



# 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

SUBJECT: Subdivision Final Plat Approval – 132 Willow Street

DATE: September 28, 2023

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**Request:** Subdivision Final Plat Approval for a two-lot subdivision of 132 Willow Street, Parcel Number 9-10-104.100

**Applicant:** LaFave, White & McGivern, L.S., P.C.

**Proposed Use:** Residential

**Property Owner:** Kimberly A. Donegan

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**Overview:** This proposal is being submitted for Planning Commission review under Chapter A322 (Subdivision Regulations) of the City Code. The Planning Commission has the option of not requiring a preliminary plat submission. Since this is a minor subdivision, Staff is processing this application as a final plat. A public hearing is required, and a notice has been published for it to be held at 6:05 p.m. during the Planning Commission meeting. After the public hearing and completion of Part 2 of the Short Environmental Assessment Form, the Planning Commission will be free to make a decision on the proposal.

The applicant proposes to divide an existing 0.50-acre lot, Parcel Number 9-10-104.100, located at 132 Willow St. into two parcels, a 0.30-acre eastern section, Parcel A, that the applicant proposes to convey to the adjacent property at 124 Willow St., Parcel Number 9-10-103.000 and a 0.20-acre northern section, Parcel B, that would retain under the applicant's ownership and be combined with 821 Arsenal St., Parcel Number 9-10-118.000.

**Assemblages:** It appears that the pool located on 124 Willow St. crosses the eastern property line, partially placed on 132 Willow St. Upon Subdivision Approval and the transfer of Parcel A, the property owner at 124 Willow St shall assemble the 0.30-acre eastern section into one single parcel. The property owner should follow through with this assemblage by filing the new deed for the assembled parcel with the County Clerk.

The Planning Commission shall require this assemblage as a condition of Subdivision Approval in order to avoid a structure crossing a property line.

The remaining 0.20-acre northern parcel, Parcel B, will be retained under the applicant's ownership and must be assembled with 821 Arsenal St. into one single parcel. The applicant is responsible for filing the new deed for the assembled parcel with the County Clerk.

The Planning Commission shall require this assemblage as a condition of Subdivision Approval in order to avoid creating a landlocked parcel.

**Zoning:** The proposed 0.30-acre eastern section from 132 Willow St., Parcel A, is zoned Residential, identical to 124 Willow St. and the remaining 0.20-acre northern section from 132 Willow St, Parcel B, is zoned Commercial, identical to 821 Arsenal St.

**Required Descriptions:** The applicant has submitted draft metes and bounds descriptions for both proposed subsequent assemblages that must be filed with the County Clerk.

**Required Drawings:** The drawing that the applicant submitted for Planning Board approval and signature by the Clerk of the Planning Board uses line weights and acreage measurements that depict the eventual resultant parcels. The instructions in Appendix A of the Subdivision Approval application form states:

*“The drawing must depict the subject parcel(s) being proposed for subdivision, and the locations where the split(s) will occur. The line weights must emphasize the split of the existing parcel into separate pieces and NOT what the property lines would look like following any subsequent proposed assemblages.”*

The applicant must resubmit a revised subdivision plat with heavier line weights only around the parcel to be subdivided, 132 Willow St., Parcel Number 9-10-104.100.

**Area and Yard Regulations:** Parcel A is currently vacant residential land. Any new structure that will be constructed on this parcel will need to be in compliance with the area and yard regulations for the Residential District stated in Section 310-21 of the Zoning Ordinance.

Parcel B is currently being used as a parking lot for 821 Arsenal St., and the applicant intends to continue this use. If the applicant decides to change the current use, any new structure that will be constructed on this parcel will need to be in compliance with the area and yard regulation for the Commercial District stated in Section 310-21 of the Zoning Ordinance.

**SEQR:** The proposed subdivision is considered an Unlisted Action under the State Environmental Quality Review Act (SEQRA). Prior to approval, the Planning Commission must consider Part 2 of the Short Environmental Assessment Form (EAF) and make a determination of significance relative to SEQRA.

**Miscellaneous:** The applicant has provided a Request for Real Property Tax Law 932 Split form in order to prevent the issuance of a tax certificate on a parcel that no longer exists.

An application was provided to Code Enforcement for their review. After thorough review, Code Enforcement Supervisor, Dana Aikins, pointed out that the property owner at 124 Willow St. did not apply for a Zoning Compliance Certificate or obtain a building permit to construct the existing pool. The Planning Commission shall require the property owner at 124 Willow St. to

apply for a Zoning Compliance Certificate and obtain a building permit from Code Enforcement as a condition of Subdivision Approval.

An application was also provided to the Engineering Department. Civil Engineer 2, Thomas Maurer, did not have any comments on the application.

After approval, the applicant must submit one (1) reproducible Mylar print and one (1) paper copy of the final plat for signature by the clerk of the Planning Commission. The paper copy will be returned and must be filed in the County Clerk's Office within 62 days of signing.

