

**CITY OF WATERTOWN, NEW YORK**  
**AGENDA**  
**Monday, February 2, 2026**  
**7 p.m.**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, February 2, 2026, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

**MOMENT OF SILENCE**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**ADOPTION OF MINUTES**

**COMMUNICATIONS**

**PRIVILEGE OF THE FLOOR**

**PUBLIC HEARING**

7:15 p.m.                      Changing the Approved Zoning Classification of 426, 430, 440 and 454 State Street, Respective Parcel Numbers 12-03-220.100, 12-03-220.200, 12-03-220.300, and 12-03-201.000 from Downtown to Urban Mixed Use

**RESOLUTIONS**

- Resolution No. 1 -    Accepting Bid for Trickling Filter Pump Repair Project – 2025 – Blue Heron Construction Company LLC
- Resolution No. 2 -    Accepting Bid for Watertown Water Treatment Plant Water Quality Improvement Project – Tree Clearing - Powis Contracting, Inc.
- Resolution No. 3 -    Authorizing City Manager to Perform Various Banking Actions
- Resolution No. 4 -    Nominating a City Council Member for Appointment as a Board Liaison to the Thompson Park Conservancy, Inc.
- Resolution No. 5 -    Authorizing the Conveyance of a Portion of Former Waterman Drive to Jefferson County

Resolution No. 6 - Readopting Fiscal Year 2025-26 General, Water and Sewer Fund Budgets – Financial Management Software System Project

Resolution No. 7 - Finding That Changing the Approved Zoning Classification of 426, 430, 440 and 454 State Street, Respective Parcel Numbers 12-03-220.100, 12-03-220.200, 12-03-220.300, and 12-03-201.000 from Downtown to Urban Mixed Use and Future Site Development at 440 State Street Will Not Have a Significant Impact on the Environment

## **ORDINANCES**

## **LOCAL LAW**

## **OLD BUSINESS**

Ordinance - Changing the Approved Zoning Classification of 426, 430, 440 and 454 State Street, Respective Parcel Numbers 12-03-220.100, 12-03-220.200, 12-03-220.300, and 12-03-201.000 from Downtown to Urban Mixed Use

## **STAFF REPORTS**

1. Community Development Block Grant (CDBG) 2026-2031 Consolidated Plan and 2026 Annual Action Plan Public Hearing

## **NEW BUSINESS**

## **EXECUTIVE SESSION**

To discuss the employment history of a particular individual.

## **ADJOURNMENT**

## **WORK SESSION**

Next Work Session is scheduled for Monday, February 9, 2026, at 7:00 p.m.

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS TUESDAY, FEBRUARY 17, 2026.**

Res No. 1

February 2, 2026

TO: The Honorable Mayor and City Council

FROM: Tina Bartlett-Bearup, Purchasing Manager

SUBJECT: Accepting Bid for Trickling Filter Pump Repair Project – 2025 – Blue Heron Construction Company LLC

The City’s Purchasing Department advertised in the Watertown Daily Times for sealed bids from qualified bidders for the Trickling Filter Pump Repair Project - 2025, per City specifications and publicly opened and read the sealed bids on January 13, 2026, at 11:00 a.m. EST. Bids were provided to seven (7) plan houses and ten (10) potential vendors.

The Purchasing Department received three (3) sealed bid submittals, and the bid tabulations are shown below:

Vendor Name and Address			Blue Heron Construction Company LLC	Powis Contracting Inc.	Henderson Bros Contracting Inc.
			9293 Bonta Bridge Road Jordan, NY 13080	9421 Number Three Road Copenhagen, NY 13626	47 Gildner Road Central Square, NY 13036
DESCRIPTION	Item #	QTY	Price	Price	Price
Pump Model No. 1-H10	2.10.11	1	\$48,500.00	\$56,600.00	\$67,752.00
Pump Model No. 1-H10-LMF	1.01.00	1	\$48,500.00	\$57,400.00	\$67,752.00
Total Base Bid			\$97,000.00	\$114,000.00	\$135,504.00

The Purchasing Manager and Water Superintendent and Chief Operator reviewed the responses to ensure compliance with the specifications and hereby recommend that City Council award the total base bid for the Trickling Filter Pump Repair Project - 2025 to Blue Heron Construction Company LLC as the lowest responsive responsible bidder in the base bid amount of **\$97,000.00**.

