



# 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: Joseph Albinus, Planner

SUBJECT: Special Use Permit – 1655 State Street

DATE: March 27, 2025

**Request:** Special Use Permit to Allow Office Use in a Neighborhood Mixed Use District

**Applicant:** Matthew Fuller, Barton and Loguidice on behalf of State CS Employees Federal Credit Union

**Proposed Use:** Office (for financial institution)

**Property Owner:** Waltrust Properties, Inc

---

**Submitted:**

---

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

---

**Overview and Existing Conditions:** The applicant proposes to purchase the property at 1655 State Street and repurpose the existing space for a proposed credit union (bank). The project will include many interior upgrades and modifications to the architecture, heating ventilation and air conditioning, plumbing and electrical systems to provide a code compliant facility. Site lighting, exterior building lighting and landscaping will not be changed or modified. The applicant does not propose any additional parking on the site. There are currently 67 parking spaces spread around the north, east and south of the building and ends of the lot.

**Zoning and the Comprehensive Plan:** Section 310-18 of the Zoning Ordinance, which contains the use table for all districts, requires a Special Use Permit for Offices in a Neighborhood Mixed Use (NMU) District.

Recommendation SR.9 of the Comprehensive Plan, is to “Incorporate green infrastructure practices into Zoning Code.” The plan’s description for this recommendation calls out common benefits of green infrastructure (GI), including reducing flood risk, and specifically recommends that “As the City’s zoning is updated, incorporate GI techniques.”

When the City rewrote its Zoning Ordinance after adopting the Comprehensive Plan, many of the parking regulations and landscaping requirements contained throughout the Ordinance, including parking maximums, and low impact development parking lot standards, were aimed at increasing green space and reducing hardscape. The effect and benefit of this is decreasing aggregate stormwater runoff within the City, thus implementing Recommendation SR.9.

Reducing stormwater runoff Citywide is extremely important, as the City faces multiple issues regarding the capacity of our stormwater and sanitary sewer systems, combined sewer overflows and localized flooding.

The Low Impact Development Parking Lot Standards found in Section 310-39 of the Zoning Ordinance require that all new parking lots of more than 10 spaces follow a Low Impact Development (LID) approach with respect to stormwater management. Through the application of green infrastructure techniques, new parking lot designs must incorporate stormwater management systems that treat and reduce the Water Quality and Runoff Reduction Volumes to the maximum extent practicable. Acceptable LID techniques may include impervious reduction, vegetated swales, rain gardens, bioretention facilities, permeable pavers, porous pavements, infiltration facilities or dry swales.

The NMU District allows a maximum of 16 parking spaces on a parcel. There are currently 67 parking spaces on the site that remain from the former Walgreen’s use, which is nonconforming.

It is in the purview of the Engineering Department, Planning and Community Development Department as well as the Planning Commission to use the development review process as an opportunity to gradually bring nonconforming properties into compliance. In addition, since the proposed use requires a Special Use Permit, the Planning Commission is empowered to impose reasonable conditions on the new use.

It is reasonable to project that a credit union will have fewer visitors during the day and less frequent visitor turnover than a pharmacy/grocery/convenience store. Therefore, it is unnecessary for the credit union to preserve all 67 parking spaces. While this is not a new parking lot, Staff recommends that the Planning Commission require the applicant to implement LID techniques with respect to the existing parking and reduce the impervious area by removing the asphalt parking spaces at the south and east edges of the site and replace it with grass or another vegetated surface.

This would increase the amount of stormwater infiltration on site and reduce the amount of stormwater runoff that enters the sewer system. This would eliminate 36 parking spaces and leave 31, reducing that nonconformity from over 400 percent of the maximum to just under 200 percent of the maximum. It would also widen the landscaped buffers along the street, bringing them into conformity with regard to the required width.

The subject parcel enjoys legal nonconforming (“grandfathered”) status with regard to the façade length maximum and façade transparency.

**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.”*

**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 hold 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 with Staff’s conclusions for each criterion. The following represents 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 in harmony with this purpose, as a Bank is a commercial service typically found on a radial arterial street. This parcel currently sits on a radial arterial street. The existing site contains a sidewalk along the south and east of the parcel where the entrance is, reinforcing the desired walkability described in the NMU district purpose.

