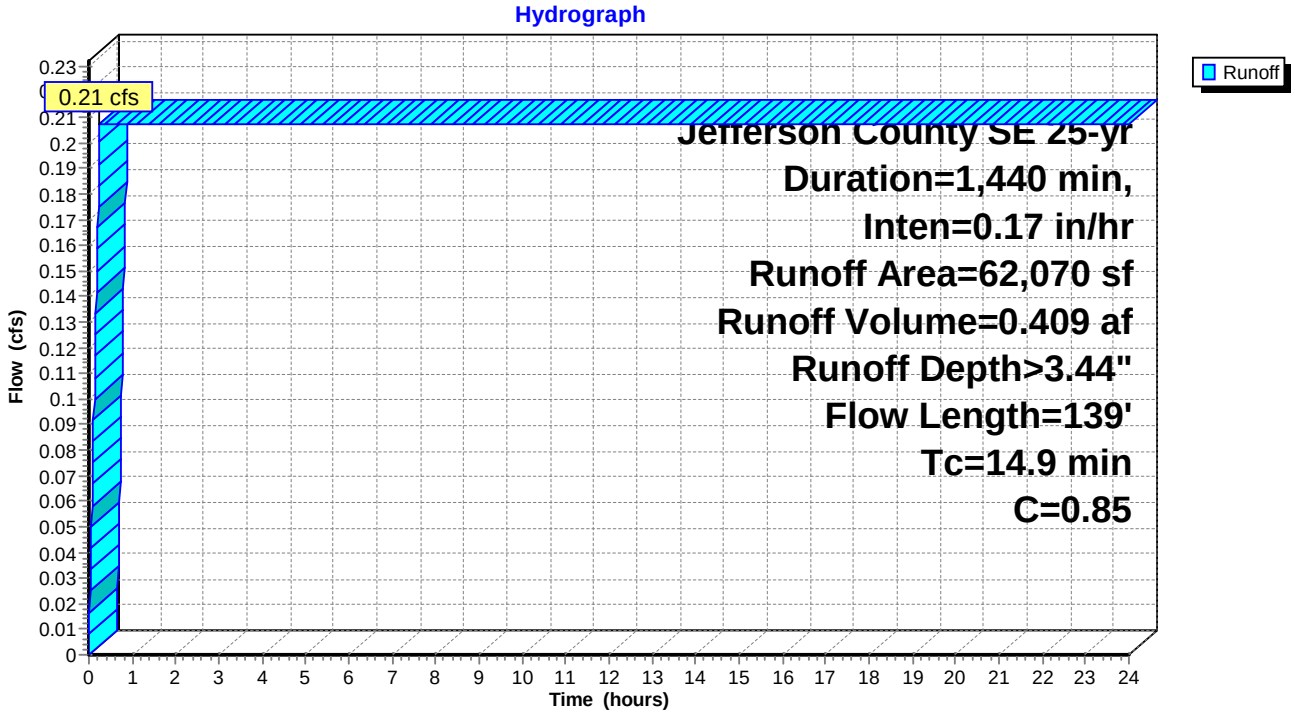
Runoff = 0.21 cfs @ 0.25 hrs, Volume= 0.409 af, Depth> 3.44"

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-24.00 hrs, dt= 0.01 hrs
Jefferson County SE 25-yr Duration=1,440 min, Inten=0.17 in/hr

Area (sf)	C	Description
52,036	0.96	Building and Paved parking, HSG D
1,784	0.75	Gravel roads, HSG D
8,250	0.20	Meadow, non-grazed, HSG D
62,070	0.85	Weighted Average
10,034		16.17% Pervious Area
52,036		83.83% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
14.3	100	0.0270	0.12		**Sheet Flow, Lawn Area** Grass: Dense n= 0.240 P2= 2.50"
0.6	39	0.0210	1.01		**Shallow Concentrated Flow, Lawn Area** Short Grass Pasture Kv= 7.0 fps
14.9	139	Total			

Subcatchment 1: PR DA 1



Res No. 9

November 8, 2021

To: The Honorable Mayor and City Council

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

Subject: Approving the Grant Agreement with the Alcohol & Substance Abuse Council of Jefferson County, Inc., d/b/a Pivot, for CDBG CARES Act Funding for the Frontline Employment Partnership Program

The Community Development Block Grant (CDBG) 2020 Annual Action Plan Amendment that was adopted by the City Council on June 21, 2021, included $56,476 in CARES Act funds to support the Frontline Employment Partnership Program sponsored by the Alcohol & Substance Abuse Council of Jefferson County, Inc., d/b/a Pivot.

The grant funds will be used to establish the Frontline Employment Partnership Program at the Anchor Recovery Center of NNY. The goal of the program is to support and assist recovering individuals in their quest to achieve and sustain employment. This will be accomplished by case managing clients and coordinating services among several organizations including the Anchor Recovery Center of NNY, The Workplace-Jefferson County and the Community Action Planning Council (CAPC) of Jefferson County. Anchor Recovery Center staff will bridge individuals to the services offered by all three agencies, connect individuals to employment, and case manage the individuals to successful and sustained employment by ensuring all services between the three agencies and the employer are appropriately coordinated and managed.

An agreement between the City of Watertown and the Alcohol & Substance Abuse Council of Jefferson County, Inc., d/b/a Pivot has been drafted and is attached for City Council consideration. Pivot will comply with all CDBG regulations and provide the City with a complete financial report on the use of grant funds.

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

Resolution No. 9 November 15, 2021

RESOLUTION

Approving the Grant Agreement with the Alcohol & Substance Abuse Council of Jefferson County, Inc., d/b/a Pivot, for CDBG CARES Act Funding For the Frontline Employment Partnership Program

	YEA	NAY
Council Member HENRY-WILKINSON, Ryan J.		
Council Member PIERCE, Sarah V.C.		
Council Member RUGGIERO, Lisa A.		
Council Member SPAZIANI, Leonard G.		
Mayor SMITH, Jeffrey M.		

Introduced by

_____

WHEREAS the City of Watertown Community Development Block Grant (CDBG) 2020 Annual Action Plan Amendment that was adopted by the City Council on June 21, 2021, included $56,476 in CARES Act funds to support the Frontline Employment Partnership Program sponsored by the Alcohol & Substance Abuse Council of Jefferson County, Inc., d/b/a Pivot, and

WHEREAS the grant funds will be used to establish the Frontline Employment Partnership Program at the Anchor Recovery Center of NNY, and

WHEREAS the goal of the program is to support and assist recovering individuals in their quest to achieve and sustain employment by case managing clients and coordinating services among several organizations including the Anchor Recovery Center of NNY, The Workplace-Jefferson County and the Community Action Planning Council (CAPC) of Jefferson County, and

WHEREAS a Grant Agreement between the City of Watertown and the Alcohol & Substance Abuse Council of Jefferson County, Inc., d/b/a Pivot, for the CDBG CARES Act funds has been drafted,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it hereby approves the Grant Agreement with the Alcohol & Substance Abuse Council of Jefferson County, Inc., d/b/a Pivot, a copy of which is attached and made part of this resolution, and

BE IT FURTHER RESOLVED that the Mayor, Jeffrey M. Smith, is hereby authorized and directed to sign the Grant Agreement on behalf of the City Council for the 2020 CDBG CARES Act Frontline Employment Partnership Program.

Seconded by:

GRANT AGREEMENT

This Grant Agreement ("***Grant Agreement***") is made this ____ day of _____, 2021, by and between the **City of Watertown,** a municipal corporation of the State of New York (hereinafter referred to as the "***Grantor***") with offices at 245 Washington Street, Watertown, New York 13601, and the **Alcohol & Substance Abuse Council of Jefferson County, Inc., d/b/a Pivot**, a 501(c)(3) Not-For-Profit Organization (hereinafter referred to as the "***Grantee***") with offices at 167 Polk Street, Watertown, New York 13601.

The Grantor is the recipient of Coronavirus Aid, Relief and Economic Security (CARES) Act funding from the United States Department of Housing and Urban Development (HUD). The 2020 CARES Act awarded additional funds to the Grantor's Community Development Block Grant (CDBG) program. CDBG funds are provided under Title I of the Housing and Community Development Act of 1974, as amended, and all activities supported by those funds must comply with the federal regulations at 24 CFR Part 570 and specific provisions of the CARES Act and the Funding Approval/Agreement between the Grantor and HUD for Grant Number B-20-MW-36-0121.

For good and valuable consideration, the sufficiency of which is hereby acknowledged, Grantor agrees to distribute a grant from its Community Development Block Grant, Coronavirus Aid, Relief and Economic Security (CDBG-CV) funds in the amount of Fifty-Six Thousand Four Hundred Seventy-Six Dollars and 00/100 ($56,476.00) (hereinafter referred to as the "***Grant Funds***") to Grantee for the purposes and uses set forth in this Grant Agreement.

The Grant Funds shall be used exclusively to establish the **Frontline Employment Partnership Program** (the "***Program***") at the **Anchor Recovery Center of NNY** which will

support and assist recovering individuals in their quest to achieve and sustain employment. The Frontline Employment Partnership Program will case manage clients and coordinate services among several organizations including the Anchor Recovery Center of NNY, The Workplace-Jefferson County and the Community Action Planning Council (CAPC) of Jefferson County, to appropriately bridge individuals to the services offered by all three agencies, connect individuals to employment, and case manage the individuals to successful and sustained employment by ensuring all services between the three agencies and the employer are appropriately coordinated and managed.

The Grantee will establish a Memorandum of Understanding between the three partner organizations named above to ensure agreed upon programming and services. Grantee agrees to provide Grantor a copy of all subcontracts, agreements, etc., established for the purpose of providing the delivery service portion of the project.

Grant Funds shall be used to establish the Program and pay for the salary of a front-line case manager ("***Grant Purposes***") in support of the Program. The Grantee agrees to provide in-kind matching funds in the amount of Two Thousand, Two Hundred and Fifty Dollars and 00/100 ($2,250) for supplies, postage, mileage reimbursement, office rent and outreach. Payment of grant funds to the Grantee shall be made on a reimbursement basis as expenses are incurred and claims are submitted. Grantee agrees to provide Grantor with a complete financial reporting regarding the use of the Grant Funds after they have been spent, including but not limited to payroll records, invoices, vouchers, receipts, etc. Reimbursement shall be made by the Grantor to the Grantee no more frequently than a monthly basis.

Grantor reserves the right to require a refund of any Grant Funds that have not been used for the Grant Purposes. All grant funds must be spent by December 31, 2023.

Grantee agrees to provide any information required for Grantor to comply with all federal regulations that apply to the use of CDBG-CV funds for the Program, including but not limited to number of persons assisted and income verification. The Grantee agrees to develop intake and application documents necessary to determine that the Grant Funds are being used to provide support to primarily low- and moderate-income persons, as defined by HUD. The documentation should also include information on race and ethnicity as well as an individual's signed consent to agree to participate in the program and allow their information to be shared between agencies.

Grantee will not discriminate on the basis of race, color, creed, national origin, sex, age, handicap, or family status in the implementation of the program.

Grantee agrees that no officer, employee, or agent of the Grantor who exercises any control or influence in connection with the Program will have any interest, direct or indirect, in how the Grant Funds are disbursed or in any contract related to the Program. Also, no member or delegate to the Congress of the United States shall have any interest in or derive any benefit from the Program.

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

party as if the document were a manually signed original and (ii) will be binding on each party for all purposes.

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

Alcohol & Substance Abuse Council of Jefferson County, Inc., d/b/a Pivot, a 501 (c)(3) Not-For-Profit Organization

_____

By: William Bowman
Its: Executive Director

CITY OF WATERTOWN

_____

By: Jeffrey M. Smith
Its: Mayor

Res No. 10

November 9, 2021

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Endorsing Zoo New York Master Plan

At the November 8, 2021 Work Session, City Council requested the attached resolution endorsing the Master Plan as presented. Attached for Council consideration is a resolution formalizing support for its future development.

Resolution No. 10

November 15, 2021

RESOLUTION

Endorsing Zoo New York Master Plan

	YEA	NAY
Council Member HENRY-WILKINSON, Ryan J.		
Council Member PIERCE, Sarah V.C.		
Council Member RUGGIERO, Lisa A.		
Council Member SPAZIANI, Leonard G.		
Mayor SMITH, Jeffrey M.		
Total		

Introduced by

_____

WHEREAS Thompson Park Conservancy, Inc. operates Zoo New York located within the John C. Thompson Park, and

WHEREAS the Conservancy has prepared a Master Plan for future development of the Zoo, and