The Trickling Filter Pump Repair Project - 2025 is funded by the Sewer Fund as appropriated by the City Council within the fiscal year 2025-26 Adopted Budget.

If there are any questions concerning this recommendation, please contact me at your convenience.



**CITY OF WATERTOWN, NEW YORK**

CITY HALL, ROOM 206

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3380

Project:

Trickling Filter Pumps Repair Project

Bid / RFP Number:

Bid #2025-18

Opening Date:

Tuesday, January 13, 2026 @ 11:00 AM

*The following results are bids as presented at the bid opening and do not represent an award.*

Vendor Name and Address			Blue Heron Construction Company LLC	Powis Contracting Inc.	Henderson Bros Contracting Inc.
			9293 Bonta Bridge Road Jordan, NY 13080 C.W. Gregory IV, President <a href="mailto:cwg4@blueheron.com">cwg4@blueheron.com</a>	9421 Number Three Road Copenhagen, NY 13626 Hollie Powis, President <a href="mailto:powiscontracting1@gmail.com">powiscontracting1@gmail.com</a>	47 Gildner Road Central Square, NY 13036 Benjamin Henderson, President <a href="mailto:hendbros@gmail.com">hendbros@gmail.com</a>
DESCRIPTION	Item #	QTY	Price	Price	Price
Pump Model No. 1-H10	2.10.11	1	\$48,500.00	\$56,600.00	\$67,752.00
Pump Model No. 1-H10-LMF	1.01.00	1	\$48,500.00	\$57,400.00	\$67,752.00
<b>Total Base Bid</b>			<b>\$97,000.00</b>	<b>\$114,000.00</b>	<b>\$135,504.00</b>
Addendum Acknowledgement (if any)			N/A	N/A	N/A
Bid Bond or Check (B / C)			B	B	B
Non-Collusive Bidding Certificate			Y	Y	Y
Certificate of Compliance with the Iran Divestment Act			Y	Y	Y
Sexual Harassment Form			Y	Y	Y
Certificate of Contractor Registry			Y	Y	Y
SAM's & NYS Debarred			N	N	N
Proposal Certifications: Other			No bypassing is included		

City of Watertown

Fiscal Year:

FY 2025-26

Department:

Sewage Treatment and Disposal

Account Code:

G8130

Function:

Sewer Operations

FY 2025-26 Adopted Budget

Operating Expenses

G.8130.0430

Contracted Services continued:

Telog (CSO comms)	2,600	
Hach WIMS	3,000	
Bid Advertising	300	
Core Climate	3,000	
Backflow/Gas Regulator	2,000	
Boiler/HVAC	14,300	
Welding Machine Shop Service	25,000	
Shipping	3,000	
Cartograph Software Maintenance	6,000	
Factory Repair Service Electrical/Mechanical	20,000	
Biosolid Land Application Disposal	247,760	
Crane Inspection	2,500	
Gas Engines Contract Maintenance	40,000	
Grinders Contract Maintenance	9,000	
Generator Contract Maintenance	11,000	
Electrical Maintenance Contract	40,500	
Boiler Maintenance Contract	14,300	
Scales/Weights Calibration	2,000	
Occupational Medicine	5,000	
Maintenance Contract Copier	2,000	
Rebuild Trickling Filter Pump (2)	105,000	
Rerouting piping for small boiler	36,000	
Replace Glass Around Incinerator	20,000	700,430

G.8130.0440

Fees, Non Employee

Employee Physicals	3,500	
Permit Fees	17,500	21,000

G.8130.0450

Miscellaneous

Travel and Training	18,000	
Membership Dues	3,000	
Safety	23,000	
Books and Periodicals	5,000	
Commercial Driver License (CDL) Training	3,000	52,000

G.8130.0455

Vehicle Expenses

Maintenance and Repairs	10,000	
Gas	8,500	
Central Garage	12,000	
Insurance	10,075	40,575