- 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 Corridor Mixed Use future land use character area. The City’s adopted Comprehensive Plan defines this future land use character area as follows:

*“Watertown has a number of mixed-use corridors radiating out from the center of the City. While each of these corridors generally serve the local and regional population, they exhibit different characters. Areas along Coffeen, Washington, and State Streets have a mixture of residential and commercial uses where the commercial uses are often in converted large residential structures. Buildings are set back a modest distance from the road, parking is typically behind or at the side of the building, and there are sidewalks that connect to the adjacent neighborhoods. The intent of these areas is to preserve the urban form and limit intrusion of suburban character (i.e., parking in front, large signs, franchise architecture), as well as to serve as gateways into the City. New development and redevelopment should consider pedestrians, bicycles, and transit as a means of integrating into the urban fabric”.*

As noted above, green and blue infrastructure is part of the City of Watertown’s commitment to sustainability and resilience as described in its Comprehensive Plan and reflected in the Zoning Ordinance. Creating more green space and reducing the amount of paved parking would be congruent with the stated goals of the City of Watertown. Additionally, having more green space and having less impervious area would contribute to a decreased flooding risk for this area of the City.

*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 bank use will enhance the surrounding neighborhood. Currently the site is vacant, which can have a negative effect on the surrounding neighborhood.

*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 new negative impacts per the items listed above. Reducing the amount of parking spaces to 31 could help to reduce the environmental impacts paved areas have. Having more greenspace will help reduce flooding risks.

*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 proposes hours of operation as follows:

- Monday to Friday: 8 a.m. to 4:30 p.m.

The proposed hours run shorter than the previous use as a Walgreen’s Pharmacy and shorter than the nearby Mavis Discount Tier and Fastrac, with its latest hours of operation being 4:30 p.m. The proposed hours are consistent with typical bank industry hours.

- 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.*

The subject parcel itself contains 67 parking spaces. As discussed above, Staff recommends requiring a reduction in parking as 31 spaces is adequate to fulfill the needs of the new use.

- 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 that would adversely affect LOS on State Street.

- 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 4,000 feet away.

- 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.

**Landscaping and Buffers:** The subject parcel abuts two NMU-zoned parcels, one on the west and the other on the north. In addition, it abuts five Residentially zoned parcels located to the west and north. During the construction of the Walgreen's Pharmacy facility, an extensive landscape buffer and fencing was installed along the west and a portion of the north property lines to shield the use from nearby residential uses. The fencing and much of the landscape buffer remains and is serving its intended purpose. Please refer to the satellite image at the end of the report.

**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 (EAF). The Planning Commission will be required to complete Part 2 prior to making a decision on the requested Special Use Permit.

**Code Enforcement Comments:** The Code Enforcement Department does not have any concerns regarding the use of the space. A Building Permit will need to be obtained with two sets of plans that are wet stamped and submitted to their office. Any work being done in the space, such as a safe, occupancy calculations, and the layout of the space will have to be provided in the engineered drawings.

Additionally, when work is complete, a fire inspection will need to be completed prior to opening. The applicant shall work with Code Enforcement to complete the requirements listed above.

**Other:** If the Special Use Permit is granted by the Planning Commission, Planning Staff will issue an approved Zoning Compliance Certificate.

**Permits:** The applicant must also obtain the following permits, at a minimum, from the Bureau of Code Enforcement: A Zoning Compliance Certificate, a Building Permit for any use/occupancy changes or interior modifications and a Sign Permit if the applicant wishes to install a sign.

**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 shall implement Low Impact Development techniques with respect to the existing parking and reduce the impervious area on the site by removing the asphalt parking spaces at the south and east edges of the site and replace it with grass or another vegetated surface to increase the amount of stormwater infiltration on site and reduce the amount of stormwater runoff that enters the sewer system.
2. The applicant shall obtain a Zoning Compliance Certificate from the Planning Department and a Building Permit and a Sign Permit from the Bureau of Code Enforcement.

**Planning Commission Action:** As noted above, the Planning Commission is required to hold a public hearing on the proposed Special Use Permit application within 62 days of deeming it complete. Staff recommends that the Planning Commission adopt a motion deeming the application complete and proceed with the public hearing scheduled for 6:05 p.m. The Planning Commission will then be free to vote on the request.