**Summary:** The following should be discussed and/or included as contingencies with the motion for approval:

1. The property owner of 124 Willow St. shall assemble the 0.30-acre eastern subdivided parcel, Parcel A, with Parcel Number 09-10-103.000 located at 124 Willow St., into a single parcel, by way of a new metes and bounds description that is filed with the County Clerk.
2. The property owner of 124 Willow St. shall apply for a Zoning Compliance Certificate and obtain a building permit for the pool that is exists on the property.
3. The applicant shall assemble the 0.20-acre northern subdivided parcel, Parcel B, with Parcel Number 09-10-118.000 located at 821 Arsenal St., into a single parcel, by way of a new metes and bounds description that is filed with the County Clerk.
4. The applicant must resubmit a revised subdivision plat with heavier line weights shown only around the parcel to be subdivided, 132 Willow St., Parcel Number 9-10-104.100.

cc: LaFave, White & McGivern, 133 Commercial St, P.O. Box 679, Theresa, NY 13691  
Kimberly A. Donegan, 1377 Loomus Dr, Watertown, NY 13601  
Thomas Maurer, Civil Engineer II  
Dana Aikins, Code Enforcement Supervisor

LaFave, White & McGivern, L.S., P.C.  
LAND SURVEYORS  
THERESA - BOONVILLE

PLANNING AND COMMUNITY  
DEVELOPMENT DEPARTMENT

SEP 19 2023

RECEIVED  
CITY OF WATERTOWN, NY

September 18, 2023

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

Re: Donegan - 132 Willow Street  
Subdivision and Assemblages

Mr. Lumbis:

On behalf of Kimberly Donegan, submitted herewith is the subdivision application regarding land owned by Kimberly A. Donegan Living Trust designated as Tax Parcel 09-10-104.100 located at 132 Willow Street. The applicant is seeking approval to subdivide the subject land into 2 lots designated as Parcel "A" and Parcel "B".

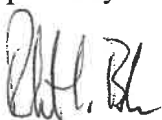
Parcel "A" includes 61.88 feet of frontage along Willow Street and 0.30 acres of land, which will be assembled with tax parcel 09-10-103.000 located at 124 Willow Street. Parcel "A" and the property located at 124 Willow Street are both located in the Residential Zoning District. It is anticipated that the property at 124 Willow Street will continue to be used for residential purposes.

Parcel "B" contains 0.20 acres of land with no frontage on a public street, and will be assembled with tax parcel 09-10-118.000 located at 821 Arsenal Street. Parcel "B" and the property located at 821 Arsenal Street are both located in the Commercial Zoning District. It is anticipated that the property located at 821 Arsenal Street will continue to be used for Commercial purposes. Hacienda Mexican Restaurant presently operates at 821 Arsenal Street.

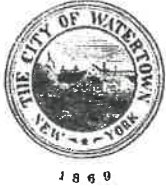
Accompanying this letter are eight (8) "sets" of the subdivision package including each of the "checklist" items listed on the application form.

A representative from our office will attend the Planning Commission meeting(s) during the review process. If you need additional information or have comments regarding the application please contact me at 315-628-4414 or via email at [rbusler@lafavewhitemcgivern.com](mailto:rbusler@lafavewhitemcgivern.com).

Respectfully submitted,



LaFave, White & McGivern, L.S., P.C.  
Robert J. Busler, P.L.S.  
President



City of Watertown  
**SUBDIVISION 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](mailto:planning@watertown-ny.gov)

Received:

PLANNING AND COMMUNITY  
DEVELOPMENT DEPARTMENT

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**PROPERTY INFORMATION:**

PROPERTY ADDRESS: 132 Willow Street  
TAX PARCEL NUMBER: 09-10-104.100 ZONING DISTRICT: Residential and Commercial  
NUMBER OF LOTS TO DIVIDE PROPERTY INTO: 2 IS THERE A PROPOSED SUBSEQUENT ASSEMBLAGE? ( Y / N )

**APPLICANT INFORMATION:**

APPLICANT NAME: Kimberly A. Donegan  
APPLICANT MAILING ADDRESS: 1377 Loomus Drive  
Watertown, NY 13601  
PHONE NUMBER: 315-482-1008 E-MAIL: J.DONEGAN@VERIZON.NET

**PROPERTY OWNER INFORMATION (if different from applicant):**

PROPERTY OWNER NAME: same  
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):**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Cover Letter*                     | <input checked="" type="checkbox"/> Proposed Final Subdivision Plat Drawing*             |
| <input checked="" type="checkbox"/> Suggested Descriptions*           | <input checked="" type="checkbox"/> Tax Map with subject parcel highlighted              |
| <input checked="" type="checkbox"/> \$150 application fee             | <input checked="" type="checkbox"/> State Environmental Quality Review (SEQR) form       |
| <input checked="" type="checkbox"/> Real Property Law 932 Split Form* | <input checked="" type="checkbox"/> Electronic Copy of Entire Submission (PDF Preferred) |

\*See appendices for further information

Applicant Signature: Kimberly Donegan Date: 09/18/23  
Property Owner Signature (if different) \_\_\_\_\_ Date: \_\_\_\_\_

7/31/2020

# LaFave, White & McGivern, L.S., P.C.

LAND SURVEYORS  
THERESA - BOONVILLE

## Donegan to Hoff

### Parcel "A"

(To be Assembled with Tax Parcel 09-10-103.000)

All that parcel of land located in the City of Watertown, County of Jefferson and State of New York, bounded and described as follows:

Beginning at an existing rebar at the intersection of the west street boundary of Willow Street with the south line of land conveyed to Jack P. Hoff (Instrument 2012-00008120); and runs thence from the point of beginning, South 08 degrees 58 minutes 00 seconds West, 61.88 feet along the west street boundary of Willow Street to an existing rebar at its intersection with the north line of land conveyed to Sharon Lee Wells (Liber 1637, Page 169); thence North 81 degrees 53 minutes 00 seconds West, 212.35 feet along the north line of said land of Wells to an existing rebar at the northwest corner thereof, said rebar being in the east line of land conveyed to Peter R. Monaco and Brenda L. Monaco (Instrument 2018-00000528); thence North 07 degrees 05 minutes 00 seconds East, 54.24 feet along the east line of said land of Monaco to an existing rebar at the northeast corner thereof; thence North 07 degrees 05 minutes 00 seconds East, 7.64 feet to an existing rebar at the southwest corner of the aforementioned land conveyed to Hoff; thence South 81 degrees 53 minutes 00 seconds East, 214.38 feet along the south line of said land of Hoff to the existing rebar at the point of beginning, containing 0.30 acres of land.

The above described parcel being part of the parcel described as "132 Willow Street" in the deed from KAD Realty, LLC to Kimberly A. Donegan Living Trust by deed dated January 12, 2017 and recorded in the Jefferson County Clerk's Office on January 20, 2017 at Instrument 2017-00000951.

Together with and subject to rights, covenants, easements, restrictions and rights of way of record.

The above described parcel is part of the land located at 132 Willow Street that is intended to be assembled with the property located at 124 Willow Street.

File 2023H-18  
September 18, 2023

# LaFave, White & McGivern, L.S., P.C.

LAND SURVEYORS  
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## Donegan

Parcel "B"

(To be Assembled with Tax Parcel 09-10-118.000)

All that parcel of land located in the City of Watertown, County of Jefferson and State of New York, bounded and described as follows:

Beginning at an existing rebar at the southwest corner of land conveyed to Jack P. Hoff (Instrument 2012-00008120), said rebar being North 81 degrees 53 minutes 00 seconds West, 214.38 feet measured along the south line of said land of Hoff from an existing rebar in the west street boundary of Willow Street; and runs thence from the point of beginning, South 07 degrees 05 minutes 00 seconds West, 7.64 feet to an existing rebar at the northeast corner of land conveyed to Peter R. Monaco and Brenda L. Monaco (Instrument 2018-00000528); thence North 81 degrees 53 minutes 00 seconds West, 99.00 feet along the north line of said land of Monaco to an existing iron pipe at the southeast corner of land conveyed to Stephen J. Calhoun and Susan M. Calhoun (Instrument 2020-00004160); thence North 07 degrees 05 minutes 00 seconds East, 90.00 feet along the east line of said land of Calhoun to a point at the southwest corner of the parcel described as "821 Arsenal Street" in the deed to Kimberly A. Donegan Living Trust (Instrument 2017-00000951); thence South 81 degrees 53 minutes 00 seconds East, 99.00 feet along the south line of said parcel to a point at the southeast corner thereof, said point being in the west line of the parcel of land described as "120 Willow Street" in said deed to Kimberly A. Donegan Living Trust (Instrument 2017-00000951); thence South 07 degrees 05 minutes 00 seconds West, 16.50 feet along said west line to an existing rebar at the southwest corner thereof, said rebar being at the northwest corner of the aforementioned land conveyed to Hoff; thence South 07 degrees 05 minutes 00 seconds West, 65.86 feet along the west line of said land of Hoff to the existing rebar at the point of beginning, containing 0.20 acres of land.

The above described parcel being part of the parcel described as "132 Willow Street" in the deed from KAD Realty, LLC to Kimberly A. Donegan Living Trust by deed dated January 12, 2017 and recorded in the Jefferson County Clerk's Office on January 20, 2017 at Instrument 2017-00000951.

Together with and subject to rights, covenants, easements, restrictions and rights of way of record.

The above described parcel being part of the land located at 132 Willow Street that is intended to be assembled with the property located at 821 Arsenal Street.

File 2023H-18  
September 18, 2023

# LaFave, White & McGivern, L.S., P.C.

LAND SURVEYORS  
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Assembled Hoff Parcel  
0.63 Acre Parcel

All that parcel of land located in the City of Watertown, County of Jefferson and State of New York, bounded and described as follows:

Beginning at an existing rebar at the intersection of the west street boundary of Willow Street with the south line of land conveyed to Jack P. Hoff (Instrument 2012-00008120); and runs thence from the point of beginning, South 08 degrees 58 minutes 00 seconds West, 61.88 feet along the west street boundary of Willow Street to an existing rebar at its intersection with the north line of land conveyed to Sharon Lee Wells (Liber 1637, Page 169); thence North 81 degrees 53 minutes 00 seconds West, 212.35 feet along the north line of said land of Wells to an existing rebar at the northwest corner thereof, said rebar being in the east line of land conveyed to Peter R. Monaco and Brenda L. Monaco (Instrument 2018-00000528); thence North 07 degrees 05 minutes 00 seconds East, 54.24 feet along the east line of said land of Monaco to an existing rebar at the northeast corner thereof; thence North 07 degrees 05 minutes 00 seconds East, 7.64 feet to an existing rebar at the southwest corner of the aforementioned land conveyed to Hoff; thence North 07 degrees 05 minutes 00 seconds East, 65.86 feet along the west line of said land of Hoff to an existing rebar at the northwest corner thereof, said rebar being at the southwest corner of the parcel of land described as "120 Willow Street" in the deed to Kimberly A. Donegan Living Trust (Instrument 2017-00000951); thence South 81 degrees 52 minutes 48 seconds East, 216.55 feet along the north line of said land of Hoff and along the south line of said land of Kimberly A. Donegan Living Trust to a point in the west street boundary of Willow Street, said point being South 81 degrees 52 minutes 48 seconds East, 1.52 feet from an existing iron pipe; thence South 08 degrees 58 minutes 00 seconds West, 65.84 feet along the west street boundary of Willow Street to the existing rebar at the point of beginning, containing 0.63 acres of land.

