



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: Sharlice Bonello, Planner

SUBJECT: Special Use Permit – 812 State Street

DATE: February 1, 2024

Request: Special Use Permit to allow an office in a Neighborhood Mixed Use District

Applicant: Jie He of HSS RE Ventures, LLC

Proposed Use: Office (Primary care physicians' office)

Property Owner: J&J NNY, LLC

Submitted:

Application Form: Yes	8 ½” x 11” Copy of Tax Map: Yes
Cover Letter: Yes	County Planning Board Review Required: No
A Sketch of the Site to Scale: No	SEQRA: Unlisted Action

Application Status UPDATE: At its January 3, 2024 meeting, the Planning Commission deemed the application substantially complete and directed Staff to schedule a public hearing for the February 6, 2024 meeting. A public hearing has been scheduled for 6:05 p.m. during the Planning Commission meeting. The Planning Commission also requested that the applicant provide answers for all the outstanding Summary Items that remained from the January 3, 2024 meeting. The applicant has partnered with GYMO, D.P.C. to provide the additional information requested by the Planning Commission.

Summary Items UPDATE: The applicant team worked to address some of the Summary Items in Staff’s December 29, 2023 memorandum to the Planning Commission. The applicant submitted a letter along with a Site Development Plan for 812 State Street.

After reviewing the drawings, the Engineering Department questioned whether the HVAC systems drawn on the parcels eastern end connect to the building since there is currently no indication that the HVAC systems connect to the property.

Additionally, the C102 drawing depicts the proposed dumpster location at the southwest corner of the parcel. Section 310-91 of the Zoning Ordinance requires the following when a trash dumpster is needed for a parcel:

“A. All trash dumpsters shall be located as to have easy access for removal and not to interfere with internal vehicular and pedestrian circulation or with normal traffic patterns on adjoining streets.

B. All trash dumpsters shall be enclosed and screened by a combination of fence or wall and landscape materials.

C. A solid screen of a minimum height equal to the height of the dumpster shall be erected around three sides of the dumpster excluding the side for access.

D. Access to the dumpster shall be screened by a solid gate and shall remain closed and secured at all times excluding of loading and unloading of material within said dumpster.

E. No trash dumpster/enclosure shall be located in the front yard or City right-of-way of any property.

F. Trash dumpsters shall not be located within any required setback area.”

The quoted section of code above relates to the southwest side of the parcel. The applicant shall be prepared to explain how they will provide screening around the dumpster to ensure that the dumpster enclosure follows the guidelines set in Section 310-91 of the Zoning Ordinance.

The applicant’s cover letter contains written responses for each of the six summary items. Based on the modifications, it is possible to remove three of the six summary items. However, the Planning Commission may wish to discuss some of the applicant responses further prior to deciding with summary items remain as part of a motion.

The entire following list identifies which summary items the applicant has satisfied, and which summary items must remain or may benefit from further Planning Commission discussion. Staff comments are in *italics*.

The Planning Commission may eliminate the following summary items:

1. The applicant should consider installing two signs, one on the western and one on the eastern side of the parcel for entering and exiting traffic that alerts motorists of two-way traffic with a narrow driveway. *This item is satisfied. The applicant has included the signs in Detail 1 on C102 for sign information.*
2. The applicant shall provide a sketch of the entire parcel that depicts the following: details on the proposed location(s) of any dumpster, property lines, where the building is located on the parcel, existing and proposed parking spaces, snow storage areas, and the

additional tree plantings in the buffer zone in the southwest end of the parcel. *This item is satisfied. The applicant has provided a sketch of the entire parcel illustrating the items requested. At the January 3, 2024, meeting, the Planning Commission had concerns about the number of parking spaces and noted that eight parking spaces could be an issue. The applicant is proposing nine parking spaces, one of which is ADA Accessible. On C102, the applicant has provided parking information showing that nine parking spaces will accommodate all patients and staff during hours of operation.*

3. The applicant shall plant 3-to-4 additional trees within the rear buffer area to supplement the existing tree and provide additional screening and protection for the abutting residential properties. *This item is satisfied. The applicant has added three trees in the rear buffer zone as requested.*

The following summary items are topics that either the Planning Commission may wish to discuss further or that must remain as conditions to work out with Staff prior to the permitting process:

1. The applicant shall provide the expected flow rates for water and sewer when the structure is operational. *The applicant has provided water and sewer flow estimates on C102, but Engineering would like clarification on if that 500 gallons per day (GPD) number is for water and sewer combined or if it is 500 GPD for sewer and 500 GPD for water.*
2. The size and composition of the existing buffer zone along the south side of the property must be maintained as a condition of approval. *The applicant has acknowledged this requirement and has agreed to abide by it but must remain as a summary item.*
3. The applicant shall obtain a Building Permit and a Sign Permit prior to any construction from the Bureau of Code Enforcement. *The applicant has acknowledged this requirement and has agreed to abide by it but must remain as a summary item.*

In addition to summary items 2 and 3 above which should remain, the Planning Commission should add an additional condition as follows:

1. The applicant shall appropriately enclose and screen the proposed dumpster in accordance with Section 310-91 of the Zoning Ordinance.

– COPY FROM ORIGINAL JANUARY 3, 2024 STAFF REPORT –

Overview: The applicant proposes to purchase the lands of 812 State Street, renovate the interior of the existing structure on the property, and establish primary care physicians’ offices on the first floor and a staff break area on the second floor. The Zoning Ordinance defines an office use as follows:

“A building or portion thereof used primarily for conducting the affairs of a business, profession, medical or health practitioner, service, industry, or government and generally furnished with desks, tables, files, and communication equipment. No manufacturing processes, retail sales, construction, or warehousing occurs on the premises.”

Section 310-18 of the Zoning Ordinance, which contains the use table for all districts, requires a Special Use Permit for Office uses in a Neighborhood Mixed Use District.

Site Plan Approval: This proposal will not require Site Plan Approval. Section 310-104 of the Zoning Ordinance identifies the following as exempt from Site Plan Review:

“A. Where the space proposed for occupancy is within an existing building or structure that will not undergo exterior alterations unless the new use is going to require additional parking.”

The proposed renovations to the structure meet the criteria for the exemption listed above.

Special Use Permit Standards: Article XI of the Zoning Ordinance empowers the Planning Commission to issue Special Use Permits after holding a Public Hearing and reviewing the application against the Special Use Permit Review Criteria. The Zoning Ordinance requires the Planning Commission to set a public hearing within 62 days of deeming the application complete.

Section 310-116 of the Zoning Ordinance contains the Special Use Permit Review Criteria that the Planning Commission is tasked with considering. Below is a list of all nine criteria and Staff’s conclusions for each criterion. The following represent Staff’s professional comments only and do not necessarily represent the final position of the Planning Commission, which must reach its own determinations.

A. The proposed use will be consistent with the purposes of this Chapter and the requirements of the zoning district in which it is located.

The stated purpose of the Neighborhood Mixed Use District, per the Zoning Ordinance is as follows:

“The NMU District creates vibrant corridors on arterial and collector roads at the edges of residential neighborhoods that allow for a mix of residential dwelling unit types, commercial services, parks, and community facilities. These are generally found on radial streets with higher traffic volumes. This district reflects the walkable and historic nature of Watertown’s neighborhoods. Commercial uses in the NMU District typically reflect a neighborhood-scale design and complement the dense residential neighborhoods in the adjacent R Districts.”

The proposed use is consistent with this purpose, as the exterior of the property has the appearance of a two-story house, and the office use would consist of only five or six exam rooms, per the application.

- B. *The proposed use's compatibility and consistency with the goals and recommendations of the City of Watertown Comprehensive Plan, Complete Streets Ordinance and other approved City plans and programs.*

The subject property is in the Urban Mixed Use/Downtown Transition future land use character area. The City's adopted Comprehensive Plan defines this future land use character area as follows:

"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."

The proposed use is compatible with residential uses and will not create a nuisance to the neighborhood or affect the properties surrounding it. The parking lot is hidden behind the building, per the recommendation of the plan, and the building is visually appealing with a short setback from the sidewalk. This proposal is in harmony with the Comprehensive Plan.

- C. *The impact on the nature and character of the surrounding neighborhood, natural environment, historic district, or corridor in which it is located.*

The proposed use will not have a negative effect on the surrounding neighborhood. There are other health care facilities nearby and commercial and residential uses in all directions. The proposed office use is consistent with the built environment of the surrounding corridor as its exterior appearance is like a two-story house.

- D. *The overall impact on the site and its surroundings, considering environmental, social, and economic impacts of traffic, noise, dust, odors, release of harmful substances, solid waste disposal, glare, or any other nuisances.*

The proposed use would have minimal impact on the surrounding environment and will not create any negative impacts per the items listed above. Staff suggests that the Planning Commission request details on how regular waste and medical waste will be disposed of at the property, including the proposed location(s) of any dumpsters.