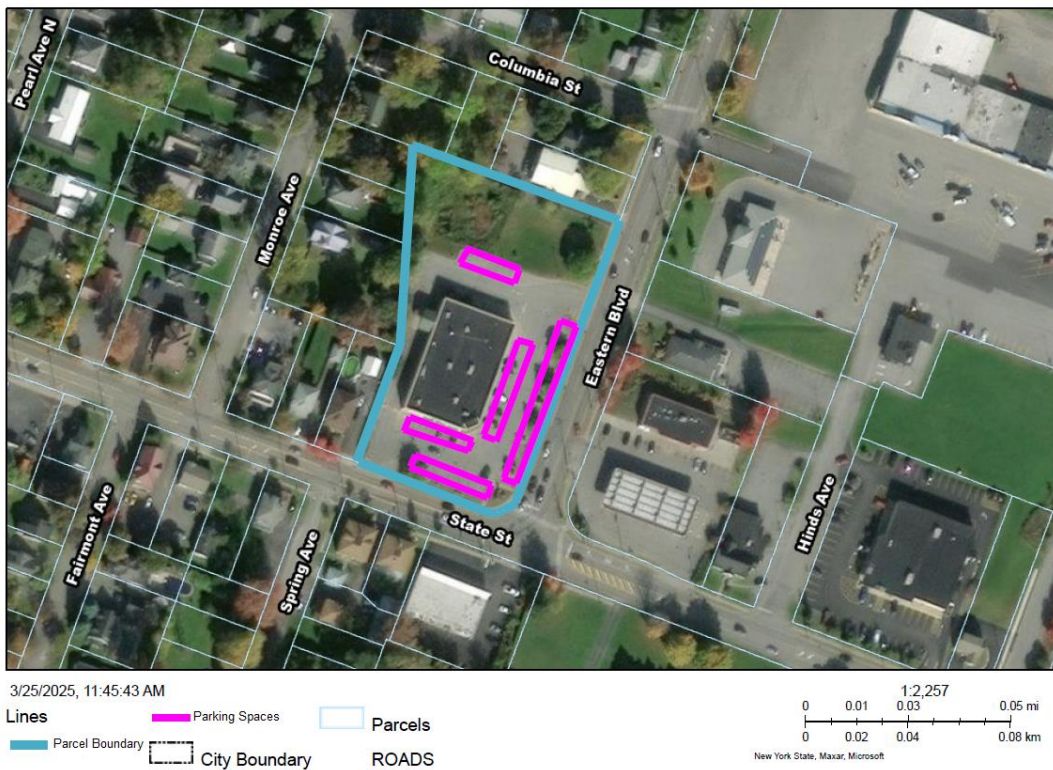
The applicant shall note that any conditions of operation or any other reasonable conditions that the Planning Commission deems necessary shall be added as conditions of the Special Use Permit and subject to ongoing enforcement.

cc: Planning Commission Members  
Dana Aikins, Code Enforcement Supervisor  
Thomas Compo, P.E., City Engineer  
Matthew Fuller, Barton and Loguidice





**Above:** A satellite view of the subject parcel, 1655 State Street, and the fence along the west side of the parcel.



**Above:** A satellite view of the subject parcel, 1655 State Street, outlining the parking spaces along the parcels north, east and south.





**Above:** View from the State St. side of the site.



**Above:** View of the rear of the site.





March 10, 2025

Michael A. Lumbis, Planning & Community Development Director  
City of Watertown  
245 Washington Street, Room 305  
Watertown, New York 13601

Re.: 1655 State Street, Watertown, New York – Special Use Permit Application and Short EAF  
Subj.: Special Use Permit Application, Short EAF and Site Map  
File: 2971.002.002

Dear Mr. Lumbis:

On behalf of our client, State CS Employees Federal Credit Union, Barton & Loguidice, D.P.C. (B&L), is submitting this cover letter and Special Use Permit Application for the existing facility located at 1655 State Street, Watertown, New York.

As required, the Special Use Permit includes a site drawing, tax map and completion of the Short Environmental Assessment Form Part 1 – Project Information of the State Environmental Quality Review (SEQR) form.

