



# MEMORANDUM

CITY OF WATERTOWN, NEW YORK  
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
245 WASHINGTON STREET, ROOM 305, WATERTOWN, NY 13601  
PHONE: 315-785-7741 – FAX: 315-782-9014

**TO:** Planning Commission Members

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

**PRIMARY REVIEWER:** Jennifer L. Voss

**SUBJECT:** Site Plan Approval – VL Main Avenue, 144 Main Avenue, 160 Main Avenue, 160 Rear Main Avenue, 164 Main Avenue and 202 Main Avenue, Parcel Numbers 2-01-332.002, 2-01-301.001, 2-01-301.000, 2-01-302.000, 2-01-332.003 and 2-01-332.004

**DATE:** August 30, 2023

**Request:** Site Plan Approval to construct a 15,900 SF, 61-unit, four-story apartment building at **VL Main Avenue, 144 Main Avenue, 160 Main Avenue, 160 Rear Main Avenue, 164 Main Avenue and 202 Main Avenue**, Parcel Numbers 2-01-332.002, 2-01-301.001, 2-01-301.000, 2-01-302.000, 2-01-332.003 and 2-01-332.004

**Applicant:** LaBella Associates on behalf of Neighbors of Watertown

**Proposed Use:** Multifamily Apartment Building

**Property Owners:** Thirtyone Development, LLC, and Lobut Development LLC

**Submitted:**

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

SEQRA: Unlisted

Jefferson County 239-m Review: No

**Zoning Information:**

District: Urban Mixed Use	Maximum Lot Coverage: 90 percent
Setback Requirements: F: 0', S: 0', R: 0'	Buffer Zones Required: Yes

**Project Update:** The Planning Commission considered this application at its August 1, 2023 meeting and voted to table the application pending the completion of the SEQR Lead Agency 30-day review process.

**SEQR:** The proposed site plan and related variances are considered Unlisted Actions under the State Environmental Quality Review Act (SEQRA). SEQRA review for the site plan and the area variances that the applicant is seeking from the Zoning Board of Appeals should be completed in one review as a whole action to avoid segmentation.

The proposed project requires a permit, approval, or funding from several different agencies in addition to the Planning Commission such as the Housing Finance Agency, NYS DEC, NYS OPRHP (SHPO) and the Zoning Board of Appeals. As there are other involved agencies, a coordinated SEQRA review is being completed.

Staff sent a copy of the applications to the various involved agencies and asked for their concurrence with the Planning Commission being designated as the Lead Agency. Involved agencies had 30 days to respond and responses were received from the New York State Department of Environmental Conservation, the City of Watertown Zoning Board of Appeals and New York State Homes and Community Renewal. All consented to the City of Watertown Planning Commission's assumption of lead agency. The Planning Commission can now designate itself as the Lead Agency and complete the SEQRA review.

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**Planning Commission Action:** The Planning Commission must complete the SEQR process prior to taking action on the application. Once the SEQR process has been completed, staff recommends voting to approve the application contingent on the Zoning Board of Appeals approving the two area variance applications at their September 19, 2023 meeting and contingent upon the other items listed below.

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**Summary:** The following items should be discussed and/or resolved prior to resubmittal by the applicant:

1. The applicant must obtain an Area Variance from the Zoning Board of Appeals granting relief from the transparency requirements in the Urban Mixed Use zoning district.
2. The applicant must obtain an Area Variance from the Zoning Board of Appeals granting relief from the required 30-feet between functional entryways on the front of the building.
3. The applicant shall consider the addition of lighting to the entrances to the building along the front and side for pedestrian safety.
4. The applicant shall assemble all parcels into a single parcel, as proposed, by way of a new metes and bounds description filed with the County Clerk.
5. The applicant must obtain the following permits and other documentation, minimally, prior to construction: Building Permit, Water Permit, Sanitary Sewer Permit, Storm Sewer Permit, General City Permit for work within the ROW and a Zoning Compliance Certificate.

cc: Meredith Griffin, Civil Engineer II  
Dana Aikins, Code Enforcement Supervisor  
Reginald Schweitzer, Neighbors of Watertown, Inc, 112 Franklin Street, Watertown, NY 13601  
Shelby Vakiener, LaBella Associates, 300 State Street, Suite 201, Rochester, NY 14621