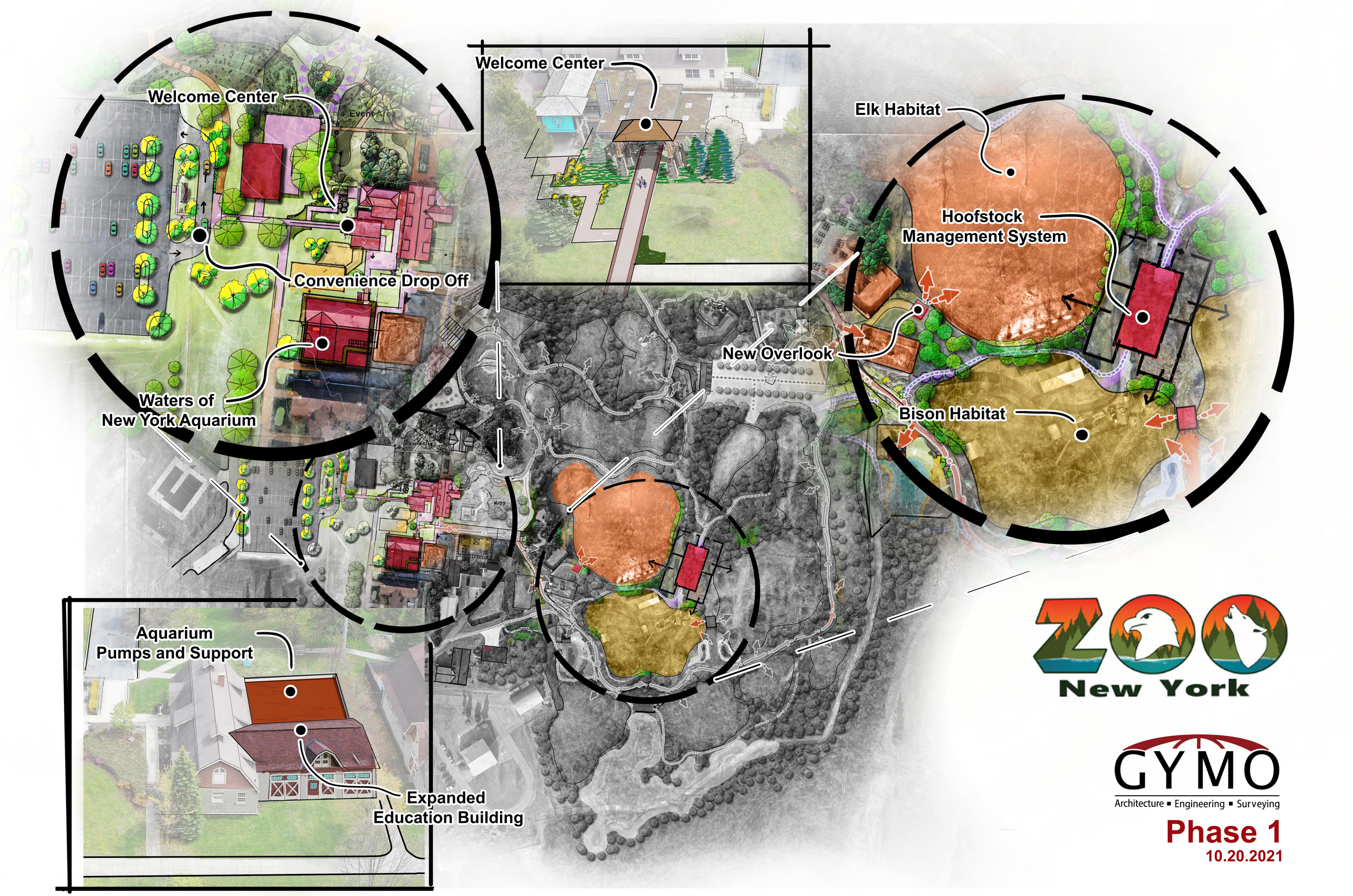
WHEREAS the City of Watertown owns Thompson Park, including the Zoo, and has approval authority over any changes made to the property, and

WHEREAS the City Council has reviewed the Master Plan, a copy of which is attached and made part of this resolution,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby endorses the Master Plan for the Zoo as a guide for its future development.

Seconded by

NYS WILDLIFE TOUR


Welcome Center
Welcome Center
Elk Habitat
Hoofstock
Management System
Convenience Drop Off
New Overlook
Waters of
New York Aquarium
Bison Habitat
Aquarium
Pumps and Support
Expanded
Education Building
ZOO
New York
GYMO
Architecture ▪ Engineering ▪ Surveying
Phase 1
10.20.2021

Ord No. 1

November 5, 2021

To: The Honorable Mayor and City Council

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

Subject: Amending the Approved Plan for Planned Development District #24, Parcel Number 13-18-103.200

A request has been submitted by Diana Woodhouse, CEO of Hospice of Jefferson County, to amend the approved plan for Planned Development District (PDD) #24 located at 1398 Gotham Street. PDD #24 was created in 2009 with the allowed uses being an eight bed Hospice Residential Center and Administrative Offices.

PDDs are special districts that are established by the City Council for any lawful purpose. They are typically established to allow uses that would not otherwise be allowed within the existing zoning. They are intended to encourage innovation in land development and to meet special needs of the community.

As part of the establishment and approval of a PDD, a preliminary plan must be submitted. The preliminary plan is a required component of establishing a PDD and serves as a master plan and establishes the overall design and layout for the development on the site. Future construction follows that plan. The ordinance that is adopted by the Council, approves the plan and establishes the list of specific uses that are allowed in the district.

As part of the establishment and approval of PDD #24, a preliminary plan was submitted which established the overall design and layout for the site. The applicant is now proposing the construction of two additions to the building which will include four (4) patient beds, a nurse's station, support areas and a solarium. Modifications will also be made to parking and site access. Since the proposed additions and other site changes are not on the approved plan for the PDD, an amendment to that plan must be reviewed by the Planning Board and approved by the City Council.

An amendment to a PDD is essentially a zone change and therefore must follow the same process for approval. The Planning Board reviewed this request at its November 2, 2021, meeting and adopted a motion recommending that City Council approve the request as submitted. Attached is an excerpt from the Planning Board minutes. The application from Hospice, the staff report prepared for the Planning Board, maps and other related materials are also attached for City Council review.

The ordinance attached for City Council consideration approves the amendment to PDD #24 as requested. The City Council must hold a public hearing on the ordinance before it may vote. It is recommended that the City Council schedule a public hearing for 7:15 p.m. on Monday, December 6, 2021. A SEQRA resolution will be presented for City Council consideration at that meeting.

Ordinance No. 1 November 15, 2021

ORDINANCE

Amending the Approved Plan for Planned Development District #24, Parcel Number 13-18-103.200

	YEA	NAY
Council Member HENRY-WILKINSON, Ryan J.		
Council Member PIERCE, Sarah, V.C.		
Council Member RUGGIERO, Lisa A.		
Council Member SPAZIANI, Leonard G.		
Mayor SMITH, Jeffrey M.		
Total		

Introduced by

_____

BE IT ORDAINED where Diana Woodhouse, CEO of Hospice of Jefferson County, has made an application by petition filed with the City Clerk, pursuant to Section 83 of the New York General City Law to amend the approved plan for Planned Development District #24 located at 1398 Gotham Street, Parcel Number 13-18-103.200, and

WHEREAS the Planning Board of the City of Watertown considered the request at its November 2, 2021 meeting and adopted a motion recommending that City Council approve the amendment to the approved plan as requested, and

WHEREAS the Jefferson County Planning Board was scheduled to review the request at its November 30, 2021 meeting, pursuant to General Municipal Law Section 239-m, and

WHEREAS a public hearing was held on the proposed amendment on December 6, 2021, after due public notice, and

WHEREAS the City Council has made a declaration of Negative Findings of the impacts of the proposed amendment and site plan 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 amendment to Planned Development District #24,

NOW THEREFORE BE IT ORDAINED that the preliminary plan for Planned Development District #24, located at 1398 Gotham Street, Parcel Number 13-18-103.200, is hereby amended as shown on the plan submitted to the Planning and Community Development Department on October 19, 2021, 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

CITY OF WATERTOWN, NEW YORK

CITY PLANNING BOARD

ROOM 305, WATERTOWN CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
(315) 785-7741

MEETING: November 2, 2021

PRESENT:
Larry Coburn, Planning Board Chair
Michelle Capone
T.J. Babcock
Linda Fields
Michael Pierce
Neil Katzman

ALSO:
Michael A. Lumbis, Planning and Community Development Director
Michael Delaney, City Engineer
Jennifer Voss, Senior Planner
Geoffrey Urda, Planner
Leta Harp, Secretary

ABSENT:
None

Planning Board Chair, Larry Coburn, called the November 2, 2021, Planning Board meeting to order at 3:00 p.m. Mr. Coburn then asked for a motion regarding the Minutes from the October 5, 2021, Planning Board Meeting.

Mr. Katzman made a motion to approve the minutes as written, Ms. Fields seconded the motion, and all voted in favor.

ZONE CHANGE REQUEST
AMENDMENT TO PLANNED DEVELOPMENT DISTRICT #24
1398 GOTHAM STREET – PARCEL NUMBER 13-18-103.200

Mr. Coburn said he would abstain from voting on this application because he is employed by the architect, and that he was also the project manager during the original construction phase of the Hospice Project at 1398 Gotham Street.

The Planning Board then considered a request submitted by Diana K. Woodhouse of Hospice of Jefferson County to amend the approved plan for Planned Development District #24, located at 1398 Gotham Street, Parcel Number 13-18-103.200.

Ms. Woodhouse was present to represent the project. She said that Hospice proposed to construct an addition to the current patient facility to accommodate an additional four (4) patient beds and a nurse's station on the east end and family support areas as well as a solarium on the west end. In addition, the applicant also proposed a small addition to the parking lot along with an additional driveway connection from Gotham Street.

Mr. Coburn commented that Staff's Memorandum indicated the proposed zone change request is consistent with the Future Land Use map in the City's Comprehensive Plan. Hearing no additional questions or comments from the Planning Board, Ms. Fields then made a motion to recommend that City Council approve the Zone Change request submitted by Diana K. Woodhouse of Hospice of Jefferson County to amend the approved plan for Planned Development District #24, located at 1398 Gotham Street, Parcel Number 13-18-103.200.

Mr. Babcock seconded the motion, and all voted in favor except for Mr. Coburn, who abstained.

ZONE CHANGE REQUEST – 116 WOODRUFF STREET
PARCEL NUMBER 14-01-104.000

The Planning Board then considered a request submitted by Matthew Morgia, P.E. of Aubertine and Currier Architects, Engineers and Land Surveyors, PLLC on behalf of Samaritan Medical Center to change the approved zoning classification of 116 Woodruff Street, Parcel Number 14-01-104.000 from Residence B to Health Services.

Mr. Coburn indicated that Staff had received communication from an adjacent property owner and asked Mr. Urda to elaborate.

Mr. Urda said that Staff had received one phone call from the neighboring property owner at 112 Woodruff Street, Juan C. Carrasco. He said that Mr. Carrasco called to express a concern over whether the assessment of his property might change if its zoning were to change. Mr. Urda said that Mr. Carrasco expressed concerns in both directions; that his assessment might increase and thereby increase his property taxes and that his assessment might decrease, resulting in reduced resale value of his home.

Mr. Urda then said he spoke to the City Assessor, Brian Phelps, who said the assessment would not increase, even though there are more allowed uses in a Health Services District than a Residence B District allows, because Mr. Phelps could not base his assessment on potential uses of the parcel, and he could only assess based on the existing use. Mr. Urda then said that regarding a potential decrease in value, Mr. Phelps said since the single-family dwelling was an allowed use in Health Services, there would be no risk of Mr. Carrasco's property losing conforming status.

Ms. Capone then said that she thought the request was for a vacant house. Mr. Urda then explained that while 116 Woodruff Street, the subject property for which the applicant requested to rezone, was a vacant house owned by Samaritan Medical Center, that the neighboring property at 112 Woodruff Street was an occupied single-family house.

Mr. Urda then explained that the status of 112 Woodruff Street was relevant, because Staff recommended taking uniform action on both 116 and 112 Woodruff Street to avoid the appearance of "spot zoning." He elaborated that, as stated in Staff's Memorandum, if the Planning Board recommended to City Council to rezone 116 Woodruff Street from Residence B to Health Services, then Staff would recommend that the Planning Board include 112 Woodruff Street in the motion.

MEMORANDUM

CITY OF WATERTOWN, NEW YORK
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
245 WASHINGTON STREET, ROOM 305, WATERTOWN, NY 13601
PHONE: 315-785-7741 – FAX: 315-785-7829

TO: Planning Board Members

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

SUBJECT: Zone Change – 1398 Gotham Street

DATE: October 28, 2021

Request: To Amend the Approved Plan for Planned Development District #24, Parcel Number 13-18-103.200

Applicant: Diana K. Woodhouse, Hospice of Jefferson County

Owner(s): Hospice of Jefferson County

SEQRA: Unlisted

County review: Yes

Comments: This request is to amend the approved plan for Planned Development District #24, Parcel Number 13-18-103.200. PDD #24 was created in 2009 with the allowed uses being an eight bed Hospice Residential Center and Administrative Offices. As part of the approval, a preliminary site plan was submitted for the PDD which established the overall layout for the site. The plan is a master plan for the development on the site and future construction follows that plan.

The applicant is now proposing the construction of two additions to the building which will include four (4) patient beds, a nurses station, support areas and a solarium. Modifications will also be made to parking and site access. Since the proposed additions and other site changes are not on the approved plan for the PDD, an amendment to that plan must be reviewed by the Planning Board and approved by the City Council.

Existing Conditions: Presently, there is an approximately 17,000 square foot building with eight (8) patient beds, a maintenance garage and asphalt parking area.

Future Plans: As mentioned above, the applicant proposes to construct an addition to the current patient facility to accommodate an additional four (4) patient beds, along with a nurses station, support areas and a solarium. In addition, the applicant is proposing a small addition to the parking lot along with an additional driveway to Gotham Street.

This proposed development will also require Site Plan Approval once the PDD has been amended to allow for the expansion of the building.

Zoning and the Comprehensive Plan: The City's adopted Comprehensive Plan recommends the future land use character of this general area as Open Space due to its location in between Thompson Park and the undeveloped areas behind the Watertown City School District campus. The general area is intended for open space and recreation, but with idea that the road frontage has already been developed and will remain.

The plan envisions these areas as follows:

"These areas are located throughout the city and are generally existing parks and playgrounds. There are additional areas to be considered, such as the south and southwest portions of the city where a large wetland system is located. These are areas that can serve as connections between neighborhoods and the broader regional system. Active and passive recreational uses should be considered in these areas such as nature trails, educational components, bird watching, jogging, and mountain biking."

The Hospice Facility was in existence at the time the Future Land Use Plan was created. Though it calls for uses such as open space and recreation, the serene and quiet nature of the Hospice Facility and gardens meets the intentions of the Open Space District. The addition of four (4) patient beds will not alter this use, and therefore this addition is consistent with the Future Land Use Plan.