State CS Employees Federal Credit Union (FCU) is purchasing the existing vacant commercial building and site (former Walgreens retail pharmacy) located at 1655 State Street, Watertown and convert the facility to a new commercial Business Group B Occupancy Credit Union that will serve the Watertown community. The property is located on the north side of State Street and is the corner lot of State Street and Eastern Boulevard (east of the property). The property is currently zoned to neighborhood mixed use (NMU) and is zoned for the intended future re-use. The existing building will be repurposed into a credit union facility with an approximately 12,700 SF build-out of the existing 14,700 SF building. No site improvements (other than minor restriping of the parking lot and crosswalks), exterior building envelope upgrades or future building expansions are anticipated. In addition to being open for access by customers, the interior will be renovated to accommodate employee offices.

The main entrance will remain at the southeast corner of the building. Employee access will be through an existing door that is located on the east side of the building. This door was originally used as a secondary means of egress, so this side entrance will be modified by the likely installation of a canopy structure and a new door. The existing asphalt concrete parking lot striping is faded; however, the lot has proper parking space sizes and adequate ADA parking spaces.

The surface drainage and underground closed drainage systems will not be changed or modified.

The project will include interior upgrades and modifications to the architectural, HVAC, plumbing and electrical systems to provide a code compliant facility. Site lighting, exterior building lighting and landscaping will not be changed or modified.

Michael A. Lumbis, Planning & Community Development Director  
City of Watertown  
March 10, 2025  
Page 2



The days and hours of operation, when the facility will be open to the public will be Monday through Friday 8:00 AM to 4:30 PM.

We trust this application provides the required information for the Special Use Permit approval for the 1655 State Street Property.

Sincerely,

BARTON & LOGUIDICE, D.P.C.

A handwritten signature in blue ink that reads "Matthew C. Fuller".

Matthew C. Fuller, P.E.  
Vice President

MCF/jms

Attachments



**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](mailto:planning@watertown-ny.gov)*

Received: \_\_\_\_\_

**PROPERTY INFORMATION:**

PROPERTY ADDRESS: \_\_\_\_\_

TAX PARCEL NUMBER: \_\_\_\_\_

PROPOSED USE (describe fully; attach additional sheets if necessary): \_\_\_\_\_

**APPLICANT INFORMATION:**

APPLICANT NAME: \_\_\_\_\_

APPLICANT MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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

PROPERTY OWNER NAME: \_\_\_\_\_

PROPERTY OWNER MAILING ADDRESS (if different from subject parcel): \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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

- |  |   |
|--|---|
| <input type="checkbox"/> Cover Letter*           | <input type="checkbox"/> Tax Map with subject parcel highlighted*             |
| <input type="checkbox"/> Site Drawing*           | <input type="checkbox"/> State Environmental Quality Review (SEQR) form*      |
| <input type="checkbox"/> \$125 application fee * | <input type="checkbox"/> Electronic Copy of Entire Submission (PDF Preferred) |