# RESOLUTION

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Accepting Bid for  
Trickling Filter Pump Repair Project – 2025 –  
Blue Heron Construction Company LLC

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

YEA	NAY

**Introduced by** \_\_\_\_\_

WHEREAS the City desires to retain a contractor to remove, repair, and reinstall two (2) Two-Process System Inc. Vertical Turbine Pumps (aka trickling filter pumps), and

WHEREAS the Purchasing Department advertised and received three (3) sealed bids for the Trickling Filter Pump Repair Project - 2025, and

WHEREAS on January 13, 2026, at 11:00 a.m. the bids received were publicly opened and read, and

WHEREAS Purchasing Manager, Tina Bartlett-Bearup reviewed the bids received with the Water Superintendent and Chief Operator, and it is their recommendation that the City Council accept the lowest responsive responsible bid submitted by Blue Heron Construction Company LLC,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the base bid received from Blue Heron Construction Company LLC in the amount of \$97,000.00, and

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

**Seconded by** \_\_\_\_\_

February 2, 2026

TO: The Honorable Mayor and City Council

FROM: Tina Bartlett-Bearup, Purchasing Manager

SUBJECT: Accepting Bid for Watertown Water Treatment Plant Water Quality Improvement Project – Tree Clearing - Powis Contracting, Inc.

The City’s Purchasing Department advertised in the Watertown Daily Times for sealed bids from qualified bidders for the Watertown Water Treatment Plant Water Quality Improvement Project – Tree Clearing, per City specifications and publicly opened and read the sealed bids on January 20, 2026, at 11:00 a.m. EST. Bids were provided to seven (7) plan houses and fifteen (15) potential vendors.

The Purchasing Department received three (3) sealed bid submittals, and the bid tabulations are shown below:

Vendor Name, Address		Powis Contracting, Inc.	AJK Site Development Inc.	Bonsbak, Inc.
		9421 Number Three Road Copenhagen, NY 13626	11790 State Highway 37 Waddington, NY 13694	PO Box 271, 3646 NY-13 Truxton, NY 13158
Item No.	Description	Bid Amount	Bid Amount	Bid Amount
BI-1	MOBILIZATION/DEMOLITION	\$5,750.00	\$2,500.00	\$10,000.00
BI-2	MISCELLANEOUS ADDITIONAL WORK (Stipulated amount \$5,000)	\$5,000.00	\$5,000.00	\$5,000.00
BI-3A	TREE CLEARING (TREES WITH TRUNKS GREATER THAN 2" DIAMETER)	\$28,000.00	\$55,000.00	\$130,000.00
BI-3B	STUMP GRINDING (STUMPS GREATER THAN 2" IN DIAMETER)	\$16,500.00	\$25,000.00	\$21,000.00
BI-4	GRUBBING (TREES, SHRUBS, STUMPS WITH TRUNKS LESS THAN 2" IN DIAMETER)	\$11,000.00	\$30,000.00	\$16,000.00
BI-5	SITE SURVEY	\$18,000.00	\$2,750.00	\$3,000.00
BI-6	FENCE DEMOLITION	\$14,000.00	\$3,000.00	\$6,000.00
BI-7	EROSION & SEDIMENTATION CONTROLS	\$35,000.00	\$25,000.00	\$8,000.00
BI-8	SITE REHABILITATION	\$9,750.00	\$35,000.00	\$8,000.00
<b>Total Bid Price</b>		<b>\$143,000.00</b>	<b>\$183,250.00</b>	<b>\$207,000.00</b>

The Purchasing Manager and Water Department, in consultation with GHD Consulting Services, Inc., reviewed the responses to ensure compliance with the specifications and hereby recommend that City Council award the total base bid for the Watertown Water Treatment Plant Water Quality Improvement Project – Tree Clearing to Powis Contracting, Inc. as the lowest responsive responsible bidder in the base bid amount of **\$143,000.00**.

The Watertown Water Treatment Plant Water Quality Improvement Project – Tree Clearing is funded by a bond ordinance approved by City Council on April 15, 2024, for the Water Disinfection By-products Project

If there are any questions concerning this recommendation, please contact me at your convenience.