**NOT FOR CONSTRUCTION**

EXP: ##/##/20##      EXP: ##/##/20##

CERTIFICATE OF AUTHORIZATION NUMBER:  
PROFESSIONAL ENGINEERING: 018281  
LAND SURVEYING: 017976  
GEOLOGICAL: 018750

It is a violation of New York Education Law Art. 145 Sec. 7209 & Art. 147 Sec. 7307, for any person, unless acting under the direction of a licensed architect, professional engineer, or land surveyor, to alter an item in any way. If an item bearing the seal of an architect, engineer, or land surveyor is altered, the altering architect, engineer, or land surveyor shall affix to the item their seal and notation "altered by" followed by their signature and date of such alteration, and a specific description of the alteration.

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**NEIGHBORS OF WATERTOWN INC.**

112 FRANKLIN STREET,  
WATERTOWN, NY 13601

**MILL AND MAIN APARTMENTS**

160 MAIN AVE  
WATERTOWN, NY 13601

NO.	DATE	DESCRIPTION
2	9/05/2023	PLANNING BOARD COMMENTS
1	8/10/2023	ESTIMATE SET

PROJECT NUMBER: 2232540

DRAWN BY: SRV/SCB

REVIEWED BY: DPB

ISSUED FOR: SITE PLAN APPROVAL

DATE: JULY 2023

DRAWING NAME:

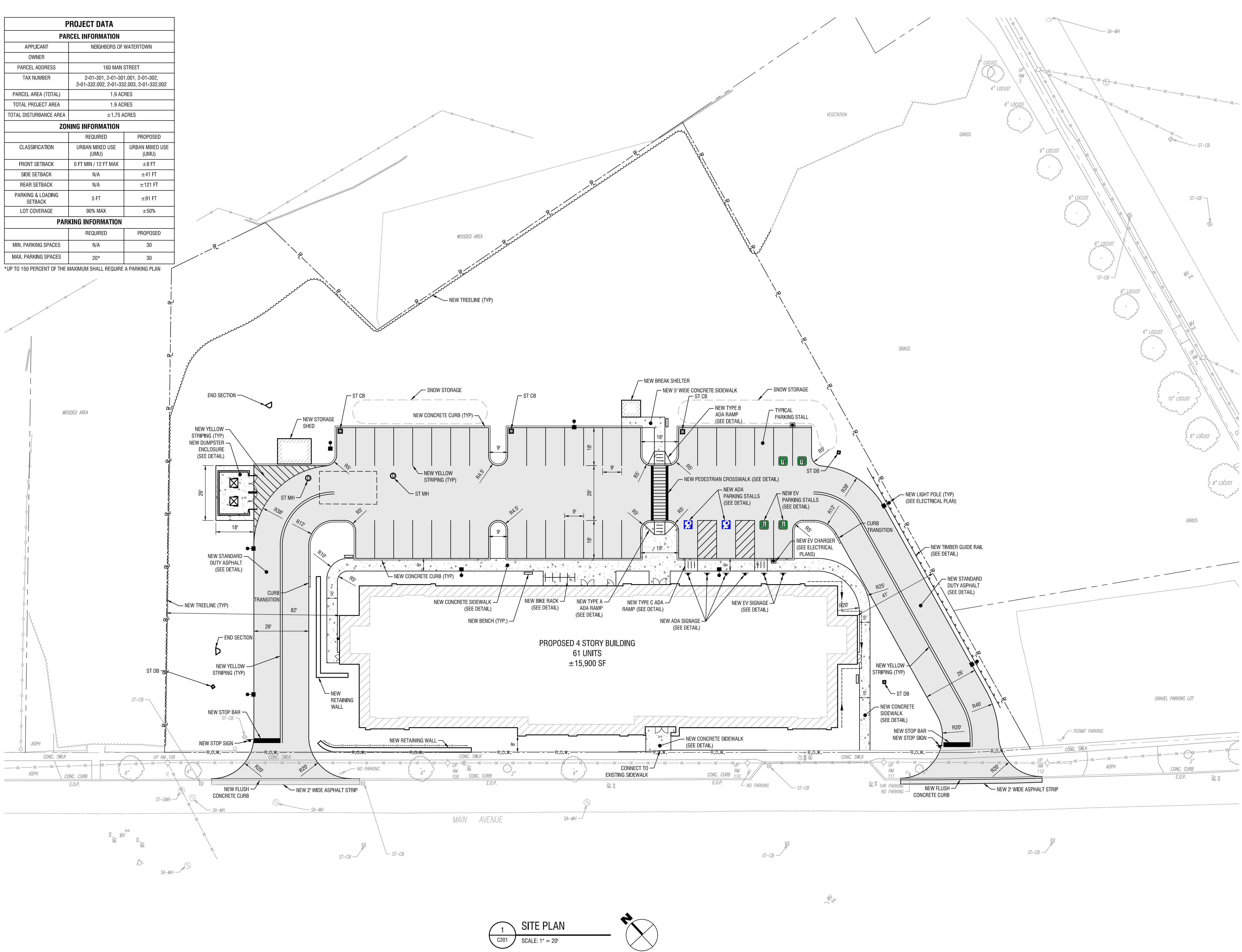
**SITE PLAN**

DRAWING NUMBER:

**C201**

PROJECT DATA		
<b>PARCEL INFORMATION</b>		
APPLICANT	NEIGHBORS OF WATERTOWN	
OWNER		
PARCEL ADDRESS	160 MAIN STREET	
TAX NUMBER	2-01-301, 2-01-301.001, 2-01-302, 2-01-332.002, 2-01-332.003, 2-01-332.002	
PARCEL AREA (TOTAL)	1.9 ACRES	
TOTAL PROJECT AREA	1.9 ACRES	
TOTAL DISTURBANCE AREA	±1.75 ACRES	
<b>ZONING INFORMATION</b>		
CLASSIFICATION	REQUIRED URBAN MIXED USE (UMU)	PROPOSED URBAN MIXED USE (UMU)
FRONT SETBACK	0 FT MIN / 12 FT MAX	±8 FT
SIDE SETBACK	N/A	±41 FT
REAR SETBACK	N/A	±121 FT
PARKING & LOADING SETBACK	5 FT	±91 FT
LOT COVERAGE	90% MAX	±50%
<b>PARKING INFORMATION</b>		
MIN. PARKING SPACES	REQUIRED N/A	PROPOSED 30
MAX. PARKING SPACES	REQUIRED 20*	PROPOSED 30