\*See appendices for further information

**Applicant Signature:** *Matthew C. Fisher* **Date:** \_\_\_\_\_

**Property Owner Signature (if different)** *Betsy Rivers* **Date:** \_\_\_\_\_

7/31/2020

## **Appendix A: Checklist Instructions**

- Cover Letter:** The applicant must submit a detailed cover letter describing what the applicant seeks to establish with the proposed Special Use Permit (e.g. the intended future use of the property). Include details such as proposed site alterations, hours of operation, compatibility with the surrounding neighborhood, etc. The applicant should refer to Section 310-52.3 of the Zoning Ordinance, which contains all Special Use Permit standards, and is accessible at the following website: <https://www.ecode360.com/10498983>.
- Tax Map:** A copy of the City Tax Map, with the subject parcel highlighted. Tax maps are accessible using the following website: <https://www.watertown-ny.gov/imo/search.aspx>. Upon entering the required information, the search engine will direct the user to the Parcel Data page for their property. A link to the appropriate tax map will appear on the right hand side of the Parcel Data page.
- Drawing:** The sketch/site drawing must accurately depict what the applicant seeks to establish and include any information necessary to help the Planning Board comprehend the request. Examples of features to show on the drawing include:
- Site Plan showing existing and proposed building locations, including all property line setbacks
  - Vehicular and pedestrian circulation, parking and loading spaces
  - Landscaping plans, including site grading (if applicable).
- To assist with the drawing, applicants may wish to use the City's public GIS mapping tool, available at: <https://www.watertown-ny.gov/index.asp?NID=168>. However, measurements obtained using the GIS tool are NOT an acceptable substitute for actual measurements taken on site.
- SEQR:** The applicant must submit a completed SEQR Short Environmental Assessment Form (EAF). The New York State Department of Environmental Conservation (DEC) offers an online mapping tool that assists in completing the SEQR form. It is available at the following website: <https://giservices.dec.ny.gov/eafmapper/>.
- Property Notice/ Affidavit:** The applicant must post a sign on the premises of the proposed permit for at least two (2) weeks prior to the Public Hearing that the City Council will hold on the matter. The applicant must submit an affidavit to the City Council affirming that they have fulfilled this requirement. Planning Staff will provide the applicant with the required sign and affidavit, and will identify the timeline and all relevant dates at the time of distribution.
- Required Sets:** The items in the checklist (other than the application fee) collectively make up a "set." The applicant is responsible for submitting 10 complete collated "sets" to the City Planning Department. If the application requires Jefferson County Planning Board review, then the applicant must submit 11 "sets." Planning Staff will inform the applicant if this is necessary.
- Submittal Instructions:** Submit all required materials to:
- Michael A. Lumbis, Planning and Community Development Director  
City of Watertown  
245 Washington Street  
Watertown, NY 13601
- Meeting Information:** The Planning Board normally meets at 6:00 p.m. on the first Tuesday of every month in Council Chambers at City Hall, 245 Washington Street. The application deadline is 14 days prior to the scheduled meeting date. Planning Board action does not represent final approval, as the Planning Board only votes to make a recommendation to City Council, which holds the sole authority to grant a Special Use Permit. Special Use Permit Requests carry a legal requirement for the City Council to hold a Public Hearing prior to voting on the Ordinance. The Special Use Permit application process will typically take six-to-eight weeks.

Occasionally, due to holidays or other reasons, meetings may occur on other dates and/or times. The City will announce any changes to meeting dates in advance on its website at [www.watertown-ny.gov](http://www.watertown-ny.gov).

**Additional Information regarding Special Use Permits:** Upon applying for a Special Use Permit, please note the following:

- A Special Use Permit is a special authorization by City Council to allow a particular land use in a Zoning District that specifically requires additional oversight of said land use. The Zoning Ordinance identifies acceptable special uses under the district descriptions for each Zoning District. The Special Use Permit process ensures that the proposed use will not adversely affect the neighborhood.
- The City Council may impose reasonable conditions and restrictions that directly relate to the proposed special use. The applicant is responsible meeting all such conditions prior to any City official issuing any permits, and continuing to meet any such conditions for the duration of the approved special use.
- A Special Use Permit shall expire one year from the date of City Council approval if the applicant has not begun using the subject property for the approved special use. A Special Use Permit shall also expire immediately upon cessation of the approved special use. Council may approve more stringent expiry conditions at their discretion.



## AFFIDAVIT OF POSTING NOTICE ON PROPERTY

I, \_\_\_\_\_ 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 \_\_\_\_\_ 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.

# *Short Environmental Assessment Form*

## *Part 1 - Project Information*

### Instructions for Completing

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

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

<b>Part 1 – Project and Sponsor Information</b>				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:			Telephone:	
			E-Mail:	
Address:				
City/PO:		State:	Zip Code:	
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 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 type="checkbox"/>	<input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, are adjoining or near the proposed action: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><input type="checkbox"/> Urban</span> <span><input type="checkbox"/> Rural (non-agriculture)</span> <span><input type="checkbox"/> Industrial</span> <span><input type="checkbox"/> Commercial</span> <span><input type="checkbox"/> Residential (suburban)</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><input type="checkbox"/> Forest</span> <span><input type="checkbox"/> Agriculture</span> <span><input type="checkbox"/> Aquatic</span> <span><input type="checkbox"/> Other(Specify):</span> </div> <div style="margin-top: 5px;"><input type="checkbox"/> Parkland</div>				