5788 Widewaters Parkway, Suite 2A  
Syracuse, New York 13214  
United States  
www.ghd.com



Your ref: Bid #2025-24  
Our ref: 12576729

January 28, 2026

Aaron Harvill, Water Superintendent  
City of Watertown  
Watertown, NY 13601  
aharvill@watertown-ny.gov

**Bid Results for Contract No. 1 – Tree Clearing**  
**City of Watertown**  
**Water Treatment Plant Water Quality Improvements Project**  
**Watertown, New York**

Dear Aaron

Bids for the City of Watertown Water Treatment Plant (WTP) Water Quality Improvements Project, Contract No. 1 – Tree Clearing were received and opened by the City of Watertown (City) on Tuesday, January 20, 2026 at 11:00 a.m. The project generally consists of tree clearing including the removal of stumps, shrubs, and underbrush. Three bids were received and are summarized below.

The submitted bid proposals were reviewed for conformance with the bidding requirements. No major discrepancies, informalities or mathematical errors were noted. The table below provides a summary of the submitted bids for the project.

<b>Bidder</b>	<b>Total Bid Price</b>
Powis Contracting, Inc.	\$143,000.00
AJK Site Development Inc.	\$183,250.00
Bonsbak, Inc.	\$207,000.00

In a January 28, 2026 phone conversation, Powis Contracting, Inc. (Powis) confirmed that they are comfortable with their bid and are prepared to execute a contract with the City. Upon reviewing their qualifications and experience, Powis has demonstrated competency performing similar work. We find no cause or reason why the City should not award the contract for the City of Watertown WTP Water Quality Improvements Project, Contract No. 1 – Tree Clearing to Powis in the amount of \$143,000.00. If acceptable, the City should issue a Notice of Award to the successful bidder.

Should you have any questions, please feel free to contact me.

Regards



**Erica Goldin, P.E.**  
Project Manager

+1 315 802-0283  
erica.goldin@ghd.com

Copy to: Chad Vieth, City  
Thomas Compo, City  
Tina Bartlett-Bearup, City  
Keely Barney, City  
Kevin Castro, GHD  
Colleen Meehan, GHD  
Natasha Duran, GHD

Enclosed: Tabulations of Bids



CITY OF WATERTOWN, NEW YORK

CITY HALL

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3380

Project: Watertown Water Treatment Plant Water Quality Improvement Project - Tree Clearing

Bid / RFP Number: Bid #2025-24

Opening Date: Tuesday, January 20th, 2026 @ 11:00 AM

*The following results are bids as presented at the bid opening and do not represent an award.*

Vendor Name, Address, Point of Contact, and Email Address	Powis Contracting, Inc.	AJK Site Development Inc.	Bonsbak, Inc.	
	9421 Number Three Road Copenhagen, NY 13626 Hollie Powis, President <a href="mailto:powiscontracting1@gmail.com">powiscontracting1@gmail.com</a>	11790 State Highway 37 Waddington, NY 13694 Andrew Miller, President <a href="mailto:Amiller@ajksitedevelopment.com">Amiller@ajksitedevelopment.com</a>	PO Box 271, 3646 NY-13 Truxton, NY 13158 Jim Davidson, Project Manager <a href="mailto:Bonsbakestimating@outlook.com">Bonsbakestimating@outlook.com</a>	