\*UP TO 150 PERCENT OF THE MAXIMUM SHALL REQUIRE A PARKING PLAN



**1 SITE PLAN**  
SCALE: 1" = 20'

VERSION: 03.1  
07/2023 7:39 AM

NOT FOR CONSTRUCTION

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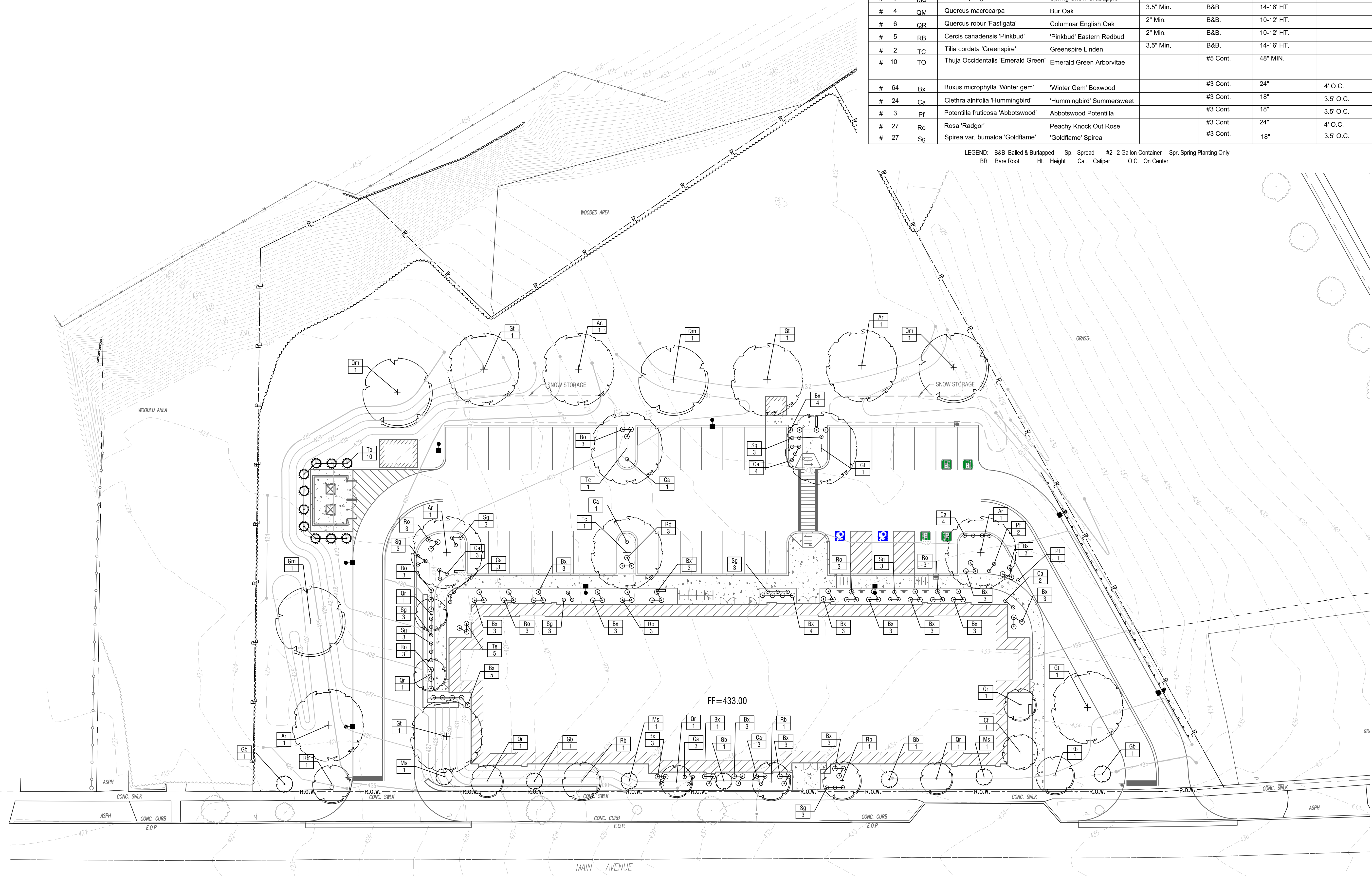
**LANDSCAPING PLAN**

DRAWING NUMBER:

**L101**

QUANT.	KEY	LATIN NAME	COMMON NAME	DBH.	ROOTS	HT. OR SP.	REMARKS
# 5	AR	Acer rubrum 'Red sunset'	'Red Sunset' Red Maple	3.5" Min.	B&B	14-16' HT.	
# 1	CF	Cornus florida 'Cherokee Princess'	Cherokee Princess Dogwood	2" Min.	B&B	10-12' HT.	
# 5	GB	Ginkgo Biloba 'Sky tower'	Skytower Ginkgo	2" Min.	B&B	10-12' HT.	
# 5	GT	Gleditsia tricanthos 'Skyline'	'Skyline' Honey Locust	3.5" Min.	B&B	14-16' HT.	
# 3	MS	Malus 'Spring snow'	Spring Snow Crabapple	2" Min.	B&B	10-12' HT.	
# 4	QM	Quercus macrocarpa	Bur Oak	3.5" Min.	B&B	14-16' HT.	
# 6	QR	Quercus robur 'Fastigata'	Columnar English Oak	2" Min.	B&B	10-12' HT.	
# 5	RB	Cercis canadensis 'Pinkbud'	'Pinkbud' Eastern Redbud	2" Min.	B&B	10-12' HT.	
# 2	TC	Tilia cordata 'Greenspire'	Greenspire Linden	3.5" Min.	B&B	14-16' HT.	
# 10	TO	Thuja Occidentalis 'Emerald Green'	Emerald Green Arborvitae	#5 Cont.		48" MIN.	
# 64	Bx	Buxus microphylla 'Winter gem'	'Winter Gem' Boxwood		#3 Cont.	24"	4' O.C.
# 24	Ca	Clethra alnifolia 'Hummingbird'	'Hummingbird' Summersweet		#3 Cont.	18"	3.5' O.C.
# 3	Pf	Potentilla fruticosa 'Abbotswood'	Abbotswood Potentilla		#3 Cont.	18"	3.5' O.C.
# 27	Ro	Rosa 'Radgor'	Peachy Knock Out Rose		#3 Cont.	24"	4' O.C.
# 27	Sg	Spiraea var. bumalda 'Goldflame'	'Goldflame' Spiraea		#3 Cont.	18"	3.5' O.C.