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO  <input type="checkbox"/>  <input type="checkbox"/>	YES  <input type="checkbox"/>  <input type="checkbox"/>	N/A  <input type="checkbox"/>  <input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO  <input type="checkbox"/>	YES  <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: _____	NO  <input type="checkbox"/>	YES  <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  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	YES  <input type="checkbox"/>  <input 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: _____ _____	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO  <input type="checkbox"/>	YES  <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 archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO  <input type="checkbox"/>  <input type="checkbox"/>	YES  <input 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  <input type="checkbox"/>  <input type="checkbox"/>	YES  <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: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><input type="checkbox"/> Shoreline</span> <span><input type="checkbox"/> Forest</span> <span>Agricultural/grasslands</span> <span>Early mid-successional</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Wetland</span> <span><input type="checkbox"/> Urban</span> <span>Suburban</span> </div>		
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, <div style="margin-left: 20px; margin-top: 10px;">           a. Will storm water discharges flow to adjacent properties?         </div> <div style="margin-left: 20px; margin-top: 10px;">           b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?         </div> If Yes, briefly describe: <div style="border-bottom: 1px solid black; margin-top: 5px; height: 1.2em;"></div> <div style="border-bottom: 1px solid black; margin-top: 5px; height: 1.2em;"></div>	NO	YES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input 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: <div style="border-bottom: 1px solid black; margin-top: 5px; height: 1.2em;"></div> <div style="border-bottom: 1px solid black; margin-top: 5px; height: 1.2em;"></div>	NO	YES
<input type="checkbox"/>	<input 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: <div style="border-bottom: 1px solid black; margin-top: 5px; height: 1.2em;"></div> <div style="border-bottom: 1px solid black; margin-top: 5px; height: 1.2em;"></div>	NO	YES
<input type="checkbox"/>	<input 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: <div style="border-bottom: 1px solid black; margin-top: 5px; height: 1.2em;"></div> <div style="border-bottom: 1px solid black; margin-top: 5px; height: 1.2em;"></div>	NO	YES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor/name: _____ Date: _____</p> <p>Signature: <u>Betsy Rivers</u> Title: _____</p>		

Project:

Date:

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

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

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

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



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

---

*Matthew C. Keller*

Signature of Preparer (if different from Responsible Officer)



**Legend**

 Project Site

Sources: Basemap-ESRI Aerial 2025; Site Location - B&L 2025

**Barton  
& Loguidice**



1 inch = 100 feet

State CS Employees FCU  
**1655 State Street**  
**Watertown, NY 13601**

Jefferson County March 2025 New York

Figure  
1  
Project  
No.  
2971.002




Tax # 5-15-101.100  
1655 STATE ST.



# New York Nature Explorer

1655 State Street, Watertown, NY 13601

Criteria: Selected Map Area



Common Name	Subgroup	Distribution Status	Year Last Documente	Protection Status	Conservation Rank		
				State	Federal	State	Global

No Records Found

Note: Restricted plants and animals may also have also been documented in one or more of the Towns or Cities in which your user-defined area is located, but are not listed in these results. This application does not provide information at the level of Town or City on state-listed animals and on other sensitive animals and plants. A list of the restricted animals and plants documented at the corresponding county level can be obtained via the County link(s) on the original User Defined Search Results page. Any individual plant or animal on this county's restricted list may or may not occur in this particular user-defined area.

This list only includes records of rare species and significant natural communities from the databases of the NY Natural Heritage Program. This list is not a definitive statement about the presence or absence of all plants and animals, including rare or state-listed species, or of all significant natural communities. For most areas, comprehensive field surveys have not been conducted, and this list should not be considered a substitute for on-site surveys.



## United States Department of the Interior



FISH AND WILDLIFE SERVICE  
New York Ecological Services Field Office  
3817 Luker Road  
Cortland, NY 13045-9385  
Phone: (607) 753-9334 Fax: (607) 753-9699  
Email Address: [fw5es\\_nyfo@fws.gov](mailto:fw5es_nyfo@fws.gov)

In Reply Refer To:

03/10/2025 14:31:56 UTC

Project Code: 2025-0066352

Project Name: 1655 State Street, Watertown, NY

Subject: List of threatened and endangered species that may occur in your proposed project location or may be affected by your proposed project

To Whom It May Concern:

The enclosed species list identifies threatened, endangered, proposed and candidate species, as well as proposed and final designated critical habitat, that may occur within the boundary of your proposed project and/or may be affected by your proposed project. The species list fulfills the requirements of the U.S. Fish and Wildlife Service (Service) under section 7(c) of the Endangered Species Act (Act) of 1973, as amended (16 U.S.C. 1531 *et seq.*).