Item No.	Description	Bid Amount	Bid Amount	Bid Amount	Bid Amount
BI-1	MOBILIZATION/DEMobilIZATION	\$5,750.00	\$2,500.00	\$10,000.00	
BI-2	MISCELLANEOUS ADDITIONAL WORK (Stipulated amount \$5,000)	\$5,000.00	\$5,000.00	\$5,000.00	
BI-3A	TREE CLEARING (TREES WITH TRUNKS GREATER THAN 2" DIAMETER)	\$28,000.00	\$55,000.00	\$130,000.00	
BI-3B	STUMP GRINDING (STUMPS GREATER THAN 2" IN DIAMETER)	\$16,500.00	\$25,000.00	\$21,000.00	
BI-4	GRUBBING (TREES, SHRUBS, STUMPS WITH TRUNKS LESS THAN 2" IN DIAMETER)	\$11,000.00	\$30,000.00	\$16,000.00	
BI-5	SITE SURVEY	\$18,000.00	\$2,750.00	\$3,000.00	
BI-6	FENCE DEMOLITION	\$14,000.00	\$3,000.00	\$6,000.00	
BI-7	EROSION & SEDIMENTATION CONTROLS	\$35,000.00	\$25,000.00	\$8,000.00	
BI-8	SITE REHABILITATION	\$9,750.00	\$35,000.00	\$8,000.00	
<b>Total Bid Price</b>		<b>\$143,000.00</b>	<b>\$183,250.00</b>	<b>\$207,000.00</b>	
Addendum Acknowledgement (if any)		Y	Y	Y	
Bid Bond or Check (B / C)		B	B	B	
Non-Collusive Bidding Certificate		Y	Y	Y	
Certificate of Compliance with the Iran Divestment Act		Y	Y	Y	
Sexual Harassment Form		Y	Y	Y	
Certificate of Contractor Registry		Y	Y	Y	
SAM's & NYS Debarred		N	N	N	



CITY OF WATERTOWN, NEW YORK

CITY HALL

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3380

Project:

Watertown Water Treatment Plant Water Quality Improvement Project - Tree Clearing

Bid / RFP Number:

Bid #2025-24

Opening Date:

Tuesday, January 20th, 2026 @ 11:00 AM

*The following results are bids as presented at the bid opening and do not represent an award.*

Vendor Name, Address		Powis Contracting, Inc.	AJK Site Development Inc.	Bonsbak, Inc.	
		9421 Number Three Road Copenhagen, NY 13626	11790 State Highway 37 Waddington, NY 13694	PO Box 271, 3646 NY-13 Truxton, NY 13158	
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BI-8	SITE REHABILITATION	\$9,750.00	\$35,000.00	\$8,000.00	
<b>Total Bid Price</b>		<b>\$143,000.00</b>	<b>\$183,250.00</b>	<b>\$207,000.00</b>	
Addendum Acknowledgement (if any)		Y	Y	Y	
Bid Bond or Check (B / C)		B	B	B	
Non-Collusive Bidding Certificate		Y	Y	Y	
Certificate of Compliance with the Iran Divestment Act		Y	Y	Y	
Sexual Harassment Form		Y	Y	Y	
Certificate of Contractor Registry		Y	Y	Y	
SAM's & NYS Debarred		N	N	N	

# RESOLUTION

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Accepting Bid for Watertown Water Treatment Plant Water Quality Improvement Project – Tree Clearing - Powis Contracting, Inc.

- Council Member GARRABRANT, Shane A.
- Council Member KIMBALL, Robert O
- Council Member OSBORNE Jr, Douglas E.
- Council Member SHOEN, Benjamin P.
- Mayor PIERCE, Sarah V.C.
- Total .....

YEA	NAY

**Introduced by** \_\_\_\_\_

WHEREAS the City desires to retain a contractor to clear trees, including the removal of stumps, shrubs, and underbrush as part of the Water Disinfection By-products Project, and

WHEREAS the Purchasing Department advertised and received three (3) sealed bids for the Watertown Water Treatment Plant Water Quality Improvement Project – Tree Clearing, and

WHEREAS on January 20, 2026, at 11:00 a.m. the bids received were publicly opened and read, and

WHEREAS Purchasing Manager, Tina Bartlett-Bearup reviewed the bids received with the Water Department, in consultation with GHD Consulting Services, Inc., and it is their recommendation that the City Council accept the lowest responsive responsible bid submitted by Powis Contracting, Inc., and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the base bid received from Powis Contracting, Inc. in the amount of \$143,000.00, and

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

**Seconded by** \_\_\_\_\_

Res. No. 3

February 2, 2026

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: Authorizing City Manager to Perform Various Banking Activities

Currently, only the City Comptroller is authorized to perform the various banking functions for the City. In order for the business operations of the City to continue should the City Comptroller become unavailable to perform his duties it is recommended that the City Manager be authorized to perform these duties as well.