SEQR: The applicant has submitted a State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF) as part of the application for the Zone Change. The City Council, as the lead agency, will complete Part 2 of the EAF and make a determination of significance. The City Council will need to consider the Zone Change and the proposed site improvements as a single "whole action" to avoid segmenting the review.

cc: City Council Members
Michael Delaney, City Engineer
Diana K. Woodhouse, Hospice of Jefferson County, 1398 Gotham St., Watertown, NY 13601

MAKE EVERY DAY MATTER
ask about Hospice of Jefferson County

CARING FOR THE NORTH COUNTRY SINCE 1985

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Julie Soule, MS, CNS, RN
Vice President
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Dana Keefer
David Kellogg
Bryan Mehaffy
Father Donald Robinson
Steve Yelle

October 19, 2021

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

Dear Mr. Lumbis:

Hospice of Jefferson County, Inc. currently operates an 8 patient room facility with support areas and offices on outer Gotham Street. Because of an increasing need, Hospice would like to add 4 additional, new patient rooms to meet the growth in Residence Hospice admissions. The new addition will be inkeeping with the design of the existing facility and will also include new nurses station and support areas, a solarium and patient family areas. The existing mechanical systems will be upgraded along with new mechanical systems for the additions.

Thank you for your assistance with this important project. Please do not hesitate to contact me if you require additional information.

Sincerely,

Diana K. Woodhouse

Diana K. Woodhouse, Ph.D., RN
CEO

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
OCT 19 2021
RECEIVED
CITY OF WATERTOWN, NY

Hospice and Palliative Care Services
1398 Gotham Street, Watertown, NY 13601 P: 315-788-7323, F: 315-788-9653
www.jeffersonhospice.org

WE HONOR VETERANS

City of Watertown

ZONE CHANGE APPLICATION FORM

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

Received:
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
OCT 19 2021
RECEIVED
CITY OF WATERTOWN, NY

PROPERTY INFORMATION:

PROPERTY ADDRESS: 1398 Gotham St

TAX PARCEL NUMBER(S): 13-18-103.200

CURRENT ZONING DISTRICT: PDD #24 PROPOSED ZONING DISTRICT: _____

APPLICANT INFORMATION:

APPLICANT NAME: Hospice of Jefferson County

APPLICANT MAILING ADDRESS: 1398 Gotham St

Watertwon New York 13601

PHONE NUMBER: (315) 788-7323 E-MAIL: dwoodhouse@jeffersonhospice.org

PROPERTY OWNER INFORMATION (if different from applicant):

PROPERTY OWNER NAME: _____

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

PHONE NUMBER: _____ E-MAIL: _____

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

- [x] Cover Letter*
- [x] Site Drawing (if applicable)*
- [ ] Metes and Bounds description
- [x] $125 application fee*
- [x] Tax Map with subject parcel highlighted*
- [x] State Environmental Quality Review (SEQR) form*
- [ ] Written Support of Adjoining Property Owners (if applicable)
- [x] Electronic Copy of Entire Submission (PDF Preferred)

*See appendices for further information

Applicant Signature: Diane Woodhouse ***Date:*** 10/19/21

Property Owner Signature (if different) _____ ***Date:*** _____

Appendix A: Checklist Instructions

Cover Letter: The applicant must submit a detailed cover letter describing what the applicant seeks to establish with the proposed Zone Change (e.g. the intended future use of the property) and should include any other information that will aid the Planning Board and City Council in comprehending the request. The cover letter should also address whether the proposed rezoning is consistent with the City of Watertown's adopted Comprehensive Plan, and if it is not, the rationale for why the Planning Board and City Council should grant the request. A digital version of the Comprehensive Plan is available at: https://www.watertown-ny.gov/DocumentView.asp?DID=1840

Tax Map: A copy of the City Tax Map, with the subject parcel highlighted. Tax maps are accessible using the following website: https://www.watertown-ny.gov/imo/search.aspx. Upon entering the required information, the search engine will direct the user to the Parcel Data page for their property. A link to the appropriate tax map will appear on the right hand side of the Parcel Data page.

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SEQR: The applicant must submit a completed Part I of a SEQR Short Environmental Assessment Form (EAF). The New York State Department of Environmental Conservation (DEC) offers an online mapping tool that assists in completing the SEQR form. It is available at the following website: https://gisservices.dec.ny.gov/eafmapper/.

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Submittal Instructions: Submit all required materials to:

Michael A. Lumbis, Planning and Community Development Director
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245 Washington Street, Room 305
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Short Environmental Assessment Form
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Instructions for Completing

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Part 1 – Project and Sponsor Information

Hospice of Jefferson County

Name of Action or Project:
Additions Project

Project Location (describe, and attach a location map):
1398 Gotham Street, Watertown, New York, 13601

Brief Description of Proposed Action:
The proposed facility is a new 4 bed patient addition and support areas a solarium addition, new parking and associated site work to support a need for additional patient beds.

Name of Applicant or Sponsor:	Telephone: (315) 788-7323
Hospice of Jefferson County, Diana Woodhouse, Ex. Director	E-Mail: dwoodhouse@jeffersonhospice.org

Address:
1398 Gotham Street

City/PO:	State:	Zip Code:
Watertown	NY	13601

	NO	YES
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.	☑	☐
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: NYS Dept of Health	☐	☐

3. a. Total acreage of the site of the proposed action? 5.25 acres
   b. Total acreage to be physically disturbed? .45 acres
   c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? 5.25 acres

4. Check all land uses that occur on, are adjoining or near the proposed action:

☐ Urban ☑ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☑ Residential (suburban)
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):
☐ Parkland

	NO	YES	N/A
5. Is the proposed action,			
a. A permitted use under the zoning regulations?	☐	☐	✔
b. Consistent with the adopted comprehensive plan?	☐	☐	✔

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

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:

☐ Shoreline ☐ Forest ☑ Agricultural/grasslands ☐ Early mid-successional

☐ Wetland ☐ Urban ☐ Suburban

	NO	YES
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	✔	
16. Is the project site located in the 100-year flood plan?	✔	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,		✔
a. Will storm water discharges flow to adjacent properties?	✔	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: Existing retention ponds		✔
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	✔	
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:	✔	
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:	✔	

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

Applicant/sponsor/name: DIANA Woodhouse Date: 10/19/21

Signature: Diana Woodhouse Title: CEO

PRINT FORM

Agency Use Only [If applicable]

Project:	
Date:	

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Short Environmental Assessment Form
Part 2 - Impact Assessment

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

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☐	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☐	☐
3. Will the proposed action impair the character or quality of the existing community?	☐	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☐	☐
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?	☐	☐
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?	☐	☐
7. Will the proposed action impact existing: a. public / private water supplies?	☐	☐
b. public / private wastewater treatment utilities?	☐	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☐	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☐	☐
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☐	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☐	☐

PRINT FORM

Agency Use Only [If applicable]	
Project:	
Date:	

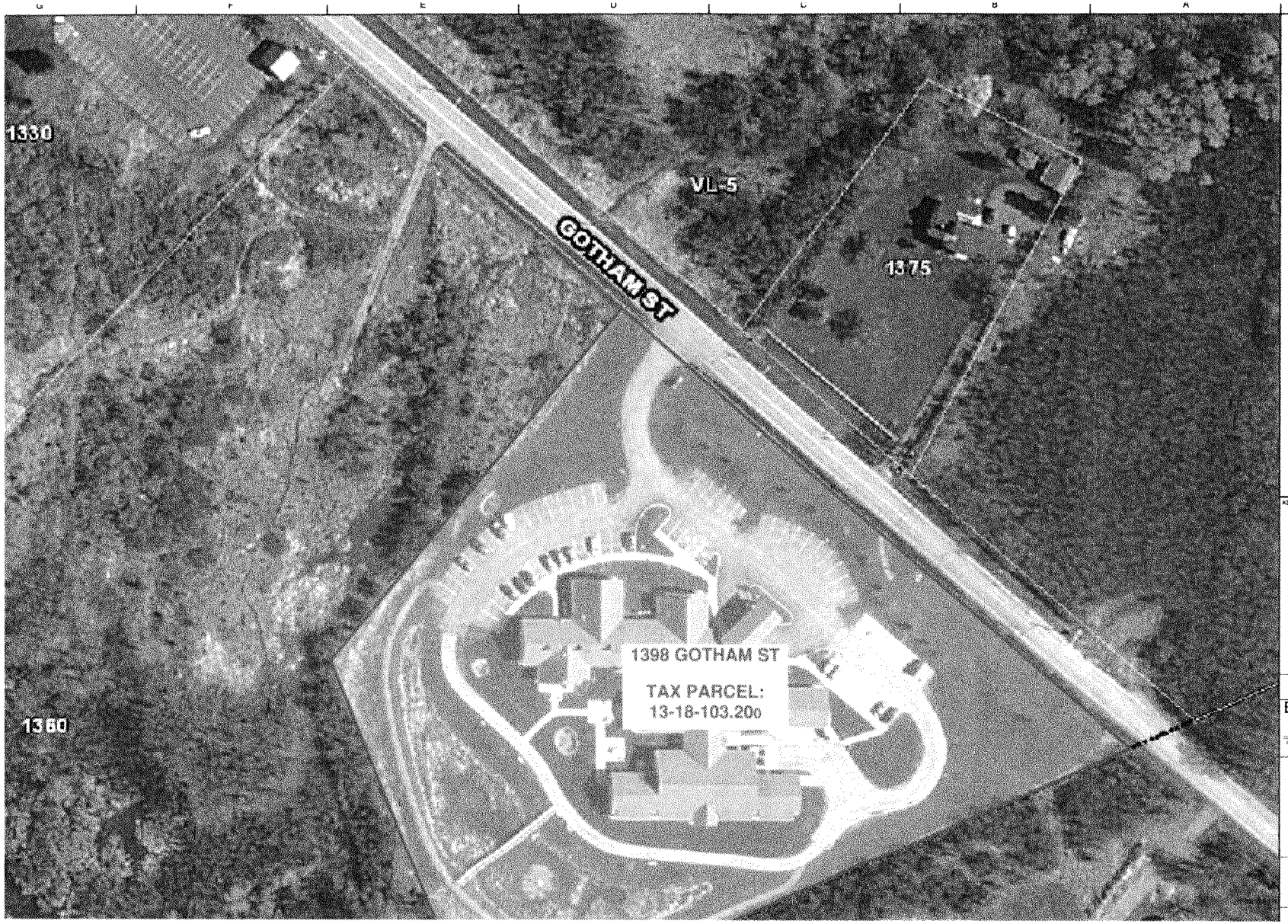
Short Environmental Assessment Form
Part 3 Determination of Significance

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

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)



PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT

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CITY OF WATERTOWN, NY

KEY PLAN:

THIS SHEET INCORPORATES COLOR GRAPHICS WHICH INDICATE IMPORTANT INFORMATION AND SHALL BE PRINTED IN COLOR IF REPRODUCED BY A CONTRACTOR.

BCA Architects & Engineers
Watertown | Ithaca | Saratoga Springs | Rochester
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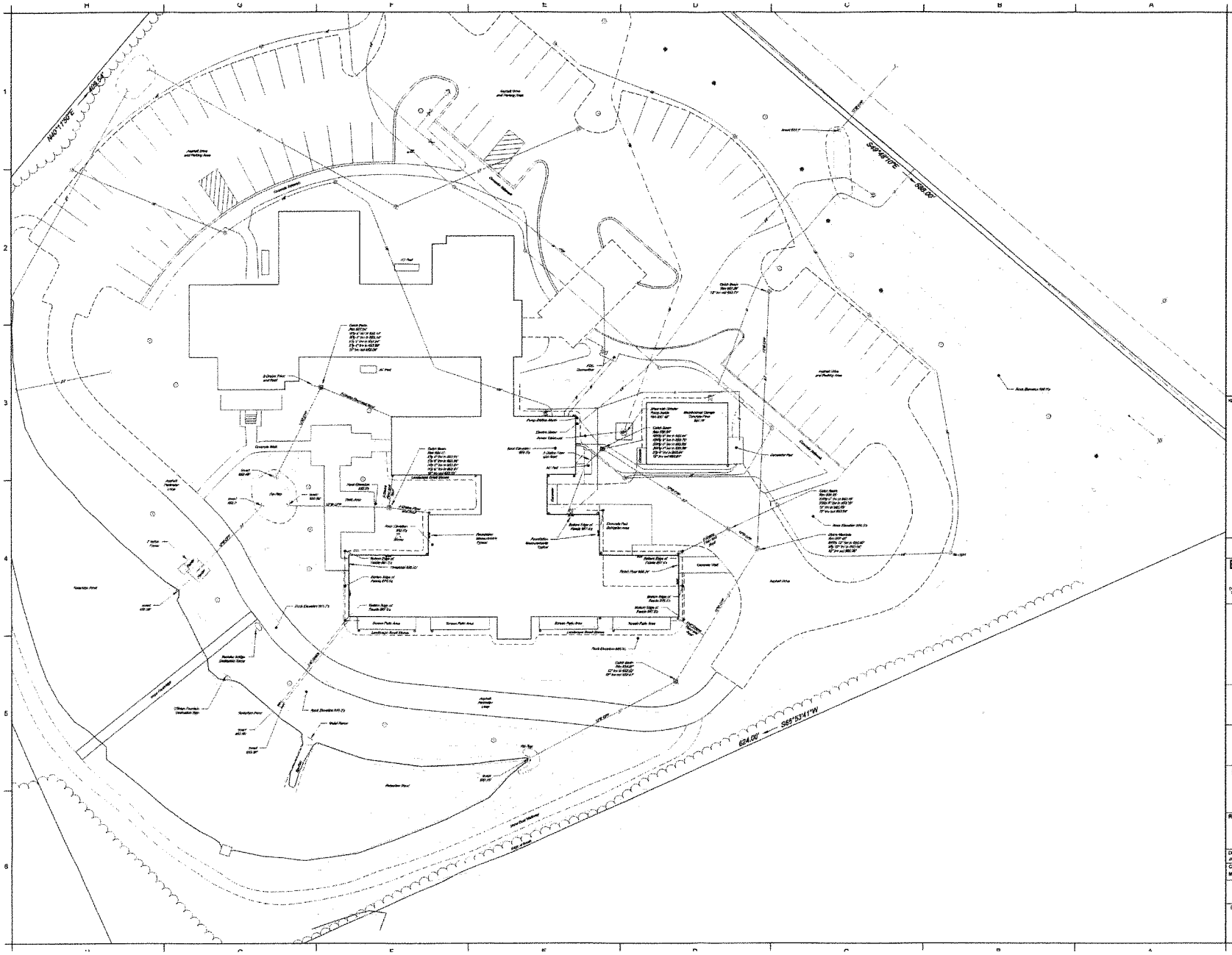
NOT FOR CONSTRUCTION