New information based on updated surveys, changes in the abundance and distribution of species, changed habitat conditions, or other factors could change this list. Please feel free to contact us if you need more current information or assistance regarding the potential impacts to federally proposed, listed, and candidate species and federally designated and proposed critical habitat. Please note that under 50 CFR 402.12(e) of the regulations implementing section 7 of the Act, the accuracy of this species list should be verified after 90 days. This verification can be completed formally or informally as desired. The Service recommends that verification be completed by visiting the IPaC website at regular intervals during project planning and implementation for updates to species lists and information. An updated list may be requested through the IPaC system by completing the same process used to receive the enclosed list.

The purpose of the Act is to provide a means whereby threatened and endangered species and the ecosystems upon which they depend may be conserved. Under sections 7(a)(1) and 7(a)(2) of the Act and its implementing regulations (50 CFR 402 *et seq.*), Federal agencies are required to utilize their authorities to carry out programs for the conservation of threatened and endangered species and to determine whether projects may affect threatened and endangered species and/or designated critical habitat.

A Biological Assessment is required for construction projects (or other undertakings having similar physical impacts) that are major Federal actions significantly affecting the quality of the human environment as defined in the National Environmental Policy Act (42 U.S.C. 4332(2))



(c)). For projects other than major construction activities, the Service suggests that a biological evaluation similar to a Biological Assessment be prepared to determine whether the project may affect listed or proposed species and/or designated or proposed critical habitat. Recommended contents of a Biological Assessment are described at 50 CFR 402.12.

If a Federal agency determines, based on the Biological Assessment or biological evaluation, that listed species and/or designated critical habitat may be affected by the proposed project, the agency is required to consult with the Service pursuant to 50 CFR 402. In addition, the Service recommends that candidate species, proposed species and proposed critical habitat be addressed within the consultation. More information on the regulations and procedures for section 7 consultation, including the role of permit or license applicants, can be found in the "Endangered Species Consultation Handbook" at:

<https://www.fws.gov/sites/default/files/documents/endangered-species-consultation-handbook.pdf>

**Migratory Birds:** In addition to responsibilities to protect threatened and endangered species under the Endangered Species Act (ESA), there are additional responsibilities under the Migratory Bird Treaty Act (MBTA) and the Bald and Golden Eagle Protection Act (BGEPA) to protect native birds from project-related impacts. Any activity, intentional or unintentional, resulting in take of migratory birds, including eagles, is prohibited unless otherwise permitted by the U.S. Fish and Wildlife Service (50 C.F.R. Sec. 10.12 and 16 U.S.C. Sec. 668(a)). For more information regarding these Acts see <https://www.fws.gov/program/migratory-bird-permit/what-we-do>.

The MBTA has no provision for allowing take of migratory birds that may be unintentionally killed or injured by otherwise lawful activities. It is the responsibility of the project proponent to comply with these Acts by identifying potential impacts to migratory birds and eagles within applicable NEPA documents (when there is a federal nexus) or a Bird/Eagle Conservation Plan (when there is no federal nexus). Proponents should implement conservation measures to avoid or minimize the production of project-related stressors or minimize the exposure of birds and their resources to the project-related stressors. For more information on avian stressors and recommended conservation measures see <https://www.fws.gov/library/collections/threats-birds>.

In addition to MBTA and BGEPA, Executive Order 13186: *Responsibilities of Federal Agencies to Protect Migratory Birds*, obligates all Federal agencies that engage in or authorize activities that might affect migratory birds, to minimize those effects and encourage conservation measures that will improve bird populations. Executive Order 13186 provides for the protection of both migratory birds and migratory bird habitat. For information regarding the implementation of Executive Order 13186, please visit <https://www.fws.gov/partner/council-conservation-migratory-birds>.