# RESOLUTION

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Authorizing City Manager to Perform Various Banking Actions

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

YEA	NAY

**Introduced by** \_\_\_\_\_

WHEREAS the City of Watertown has funds on deposit with various banks, and

WHEREAS the City of Watertown makes withdrawals, transfers funds on deposit, and issues checks from various accounts, and

WHEREAS the City Comptroller is the only designated City Officer authorized to perform these duties, and

WHEREAS the City of Watertown wishes to have an additional authorized Officer to perform these duties for continuity of business operations should the City Comptroller be unable to perform his duties,

NOW THEREFORE BE IT RESOLVED that if the City Comptroller is unable to perform his duties in relation to banking activities, the City Manager is hereby authorized to make withdrawals, transfer funds on deposit, and issue checks in the name of the City of Watertown, and

BE IT FURTHER RESOLVED that any check authorized to be drawn in the name of the City of Watertown may be signed with the facsimile or original signature of the City Comptroller or the facsimile or original signature of the City Manager.

**Seconded by** \_\_\_\_\_

Res No. 4

February 2, 2026

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: Nominating a City Council Member for Appointment as a Board Liaison to the Thompson Park Conservancy, Inc.

The Thompson Park Conservancy, Inc. is a not-for-profit organization established to support, enhance, and promote Zoo New York, which is located in Thompson Park in the City of Watertown. The Conservancy and the City have expressed a mutual desire to establish a City Council liaison position between the Conservancy and the City.

By resolution dated January 22, 2026, the Board of Directors of the Thompson Park Conservancy, Inc. amended its bylaws to formally define the appointment process, purpose, rights and restrictions, and confidentiality requirements of a Board Liaison. The bylaws provide that the Board of Directors may appoint one or more individuals serving in local government to the position of Board Liaison to facilitate communication and cooperation between the Conservancy and local government entities.

Under the amended bylaws, a Board Liaison may be invited to attend all regular and special meetings of the Board but shall not have voting privileges and shall not be counted toward a quorum. Board Liaisons are excluded from executive sessions unless specifically invited to remain by a majority vote of the Board of Directors.

The amended bylaws further require that Board Liaisons recognize and protect the confidential nature of information discussed at Board meetings in the same manner as directors and maintain the confidentiality of executive session proceedings.

For Council's consideration, this resolution nominates Council Member Benjamin P. Shoen for appointment as the City Council Liaison to the Thompson Park Conservancy, Inc., consistent with the Conservancy's bylaws and for the purpose of fostering continued cooperation and communication between the City and the Conservancy.

Thompson Park Conservancy, Inc.

Resolution - Approving Amendment to Bylaws Pertaining to Liaisons and Executive Sessions

January 22, 2026

**Introduced by** Robert Hagemann

**Whereas** the City of Watertown has indicated a desire to have a liaison to Thompson Park Conservancy, Inc., and

**Whereas** the Bylaws of the Conservancy do not address liaisons or executive sessions.

**Now Therefore Be It Resolved** that the Board Directors of Thompson Park Conservancy, Inc. hereby amends Article III of its Bylaws by adding the following:

**Section 18. Board Liaison.**

- **Appointment:** The Board of Directors may, by a majority vote, appoint one or more individuals serving in local government to the position of Board Liaison.
- **Purpose:** The Board Liaison shall serve to facilitate communication and cooperation between the Corporation and local government entities.
- **Rights and Restrictions:**
  - Board Liaisons may be invited to attend all regular and special meetings of the Board.
  - Board Liaisons shall **not have voting privileges.**
  - Board Liaisons **shall not be included in ascertaining a quorum.**
- **Confidentiality:** Board Liaisons shall be required to recognize and protect the confidential nature of information discussed at Board meetings in the same manner as directors.

**Section 19. Executive Session.**

- **Motion to Enter:** The Board may, upon a majority vote of the directors present at a meeting where a quorum is established, enter into executive session to discuss sensitive or confidential matters.
- **Permitted Topics:** Matters appropriate for executive session include, but are not limited to, personnel issues (such as the review or compensation of the Executive Director ), legal advice or pending litigation, contract negotiations, and the purchase or sale of real estate.
- **Attendance:**

- **Voting Directors:** All directors of the Board are entitled to attend.
- **Non-Voting Participants:** The Executive Director shall be permitted to attend unless the Board votes to exclude them (e.g., during discussions regarding their own performance or compensation).
- **Liaisons and Guests:** Board Liaisons, Directors Emeritus, and other guests shall be excluded from executive sessions unless specifically invited to remain by a majority vote of the Board.
- **Confidentiality:** All proceedings and discussions held in executive session are strictly confidential. No formal actions or votes may be taken in executive session. The Board must reconvene in open session to vote on any resolutions.