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UFPE

Hospice

HOSPICE OF JEFFERSON COUNTY
CON REVIEW NUMBER: XXXXXX
1398 GOTHAM ST
TOWN - COUNTY - STATE

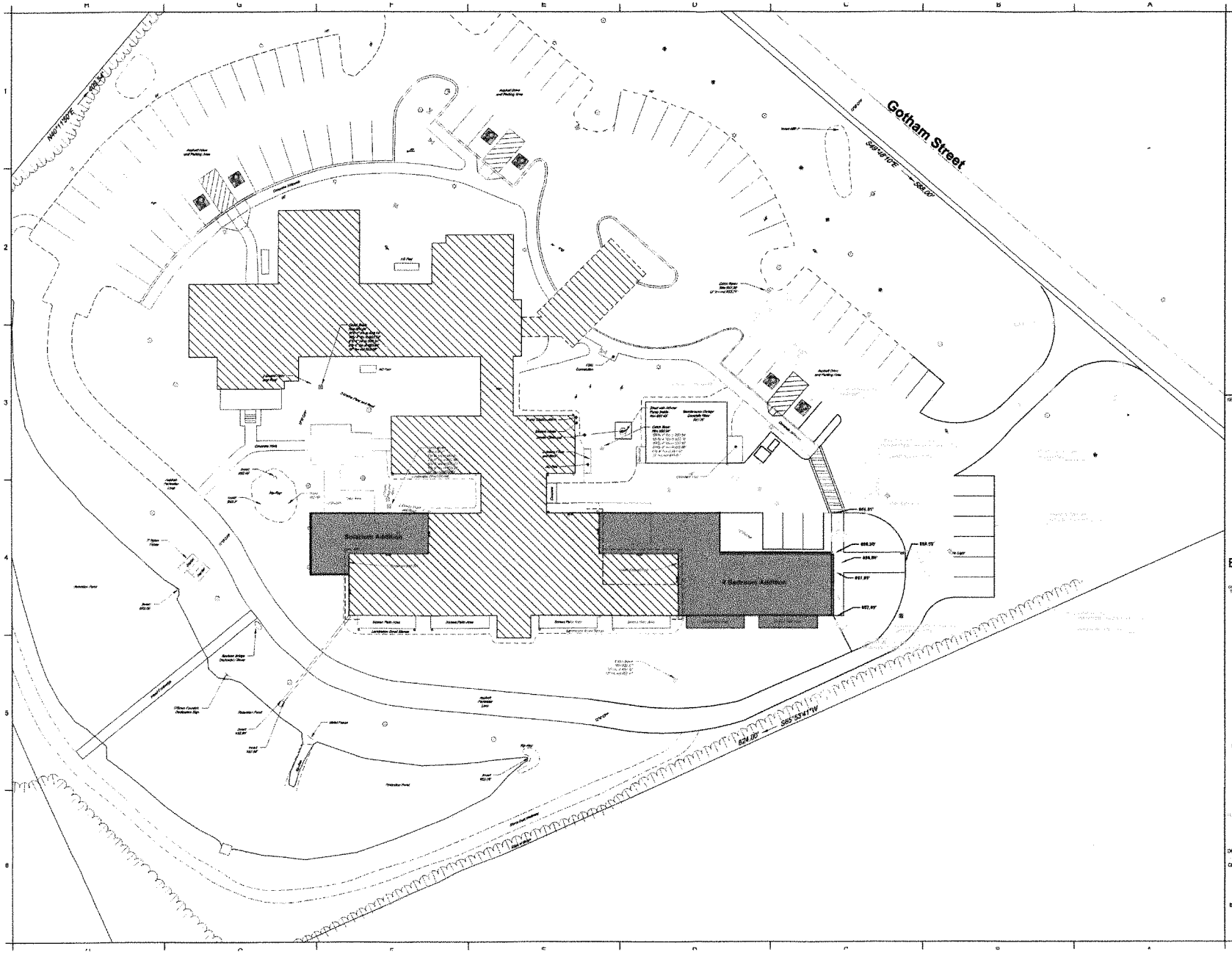
REV	DATE	DESCRIPTION

DRAWN BY: ANI	PROJECT NUMBER: 2021-030
CHECKED BY: MDA	DATE: 10/18/2021

EXISTING SITE PLAN

BUILDING

SHEET NUMBER
C100
DOH SUBMISSION



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UFPE

CON REVIEW NUMBER: XXXXXX

DRAWN BY | PROJECT NUMBER
CHECKED BY | DATE
BUILDING | SHEET NUMBER

C101

MEMORANDUM

CITY OF WATERTOWN, NEW YORK
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
245 WASHINGTON STREET, ROOM 305, WATERTOWN, NY 13601
PHONE: 315-785-7741 – FAX: 315-785-7829

TO: Planning Board Members

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

SUBJECT: Zone Change – 1398 Gotham Street

DATE: October 28, 2021

Request: To Amend the Approved Plan for Planned Development District #24, Parcel Number 13-18-103.200

Applicant: Diana K. Woodhouse, Hospice of Jefferson County

Owner(s): Hospice of Jefferson County

SEQRA: Unlisted

County review: Yes

Comments: This request is to amend the approved plan for Planned Development District #24, Parcel Number 13-18-103.200. PDD #24 was created in 2009 with the allowed uses being an eight bed Hospice Residential Center and Administrative Offices. As part of the approval, a preliminary site plan was submitted for the PDD which established the overall layout for the site. The plan is a master plan for the development on the site and future construction follows that plan.

The applicant is now proposing the construction of two additions to the building which will include four (4) patient beds, a nurses station, support areas and a solarium. Modifications will also be made to parking and site access. Since the proposed additions and other site changes are not on the approved plan for the PDD, an amendment to that plan must be reviewed by the Planning Board and approved by the City Council.

Existing Conditions: Presently, there is an approximately 17,000 square foot building with eight (8) patient beds, a maintenance garage and asphalt parking area.

Future Plans: As mentioned above, the applicant proposes to construct an addition to the current patient facility to accommodate an additional four (4) patient beds, along with a nurses station, support areas and a solarium. In addition, the applicant is proposing a small addition to the parking lot along with an additional driveway to Gotham Street.

This proposed development will also require Site Plan Approval once the PDD has been amended to allow for the expansion of the building.

Zoning and the Comprehensive Plan: The City's adopted Comprehensive Plan recommends the future land use character of this general area as Open Space due to its location in between Thompson Park and the undeveloped areas behind the Watertown City School District campus. The general area is intended for open space and recreation, but with idea that the road frontage has already been developed and will remain.

The plan envisions these areas as follows:

"These areas are located throughout the city and are generally existing parks and playgrounds. There are additional areas to be considered, such as the south and southwest portions of the city where a large wetland system is located. These are areas that can serve as connections between neighborhoods and the broader regional system. Active and passive recreational uses should be considered in these areas such as nature trails, educational components, bird watching, jogging, and mountain biking."

The Hospice Facility was in existence at the time the Future Land Use Plan was created. Though it calls for uses such as open space and recreation, the serene and quiet nature of the Hospice Facility and gardens meets the intentions of the Open Space District. The addition of four (4) patient beds will not alter this use, and therefore this addition is consistent with the Future Land Use Plan.

SEQR: The applicant has submitted a State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF) as part of the application for the Zone Change. The City Council, as the lead agency, will complete Part 2 of the EAF and make a determination of significance. The City Council will need to consider the Zone Change and the proposed site improvements as a single "whole action" to avoid segmenting the review.

cc: City Council Members
Michael Delaney, City Engineer
Diana K. Woodhouse, Hospice of Jefferson County, 1398 Gotham St., Watertown, NY 13601

MAKE EVERY DAY MATTER
ask about Hospice of Jefferson County

CARING FOR THE NORTH COUNTRY SINCE 1985

HOSPICE BOARD
Maureen Cean
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Julie Soule, MS, CNS, RN
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Treasurer
James Stillerman, MD
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Rob Bloom
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Barbara Morrow
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HOSPICE FOUNDATION BOARD
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Christina Stone, Esq.
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Brian Ashley
Holly Bush
Eric DeLaGarza
Patricia "Bunny" Gorman
Dana Keefer
David Kellogg
Bryan Mehaffy
Father Donald Robinson
Steve Yelle

October 19, 2021

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

Dear Mr. Lumbis:

Hospice of Jefferson County, Inc. currently operates an 8 patient room facility with support areas and offices on outer Gotham Street. Because of an increasing need, Hospice would like to add 4 additional, new patient rooms to meet the growth in Residence Hospice admissions. The new addition will be inkeeping with the design of the existing facility and will also include new nurses station and support areas, a solarium and patient family areas. The existing mechanical systems will be upgraded along with new mechanical systems for the additions.

Thank you for your assistance with this important project. Please do not hesitate to contact me if you require additional information.

Sincerely,

Diana K. Woodhouse

Diana K. Woodhouse, Ph.D., RN
CEO

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WE HONOR VETERANS

Hospice and Palliative Care Services
1398 Gotham Street, Watertown, NY 13601 P: 315-788-7323/F: 315-788-9653
www.jeffersonhospice.org

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APPLICANT MAILING ADDRESS: 1398 Gotham St

Watertwon New York 13601

PHONE NUMBER: (315) 788-7323 E-MAIL: dwoodhouse@jeffersonhospice.org

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Applicant Signature: Mara Wardhouse ***Date:*** 10/19/21

Property Owner Signature (if different) _____ ***Date:*** _____

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Hospice of Jefferson County, Diana Woodhouse, Ex. Director	E-Mail: dwoodhouse@jeffersonhospice.org

Address:
1398 Gotham Street

City/PO:	State:	Zip Code:
Watertown	NY	13601

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2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: NYS Dept of Health	☐	☐

3. a. Total acreage of the site of the proposed action? 5.25 acres
   b. Total acreage to be physically disturbed? .45 acres
   c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? 5.25 acres

4. Check all land uses that occur on, are adjoining or near the proposed action:

☐ Urban ☑ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☑ Residential (suburban)
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):
☐ Parkland

	NO	YES	N/A
5. Is the proposed action,			
a. A permitted use under the zoning regulations?	☐	☐	✔
b. Consistent with the adopted comprehensive plan?	☐	☐	✔

	NO	YES
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	☐	✔

	NO	YES
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?		
If Yes, identify: _____	✔	☐

	NO	YES
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	✔	☐
b. Are public transportation services available at or near the site of the proposed action?	✔	☐
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	✔	☐

	NO	YES
9. Does the proposed action meet or exceed the state energy code requirements?		
If the proposed action will exceed requirements, describe design features and technologies: _____	☐	✔

	NO	YES
10. Will the proposed action connect to an existing public/private water supply?		
If No, describe method for providing potable water: _____	☐	✔

	NO	YES
11. Will the proposed action connect to existing wastewater utilities?		
If No, describe method for providing wastewater treatment: _____	☐	✔

	NO	YES
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	☐	☐
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	✔	☐

	NO	YES
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	✔	☐
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	☐	☐
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____		

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:

☐ Shoreline ☐ Forest ☑ Agricultural/grasslands ☐ Early mid-successional

☐ Wetland ☐ Urban ☐ Suburban

	NO	YES
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	☑	☐
16. Is the project site located in the 100-year flood plan?	☑	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources?	☐	☑
If Yes,		
a. Will storm water discharges flow to adjacent properties?	☑	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	☐	☑
If Yes, briefly describe: Existing retention ponds		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	☑	☐
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:	☑	☐
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:	☑	☐

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

Applicant/sponsor/name: DIANA Woodhouse Date: 10/19/21

Signature: Diana Woodhouse Title: CEO

PRINT FORM

Agency Use Only [If applicable]

Project:

Date:

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

OCT 19 2021

RECEIVED
CITY OF WATERTOWN, NY

Short Environmental Assessment Form
Part 2 - Impact Assessment

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

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☐	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☐	☐
3. Will the proposed action impair the character or quality of the existing community?	☐	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☐	☐
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?	☐	☐
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?	☐	☐
7. Will the proposed action impact existing: a. public / private water supplies?	☐	☐
b. public / private wastewater treatment utilities?	☐	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☐	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☐	☐
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☐	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☐	☐

PRINT FORM

Agency Use Only [If applicable]	
Project:	
Date:	

Short Environmental Assessment Form
Part 3 Determination of Significance

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

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT

OCT 19 2021

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CITY OF WATERTOWN, NY

KEY PLAN:

THIS SHEET INCORPORATES COLOR GRAPHICS WHICH INDICATE IMPORTANT INFORMATION AND SHALL BE PRINTED IN COLOR IF REPRODUCED BY A CONTRACTOR.