- E. Restrictions and/or conditions on design of structures or operation of the use (including hours of operation) necessary either to ensure compatibility with the surrounding uses or to protect the natural resources of the City.*

The applicant is proposing hours of operation from 8 a.m. to 5 p.m. Monday through Friday. The proposed hours are during normal business hours of other nearby healthcare-related facilities. The following nearby health-related facilities have the following business hours listed below:

1. Citizen Advocates: 24 hours Monday - Sunday
2. Care Net Pregnancy Center: 9:00 a.m. – 5:00 p.m. Tuesday, Wednesday & Friday
3. Jefferson Rehab Center: 7:30 a.m. – 4:00 p.m. Monday-Friday

Other uses on adjacent parcels are as follows:

1. East: 842 State Street is a commercial property, The Dollar Tree.
2. West: 804 State Street is also a commercial property, a Wine and Liquor store.
3. Southwest/South: residential properties, three-family dwelling and multi-unit dwelling.
4. North (across the street): 839 State Street is a shopping mall that has multiple commercial uses such as Cheney Tire, Autumn's Barbershop, and a tattoo parlor.

This review did not identify any significant detrimental effects to any of the surrounding properties.

- F. The adequacy and accessibility of essential public facilities and services, such as streets, parking spaces, police and fire protection, drainage structures, refuse disposal, water and sewer, and schools.*

Although the number of existing parking spaces was not provided, a site visit revealed that there are approximately 4 spaces along the eastern property line and 4 spaces along the south edge of the paved area. Refuse disposal and emergency vehicles will be able to access the parcel with no issues. There is also adequate maneuverability in the rear for these vehicles to turn around.

The applicant should note that the NMU District allows a maximum of 16 on-site parking spaces. Any future alterations that change the number of spaces, size of the paved area or exceed the 16-space limit shall require additional approvals.

- G. The proposed use's impact on traffic congestion, impairment of pedestrian safety, or capacity challenges to Level of Service on existing streets, considering their current width, surfacing, and condition, and any improvements proposed to be made to them by the applicant.*

The proposed use is unlikely to create excessive trip generation as only a few patients will visit at any given time.

The internal driveway varies in width as it traverses the parcel. A site visit revealed that the driveway is approximately 15 feet in width at its narrowest point. This is challenging for two-way traffic. The applicant should consider putting up a “slow” sign for both entering and exiting cars on the western and eastern side of the parcel.

H. The impact on adjacent historic resources as formally recognized by the New York State and Federal Registers of Historic Places.

The subject property is not adjacent to any formally recognized historic resources. The nearest historic resource is Emerson Place, which is over 600 feet away on the opposite side of State Street.

I. In reviewing the adequacy of the Supplemental or General Regulations as they may relate, the Planning Commission may impose more restrictive conditions.

This standard allows the Planning Commission to impose more restrictive conditions after review of this application. Any comments or additional conditions should be stated at the Planning Commission meeting.

Parking and Vehicular Circulation: The applicant is not proposing any additional parking or change to vehicle circulation. All patients and staff will access the parcel using the entrance along State Street and continue down the driveway to the back of the building where the parking lot is located. Staff recommends that the applicant install signage alerting motorists to drive slow due to two-way traffic along the narrow driveway. Cars entering and leaving the lot will be accessing the same curb cut and driveway.

Landscaping and Buffers: Since the proposal does not require Site Plan Approval, it would be impractical to require the applicant to bring the site into full compliance with landscaping and buffer requirements of the Zoning Ordinance. The only proposed exterior renovations on the building are replacing the siding and adding a new sign. When an existing site is undergoing any external alteration or expansion of the site or building, the objective of the landscaping and buffer zone standards in the Zoning Ordinance is to bring the existing site into compliance with the standards of this section in relation to the extent of expansion or change on a site.

The site abuts residentially zoned parcels along the south side of the parcel and a portion of the west side which requires a buffer zone between the residential and non-residential uses. The purpose of the buffer is to provide visual screening between the two uses and protection for the residential uses.

The site currently contains a 24' +/- wide buffer zone along the south (rear) property line that consists of a lawn area, one tree and a 6' stockade fence. Staff recommends that 3-4 additional trees be planted within this buffer area to supplement the existing tree and provide additional

screening and protection for the abutting residential properties. The size and composition (lawn, trees, and fence) of the existing buffer zone must be maintained as a condition of the approval.

SEQRA: The project is considered an Unlisted Action under the State Environmental Quality Review Act (SEQRA). The applicant has completed Part 1 of the Short Environmental Assessment Form. The Planning Commission will be required to complete Part 2 prior to making a decision on the requested Special Use Permit.

Also, question 15 in Part 1 of the Short Environmental Assessment Form should be answered yes as the Northern Long-eared bat and Indiana Bat reside in the City of Watertown.

Other: If the Special Use Permit is granted by the Planning Commission, Planning Staff will issue an approved Zoning Compliance Certificate. The applicant must also obtain the following permits, at a minimum, from the Bureau of Code Enforcement: a Building Permit and a Sign Permit for the replacement of the existing sign.

Code Enforcement will be requiring stamped and signed architectural plans in order to receive a building permit. These documents will be required prior to any renovations being completed.

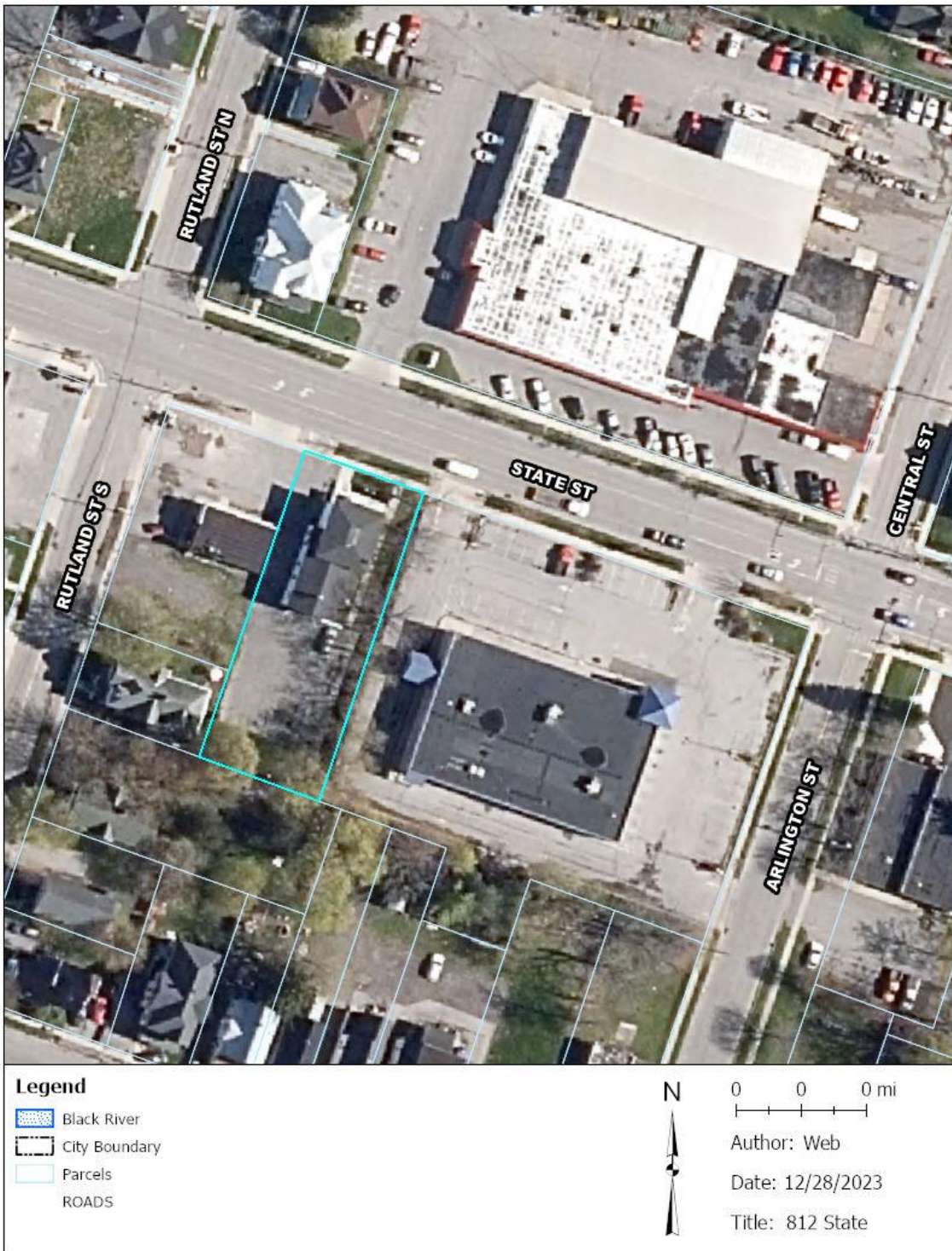
Summary: The following should be discussed by the Planning Commission and possibly included as contingencies in the motion for approval of the Special Use Permit:

1. The applicant should consider installing two signs, one on the western and one on the eastern side of the parcel for entering and exiting traffic that alerts motorists of two-way traffic with a narrow driveway.
2. The applicant should provide details on how regular waste and medical waste will be disposed of at the property, including the proposed location(s) of any dumpsters.
3. The applicant shall plant 3-4 additional trees within the rear buffer area to supplement the existing tree and provide additional screening and protection for the abutting residential properties.
4. The size and composition of the existing buffer zone along the south side of the property must be maintained as a condition of approval.
5. The applicant shall obtain a Building Permit and a Sign Permit prior to any construction from the Bureau of Code Enforcement.