**Seconded by** Lesley McKinney

**Vote: Yea** 11 **Nay** 0

# RESOLUTION

Page 1 of 2

Nominating a City Council Member for Appointment as a Board Liaison to the Thompson Park Conservancy, Inc.

- Council Member GARRABRANT, Shane A.
- Council Member KIMBALL, Robert O.
- Council Member OSBORNE Jr, Douglas E.
- Council Member SHOEN, Benjamin P.
- Mayor PIERCE, Sarah V.C.
- Total .....

YEA	NAY

**Introduced by** \_\_\_\_\_

WHEREAS the Thompson Park Conservancy, Inc. is a not-for-profit organization established to support, enhance and promote Zoo New York, which is located in Thompson Park in the City of Watertown, and

WHEREAS the Thompson Park Conservancy, Inc. and the City of Watertown have expressed a mutual desire to establish a City Council Liaison between the Conservancy and the City, and

WHEREAS by resolution dated January 22, 2026, the Board of Directors of the Thompson Park Conservancy, Inc. amended its bylaws to formally define the appointment process, purpose, rights and restrictions, and confidentiality requirements a Board Liaison as follows:

Board Liaison

Appointment: The Board of Directors may, by a majority vote, appoint one or more individuals serving in local government to the position of Board Liaison.

Purpose: The Board Liaison shall serve to facilitate communication and cooperation between the Corporation and local government entities.

Rights and Restrictions: Board Liaisons may be invited to attend all regular and special meetings of the Board. Board Liaisons shall not have voting privileges. Board Liaisons shall not be included in ascertaining a quorum.

Confidentiality: Board Liaisons shall be required to recognize and protect the confidential nature of information discussed at Board meetings in the same manner as directors.

And,

WHEREAS the amended bylaws further provide that Board Liaisons shall be excluded from executive sessions of the Board of Directors unless specifically invited to remain by a majority vote of the Board, and

# RESOLUTION

Page 2 of 2

Nominating a City Council Member for Appointment as a Board Liaison to the Thompson Park Conservancy, Inc.

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

YEA	NAY

WHEREAS the amended bylaws require Board Liaisons to recognize and protect the confidential nature of information discussed at Board meetings in the same manner as directors, and to maintain the confidentiality of executive session proceedings,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby nominates Council Member Benjamin P. Shoen for appointment as the City Council Liaison to the Thompson Park Conservancy, Inc.

*Seconded by* \_\_\_\_\_

Res No. 5

February 2, 2026

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: Authorizing the Conveyance of a Portion of Former Waterman Drive to Jefferson County

The City has been working with Jefferson County to transfer ownership of a portion of Waterman Drive adjacent to the Jefferson County Public Safety Building. The primary purpose of this transfer is to enhance the security of the Public Safety complex by allowing the County to place a gate and/or fencing across this section of roadway to restrict public access.

The City Council discontinued this portion of Waterman Drive adjacent to the Jefferson County Public Safety Building by resolution dated October 6, 2025. Following the discontinuance, the subject portion of Waterman Drive is no longer required for any municipal purpose and is considered surplus City property.

The City will retain a permanent utility easement over the subject property for the construction, maintenance, repair, and replacement of utilities, as set forth in a Utility Easement Agreement between the City of Watertown and Jefferson County. This will ensure the City's ability to access and maintain any existing or future utility infrastructure within the conveyed area.

The parcel proposed for conveyance consists of approximately 1.19 acres and is more particularly described in the attached resolution. The parcel is a portion of Waterman Drive, formerly City Center Drive West, which was dedicated to the City of Watertown by resolution dated February 3, 1992. The resolution discontinuing this portion of Waterman Drive contained a typographical error stating that the dedication occurred on January 19, 1999. The current resolution corrects that scrivener's error and reflects the proper dedication date of February 3, 1992.