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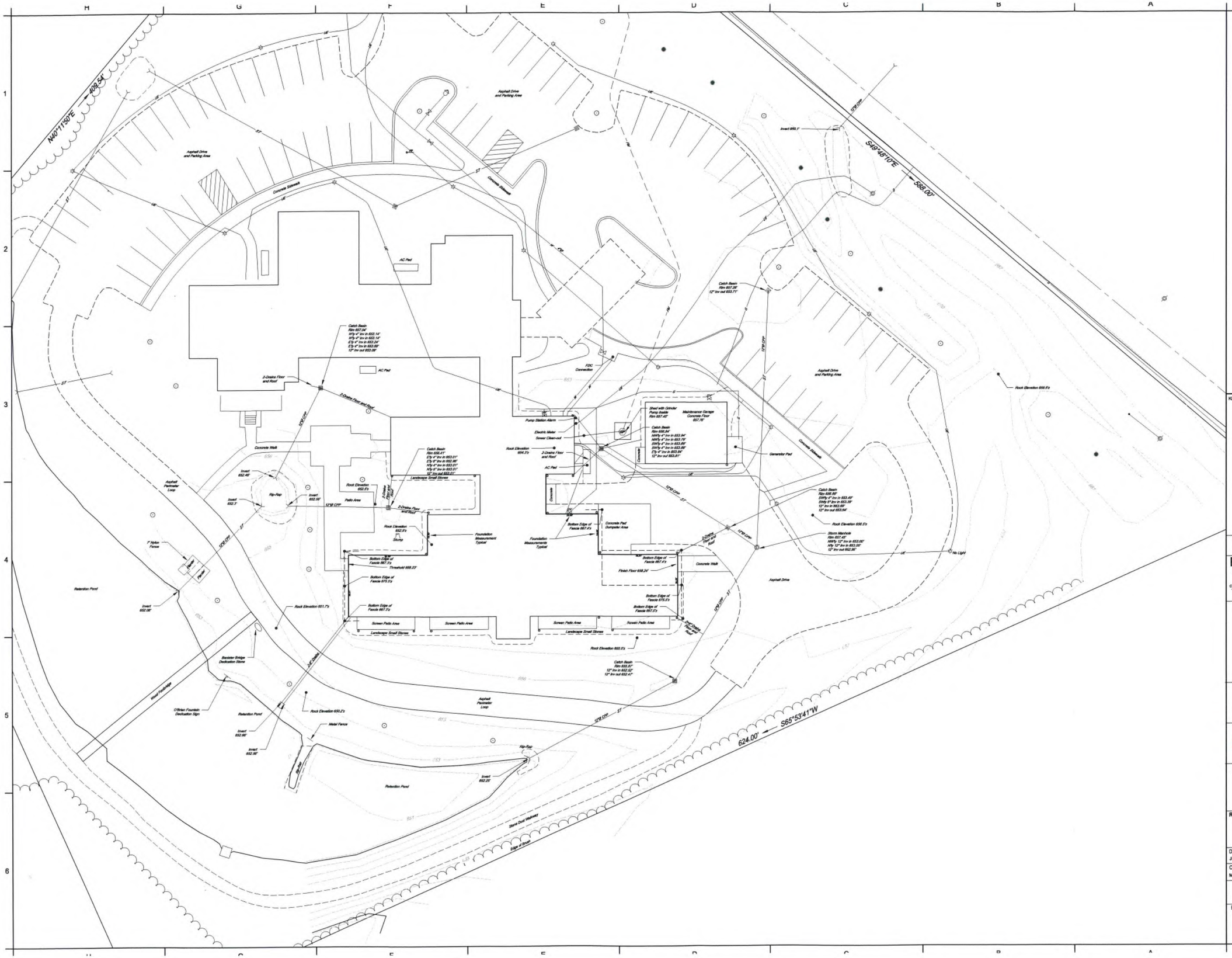
NOT TO SCALE

BCA ARCHITECTS ENGINEERS

NOT FOR CONSTRUCTION

Hospice



PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

OCT 19 2021

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BCA ARCHITECTS ENGINEERS

NOT FOR CONSTRUCTION

UFPE Upstate Fire Protection Engineering, PLLC

Hospice

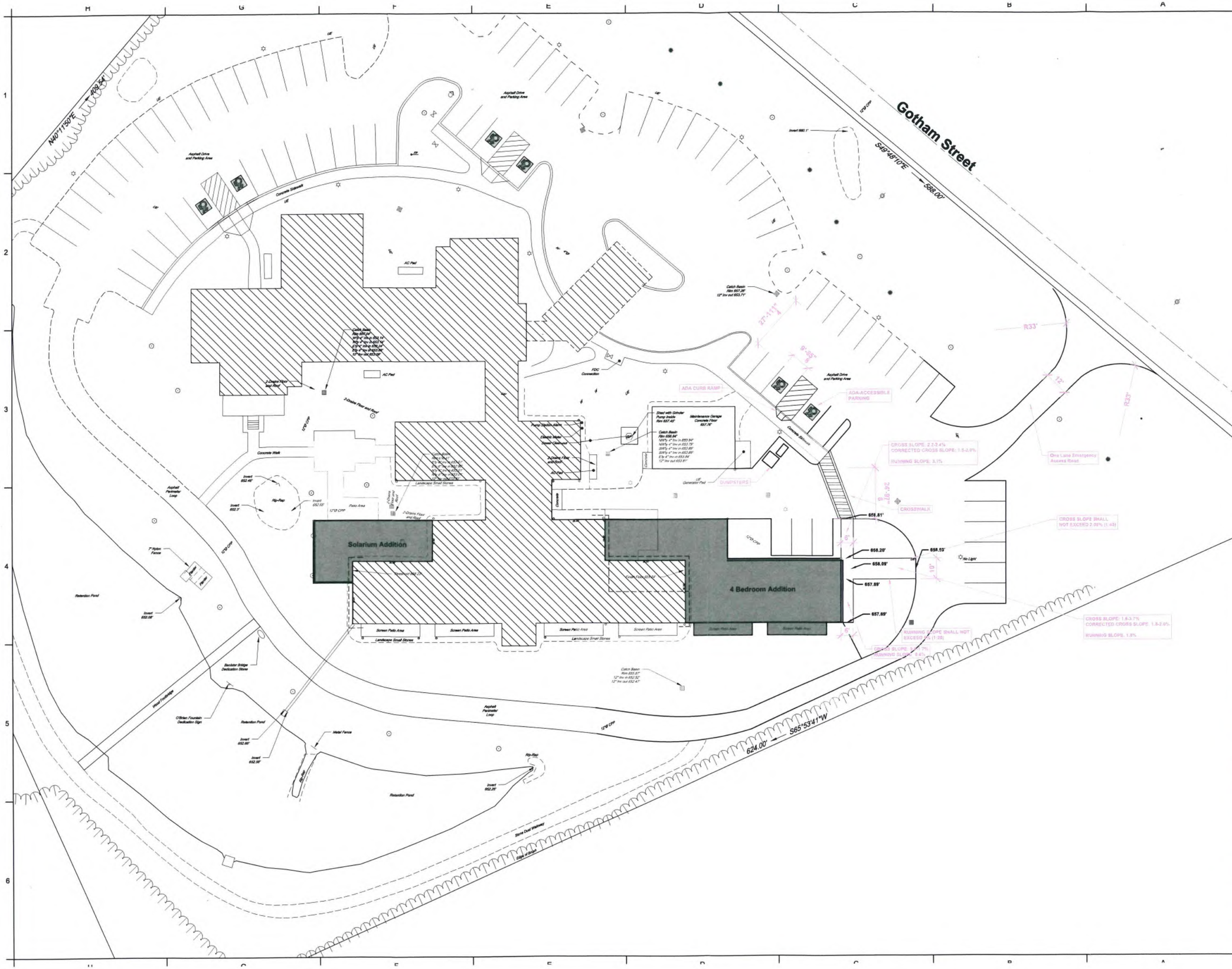
HOSPICE OF JEFFERSON COUNTY
CON REVIEW NUMBER: XXXXXX
1398 GOTHAM ST
TOWN - COUNTY - STATE

REV	DATE	DESCRIPTION

DRAWN BY JBE	PROJECT NUMBER 2021-059
CHECKED BY MDA	DATE 10/18/2021

EXISTING SITE PLAN

BUILDING	SHEET NUMBER
	C100 DOH SUBMISSION



PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

OCT 19 2021

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CITY OF WATERTOWN, NY

KEY PLAN:

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BCA ARCHITECTS ENGINEERS

NOT FOR CONSTRUCTION

UFPE Upstate Fire Protection Engineering, PLLC

Hospice

HOSPICE OF JEFFERSON COUNTY
CON REVIEW NUMBER: XXXXXX
1398 GOTHAM ST
TOWN · COUNTY · STATE

REV	DATE	DESCRIPTION

DRAWN BY: JBF	PROJECT NUMBER: 2021-008
CHECKED BY: MDA	DATE: 10/18/2021

SITE PLAN

BUILDING

SHEET NUMBER
C101
DOH SUBMISSION

Ord No. 2

November 9, 2021

To: The Honorable Mayor and City Council

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

Subject: Changing the Approved Zoning Classification of 116 and 112 Woodruff Street, Parcel Numbers 14-01-104.000 and 14-01-103.000, From Residence B to Health Services

Matthew R. Morgia, P.E. of Aubertine and Currier, Architects, Engineers and Land Surveyors, PLLC has submitted a request on behalf of Samaritan Medical Center to change the approved Zoning Classification of 116 Woodruff Street, Parcel Number 14-01-104.000 from Residence B to Health Services.

As the Council will observe on the attached map prepared by the City's GIS Department, rezoning 116 Woodruff Street would leave 112 Woodruff Street as the lone remaining Residence B parcel on the street. Although rezoning 116 Woodruff to Health Services would not be spot zoning, it would have the ultimate effect of spot zoning 112 Woodruff as Residence B. Planning Staff and the Planning Board are therefore recommending that the City Council include 112 Woodruff Street in the zone change request.

The Planning Board reviewed the request at its November 2, 2021 meeting and adopted a motion recommending that City Council change the approved zoning classification of both parcels. Attached is the complete zone change application, Staff's report to the Planning Board and the relevant excerpt from the Planning Board's meeting minutes.

The ordinance attached for City Council consideration changes the approved zoning classification of both parcels. The City Council must hold a public hearing on the ordinance before it may vote. Staff recommends that City Council schedule a public hearing for 7:15 p.m. on Monday, December 6, 2021. A SEQRA resolution will be presented for City Council consideration at that meeting.

ORDINANCE

Changing the Approved Zoning Classification of 116 and 112 Woodruff Street, Parcel Numbers 14-01-104.000 and 14-01-103.000 From Residence B to Health Services

	YEA	NAY
Council Member COMPO, Sarah V.		
Council Member HENRY-WILKINSON, Henry J.		
Council Member RUGGIERO, Lisa A.		
Council Member SPAZIANI, Leonard G		
Mayor SMITH, Jeffrey M.		
Total		

Introduced by

_____

BE IT ORDAINED where Matthew R. Morgia, P.E. of Aubertine and Currier, Architects, Engineers and Land Surveyors, PLLC on behalf of Samaritan Medical Center has made an application by petition filed with the City Clerk, pursuant to Section 83 of the New York General City Law to change the approved zoning classification of 116 Woodruff Street, Parcel Number 14-01-104.000 from Residence B to Health Services and

WHEREAS Planning Staff and the Planning Board are recommending that the City Council also include 112 Woodruff Street in the zone change request to avoid leaving one parcel on the block in a Residence B designation, and

WHEREAS the Planning Board of the City of Watertown considered the zone change request at its November 2, 2021, meeting and adopted a motion recommending that City Council change the approved zoning classification of both parcels, and

WHEREAS a public hearing was held on the proposed zone change on December 6, 2021, 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 116 and 112 Woodruff Street, Parcel Numbers 14-01-104.000 and 14-01-103.000 shall be changed from Residence B to Health Services, and

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

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

Seconded by

Agency Use Only [If applicable]	
Project:	
Date:	

Short Environmental Assessment Form
Part 2 - Impact Assessment

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

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☐	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☐	☐
3. Will the proposed action impair the character or quality of the existing community?	☐	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☐	☐
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?	☐	☐
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?	☐	☐
7. Will the proposed action impact existing: a. public / private water supplies?	☐	☐
b. public / private wastewater treatment utilities?	☐	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☐	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☐	☐
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☐	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☐	☐

PRINT FORM

Agency Use Only [If applicable]	
Project:	
Date:	

Short Environmental Assessment Form
Part 3 Determination of Significance

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

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☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT FORM

MEMORANDUM

CITY OF WATERTOWN, NEW YORK
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
245 WASHINGTON STREET, ROOM 305, WATERTOWN, NY 13601
PHONE: 315-785-7741 – FAX: 315-785-7829

TO: Planning Board Members

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

SUBJECT: Zone Change – 116 Woodruff Street

DATE: October 28, 2021

Request: To Change the Approved Zoning Classification of 116 Woodruff Street, Parcel Number 14-01-104.000 from Residence B to Health Services

Applicant: Matthew R. Morgia, P.E. of Aubertine and Currier, Architects, Engineers and Land Surveyors, PLLC on behalf of Samaritan Medical Center

Owner(s): Samaritan Medical Center

SEQRA: Unlisted

County review: No

Comments: The applicant seeks to rezone the subject parcel from Residence B to Health Services to facilitate the construction of a construction staging/storage area that would be accessory to the Samaritan Medical Center hospital across the street. The applicant proposes to demolish the existing vacant residential structure on the property and lay down crushed stone across much of the parcel. The applicant has concurrently submitted a Waiver of Site Plan Approval application for the construction staging/storage area. However, the Planning Board will not be able to act on that request while the subject parcel remains zoned Residence B.

Existing Conditions: Presently, the majority 100 block of Woodruff Street is already zoned Health Services; the lone exceptions being the subject parcel, the neighboring parcel at 112 Woodruff Street and 162 Woodruff Street which sits at the corner of Woodruff and Sherman Streets.

Samaritan Medical Center (SMC) occupies the entire south side of Woodruff Street, creating a superblock. The majority of the north side of the street is surface parking that serves the hospital. The only exceptions are the three parcels identified above. The enclosed satellite image depicts the existing land uses with the subject parcel highlighted.

Future Plans: As discussed above, the applicant has concurrently submitted a Waiver of Site Plan Approval application for a construction staging/storage area. In previous communication with Staff, the applicant also indicated that SMC wished to use the subject parcel as snow storage in the winter for its neighboring parking lot. Staff has prepared a distinct report for the Waiver of Site Plan Approval request under separate cover.

Zoning and the Comprehensive Plan: The City's adopted Comprehensive Plan splits Woodruff Street into three separate future land use character areas. The plan recommends the south side of the street, where the hospital occupies the entire block, as Campus Health and Education. The plan recommends Residential Low Density for the western half of the north side of the street and Urban Mixed Use for the eastern half, which is closest to Washington Street and is where the subject parcel sits.