Planning Commission Action: As noted above, the Planning Commission is required to consider the application complete and hold a public hearing on the proposed Special Use Permit application within 62 days of deeming it complete. If the Planning Commission feels the application is complete it should adopt a motion in that regard. If the application is deemed complete, Staff would recommend that the Planning Commission direct staff to schedule a public hearing for Tuesday, February 6, 2024, at 6:05 p.m. during the Planning Commission meeting to

hear public comment on the proposed Special Use Permit to allow an Office in the Neighborhood Mixed Use District at 812 State Street.

cc: Planning Commission Members
Dana Aikins, Code Enforcement Supervisor
Meredith Griffin, Civil Engineer II
Jie He, HSS RE Ventures, LLC., 16955 County Route 59 Dexter, NY, 13634



Above: A satellite view of the subject parcels highlighted in blue and their surroundings.

Site Photos:



Above: The image above shows the short setback from the sidewalk to the front façade of the building. The image also shows the front façade of the structure. As shown in the image, the front facade looks like a residential structure when walking or driving by (looking south).



Above: The image above shows the narrow driveway. As shown in the image, the driveway starts out at a substantial width, but then very quickly starts to narrow making it difficult for two cars to drive side-by-side through the narrowest point (looking south).

Below: The image below shows the parking in the rear of the building. Clearly there is plenty of room for parking and for emergency and refuse disposal vehicles adequate maneuverability in the rear to turn around (looking southeast).



Above: This image above shows the residential properties abutting 812 State Street located at 113 Rutland Street S (southwest end).

Below: This image below shows the residential properties abutting 812 State Street located at 119 Rutland Street S (yellow structure on the south end).



Below: These images show the condition of the trees along the southeast side of the parcel.



DELIVERED ELECTRONICALLY

26 January 2024

Michael Lumbis
Planning & Community Development Director
City of Watertown Planning & Community Development Director
245 Washington Street, Room 305
Watertown, NY 13601
Email: mlumbis@watertown-ny.gov

Re: North Country Health Alliance – Office Renovations at 812 State Street
Special Use Permit Request

Dear Mr. Lumbis:

On behalf of Jie He, and North Country Health Alliance, GYMO, Architecture, Engineering & Land Surveying, D.P.C. (GYMO) is in receipt of your Memorandum dated 29 December 2023 regarding the subject project. We offer the following responses to your comments:

1. The applicant should consider installing two signs, one on the western and one on the eastern side of the parcel for entering and exiting traffic that alerts motorists of two-way traffic with a narrow driveway.
 - a. *Signs have been added – and are proposed to be mounted to the building. Refer to Detail 1 on C102 for sign information.*
2. The applicant should provide details on how regular waste and medical waste will be disposed of at the property, including the proposed location(s) of any dumpsters.
 - a. *The applicant will provide further information on how regular and medical waste will be disposed.*
 - b. *The proposed dumpster location has been shown on C102.*
3. The applicant shall plant 3-4 additional trees within the rear buffer area to supplement the existing tree and provide additional screening and protection for the abutting residential properties.
 - a. *Three proposed trees are shown on C102.*
4. The size and composition of the existing buffer zone along the south side of the property must be maintained as a condition of approval.
 - a. *Acknowledged.*
5. The applicant shall obtain a Building Permit and a Sign Permit prior to any construction from the Bureau of Code Enforcement.
 - a. *Acknowledged.*

In addition, I understand that further comments were brought up at a 3 January 2024 meeting. These comments, along with responses, are shown below:

1. Please provide a site sketch showing traffic pattern, dumpster location, snow pile location.
 - a. *The requested information has been shown on C102.*

Patrick J. Scordo, PE
Matthew J. Cervini, PE
Scott W. Soules, AIA
Brandy W. Lucas, MBA
Gregory F. Ashley, PLS
Peter S. Clough
Kevin M. Bamann, PE
Zachary P. Scordo

18969 US Route 11
Watertown, New York 13601

Tel: (315) 788-3900
Fax: (315) 788-0668

E-mail: web@gymodpc.com

2. Please provide information on staffing and patients to confirm that enough parking is provided.
 - a. *9 spots are proposed in the parking lot. Refer to "Parking Information" Table on C102 for further information.*

3. Please provide estimated water use and Sewer output.
 - a. *Water and sewer flow estimations have been shown on C102.*

Attached for your review are the following:

- C101 – Existing Conditions Plan and
- C102 – Site Development Plan

If you have any questions or require any additional information to help in your review, do not hesitate to contact our office at your earliest convenience.