LEGEND: B&B Balled & Burlapped Sp. Spread #2 2 Gallon Container Spr. Spring Planting Only  
BR Bare Root HT. Height Cal. Caliper O.C. On Center



1 LANDSCAPING PLAN  
L101 SCALE: 1" = 20'

# 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.

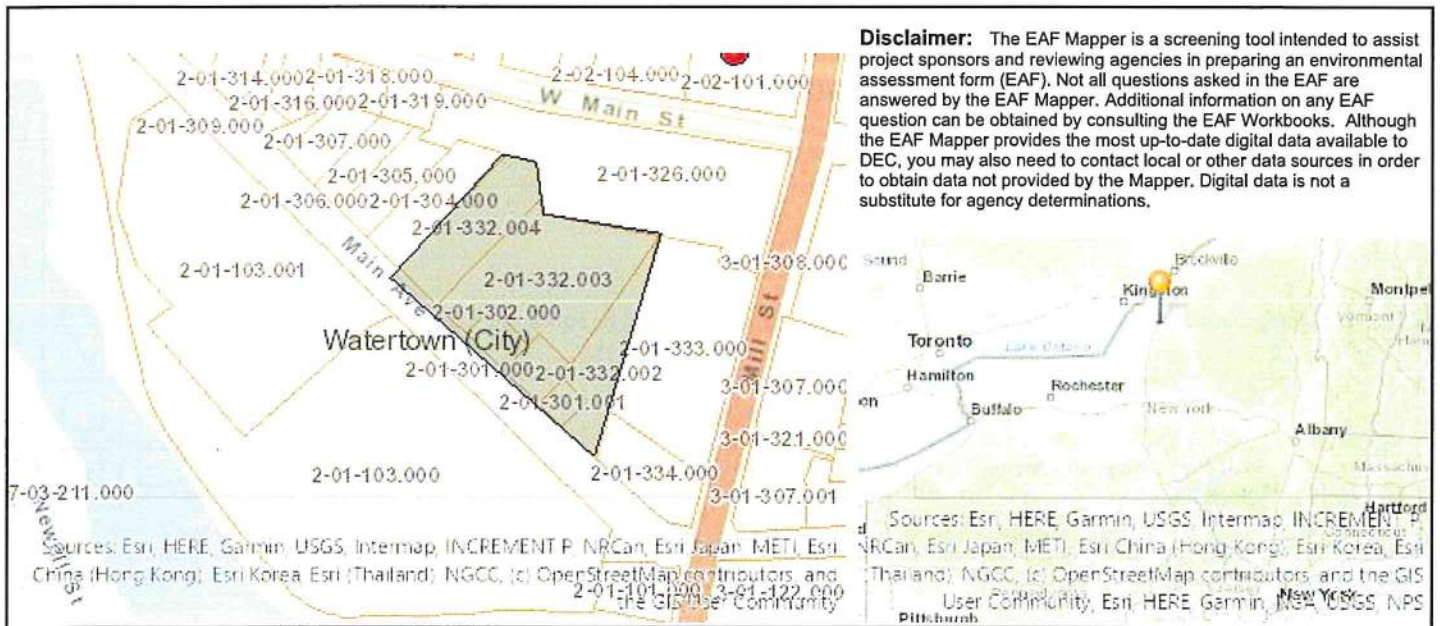
Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project: Neighbors of Watertown Mill and Main Street Apartments			
Project Location (describe, and attach a location map): 160 Main Avenue, Watertown, NY 13601 (SBLs: 2-01-301, 2-01-301.001,2-01-302, 2-01-332.002, 2-01-332.003, 2-01-332.002). See attached map.			
Brief Description of Proposed Action: Neighbors of Watertown Inc. (NOW) is looking to construct a new 61-unit multi-family, 4-story affordable housing building with associated parking lot, sidewalks, landscaping and stormwater management facilities. NOW is requesting HCR 9% funding and seeking site plan approval from the City of Watertown Planning Board to develop an affordable housing project on an approximately 1.9-acre site which spans across 6 parcels (Tax Parcels 2-01-332.004, 2-01-332.003, 2-01-332.002, 2-01-301.001, 2-01-301.00, 2-01-302.000), located on Main Avenue, just south of Mill Street in the City of Watertown, Jefferson County, New York. The project will be consolidating 6 parcels into one parcel. The proposed project will comprise of a 61-unit, 4-story multifamily apartment building with 40 parking spots and associated site improvements. The proposed project site is in the City's Urban Mixed Use (UMU) District, which permits apartment buildings pursuant to site plan review.  The new building will be located at 160 Main Ave, along the street frontage with associated parking lot behind the building, sidewalks, landscaping and stormwater management facilities.			
Name of Applicant or Sponsor: Reginald J Schweitzer Jr., Executive Director, Neighbors of Watertown, Inc.		Telephone: (315)782-8497 E-Mail: Reg@neighborsofwatertown.com	
Address: 112 Franklin Street			
City/PO: Watertown		State: NY	Zip Code: 13601
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: HCR- Funding, SHPO-Consultation, DEC-SWPPP and NYNHP Consultation, City of Watertown PB-Site Plan, ZBA - 2 Area Variances			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		+/- 1.9 acres	
b. Total acreage to be physically disturbed?		+/-1.75 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		+/-3.4 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input checked="" type="checkbox"/> Parkland			