The Comprehensive Plan envisions the Urban Mixed Use and Campus Health and Education character areas as follows:

Urban Mixed Use: *"The Urban Mixed-Use areas are historic areas generally located between the Central Business District (CBD) and residential neighborhoods where land use transitions from intense urban business to lesser intense residential and compatible non-residential uses. These transitional areas begin to have obvious changes in building types, architectural styles, lot sizes, and pedestrian activity. Buildings are generally lower in height and parking may be onsite, preferably behind or at the side of the building to avoid a suburban look. Buildings are designed to be visually appealing with shorter setbacks to address the sidewalk and help reinforce a positive pedestrian experience."*

Campus Health and Education: *"This Character Area is intended to recognize existing institutional and campus type facilities in the City. The existing layout of the land and buildings requires a flexible approach to redevelopment. It should respect the unique characteristics of the institution and be configured to blend into the urban fabric while minimizing impact on the surrounding neighborhoods. Buildings will vary in height and parking will be integrated throughout the campus. Sidewalks, bicycle and transit infrastructure are provided that connect into the City's broader system, offering an alternative means of accessing these facilities."*

Sitting at the convergence of three future land use character areas, Woodruff Street is a unique street in that although it is a public street within a City-owned Right-of-Way, it tends to function as a quasi-internal drive in the SMC campus, with the majority of its users bound for the SMC parking lots. Woodruff Street is unlikely to see significant through traffic as motorists bound for destinations farther west are likely to use Paddock Street or Flower Avenue West instead.

Under a strict interpretation of the future land use map, the proposed rezoning is not in harmony with the Comprehensive Plan. However, the Comprehensive Plan also states:

"The land use areas depicted on the Future Land Use Map have deliberately blurred edges between the districts. This is meant to graphically reinforce the conceptual and visionary nature of future land use planning. While the map is intended to inform a future zoning map, the boundaries do not follow property lines and should not be interpreted as specific edges of new zoning districts."

Finally, Recommendation ED.8 in the Comprehensive Plan, a top priority recommendation, advises: "Collaborate with SMC to plan responsibly for Samaritan's Anticipated Growth." Given the nature of Woodruff Street as a quasi-internal campus drive and given SMC's future plans for the land, rezoning the subject parcel to Health Services would be consistent with responsible growth management.

Other: As the Planning Board will note from looking at the enclosed Zone Change map, rezoning 116 Woodruff Street would leave 112 Woodruff Street as the lone remaining Residence B parcel on the street. Although rezoning 116 Woodruff to Health Services would not be spot zoning, it would have the ultimate effect of spot zoning 112 Woodruff as Residence B.

If the Planning Board chooses to recommend that the City Council change the zoning of 116 Woodruff Street, it may wish to consider including 112 Woodruff Street in that recommendation to avoid the appearance of spot zoning.

SEQR: The applicant has submitted separate State Environmental Quality Review (SEQR) Short Environmental Assessment Forms (EAF) with the Zone Change and Waiver of Site Plan Approval applications. However, the environmental review most consider both of these as part of a single "whole action" to avoid segmenting the review. The City Council, as the lead agency, will need to complete a single Part 2 of an EAF and make a determination of significance.

cc: City Council Members
Michael Delaney, City Engineer
Matthew R. Morgia, Aubertine and Currier Architects, Engineers and Land Surveyors, PLLC
522 Bradley Street, Watertown, NY 13601
Chris Bastien, Assistant Vice President, Samaritan Medical Center, 830 Washington Street, Watertown, NY 13601

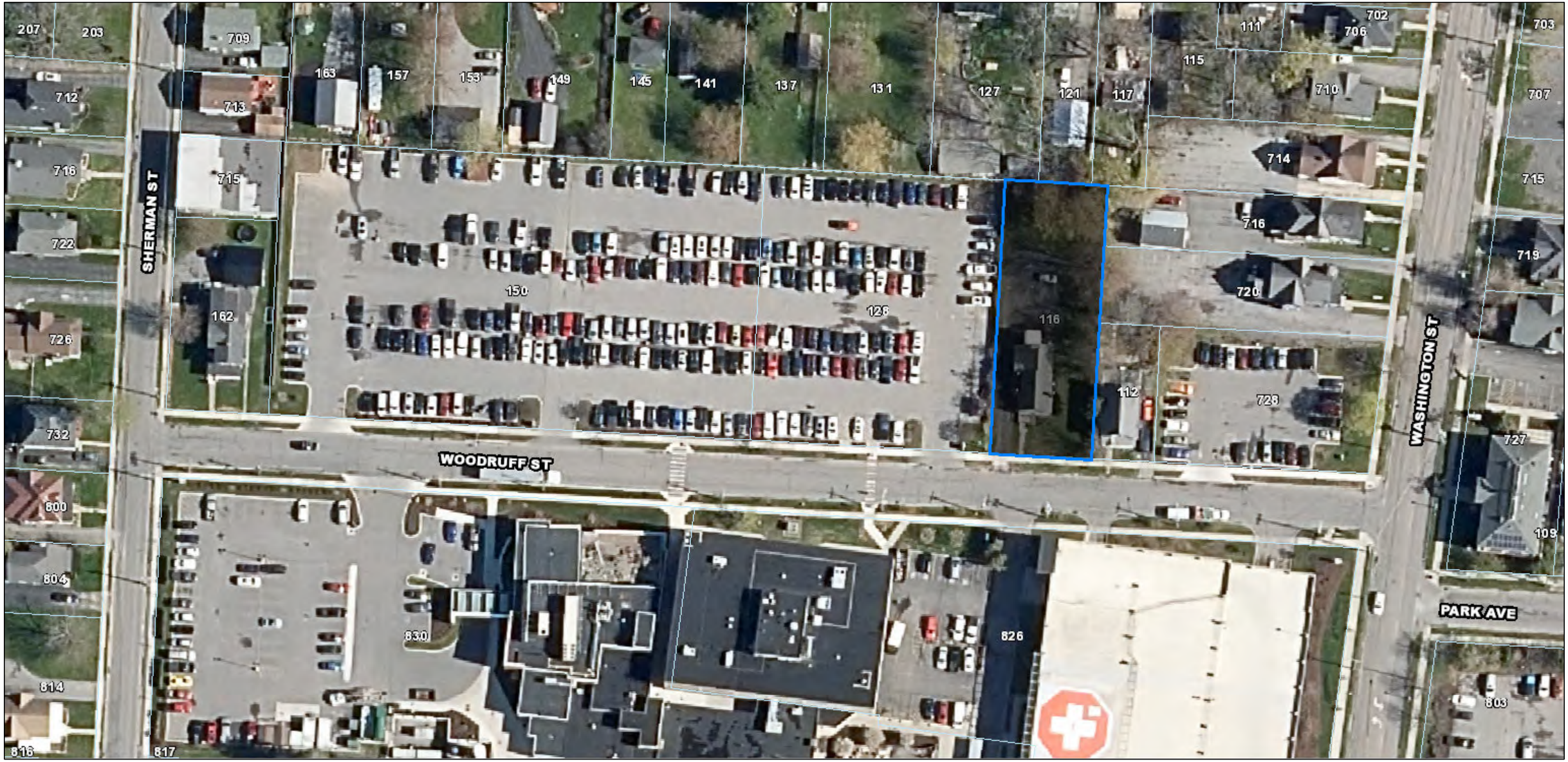
CITY OF WATERTOWN, NEW YORK
GIS DEPARTMENT
ROOM 305B, MUNICIPAL BUILDING
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601
TEL: (315) 785-7793

Drawn By: G.Baxter				
Date: 10/26/2021				
Requested By: G.Urda				
Date:				
Scale: As Noted				
Map Number:				
	Revision:	Description of Revision:	Date:	By:

Project: ZONE CHANGE MAP
(Residence B to Health Services)

Title: 116 Woodruff Street
(14-01-104.000)

ArcGIS Web Map



10/22/2021, 2:40:13 PM

1:1,128

0 0.0125 0.025 0.05 mi

0 0.02 0.04 0.08 km

Measurement

Override 1

ROADS

Parcels

Parcels

City Boundary

Black River

Web AppBuilder for ArcGIS

October 19, 2021

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

Re: **Zone Change Request**
Samaritan Medical Center (A&C #2015-174.008)
116 Woodruff Street, Watertown, NY

Dear Mr. Lumbis:

Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC on behalf of Samaritan Medical Center (SMC) is requesting to be included on the agenda for the November City of Watertown Planning Board meeting for a Zone Change Request to Health Services for parcel 14-01-104.000 owned by SMC. The 116 Woodruff Street parcel is currently zoned as Residence B. The proposed zone change would be required for this parcel to be utilized as an accessory use to the adjacent SMC. The Health Services Zoning would be consistent with the adjacent parcels previously acquired and owned by SMC along Woodruff Street.

Included with this submission are fifteen (15) copies of this cover letter, Short SEQR Environmental Assessment Form, property deed, GIS Zoning map, tax map with the parcel highlighted, and survey map. A check for $125.00 is included for the review fee.

If there are any questions, please feel free to contact our office at your earliest convenience.

Sincerely,
Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC

Matthew R. Morgia

Matthew R. Morgia, P.E.
Civil Engineer

Attachments
Cc: Chris Bastien – Samaritan Medical Center

AUBERTINE and CURRIER
ARCHITECTS, ENGINEERS & LAND SURVEYORS, PLLC
NYS WBE/DBE Certified
SBA Woman Owned
Small Business (WOSB)
aubertinecurrier.com
522 Bradley Street
Watertown, New York 13601
Phone: 315.782.2005
Fax: 315.782.1472
Managing Partner
Annette M. Mason, P.E.
Structural Engineer
Partners
Brian A. Jones, AIA.,
LEED AP BD+C
Architect
Matthew R. Morgia, P.E.
Civil Engineer
Jayson J. Jones, P.L.S.
Land Surveyor
Brian M. Krueger, AIA.,
Architect

City of Watertown

ZONE CHANGE APPLICATION FORM

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

Received:

PROPERTY INFORMATION:

PROPERTY ADDRESS: 116 Woodruff Street, Watertown, NY 13601

TAX PARCEL NUMBER(S): 14-01-104.000

CURRENT ZONING DISTRICT: Residential B PROPOSED ZONING DISTRICT: Health Services

APPLICANT INFORMATION:

APPLICANT NAME: Samaritan Medical Center ; Attn: Chris Bastien, Assistant Vice President of Support Services

APPLICANT MAILING ADDRESS: 830 Washington Street, Watertown, NY 13601

PHONE NUMBER: (315) 782-6866 E-MAIL: cbastien@shsny.com

PROPERTY OWNER INFORMATION (if different from applicant):

PROPERTY OWNER NAME:

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

PHONE NUMBER: E-MAIL:

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

- [x] Cover Letter*
- [x] Site Drawing (if applicable)*
- [x] Metes and Bounds description
- [x] $125 application fee*
- [x] Tax Map with subject parcel highlighted*
- [x] State Environmental Quality Review (SEQR) form*
- [ ] Written Support of Adjoining Property Owners (if applicable)
- [x] Electronic Copy of Entire Submission (PDF Preferred)

*See appendices for further information

Applicant Signature: ***Date:*** 10-18-21

Property Owner Signature (if different) ***Date:***

Appendix A: Checklist Instructions

Cover Letter: The applicant must submit a detailed cover letter describing what the applicant seeks to establish with the proposed Zone Change (e.g. the intended future use of the property) and should include any other information that will aid the Planning Board and City Council in comprehending the request. The cover letter should also address whether the proposed rezoning is consistent with the City of Watertown's adopted Comprehensive Plan, and if it is not, the rationale for why the Planning Board and City Council should grant the request. A digital version of the Comprehensive Plan is available at: https://www.watertown-ny.gov/DocumentView.asp?DID=1840

Tax Map: A copy of the City Tax Map, with the subject parcel highlighted. Tax maps are accessible using the following website: https://www.watertown-ny.gov/imo/search.aspx. Upon entering the required information, the search engine will direct the user to the Parcel Data page for their property. A link to the appropriate tax map will appear on the right hand side of the Parcel Data page.

Drawing: If applicable, the applicant should submit a sketch/site plan of the proposed development or construction that is prompting the Zone Change Request.

SEQR: The applicant must submit a completed Part I of a SEQR Short Environmental Assessment Form (EAF). The New York State Department of Environmental Conservation (DEC) offers an online mapping tool that assists in completing the SEQR form. It is available at the following website: https://gisservices.dec.ny.gov/eafmapper/.

Description: A legal description of the boundaries of the subject parcel, measured in angles, bearings and distances. Typically, a property deed will contain such a description.

Written Support: While not required, if the applicant has the support of neighboring property owners, the applicant should include their written letters of support as supplemental materials with the application.

Info for PDDs: If an applicant is requesting to rezone any land as part of a Planned Development District, the application must contain all the additional data stipulated in Section 310-12 of the Zoning Ordinance. This section of Code is available as part of the City's online Code Book at: https://www.ecode360.com/10498649.

Required Sets: The items in the checklist (other than the application fee) collectively make up a "set." The applicant is responsible for submitting 15 complete collated "sets" to the City Planning Department. If the application requires Jefferson County Planning Board review, then the applicant must submit 16 "sets." Planning Staff will inform the applicant if this is necessary.

Submittal Instructions: Submit all required materials to:

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

Meeting Information: The Planning Board normally meets at 3:00 p.m. on the first Tuesday of every month in Council Chambers at City Hall, 245 Washington Street. The application deadline is 14 days prior to the scheduled meeting date. Planning Board action does not represent final approval, as the Planning Board only votes to make a recommendation to City Council, which holds the sole authority to grant a Zone Change. Zone Change Requests carry a legal requirement for the City Council to hold a Public Hearing prior to voting on the Ordinance.

Occasionally, due to holidays or other reasons, meetings may occur on other dates and/or times. The City will announce any changes to meeting dates in advance on its website at www.watertown-ny.gov. The Zone Change application process typically takes six-to-eight weeks.