The above described parcel being all of that parcel of land conveyed by Eric T. Swartz to Jack P. Hoff by deed dated May 30, 2012 and recorded in the Jefferson County Clerk's Office on May 31, 2012 at Instrument 2012-00008120), and part of the parcel of land described as "132 Willow Street" in the deed from KAD Realty, LLC to Kimberly A. Donegan Living Trust by deed dated January 12, 2017 and recorded in the Jefferson County Clerk's Office on January 20, 2017 at Instrument 2017-00000951.

Together with and subject to rights, covenants, easements, restrictions and rights of way of record.

File 2023H-18  
September 18, 2023



# LaFave, White & McGivern, L.S., P.C.

LAND SURVEYORS  
THERESA - BOONVILLE

## Donegan

### Assembled "821 Arsenal Street" Parcel

All that parcel of land located in the City of Watertown, County of Jefferson and State of New York, bounded and described as follows:

Beginning at an existing rebar at the intersection of the south street boundary of Arsenal Street with the west line of land conveyed to Goldfinger Enterprises, LLC (Instrument 2011-00016819); and runs thence from the point of beginning, South 07 degrees 05 minutes 00 seconds West, 280.50 feet along the west line of said land of Goldfinger Enterprises, LLC, to and along the west line of the parcel described as "120 Willow Street" in the deed to Kimberly A. Donegan Living Trust (Instrument 2017-00000951), to a point; thence continuing South 07 degrees 05 minutes 00 seconds West, 16.50 feet along the west line of said property described as "120 Willow Street" to an existing rebar at the northwest corner of land conveyed to Jack P. Hoff (Instrument 2012-00008120); thence continuing South 07 degrees 05 minutes 00 seconds West, 65.86 feet along the west line of said land of Hoff to an existing rebar at the southwest corner thereof; thence continuing South 07 degrees 05 minutes 00 seconds West, 7.64 feet to an existing rebar at the northeast corner of land conveyed to Peter R. Monaco and Brenda L. Monaco (Instrument 2018-00000528); thence North 81 degrees 53 minutes 00 seconds West, 99.00 feet along the north line of said land of Monaco to an existing iron pipe at the southeast corner of land conveyed to Stephen J. Calhoun and Susan M. Calhoun (Instrument 2020-00004160); thence North 07 degrees 05 minutes 00 seconds East, 90.00 feet along the east line of said land conveyed to Calhoun to a point; thence continuing North 07 degrees 05 minutes 00 seconds East, 280.50 feet along the east line of said land of Calhoun, to and along the east line of land conveyed to Sandra M. Foster (Instrument 2009-00014127), to and along the east line of land conveyed to Nimadi, LLC (Instrument 2009-00004312), to a point in the south street boundary of Arsenal Street; thence South 81 degrees 53 minutes 00 seconds East, 99.00 feet along the south street boundary of Arsenal Street to the existing rebar at the point of beginning, containing 0.84 acres of land.

The above described parcel including the parcel of land described as "821 Arsenal Street" and a portion of the land described as "132 Willow Street" in the deed from KAD Realty, LLC to Kimberly A. Donegan Living Trust by deed dated January 12, 2017 and recorded in the Jefferson County Clerk's Office on January 20, 2017 at Instrument 2017-00000951.

Together with and subject to rights, covenants, easements, restrictions and rights of way of record.

File 2023H-18  
September 18, 2023



## Request for Real Property Tax Law 932 Split

I am (we are) the owner(s) of, or will be the owner(s) of one or more parcels of property listed below that is the subject of a subdivision request. I hereby request that following the final approval and completion of the subdivision, that all newly designated parcels be assessed and taxed in accordance with Real Property Tax Law 932, allowing for the changes to any current or subsequent tax rolls required to implement those changes in said subdivision.