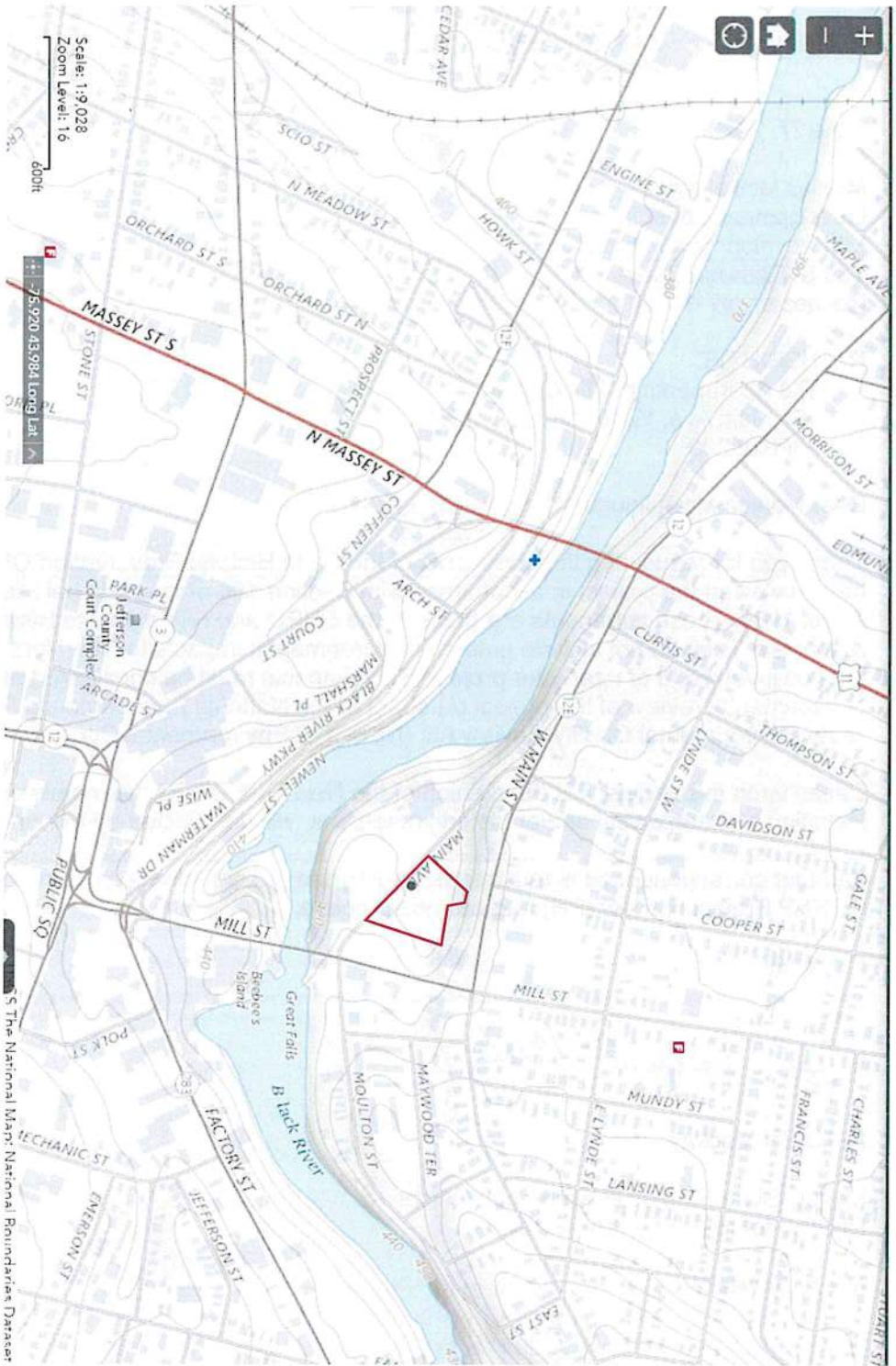
5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?		<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?		<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
The project received a SHPO no effect letter dated 6/27/2023. See attached.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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?		<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?		<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			
The project site is located approximately 530 feet north of Black River. Per the NYSDEC ERM, the project area does not contain any wetlands or waterbodies. _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input checked="" type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
Indiana Bat, Northern Long-Bat. It is anticipated that the project will remove less than +/-0.2 acres of trees, brush, and site overgrowth.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources?	NO	YES
If Yes,	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If Yes, briefly describe:		
Stormwater Discharge will be directed to on-site stormwater management facilities and then conveyed to the City of Watertown's public storm system. Stormwater design will meet all NYS DEC requirements.		
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)?	NO	YES
If Yes, explain the purpose and size of the impoundment:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?	NO	YES
If Yes, describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?	NO	YES
If Yes, describe:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
623006-Abe Cooper Surplus Company, is a State Superfund Site and V00473-NM - Anthony St. - Watertown MGP is a voluntary clean up program site. These sites are located south of Black River (0.2 miles away from the project site).		
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor/name: <u>Reginald J Schweitzer Jr., Neighbors of Watertown, Inc.</u> Date: <u>7/18/2023</u>		
Signature: <u></u> Title: <u>Executive Director</u>		