JEFFERSON COUNTY - STATE OF NEW YORK

GIZELLE J. MEEKS, JEFFERSON COUNTY CLERK
175 ARSENAL STREET
WATERTOWN, NEW YORK 13601

COUNTY CLERK'S RECORDING PAGE
*****THIS PAGE IS PART OF THE DOCUMENT – DO NOT DETACH*****

INSTRUMENT #: 2021-00008685

Receipt#: 2021012274
Clerk: AF
Rec Date: 06/04/2021 04:12:07 PM
Doc Grp: DEE
Descrip: DEED
Num Pgs: 5
Rec'd Frm: BROWNELL ABSTRACT CORPORATION

Party1: POMINVILLE PROPERTIES LLC
Party2: SAMARITAN MEDICAL CENTER
Town: WATERTOWN-CITY OF
14.01- -104.000

Recording:

Cover Page	5.00
Recording Fee	40.00
Cultural Ed	14.25
Records Management - Coun	1.00
Records Management - Stat	4.75
TP584	5.00
Notice of Transfer of Sal	10.00
RP5217 Residential/Agricu	116.00
RP5217 - County	9.00
Sub Total:	205.00
Transfer Tax	
Transfer Tax - State	500.00
Sub Total:	500.00
Total:	705.00

**** NOTICE: THIS IS NOT A BILL ****

***** Transfer Tax *****
Transfer Tax #: 4077
Transfer Tax
Consideration: 125000.00

Transfer Tax - State	500.00
Total:	500.00

WARNING***
***Information may change during the verification process and may not be reflected on this page

Gizelle J. Meeks
Jefferson County Clerk

Record and Return To:

CONBOY LAW FIRM
OFFICE MAILBOX

Deed - Warranty with Lien Covenant

THIS INDENTURE,

Made the 6th day of May, Two Thousand Twenty One (2021)

Between

POMINVILLE PROPERTIES, LLC, a limited liability company organized and existing pursuant to the laws of the State of New York, with a post office address of 6162 Glendale Road, Glenfield, New York 13343, party of the first part, and

SAMARITAN MEDICAL CENTER, with an address of 830 Washington Street, Watertown, New York 13601, party of the second part,

Witnesseth, that the party of the first part, in consideration of ONE DOLLAR ($1.00) lawful money of the United States, and other good and valuable consideration paid by the party of the second part, does hereby grant and release unto the party of the second part, its successors and assigns forever,

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

BEGINNING at a point in the northerly margin of Woodruff Street 2 chains 89 links westerly from the corner formed by the intersection of Washington Street with Woodruff Street, and running thence North 78 deg. West along the margin of said Woodruff Street 1 chain 9 links;

THENCE North 12 deg. East 2 chains 87 ½ links;

THENCE South 78 deg. East 1 chain 9 links;

THENCE South 12 deg. West 2 chains 87 ½ links to the place of beginning, containing 31-100 thirty one hundredths of an acre of land more or less.

BEING the same premises conveyed by Edith L. Fox to Harold G. Decker and Dorothy F. Decker, as tenants by the entirety, by Deed dated April 21, 1947 and recorded in the Jefferson County Clerk's Office on April 25, 1947 in Book 478 of Deeds at page 459.

Said premises are commonly known and referred to as 116 Woodruff Street, Watertown, Jefferson County, New York.

Harold G. Decker died on September 29, 1971 survived by his wife, Dorothy F. Decker.

The above described premises being the same premises conveyed by Dorothy F. Decker Stevens to Brian J. O'Connor and Betty J. O'Connor by Warranty Deed dated April 20, 1977 and recorded in the Jefferson County Clerk's Office on April 21, 1977 in Book 880 of Deeds at page 571.

The above described premises being the same premises conveyed by Brian J. O'Connor and Betty J. O'Connor to Mark A. Pominville and Judy M. Pominville by Warranty Deed dated May 30, 2007 and recorded in the Jefferson County Clerk's Office on June 4, 2008 as Instrument No. 2008-00009252.

The above described premises being the same premises conveyed by Mark A. Pominville and Judy M. Pominville to Pominville Properties, LLC by Warranty Deed dated November 25, 2015 and recorded in the Jefferson County Clerk's Office on January 4, 2016 as Instrument No. 2016-00000072.

Subject to all rights, reservations and restrictions of record.

Together with the appurtenances and all the estate and rights of the party of the first part in and to said premises.

To have and to hold the premises herein granted unto the party of the second part, its successors and assigns forever.

And the party of the first part covenants as follows:

First. That the party of the second part shall quietly enjoy the said premises;

Second. That the party of the first part will forever **Warrant** the title to said premises.

Third. That, in compliance with Section 13 of the Lien Law, the party of the first part will receive the consideration for this conveyance and will hold the right to receive such consideration as a trust fund to be applied first for the purpose of paying the cost of the improvement and will apply the same first to the payment of the cost of the improvement before using any part of the total of the same for any other purpose.

In Witness Whereof, the party of the first part has caused these presents to be signed by its duly authorized members the day and year first above written.

In Presence of:

Pominville Properties, LLC

By: Mark A. Pominville (L.S.)
Mark A. Pominville, Member

By: Judy M. Pominville (L.S.)
Judy M. Pominville, Member

STATE OF NEW YORK)
) ss.:
COUNTY OF LEWIS)

On this 6th day of May, 2021, before me, the undersigned, a notary public in and for said state, personally appeared MARK A. POMINVILLE and JUDY M. POMINVILLE personally known to me on the basis of satisfactory evidence to be the individuals whose names are subscribed to the within instrument and they acknowledged to me that they executed the same in their capacities, and that by their signatures on the instrument, the individuals, and the limited liability company upon behalf of which the individuals acted, executed the instrument.

Arlene S. Hall
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01HA6413573
Qualified in Lewis County
Commission Expires 01/25/2025

Arlene S. Hall
Notary Public
Term Expires on 01/25/2025

At a Special Meeting of the Members of Pominville Properties, LLC, held on the 6th day of May, 2021.

RESOLUTION FOR THE SALE OF REAL PROPERTY OWNED BY POMINVILLE PROPERTIES, LLC.

WHEREAS, POMINVILLE RIVER PROPERTIES, LLC is the owner of real property located at 116 Woodruff Street, City of Watertown, Jefferson County, New York; and

WHEREAS, Samaritan Medical Center, has offered to purchase the property for $125,000.00 and the LLC is obligated to sell the property to Samaritan Medical Center, for a consideration of $125,000.00; and

WHEREAS, it is in the best interest of the LLC to complete the sale of the property in the ordinary course its business; and

WHEREAS, the property is not the only asset of the LLC nor substantially all of the assets owned by the LLC; and

WHEREAS, the LLC is in good standing with the New York State Department of State, and all real estate taxes assessed against the premises have been paid.

NOW, THEREFORE, BE IT RESOLVED, Mark A. Pominville and Judy M. Pominville, Members of the Pominville Properties, LLC, is authorized to execute and deliver the LLC's Deed describing the land to Samaritan Medical Center in exchange for payment of the $125,000.00.

BE IT FURTHER RESOLVED that Samaritan Medical Center, its successors and assigns, are authorized to rely upon the foregoing Resolution until receipt of written notice of any change.

Dated: May 6, 2021

Mark A. Pominville

Mark A. Pominville, Member

Judy M. Pominville

Judy M. Pominville, Member

We, Mark A. Pominville and Judy M. Pominville, do hereby CERTIFY that they are the Members of Pominville Properties, LLC, that we have compared the foregoing copy of the RESOLUTION AUTHORIZING PURCHASE OF REAL PROPERTY with the original thereof, duly adopted by Mark A. Pominville and Judy M. Pominville, Members of said limited liability company at its meeting held on , 2021, at which meeting Mark A. Pominville and Judy M. Pominville adopted the foregoing Resolution and that the same continues in full force and effect.

IN WITNESS WHEREOF, we have duly executed these present this 6th day of May, 2021.

Mark A. Pominville, Member

Judy M. Pominville, Member

Short Environmental Assessment Form
Part 1 - Project Information

Instructions for Completing

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

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

Part 1 – Project and Sponsor Information

Name of Action or Project:

Zone Change at Parcel 14-01-104.000

Project Location (describe, and attach a location map):

116 Woodruff St., Watertown, NY 13601. The project is +/-240 LF from the intersection of Washington St. and Woodruff St.

Brief Description of Proposed Action:

Request for a zoning change from Residence B to Health Services.

Name of Applicant or Sponsor:	Telephone: (315) 782-6866
Samaritan Medical Center ; Attn: Chris Bastien, Asst. Vice President Support Services	E-Mail: cbastien@shsny.com

Address:

830 Washington Street

Watertown	State: NY	Zip Code: 13601

	NO	YES
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.	☑	☐
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:	☑	☐

3. a. Total acreage of the site of the proposed action? 0.31 acres
   b. Total acreage to be physically disturbed? 0.00 acres
   c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? 12.55 acres

4. Check all land uses that occur on, are adjoining or near the proposed action:

5. ☑ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☑ Residential (suburban)
   ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):
   ☐ Parkland

116 Woodruff Street - Aerial

9/30/2021, 8:25:30 AM

Black River

City Boundary

Parcels

ROADS

1:1,828

0 60 120 240 ft

0 15 30 60 m

New York State, Maxar, Microsoft

Web AppBuilder for ArcGIS

New York State, Maxar, Microsoft |

	NO	YES	N/A
5. Is the proposed action,			
a. A permitted use under the zoning regulations?	☐	☐	☑
b. Consistent with the adopted comprehensive plan?	☐	☑	☐

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

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:

☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional

☐ Wetland ☑ Urban ☐ Suburban

	NO	YES
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? Northern Long-eared Bat	☐	☑
16. Is the project site located in the 100-year flood plan?	☑	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	☑	☐
a. Will storm water discharges flow to adjacent properties?	☑	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	☑	☐
If Yes, briefly describe:		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	☑	☐
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:	☑	☐
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: the SEQR mapper automatically checked yes for this question due tot he presence of a former remediation site located within 2,000' of the project location. The remediation site was an Alaskan Oil facility located at 1200 Washington Street.	☐	☑

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

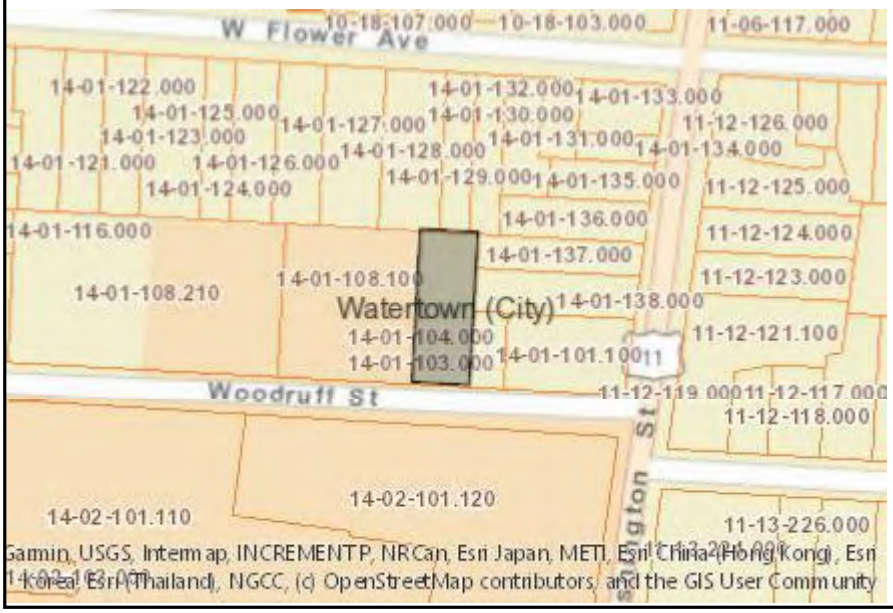
Applicant/sponsor/name: Samaritan Medical Center ; Attn: Chris Bastien Date: 10/19/2021

Signature: Title: Asst VP Support

PRINT FORM

EAF Mapper Summary Report

Tuesday, October 12, 2021 3:45 PM



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

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

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

For Tax Purposes Only
Not to be used for Conveyance

NAD 83 STATE PLANE
CENTRAL ZONE, US FEET

Print Key	Date
14-01-101.000	08/04/2016
14-01-102.000	08/04/2016
14-01-108.200	08/04/2016
14-01-112.000	08/04/2016
14-01-113.000	08/04/2016
14-01-114.000	08/04/2016
14-01-135.001	03/12/2021
14-01-139.000	08/04/2016

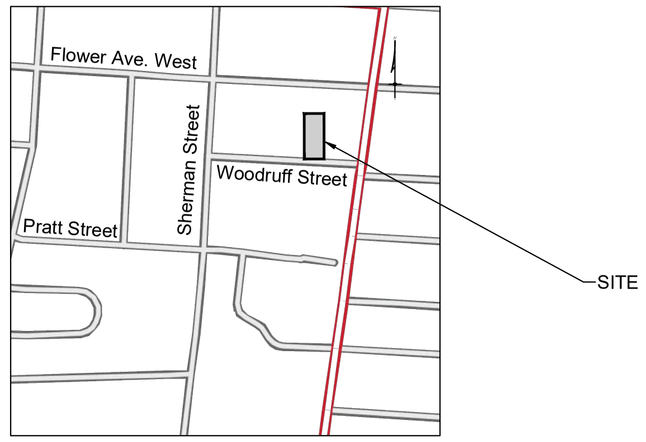
Property Line
Historic Property Line
Building Outline
Railroad
City Boundary
School District Boundary
996500 1446500 Coordinate Grid
123 Parcel ID
(124.000) Assessment ID (indicates informally combined parcels)

1 Inch = 50 Feet *
0 50 100 200 Feet
* when printed on 24" x 36" paper

Tax Map
City Of Watertown
Jefferson County, NY

Section 14 Block 01

Printed Date: 3/30/2021



LOCATION MAP
NOT TO SCALE

STANDARD NOTES:

1. Unauthorized alteration or addition to a survey map bearing a licensed land surveyor's seal is a violation of section 7209, sub-division 2, of the New York State Education Law.