We appreciate your concern for threatened and endangered species. The Service encourages Federal agencies to include conservation of threatened and endangered species into their project planning to further the purposes of the Act. **Please include the Consultation Code in the header of this letter with any request for consultation or correspondence about your project that you submit to our office.**

Attachment(s):

- Official Species List

# OFFICIAL SPECIES LIST

This list is provided pursuant to Section 7 of the Endangered Species Act, and fulfills the requirement for Federal agencies to "request of the Secretary of the Interior information whether any species which is listed or proposed to be listed may be present in the area of a proposed action".

This species list is provided by:

**New York Ecological Services Field Office**  
3817 Luker Road  
Cortland, NY 13045-9385  
(607) 753-9334

PROJECT SUMMARY

Project Code: 2025-0066352  
Project Name: 1655 State Street, Watertown, NY  
Project Type: Commercial Development  
Project Description: The proposed action will repurpose the existing vacant commercial building and site (former Walgreens retail pharmacy) to a new commercial Business Group B Occupancy Credit Union. An approximately 12,700 SF build-out of the existing 14,700 SF building will be completed, and the interior of the building will be renovated to accommodate employee offices. An existing door on the east side of the building will likely be replaced and a canopy structure added over this entrance. The proposed action will also include interior upgrades and modifications to the architectural, HVAC, plumbing, and electrical systems to provide a code compliant facility, as well as relocating the existing drive-through to be closer to the southwest corner of the building.

Project Location:  
The approximate location of the project can be viewed in Google Maps: <https://www.google.com/maps/@43.96813095,-75.88180373416506,14z>



Counties: Jefferson County, New York

## ENDANGERED SPECIES ACT SPECIES

There is a total of 4 threatened, endangered, or candidate species on this species list.

Species on this list should be considered in an effects analysis for your project and could include species that exist in another geographic area. For example, certain fish may appear on the species list because a project could affect downstream species.

IPaC does not display listed species or critical habitats under the sole jurisdiction of NOAA Fisheries<sup>1</sup>, as USFWS does not have the authority to speak on behalf of NOAA and the Department of Commerce.

See the "Critical habitats" section below for those critical habitats that lie wholly or partially within your project area under this office's jurisdiction. Please contact the designated FWS office if you have questions.

- 
1. [NOAA Fisheries](#), also known as the National Marine Fisheries Service (NMFS), is an office of the National Oceanic and Atmospheric Administration within the Department of Commerce.

MAMMALS

NAME	STATUS
Indiana Bat <i>Myotis sodalis</i> There is <b>final</b> critical habitat for this species. Your location does not overlap the critical habitat. Species profile: <a href="https://ecos.fws.gov/ecp/species/5949">https://ecos.fws.gov/ecp/species/5949</a>	Endangered
Northern Long-eared Bat <i>Myotis septentrionalis</i> No critical habitat has been designated for this species. Species profile: <a href="https://ecos.fws.gov/ecp/species/9045">https://ecos.fws.gov/ecp/species/9045</a>	Endangered
Tricolored Bat <i>Perimyotis subflavus</i> No critical habitat has been designated for this species. Species profile: <a href="https://ecos.fws.gov/ecp/species/10515">https://ecos.fws.gov/ecp/species/10515</a>	Proposed Endangered

INSECTS

NAME	STATUS
Monarch Butterfly <i>Danaus plexippus</i> There is <b>proposed</b> critical habitat for this species. Your location does not overlap the critical habitat. Species profile: <a href="https://ecos.fws.gov/ecp/species/9743">https://ecos.fws.gov/ecp/species/9743</a>	Proposed Threatened

CRITICAL HABITATS

THERE ARE NO CRITICAL HABITATS WITHIN YOUR PROJECT AREA UNDER THIS OFFICE'S JURISDICTION.

YOU ARE STILL REQUIRED TO DETERMINE IF YOUR PROJECT(S) MAY HAVE EFFECTS ON ALL ABOVE LISTED SPECIES.



**IPAC USER CONTACT INFORMATION**

Agency: Private Entity  
Name: Jessie Magno  
Address: 70 Genesee Street  
City: Utica  
State: NY  
Zip: 13502  
Email: [jmagno@bartonandloguidice.com](mailto:jmagno@bartonandloguidice.com)  
Phone: 8007241070