Property Address

Parcel Id

132 Willow Street

09-10-104.100

Owner(s) Name

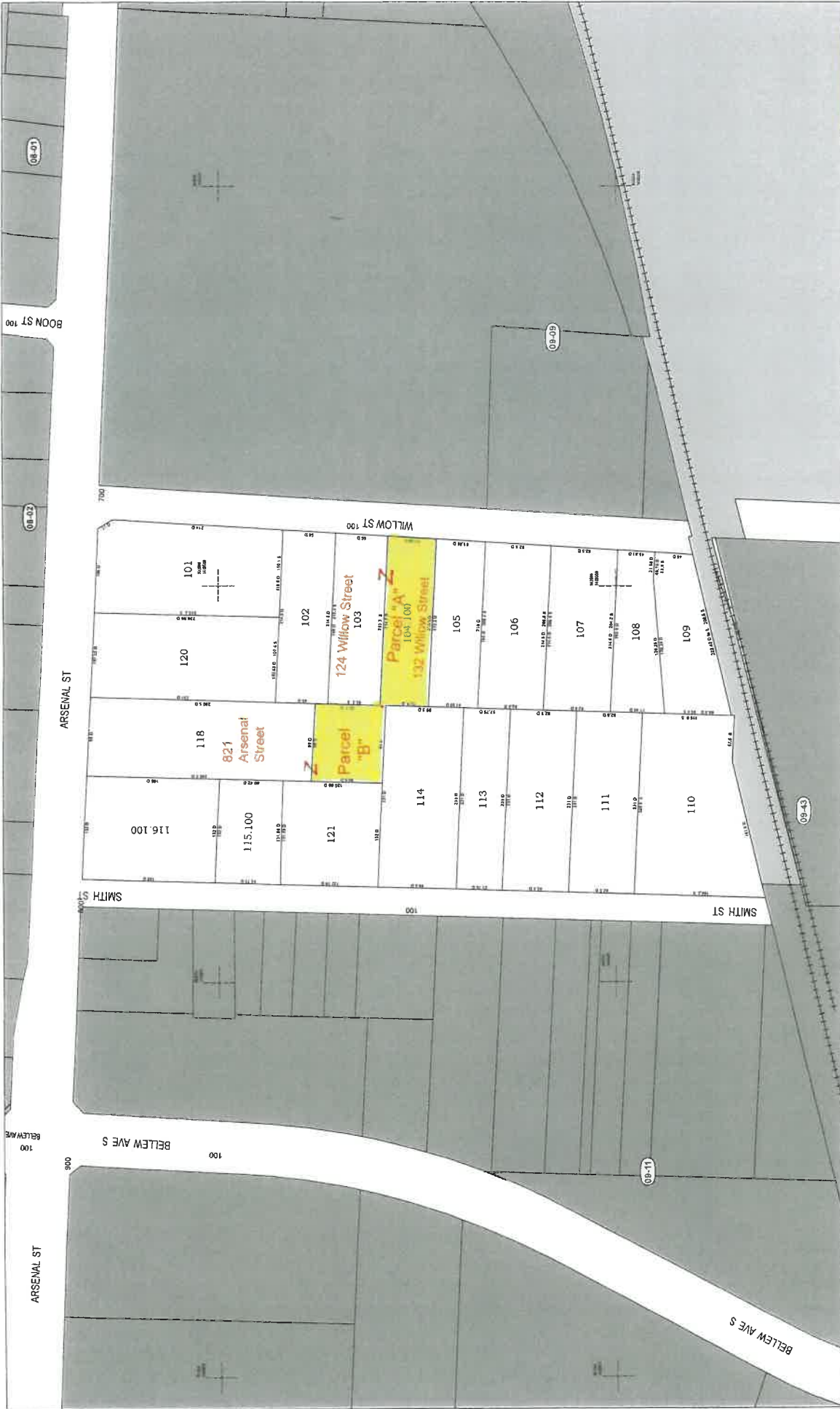
Signature

Date

Kimberly A. Donegan

*Kimberly Donegan*

09/18/2023



Projected by  
**City of Watertown GIS**  
**City of Watertown**  
**Assessment Department**

For Tax Purposes Only  
 Not to be Used for Conveyance  
THIS IS NOT A LEGAL SURVEY  
 CONSULT YOUR ATTORNEY

No Map Changes

Parcel Line	Parcel ID	Continuation Code
-----	101	000
-----	102	000
-----	103	000
-----	104	000
-----	105	000
-----	106	000
-----	107	000
-----	108	000
-----	109	000
-----	110	000
-----	111	000
-----	112	000
-----	113	000
-----	114	000
-----	115	000
-----	116	000
-----	117	000
-----	118	000
-----	119	000
-----	120	000
-----	121	000