2. Only boundary survey maps with the surveyor's embossed seal or red ink seal are genuine true and correct copies of the surveyor's original work and opinion.

3. Certifications on this boundary survey map signify that the map was prepared in accordance with the current existing Code of Practice for Land Surveys adopted by the New York State Association of Professional Land Surveyors, Inc. The certification is limited to persons for whom the boundary survey map is prepared, to the title company, to the governmental agency, and to the lending institution listed on this boundary survey map.

4. The certifications hereon are not transferable.

5. The location of underground improvements or encroachments are not always known and often must be estimated. If any underground improvements or encroachments exist or are shown, the improvements or encroachments are not covered by this certificate.

GENERAL NOTES:

1. The subject parcel is City of Watertown Real Property Tax Parcel No. 14-01-104.000

2. All adjoiners are per the City of Watertown Real Property Office.

3. Adjoining property lines should be considered approximate and are shown for reference only.

4. This survey was prepared without the benefit of an abstract of title and is subject to any modifications which may occur as a result of a complete title search.

5. The underground utilities and features shown hereon have been located from above ground visible features and other available records and therefore their location should be considered approximate only. Other underground utilities and features may exist, either in service or abandoned, that are not indicated on this survey. Dig Safely New York (UFPO) should be contacted prior to performing any excavation activities.

6. The field survey was performed on August 04, 2021 and August 06, 2021.

7. Woodruff Street is a public road with a reputed width of 49.5 feet.

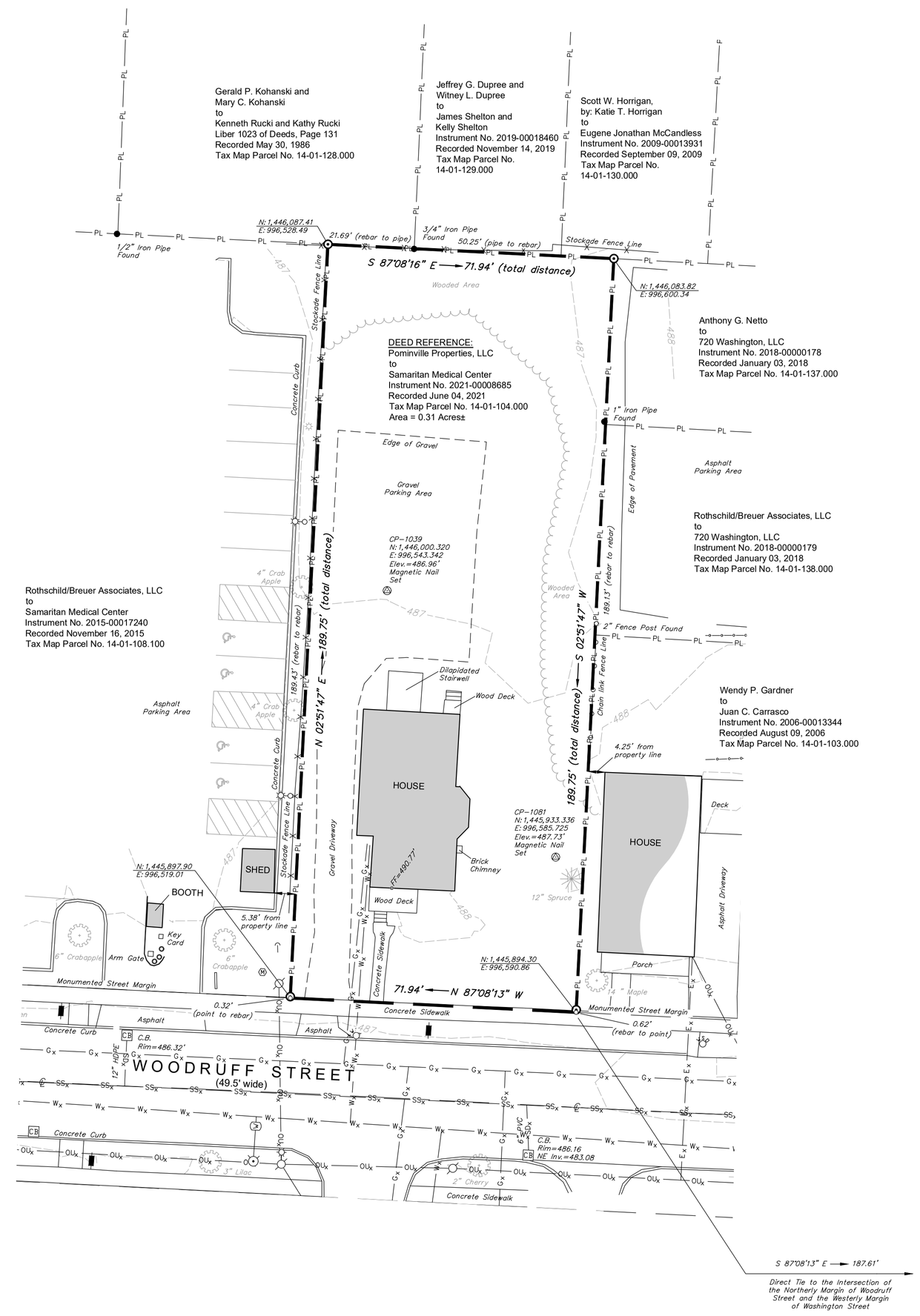
8. The Horizontal Datum for this survey is based on NYS Central Zone NAD83(2011) (North American Datum 1983/2011).

9. The Vertical Datum for this survey is based on the North American Vertical Datum of 1988 (NAVD88).

MAP REFERENCE:

1. "Topographic Survey Map of a Portion of the Lands of Samaritan Medical Center, Woodruff Street & Sherman Street, City of Watertown, Jefferson County, State of New York" dated January 06, 2016 and last revised January 14, 2016 prepared by Aubertine and Currier.

2. "Topographic Survey Map of a Portion of the Lands of Samaritan Medical Center, 724 and 728 Washington Street AND 110 Woodruff Street, City of Watertown, Jefferson County, State of New York" dated April 22, 2016 and prepared by Aubertine and Currier.



GRAPHIC SCALE

20 0 10 20 40 80

(IN U.S. SURVEY FEET)
1 inch = 20 ft.

LEGEND

- CONTROL POINT
- IRON PIN/PIPE (AS NOTED)
- 5/8" IRON REBAR WITH CAP SET
- LEGAL POINT
- MAJOR CONTOUR
- MINOR CONTOUR
- PROPERTY LINE
- STREET MARGIN
- EDGE OF PAVEMENT
- CURB LINE
- EDGE OF GRAVEL
- CENTERLINE OF ROAD
- FENCE LINE
- CHAIN LINK FENCE LINE
- WATER LINE
- NATURAL GAS LINE
- OVERHEAD UTILITY LINE
- SANITARY SEWER LINE
- TREE LINE
- UTILITY POLE
- LIGHT POLE
- ELECTRIC METER
- SIGN
- STUMP
- TREES

AUBERTINE and CURRIER
ARCHITECTS, ENGINEERS & LAND SURVEYORS, PLLC

522 Bradley Street
Watertown, New York 13601

aubertinecurrier.com

Phone: (315)782-2005
Fax: (315)782-1472

The above Architect, Engineer or Land Surveyor states that to the best of his or her knowledge, information and belief, the plans and specifications are in accordance with applicable requirements of New York State. It is a violation of New York State Law for any person, unless acting under the direct supervision of a Registered Architect, Licensed Professional Engineer or Licensed Land Surveyor to alter this document in any way. If altered, such licensee shall affix his or her seal and the notification "altered by" followed by his or signature, date and a specific description of the alteration.
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AUBERTINE and CURRIER ARCHITECTS, ENGINEERS & LAND SURVEYORS, PLLC

BOUNDARY and TOPOGRAPHIC SURVEY MAP of the LANDS of SAMARITAN MEDICAL CENTER

116 WOODRUFF STREET
CITY of WATERTOWN
JEFFERSON COUNTY, NEW YORK

PROJECT NO:	2015-174.007
SCALE:	1"=20'
DRAWN BY:	P.D.B.
CHECKED BY:	J.D.B.
ISSUE DATES:	September 07, 2021

2015-174.007 116-VF-SB001.DWG

VF-101

Plot Date: September 07, 2021 - 10:10am
Filename: 2015-174.007 116-VF-SB001.DWG
Coordinate System: NAD83 New York State Planes, Central Zone, US Foot
Speed: 8 - VF-101
24 x 36 AC Survey

ZONE CHANGE REQUEST – 116 WOODRUFF STREET
PARCEL NUMBER 14-01-104.000

The Planning Board then considered a request submitted by Matthew Morgia, P.E. of Aubertine and Currier Architects, Engineers and Land Surveyors, PLLC on behalf of Samaritan Medical Center to change the approved zoning classification of 116 Woodruff Street, Parcel Number 14-01-104.000 from Residence B to Health Services.

Mr. Coburn indicated that Staff had received communication from an adjacent property owner and asked Mr. Urda to elaborate.

Mr. Urda said that Staff had received one phone call from the neighboring property owner at 112 Woodruff Street, Juan C. Carrasco. He said that Mr. Carrasco called to express a concern over whether the assessment of his property might change if its zoning were to change. Mr. Urda said that Mr. Carrasco expressed concerns in both directions; that his assessment might increase and thereby increase his property taxes and that his assessment might decrease, resulting in reduced resale value of his home.

Mr. Urda then said he spoke to the City Assessor, Brian Phelps, who said the assessment would not increase, even though there are more allowed uses in a Health Services District than a Residence B District allows, because Mr. Phelps could not base his assessment on potential uses of the parcel, and he could only assess based on the existing use. Mr. Urda then said that regarding a potential decrease in value, Mr. Phelps said since the single-family dwelling was an allowed use in Health Services, there would be no risk of Mr. Carrasco's property losing conforming status.

Ms. Capone then said that she thought the request was for a vacant house. Mr. Urda then explained that while 116 Woodruff Street, the subject property for which the applicant requested to rezone, was a vacant house owned by Samaritan Medical Center, that the neighboring property at 112 Woodruff Street was an occupied single-family house.

Mr. Urda then explained that the status of 112 Woodruff Street was relevant, because Staff recommended taking uniform action on both 116 and 112 Woodruff Street to avoid the appearance of "spot zoning." He elaborated that, as stated in Staff's Memorandum, if the Planning Board recommended to City Council to rezone 116 Woodruff Street from Residence B to Health Services, then Staff would recommend that the Planning Board include 112 Woodruff Street in the motion.

Mr. Katzman then said he heard there were neighbor concerns of storing snow on the proposed site. Mr. Urda replied that it may be appropriate to allow the applicant speak about the proposal and address any concerns.

Chris Bastien, Assistant Vice President, Support Services for Samaritan Medical Center (SMC) was present and said there was conversation about using the 116 Woodruff Street site for snow storage, but SMC decided against it, noting that the hospital had a contractor that removes the snow from the lot when it starts to pile up and it would not be stored on the subject parcel. He

then said there was a privacy fence separating SMC's adjacent parking lot from the 116 Woodruff parcel and that it is not possible to push snow onto that property.

Ms. Fields then asked if this elevated the request for a Waiver of Site plan Approval to a full Site Plan Review. She then immediately acknowledged that the Zone Change was what was currently on the table and the Planning Board should focus on that.

Mr. Urda then said that if the applicant had a presentation prepared, the Planning Board may wish to afford the applicant the opportunity to make that presentation and follow up with questions afterward.

Mr. Morgia was present to represent the project and said he would give a summary of both the Zone Change and the Waiver of Site Plan Approval request. Mr. Morgia began by pointing out both the 116 Woodruff Street and 112 Woodruff Street parcels on a zoning map, as well as the Samaritan Medical Center parking lots adjoining them to both the east and west. He said the Zone Change request was to rezone 116 Woodruff Street to Health Services for hospital purposes.

Mr. Morgia then said that SMC proposed to use the subject parcel for construction material and equipment storage. He said they would use storage containers, and that SMC proposed to demolish the house at the front of the parcel, noting that they had already submitted an application for a Demolition Permit. He said that the Site Plan Waiver request was to put stone where the footprint of the demolished house was, and to lay down a 15-foot-wide strip of stone east of the house footprint.

Mr. Morgia then said that regarding landscaping; there was a group of trees in the back of the current 116 Woodruff Street property that would remain unchanged, and the existing landscaping along the eastern edge of the property would also remain unchanged. He then said that the total square-footage of the house plus the 15-foot strip of crushed stone equaled the 2,490 square-feet.

Ms. Capone asked Mr. Urda why the Staff's Memorandum referenced over 4,000 SF of land. Mr. Morgia replied that the 4,000 SF figure most likely was established adding the footprint of the house after demolition, and the existing stone driveway in the rear of the house.

Mr. Urda said that 4,000 SF was the total amount of land to be repurposed, not the total amount of land that will be physically changed. Mr. Urda said that a Waiver was allowed when the building and parking area coverage would not increase by more than 2,500 SF and that the applicant's submission indicated that the building and parking area coverage would only increase by 2,490 SF, even though over 4,000 SF of land would be repurposed from a residential use to construction storage for SMC. He said the decision was at the discretion of the Planning Board to approve eligibility for a Waiver for Site Plan Approval.

Ms. Capone then asked about the concerns that Mr. Carrasco called Staff about regarding the value of his property assessment. Mr. Urda replied that the City Assessor said there would

be no impact to the assessment based on changing the zoning from Residence B to Health Services.

Hearing no further discussion, Ms. Fields made a motion to recommend that City Council approve the request submitted by Matthew Morgia, P.E. of Aubertine & Currier Architects, Engineers and Land Surveyors, PLLC on behalf of Samaritan Medical Center to change the approved zoning classification of 116 Woodruff Street, Parcel Number 14-01-104.000, and 112 Woodruff Street, Parcel Number 14-01-103.000 from Residence B to Health Services.

Mr. Babcock seconded the motion, all voted in favor.