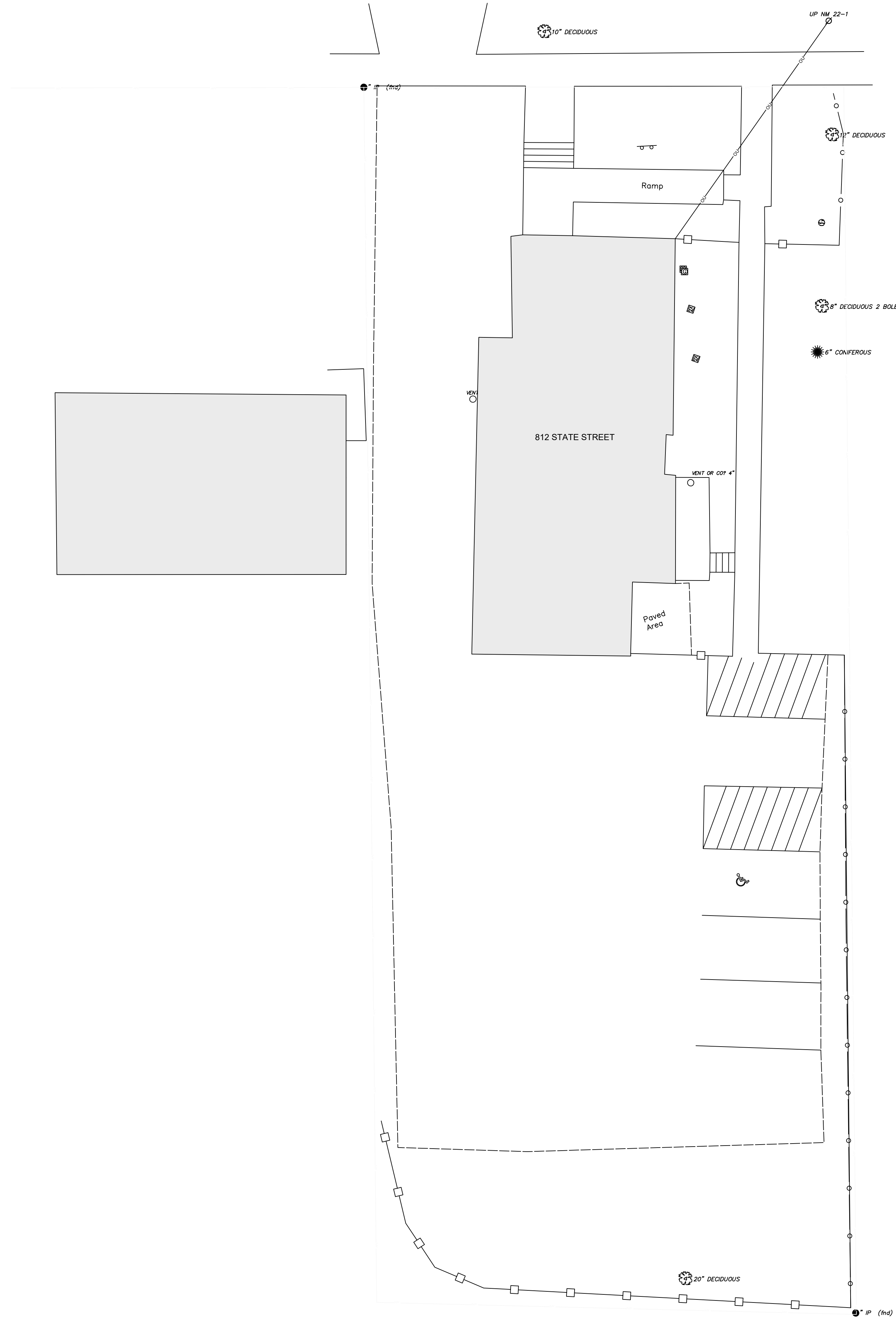
Sincerely,



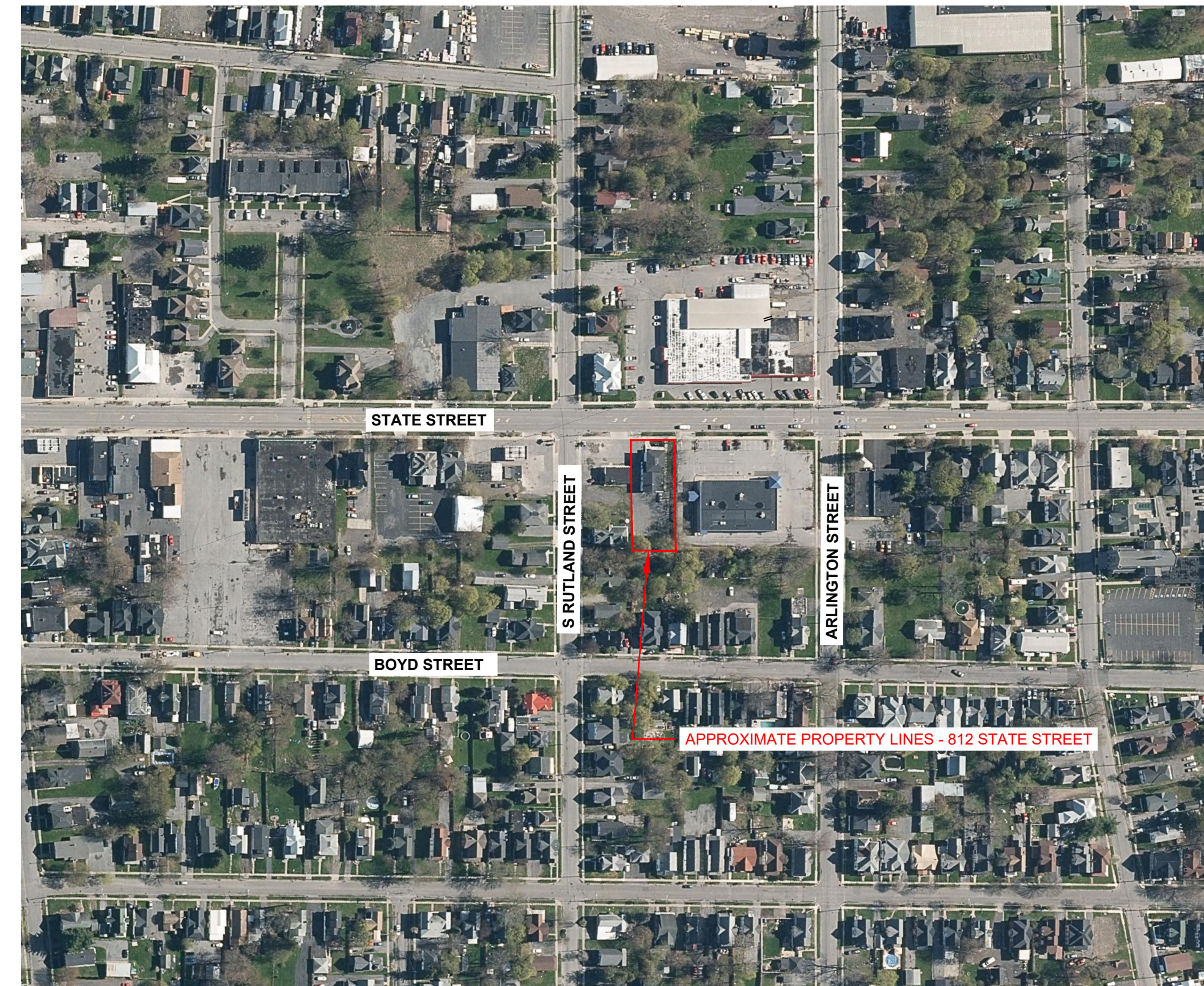
Kevin M. Bamann, P.E.
Senior Project Engineer

CC w/attachments (electronically):
Matthew Cervini, PE - GYMO
McKenzie Fisk-Kamide – GYMO
Jie He - North Country Health Alliance
Sharlice Bonello – City of Watertown Planning

STATE STREET



EXISTING LEGEND	
---	CENTERLINE OF STREET
⊕	TREE
⊙	DRAINAGE MANHOLE
⊕	GAS VALVE
---	EDGE OF PAVEMENT
---	PAINTED PAVEMENT MARKING
---	PROPERTY LINE
█	BUILDING
---	HIGHWAY BOUNDARY
---	CURB LINE
---	DEPRESSED CURB LINE
---	MINOR GROUND CONTOUR
---	MAJOR GROUND CONTOUR
---	EDGE OF CONCRETE
⊕	TRAFFIC SIGNS
⊕ _{UP}	UTILITY POLE
⊙	SANITARY SEWER MANHOLE
---	OVERHEAD UTILITY
⊕	WATER VALVE
█	CATCH BASIN
---	STORM SEWER LINE
⊕	ELECTRIC METER



PROJECT LOCATION MAP
SCALE: 1" = 200'

- GENERAL SURVEY NOTES:**
- EXISTING CONDITIONS ARE BASED ON A FIELD SURVEY PERFORMED BY GYMO D.P.C. FIELD WORK AND SURVEY WERE COMPLETED IN JANUARY OF 2024.
 - THE SURVEY IS TIED HORIZONTALLY INTO THE NORTH AMERICAN DATUM OF 1983 (NAD 83).
 - THE SURVEY IS TIED VERTICALLY INTO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).

GRAPHIC SCALE
1 inch = 10 ft.
0 5 10 20

NORTH BY DATUM

GYMO
Architecture
Engineering
Land Surveying
WWW.GYMODPC.COM
18969 US Route 11
Watertown, NY 13601
315.788.3900

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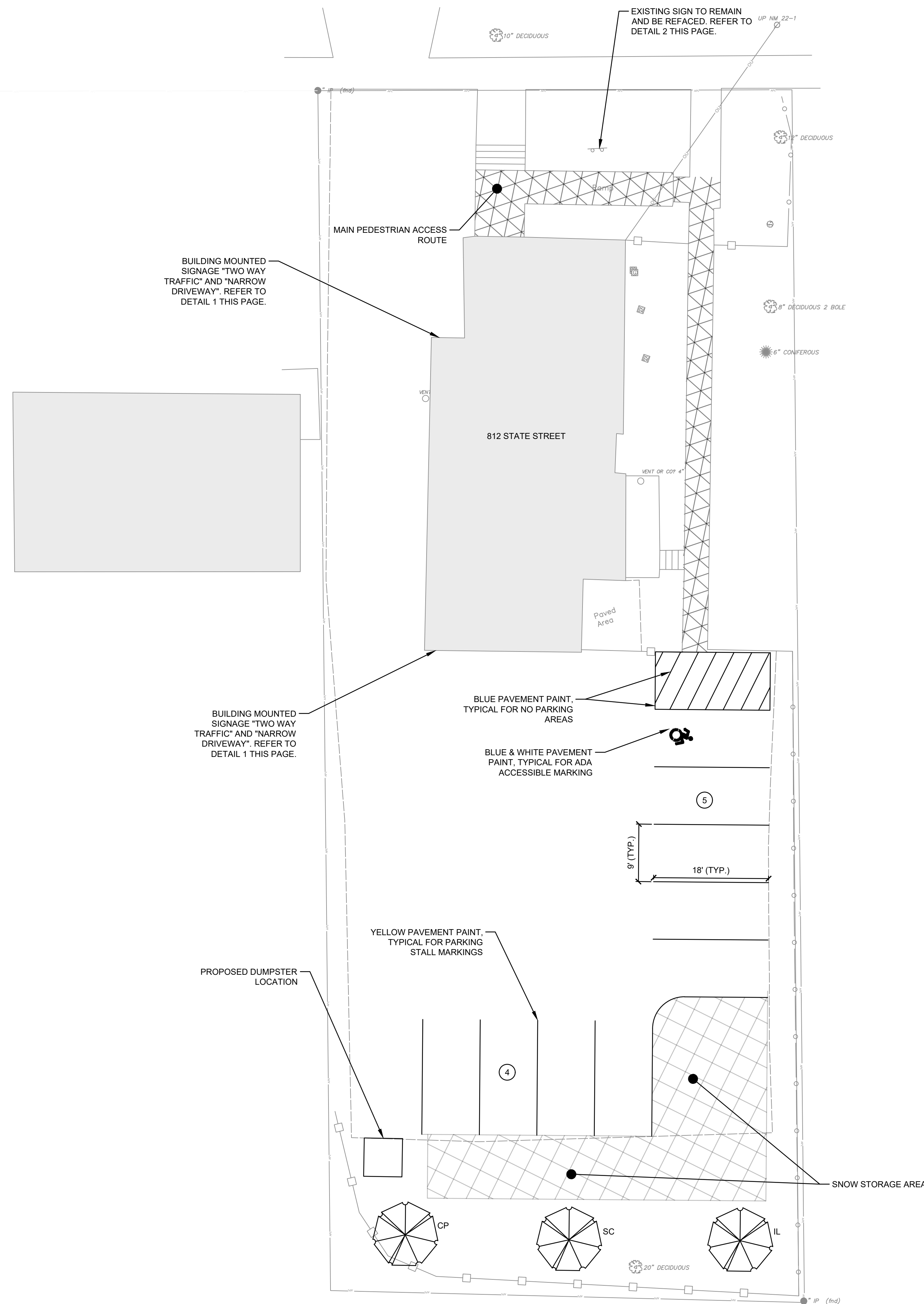
SEAL:

PROJECT NO: 2024-003
SCALE: 1" = 10'
DRAWN BY: KMB
DESIGNED BY: KMB
CHECKED BY: -
DATE ISSUED: 01-26-2024

EXISTING CONDITIONS PLAN
NORTH COUNTRY HEALTH ALLIANCE - OFFICE RENOVATIONS
812 STATE STREET
CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK

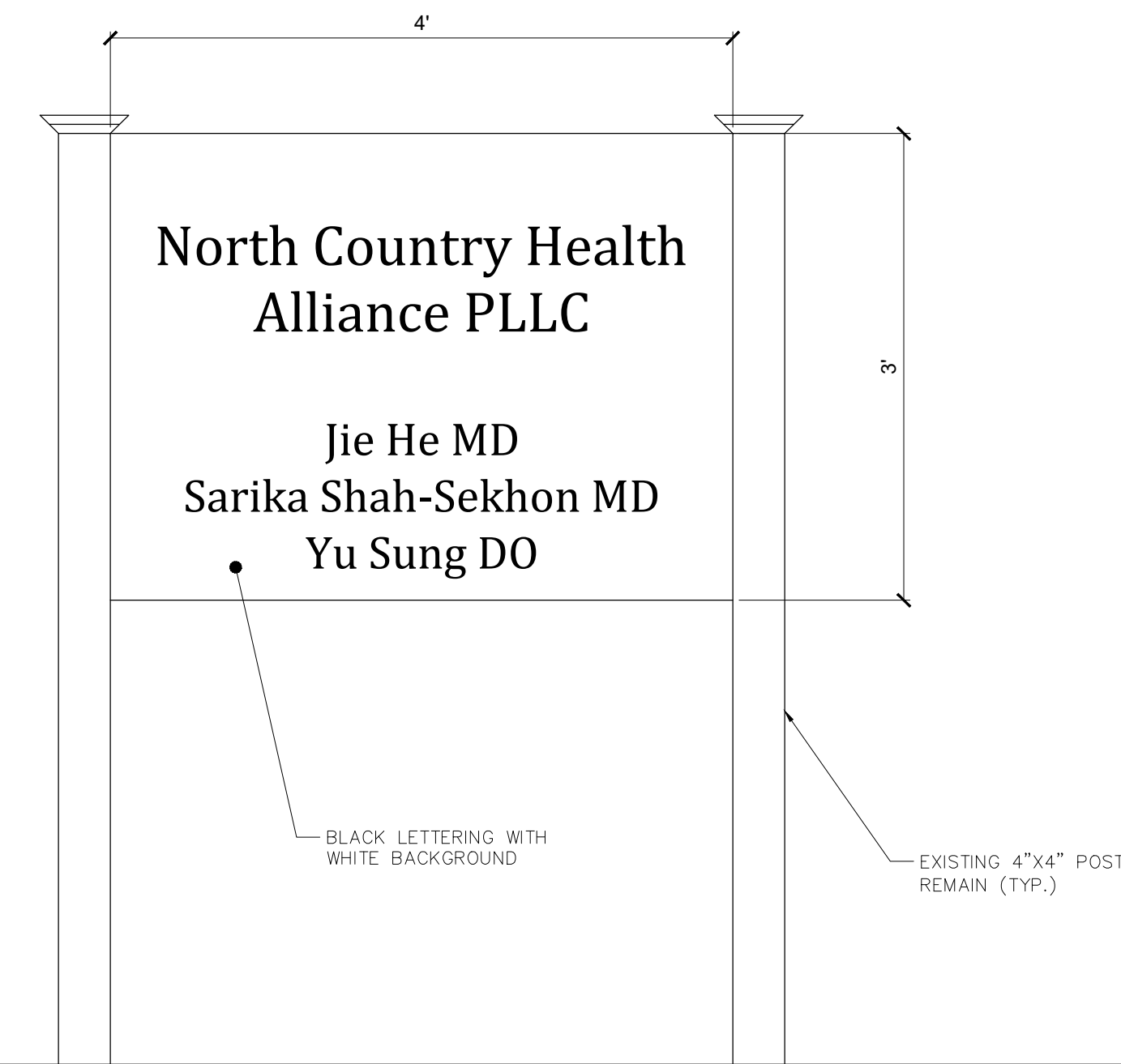
LAST REVISED: N/A
FOR APPROVALS ONLY
NOT FOR CONSTRUCTION
DRAWING NO.
C101

STATE STREET



MATERIAL: HIGH INTENSITY REFLECTIVE ALUMINUM
 COLOR: BLACK & WHITE
 SIZE: 12" X 18"

1	BUILDING MOUNTED TRAFFIC SIGNS
C102	NOT TO SCALE



2	FREESTANDING SIGN - REFACING DETAIL
C102	NOT TO SCALE

ESTIMATED WATER/SEWER FLOW:
 IN GENERAL, THE NYS DEC GUIDELINES ADVISE TO ASSUME WATER DEMANDS ARE EQUAL TO SEWER USAGE. ACCORDING TO THE NEW YORK STATE DESIGN STANDARDS FOR INTERMEDIATE SIZED WASTEWATER TREATMENT SYSTEMS, THE SEWER FLOW FOR A "DOCTORS OFFICE" CAN BE APPROXIMATED BY ASSUMING 250 GPD FOR EACH DOCTOR. WHILE THE COMPANY WILL BE COMPOSED OF THREE PRACTICING DOCTORS, ONLY TWO ARE PLANNED TO BE ACTIVELY SEEING PATIENTS AT ONE TIME. SO THEREFORE, THE WATER & SEWER FLOWS FOR THE ESTABLISHMENT ARE ESTIMATED AT 500 GPD.

PARKING INFORMATION		
TYPE	REQUIRED	PROPOSED
EMPLOYEES/STAFF	4 (MAX OF 4 EMPLOYEES AT ONE TIME)	4
PATIENT	4 (5 ROOMS, MAX OF 4 OCCUPIED)	5
TOTAL	8	9

PLANT MATERIAL SCHEDULE			
SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE
CP	PYRUS CALLERYANA 'CLEVELAND SELECT'	'CLEVELAND' PEAR	2" CAL.
IL	SYRINGA RETICULATA 'IVORY SILK'	'IVORY SILK' LILAC	2 CAL.
SC	MALUS 'PRAIRIFIRE'	'PRAIRIFIRE' CRABAPPLE	1.5" CAL.

EXISTING LEGEND	
---	CENTERLINE OF STREET
⊗	TREE
⊙	DRAINAGE MANHOLE
⊕	GAS VALVE
---	EDGE OF PAVEMENT
---	PAINTED PAVEMENT MARKING
---	PROPERTY LINE
▬	BUILDING
---	HIGHWAY BOUNDARY
---	CURB LINE
---	DEPRESSED CURB LINE
---	MINOR GROUND CONTOUR
---	MAJOR GROUND CONTOUR
---	EDGE OF CONCRETE
⊕	TRAFFIC SIGNS
⊕ _{UP}	UTILITY POLE
⊙	SANITARY SEWER MANHOLE
---	OVERHEAD UTILITY
⊕	WATER VALVE
▬	CATCH BASIN
---	STORM SEWER LINE
⊕	ELECTRIC METER

PROPOSED LEGEND	
---	PAINTED PAVEMENT MARKING
⊗	TREE
▬	SNOW STORAGE AREA
▬	PEDESTRIAN ACCESS



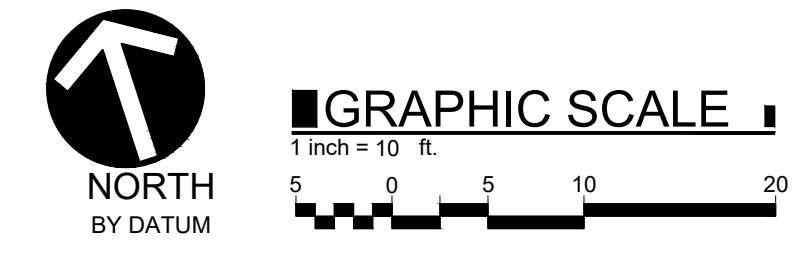
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 AND A SPECIFIC DESCRIPTION
 OF ALTERATION.

PROJECT NO: 2024-003
 SCALE: 1" = 10'
 DRAWN BY: KMB
 DESIGNED BY: KMB
 CHECKED BY:
 DATE ISSUED: 01-26-2024

SITE DEVELOPMENT PLAN
 NORTH COUNTRY HEALTH ALLIANCE - OFFICE RENOVATIONS
 812 STATE STREET
 CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK

LAST REVISED: N/A
 FOR APPROVALS ONLY
 NOT FOR CONSTRUCTION
 DRAWING NO.
C102



Jie He MD
HSS RE Ventures. LLC
16955 County Route 59
Dexter, NY 13634
917-701-7509

December 4th, 2023

PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT

DEC 18 2023

Dear Sir or Madam,

RECEIVED
CITY OF WATERTOWN, NY

HSS RE Ventures. LLC owned by 3 physician families hoped to start a primary care physician's office in Watertown, NY. We plan to purchase 812 State St, Watertown, NY 13601 from J&J NNY, LLC. The property was previous used as an accounting office (lower level), and residential rental (upper level).

Proposed use primary care physician office lower level, and staff rest area, lunch break and recreational area upstairs. Plan to operate Monday to Friday 8am to 5 PM. There are existing nearby healthcare related facilities including, Citizen Advocates, Care Net Pregnancy centers and Jefferson Rehab center.