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



NOT TO SCALE

Mill and Main Street Apartments

USGS Topographic Map

City of Watertown, Jefferson County, NY

Project No: 2232540





**New York State  
Parks, Recreation and  
Historic Preservation**

**KATHY HOCHUL**  
Governor

**ERIK KULLESEID**  
Commissioner

June 27, 2023

Monica McCullough  
Development Consultant  
MM Development Advisors, Inc.  
133 S. Fitzhugh Street  
Rochester, NY 14620

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Re: HCR/HTFC  
The Apartments at Mill & Main  
160 Main Ave, Watertown, NY 13601  
23PR05200

Dear Monica McCullough:

Thank you for requesting the comments of the State Historic Preservation Office (SHPO). We have reviewed the project in accordance with Section 106 of the National Historic Preservation Act of 1966. These comments are those of the SHPO and relate only to Historic/Cultural resources. They do not include potential environmental impacts to New York State Parkland that may be involved in or near your project. Such impacts must be considered as part of the environmental review of the project pursuant to the National Environmental Policy Act and/or the State Environmental Quality Review Act (New York Environmental Conservation Law Article 8).

Based upon this review, it is the opinion of the New York SHPO that no historic properties, including archaeological and/or historic resources, will be affected by this undertaking.

If further correspondence is required regarding this project, please be sure to refer to the OPRHP Project Review (PR) number noted above.