1 Inch = 50 Feet \*  
 0 50 100 200 Feet  
\*Map based on 30" x 30" map

**Section 09 Block 10**  
**Tax Map**  
**City of Watertown**  
 Jefferson County, NY  
 Printed Date: 2/9/2016

## Short Environmental Assessment Form

### Part 1 - Project Information

SEP 19 2023

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CITY OF WATERTOWN, NY

#### Instructions for Completing

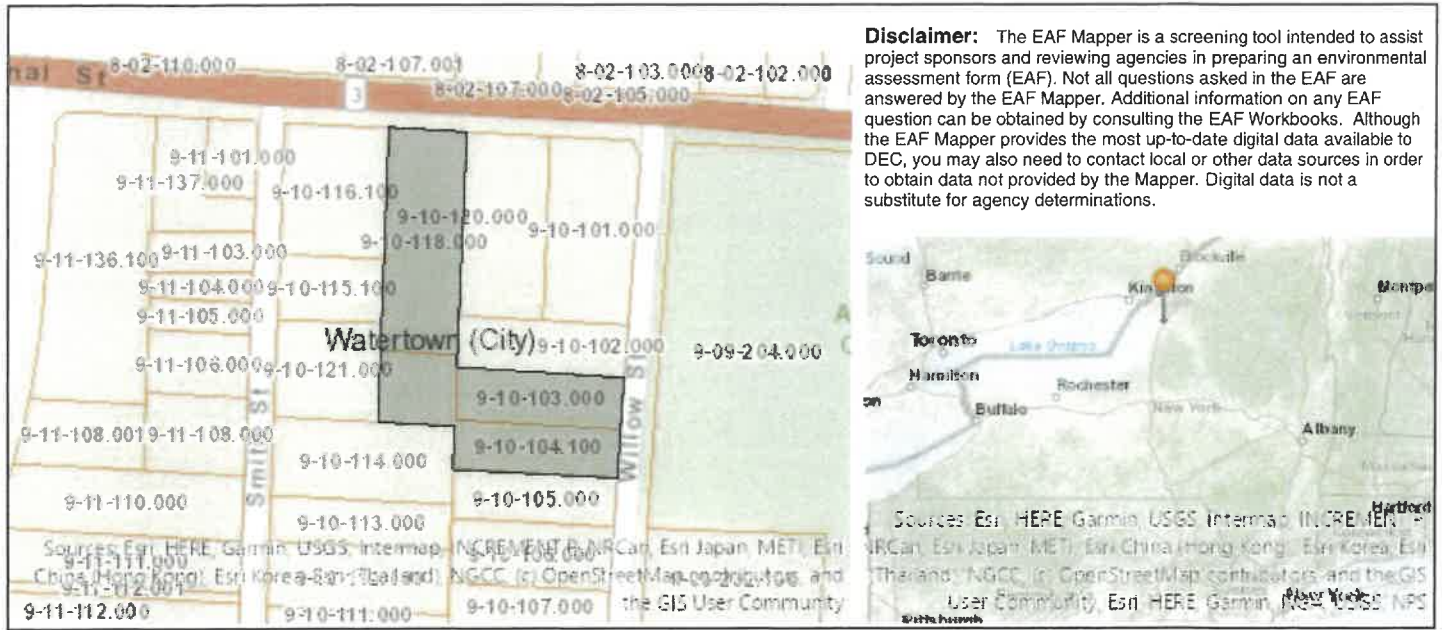
**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available.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

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

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project: Donegan Subdivision			
Project Location (describe, and attach a location map): 132 Willow Street, 124 Willow Street and 821 Arsenal Street, City of Watertown, Jefferson County.			
Brief Description of Proposed Action: Subdivision of tax parcel 09-10-104.100 located at 132 Willow Street into 2 lots, being Parcel "A" and Parcel "B". Parcel "A" includes 61.88' of frontage along Willow Street and 0.30 acres of land, which will be assembled with tax parcel 09-10-103.000 located at 124 Willow Street. Parcel "B" contains 0.20 acres of land with no frontage on a public street, and will be assembled with tax parcel 09-10-118.000 located at 821 Arsenal Street.			
Name of Applicant or Sponsor: Kimberly Donegan		Telephone: 315-482-1008 E-Mail: <a href="mailto:jdonegan@verizon.net">jdonegan@verizon.net</a>	
Address: 1377 Loomus Drive			
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:			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		0.50 acres	
b. Total acreage to be physically disturbed?		0 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		1.47 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

	NO	YES	N/A
5. Is the proposed action, <ul style="list-style-type: none"> <li>a. A permitted use under the zoning regulations?</li> <li>b. Consistent with the adopted comprehensive plan?</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?  b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for <sup>(SEE</sup> archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory? <sup>ATTACHED)</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
Indiana Bat, Northern Long...	<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 checked="" type="checkbox"/>	<input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input type="checkbox"/>
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)?	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 checked="" type="checkbox"/>	<input type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor/name: <u>LaFave, White &amp; McGivern, LS, PC; Robert J. Busler, PLS</u> Date: <u>09/18/2023</u>		
Signature: <u>Robert J. Busler</u>	Digitally signed by Robert J. Busler Date: 2023.09.18 14:00:12 -04'00'	Title: <u>Land Surveyor</u>



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

Project:

Date:

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

**Part 2 is to be completed by the Lead Agency.**

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

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



Project:

Date:

### ***Short Environmental Assessment Form Part 3 Determination of Significance***

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

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

\_\_\_\_\_

Name of Lead Agency

\_\_\_\_\_

Date

\_\_\_\_\_

Print or Type Name of Responsible Officer in Lead Agency

\_\_\_\_\_

Title of Responsible Officer

\_\_\_\_\_

Signature of Responsible Officer in Lead Agency

\_\_\_\_\_

Signature of Preparer (if different from Responsible Officer)