Proposal:

1. No external structure changes.
2. Repair siding, and handrail.
3. Lower level, converting and dividing office space into exam rooms with appropriate sink and cabinetry. (Drawing included)
4. Lower-level, update flooring, bathroom.
5. Upper-level flooring and paint update and bathroom update. No structural, change in the upper-level.

Given the waitlist experienced by the local residents, we believe our office will be a good addition to the neighborhood for years to come. Thank you so much for your attention.

Sincerely,

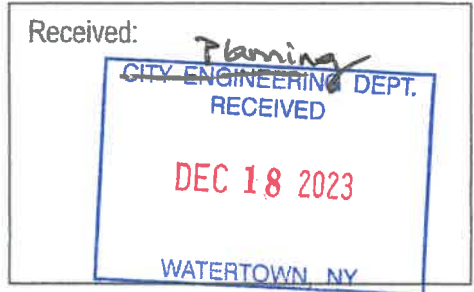


Jie He MD



City of Watertown SPECIAL USE PERMIT APPLICATION FORM

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



PROPERTY INFORMATION:

PROPERTY ADDRESS: 812 State St, Watertown, NY 13601

TAX PARCEL NUMBER: 12-06-323.000

PROPOSED USE (describe fully, attach additional sheets if necessary): Opening a primary care physician's office with 5-6 exam rooms.

APPLICANT INFORMATION:

APPLICANT NAME: Jie He (HSS RE Ventures. LLC)

APPLICANT MAILING ADDRESS: 16955 County Route 59, Dexter, NY 13634

PHONE NUMBER: 917-701-7509 E-MAIL: francium223@hotmail.com

PROPERTY OWNER INFORMATION (if different from applicant):

PROPERTY OWNER NAME: J&J NNY, LLC

PROPERTY OWNER MAILING ADDRESS (if different from subject parcel): 142 Arcade St. Ste 101, Watertown, NY 13601

PHONE NUMBER: 315-771-5819 E-MAIL: _____

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

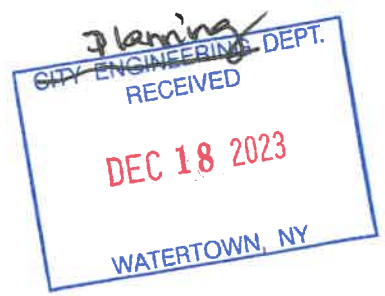
- Cover Letter*
- Site Drawing*
- \$125 application fee *
- Tax Map with subject parcel highlighted*
- State Environmental Quality Review (SEQR) form*
- Electronic Copy of Entire Submission (PDF Preferred)

JK

*See appendices for further information

Applicant Signature: _____ Date: 12/4/2023

Property Owner Signature (if different) Jacob Johnson Date: 12/10/23



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			
Jie He (HSS RE Ventures. LLC)			
Name of Action or Project: Primary care office			
Project Location (describe, and attach a location map): 812 State St, Watertown, NY 13601			
Brief Description of Proposed Action: ① No change to external structure. ② Replace existing sign with "North Country Health Alliance PC" and provider name. ③ Divide existing office to appropriate size exam room with sink and cabinetry upgrade.			
Name of Applicant or Sponsor: Jie He		Telephone: 917-701-7509	
		E-Mail: Francium223@hotmail.com	
Address: 16955 county Route 59			
City/PO: Dexter		State: NY	Zip Code: 13634
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
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.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		0.31 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?		0.31 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (Specify):			
<input type="checkbox"/> Parkland			

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

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
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, <ul style="list-style-type: none"> 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: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.		
Applicant/sponsor/name: <u>TieHe</u>	Date: <u>12/4/2023</u>	
Signature: <u></u>	Title: <u>Member</u>	

PRINT FORM

Agency Use Only (If applicable)

Project:

Date:

PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT

DEC. 18 2023

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?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

PRINT FORM

Agency Use Only [If applicable]

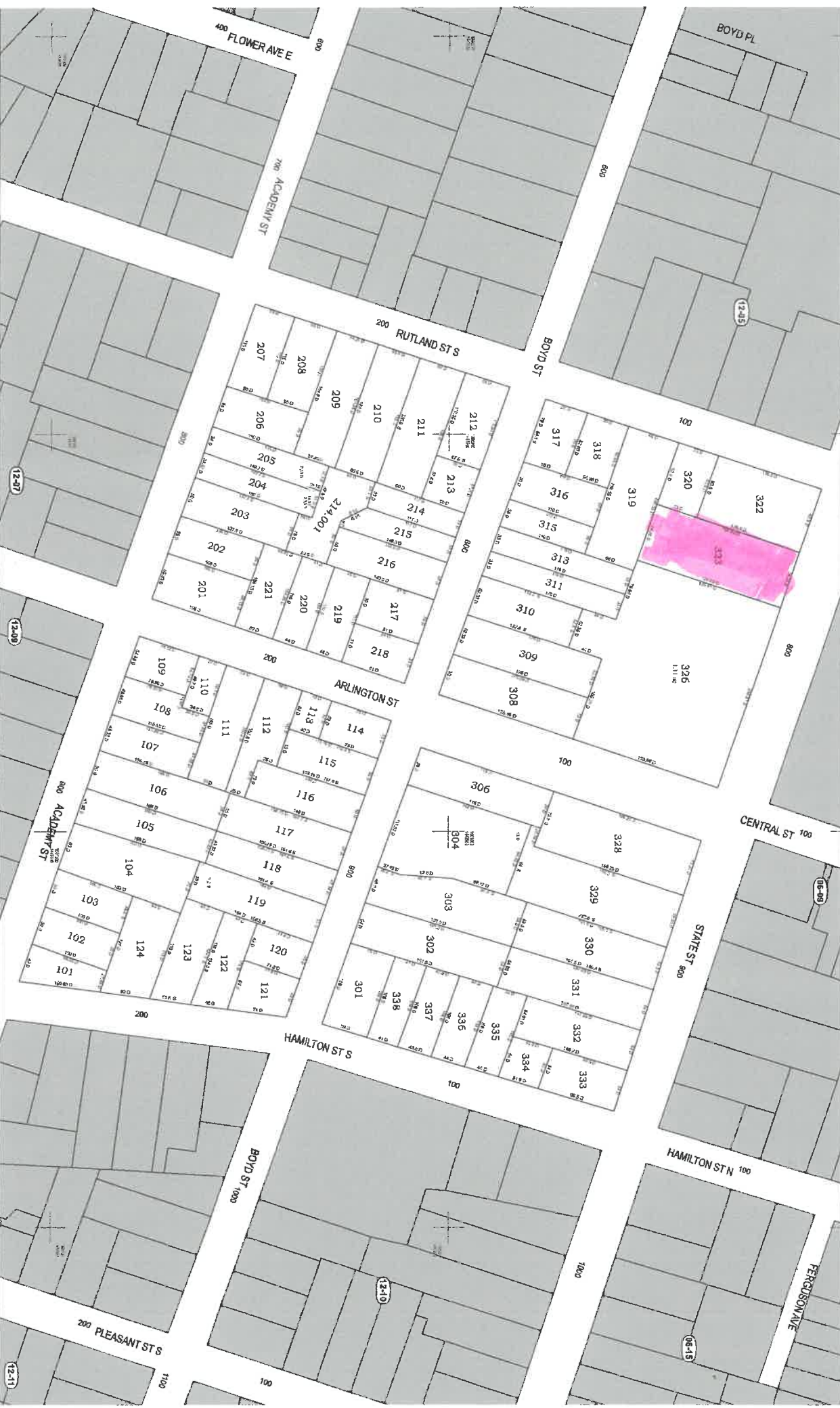
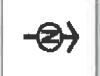
Project:	
Date:	

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.

<input type="checkbox"/>	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.
<input type="checkbox"/>	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





Commercial

Property Info

Owner/Sales

Inventory

Improvements

Tax Info

Report

Comparables

Municipality of City of Watertown

SWIS:	221800	Tax ID:	12-06-323,000
Account #:	18106580		

Tax Map ID / Property Data

Status:	Active	Roll Section:	Taxable
Address:	812 State St	Site Property Class:	433 - Converted Ras
Property Class:	433 - Converted Ras	Ownership Code:	Com 1
Site:	NMU - Nbrhd Mixed Use	In Ag. District:	No
Zoning Code:	00506 -	Bldg. Style:	Not Applicable
Neighborhood:	74x180 1206323	School District:	Watertown
Property Description:	74 x 180	Equalization Rate:	---
Total Acreage/Size:	2023 - \$28,700		
Land Assessment:	2022 - \$28,700	Total Assessment:	2023 - \$145,100
Full Market Value:	2023 - \$174,800		2022 - \$145,100
Deed Book:	2019	Deed Page:	1487
Grid East:	1000655	Grid North:	1447836

Special Districts for 2023

No information available for the 2023 roll year.

Special Districts for 2022

No information available for the 2022 roll year.

Land Types

Type	Size
Primary	74 x 180

Photographs

(Click on photo to enlarge it.)