Sincerely,

R. Daniel Mackay

Deputy State Historic Preservation Officer  
Division for Historic Preservation

rev: C. Towers

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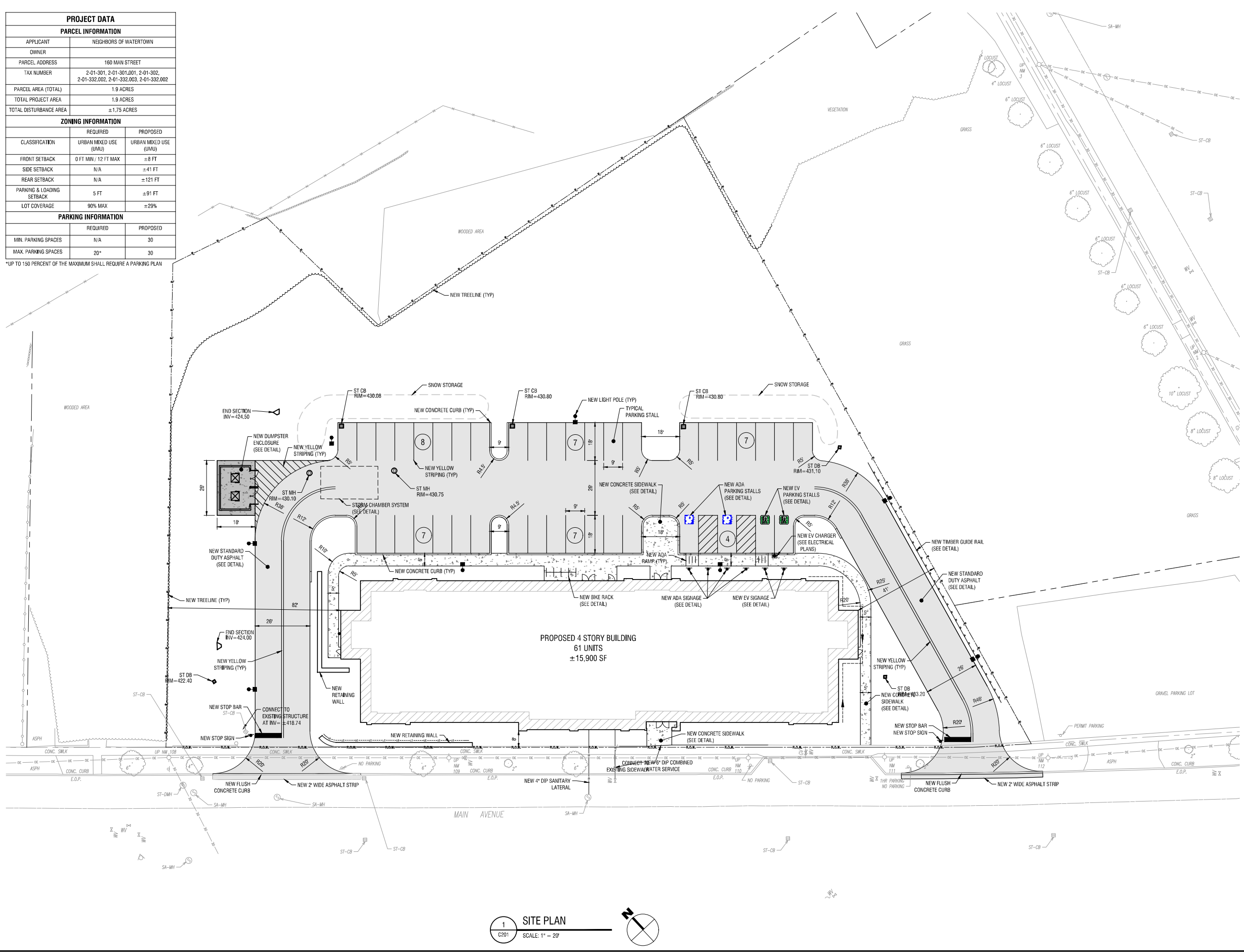
DRAWING NAME:

**SITE PLAN**

DRAWING NUMBER:

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PARCEL INFORMATION		
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TOTAL PROJECT AREA	1.9 ACRES	
TOTAL DISTURBANCE AREA	±1.75 ACRES	
ZONING INFORMATION		
	REQUIRED	PROPOSED
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PARKING INFORMATION		
	REQUIRED	PROPOSED
MIN. PARKING SPACES	N/A	30
MAX. PARKING SPACES	20*	30

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