**PRINT FORM**





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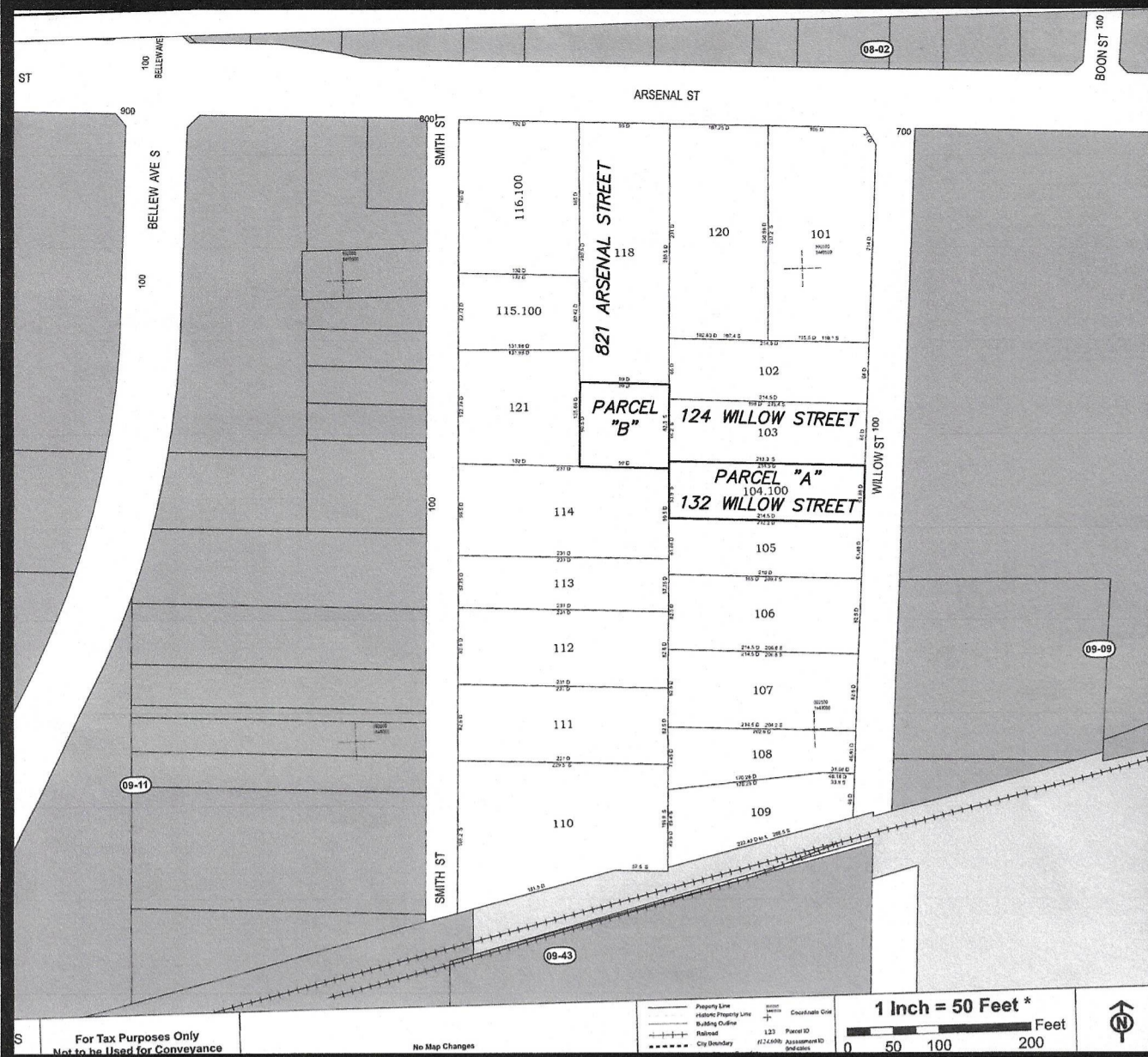


**Archaeology Surveys**  
Survey Number: 99SR50215  
Name: A PHASE IA  
ARCHAEOLOGICAL ASSESSMENT OF  
THE CITY CENTER INDUSTRIAL PARK,  
CITY OF WATERTOWN, WATERTOWN,  
NEW YORK