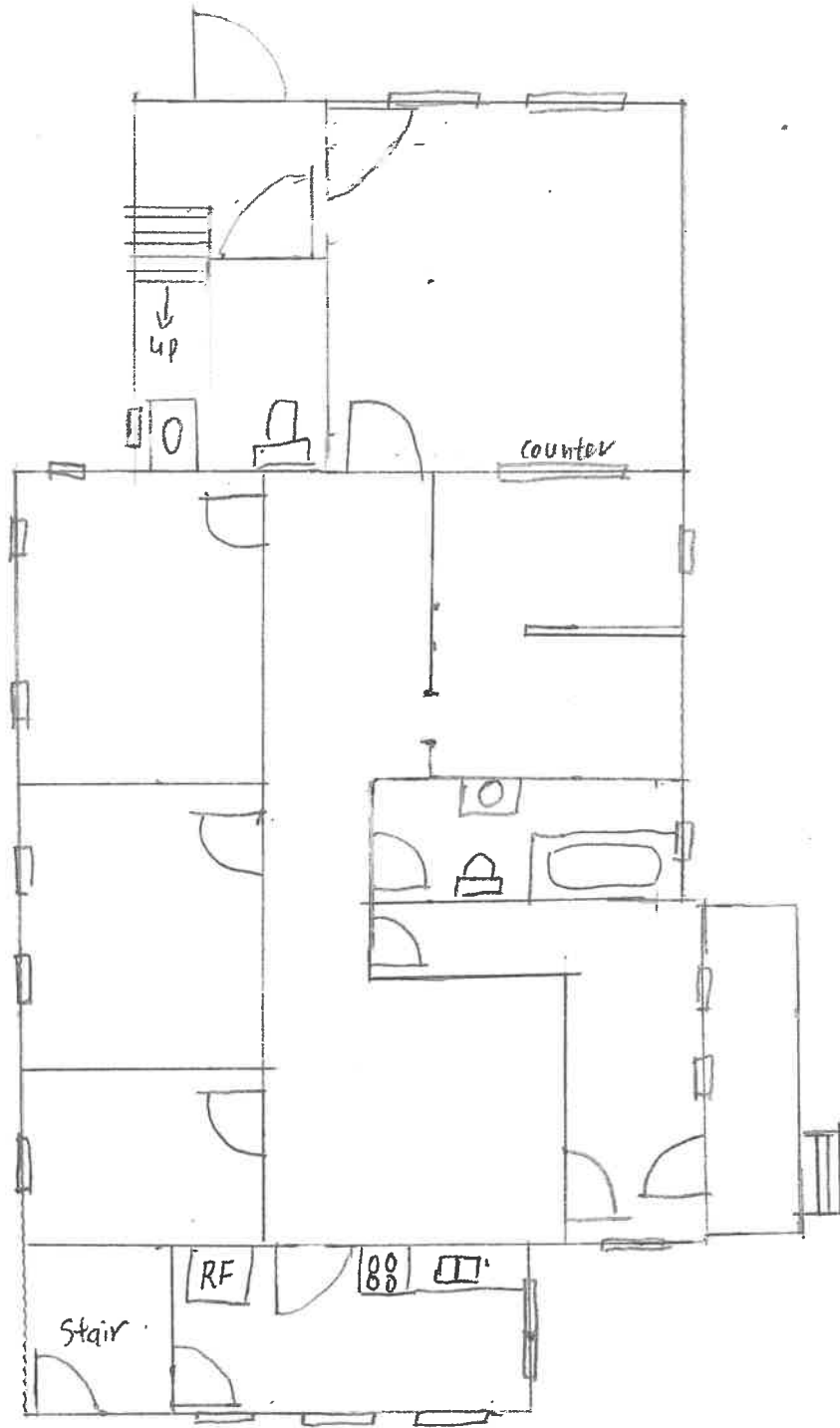


Photo 1 of 7

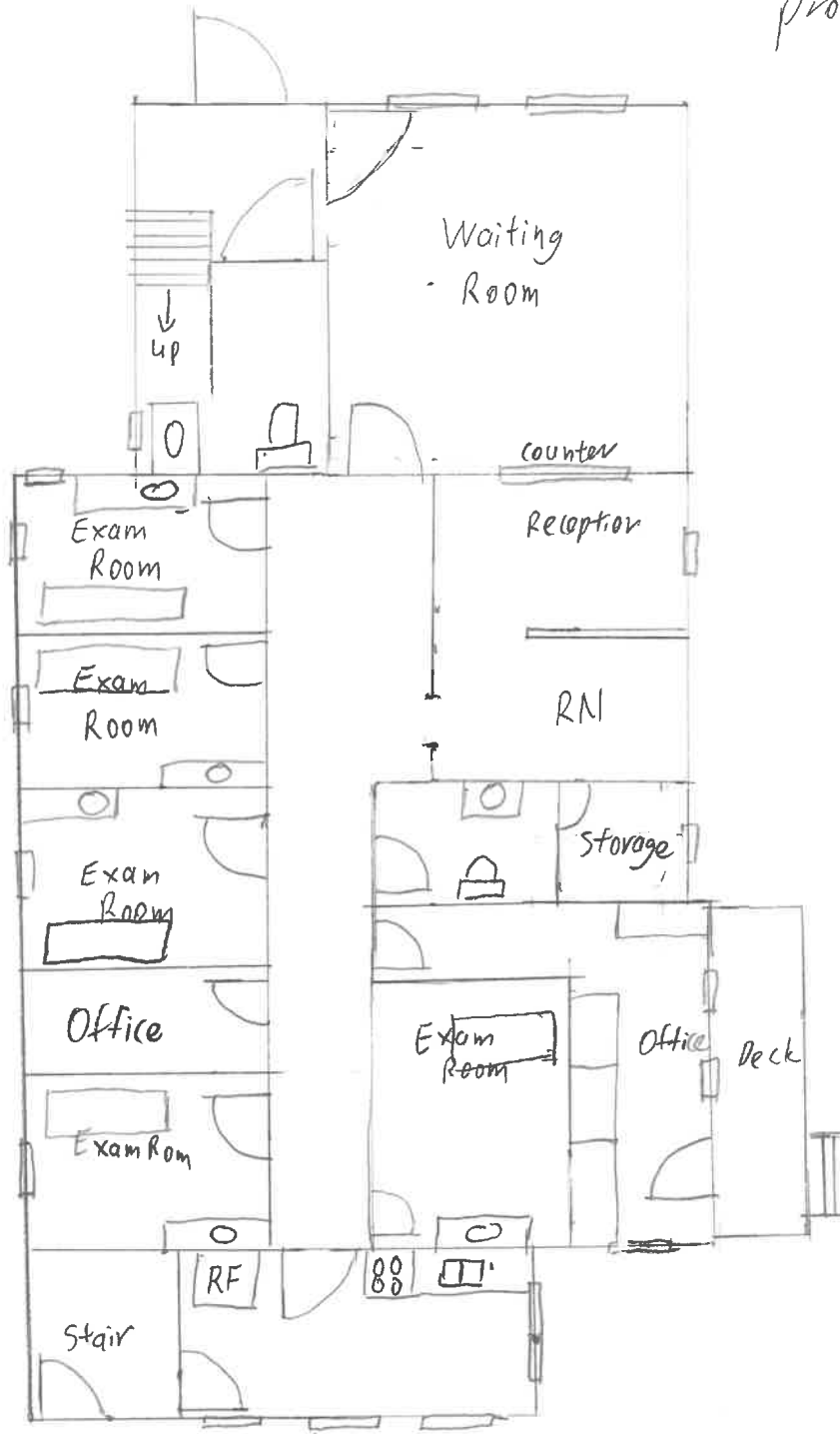
Maps

- [View Tax Map](#)
- [Pin Property on GIS Map](#)
- [View in Google Maps](#)
- [View in Bing Maps](#)
- [Map Disclaimer](#)

Original



Proposed Modification



AFFIDAVIT OF POSTING NOTICE ON PROPERTY

I, Jie He the undersigned, do hereby certify that the sign provided by the Planning and Community Development Department giving notice of my Special Use Permit request was posted on 812 State St, Watertown for a continuous period of at least two (2) weeks immediately before the public hearing scheduled for _____.

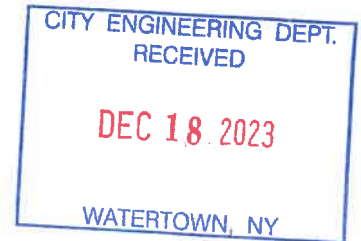
Applicant Signature

Date

Witness

Date

The applicant must return this affidavit to Planning Staff on or before the date for which the City Council has scheduled the public hearing.





City of Watertown Zoning Compliance Certificate APPLICATION FORM

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

Application #:

Received: **PLANNING**
CITY ENGINEERING DEPT.
RECEIVED

DEC 18 2023

WATERTOWN, NY

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

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

PROPERTY ADDRESS: 812 State St, Watertown, NY 13601

TAX PARCEL NUMBER: 12-06-323.000 ZONING DISTRICT: NMU-Nbhd Mixed Use

APPLICANT INFORMATION:

APPLICANT NAME: Jie He (HSS RE Ventures. LLC)

APPLICANT MAILING ADDRESS: 16955 County Route 59, Dexter, NY 13634

PHONE NUMBER: 917-701-7509 E-MAIL: francium223@hotmail.com

PROPERTY OWNER INFORMATION (if different from applicant):

PROPERTY OWNER NAME: J&J NNY, LLC

PROPERTY OWNER MAILING ADDRESS (if different from subject parcel): 142 Arcade St Ste 101
Watertown, NY 13601

PHONE NUMBER: 315-771-5819 E-MAIL: _____

PROPOSED USE INFORMATION:

Please check the box that most accurately describes the proposal:

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

Proposed Use (describe fully):
Plan to start a primary care physician's office. No external modification.
Plan to divide existing office to create exam room. Plan to install sinks
and cabinetry used in standard physician's office.

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

PARCEL FRONTAGE (FT.): 74 PARCEL AREA (SQ. FT.): 180 BUILDING DIMENSIONS: 28 FT. X 56 FT. = TOTAL (SQ. FT.) 1568
NUMBER OF STORIES: 2 BUILDING HEIGHT (FT.): _____ SETBACKS (FT.) - FRONT: 6 REAR: 20 LEFT: 8 RIGHT: 26

PARKING:

EXISTING NUMBER OF SPACES: 6 PROPOSED NUMBER OF SPACES: 8

Asphalt Concrete Gravel Other _____

SQ. FT OF NEW IMPERVIOUS SURFACE 0

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

Please see attached.

Applicant Signature:  Date: 12/4/2023

Property Owner Signature (if different)  Date: 12/06/23



Ramp

812

812 State St

Wine
liquor
club

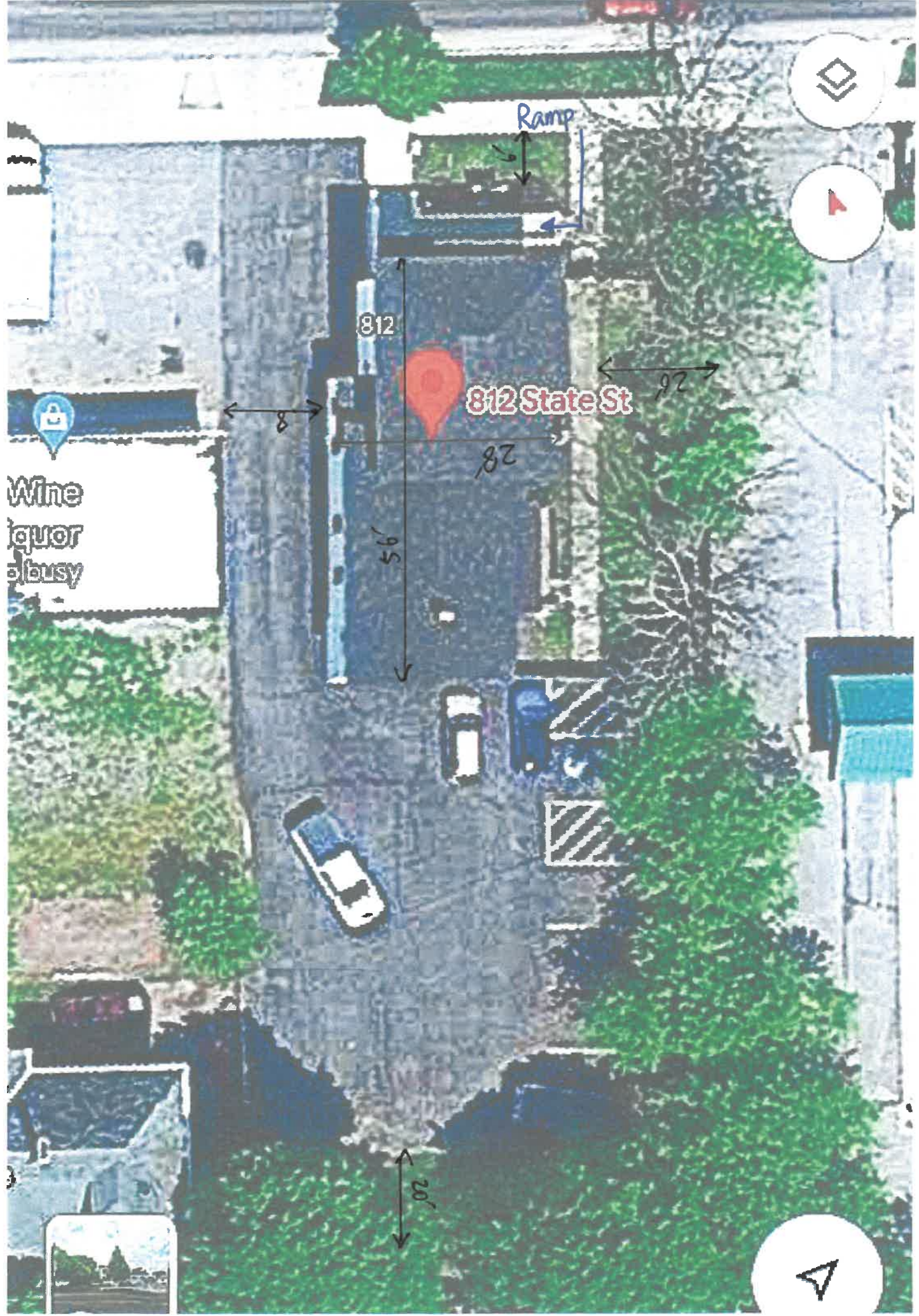
8

28

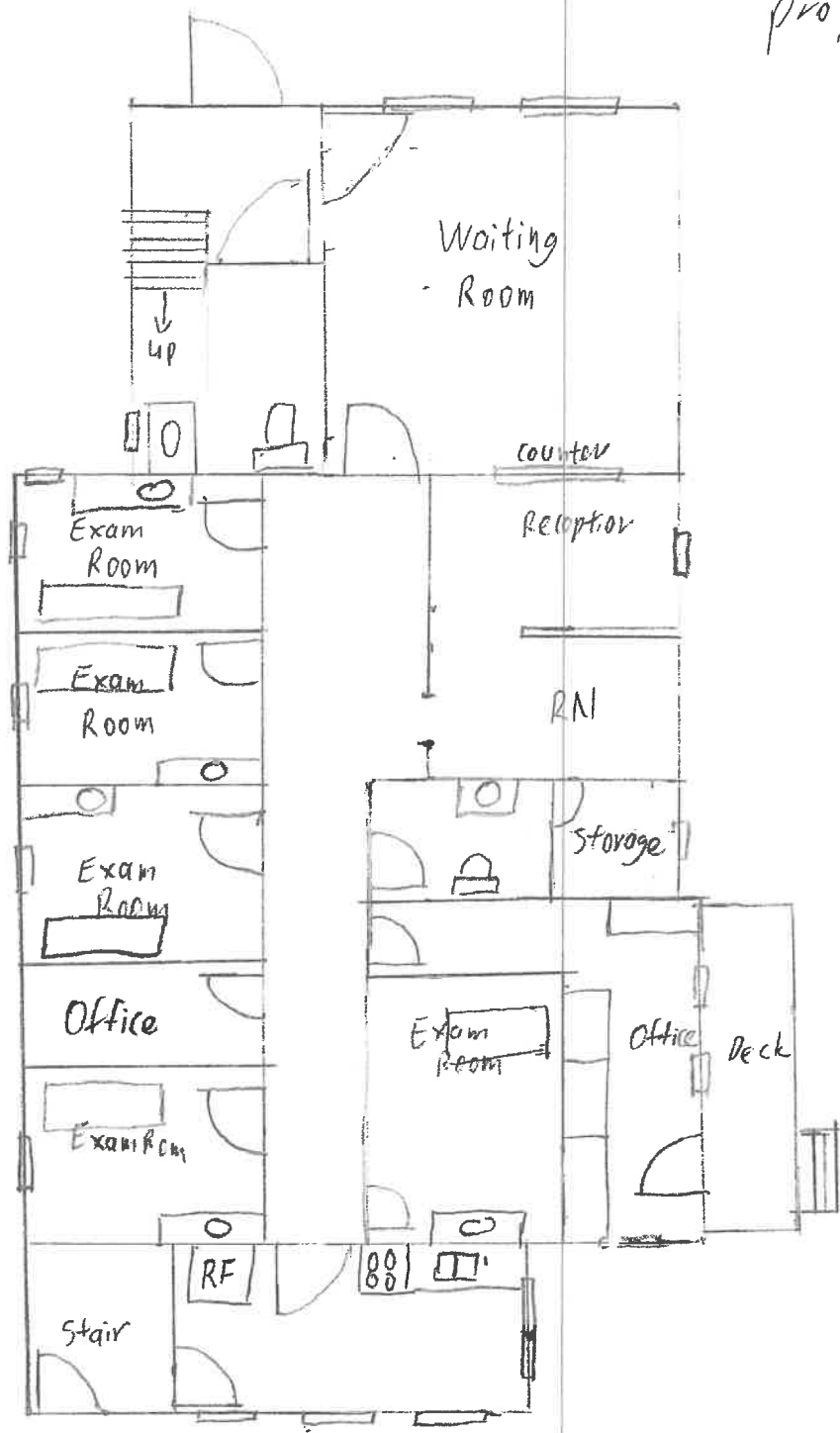
92

95

20'



Proposed Modification



Original