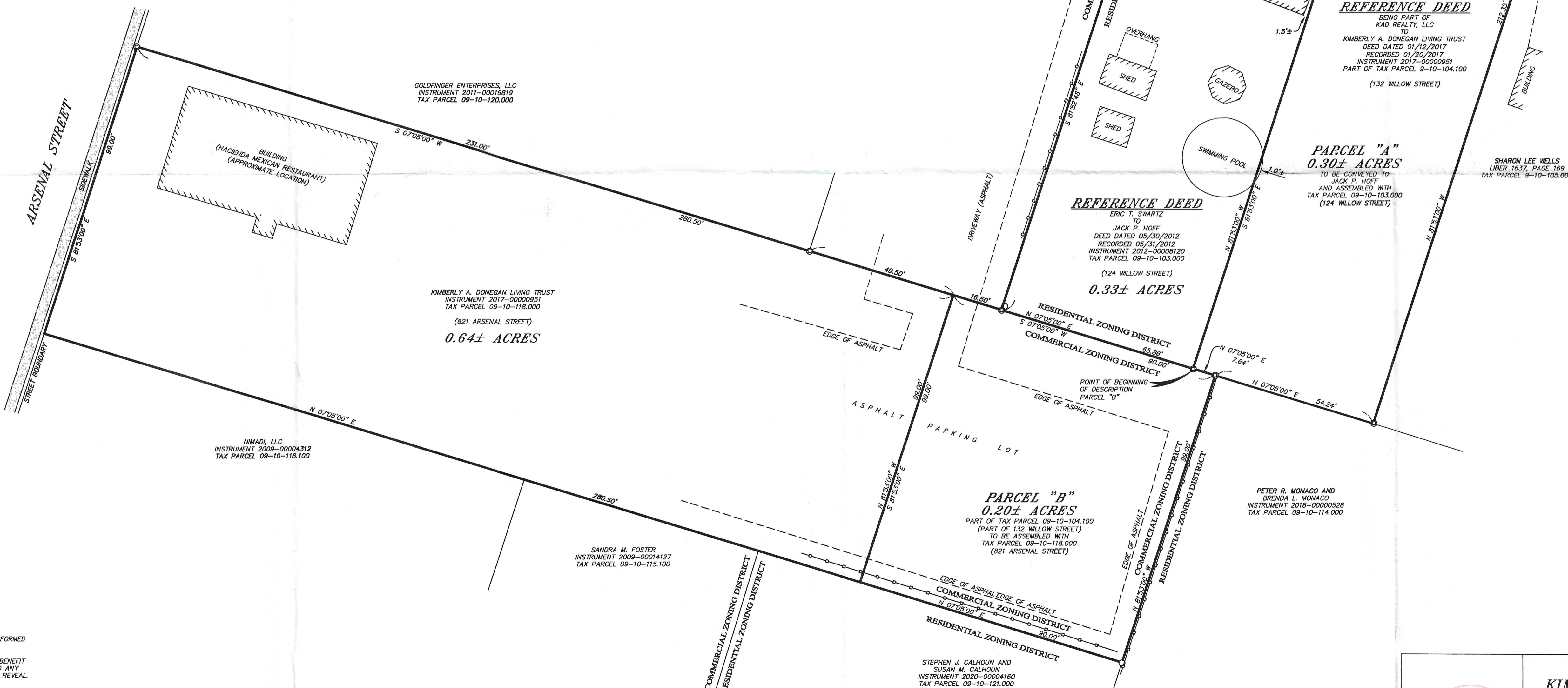
Close

- Buildings
- LPC Landmarks
- Cemeteries
- DOT BINS
- Building Footprints
- National Register Building Listings
- Building Districts
- Archaeology Surveys
- Building Surveys
- Consultation Projects
- LPC Historic Districts
- Archaeological Buffer Areas
- Certified Local Governments
- Qualifying Census Tracts
- State Park Land
- Adirondack Forest Preserve NHL Boundary
- Bedrock Geology
- 117th Congressional Districts
- Minor Civil Divisions





PROJECT LOCATION MAP  
(NOT TO SCALE)



PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
SEP 19 2023  
RECEIVED  
CITY OF WATERTOWN, NY

- LEGEND**
- ⊖ - EXISTING REBAR
  - - EXISTING IRON PIPE
  - ⊙ - UTILITY POLE
  - - OVERHEAD UTILITY LINES
  - - STORAGE FENCE LINE

IT IS HEREBY CERTIFIED THAT SUBDIVISION FINAL PLAT APPROVAL WAS GRANTED ON \_\_\_\_\_, PURSUANT TO SECTIONS 32, 33 AND 34 OF THE GENERAL CITY LAW.

\_\_\_\_\_  
MICHAEL A. LUMBIS DATE  
PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR  
CLERK OF THE CITY OF WATERTOWN PLANNING COMMISSION

**NOTES:**

- THE FIELD WORK FOR THIS SURVEY WAS PERFORMED ON 08/24/2023.
- THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF AN ABSTRACT OF TITLE AND IS SUBJECT TO ANY FACTS THAT A COMPLETE TITLE SEARCH MIGHT REVEAL.

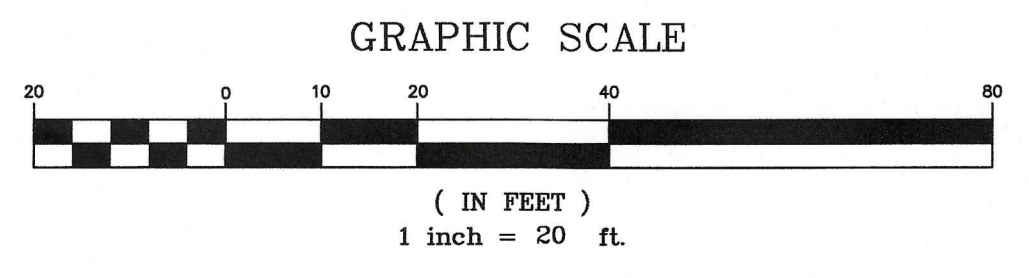
WARNING - It is a violation of Section 7209, Subdivision 2 of the New York State Education Law for any person other than a licensed land surveyor to alter this map.

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.

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.

The certifications hereon are not transferable.

The location of underground improvements or encroachments are not always known and often must be estimated. If any underground improvements or encroachments exist, they are not covered by this certificate.



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SUBDIVISION FINAL PLAT

**KIMBERLY A. DONEGAN LIVING TRUST  
AND JACK P. HOFF**

CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK

**LAFAVE, WHITE & MCGOVERN, L.S., P.C.**

LAND SURVEYORS

(315) 628-4414 THERESA BOONVILLE (315) 942-4424

NEW YORK (2023H18 HOFF.DWG)

DRAWN JRW	CHECKED RJB	DATE 09/18/2023	SCALE 1"=20'	FILE 2023H-18	SHEET 1 OF 1
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