The Jefferson County Board of Legislators has authorized acceptance of the subject property by Resolution No. 370 dated December 10, 2025.

Part 1 of a Short Environmental Assessment Form (EAF) has been prepared by Staff and is attached for City Council review. Prior to considering the attached resolution, the City Council must complete Part 2 and Part 3, if necessary, of the Short EAF and make a determination of significance relative to SEQRA. To aid the City Council in completing Part 2 of the Short EAF, Planning Staff has reviewed the questions contained in Part 2 and provided recommended answers to those questions based on Staff's knowledge of SEQRA law and the proposed action.

The resolution approves the conveyance of a portion of a City street formally known as Waterman Drive to Jefferson County and authorizes the Mayor to execute the documents associated with the sale. The resolution further determines that the proposed action will not have a significant impact on the environment.

PLEASE NOTE: Pursuant to Section A321-22(C)(1) of the Code of the City of Watertown, the sale of city real estate requires a three-fourths vote of the full membership of the City Council. As the City Council consists of five members, approval of this resolution requires an affirmative vote of at least four members.



Smith St

Willow St

Waterman Dr

Portage St

Proposed Land Transfer

Public Safety Building

148

154

158

162

211

153

161

146

154

158

149

157

703

VL

1

810

810

VL-2

753

549

406

410

418

432

43

435

435

439

441

440

442

446

450

452

VL

# RESOLUTION

Page 1 of 3

Authorizing the Conveyance of a Portion of Former Waterman Drive to Jefferson County

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

YEA	NAY

**Introduced by** \_\_\_\_\_

WHEREAS the City of Watertown previously discontinued a portion of a City street known as Waterman Drive, adjacent to the Jefferson County Public Safety Building, pursuant to Resolution dated October 6, 2025, and

WHEREAS the purpose of discontinuing said portion of Waterman Drive was to allow Jefferson County to enhance the security of the Public Safety Building complex, and

WHEREAS the discontinued portion of Waterman Drive is no longer required for any municipal purpose and is deemed surplus City property, and

WHEREAS the City will retain a permanent utility easement over the subject property for the construction, maintenance, repair, and replacement of utilities, as set forth in a Utility Easement Agreement between the City of Watertown and Jefferson County, and

WHEREAS the City Council must evaluate all proposed actions submitted for its consideration in light of the State Environmental Quality Review Act (SEQRA), and the regulations promulgated pursuant thereto, and

WHEREAS the City Council has reviewed the attached Short Environmental Assessment Form (EAF) and has determined that the proposed conveyance of the subject property will not have a significant impact on the environment, and

WHEREAS the parcel to be conveyed is more particularly described as follows:

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

Beginning at an existing iron pipe at the northeast corner of land conveyed to County of Jefferson (Liber 1548 Page 150); and runs thence, from the point of beginning, South 84 degrees 15 minutes 05 seconds West, 766.08 feet, along the north line of said land of County of Jefferson, also being along the south street boundary of Waterman Drive, to a point; thence North 05 degrees 44 minutes 55 seconds West, 66.00 feet, across Waterman Drive, to a point in the north street boundary of Waterman Drive, said point also

# RESOLUTION

Page 2 of 3

Authorizing the Conveyance of a Portion of Former Waterman Drive to Jefferson County

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

YEA	NAY

being at the southeast corner of land conveyed to AFGRITECH LLC (Instrument 2016-00001135) and at a corner. of land conveyed to New York Central Lines, LLC (Liber 1703, Page 80) on the north and east; thence North 84 degrees 15 minutes 05 seconds East, 812.75 feet, along the south line of New York Central Lines, LLC, also being along the north street boundary of Waterman Drive, to an existing iron pipe at a corner thereof; thence South 29 degrees 31 minutes 05 seconds West, 80.84 feet, along said land of New York Central Lines, LLC on the east, also being the east street boundary of Waterman Drive, to the point the point of beginning, containing 1.19 acres of land, more or less.

The above described parcel being a portion of Waterman Drive, formerly City Center Drive West, dedicated to the City of Watertown by resolution dated February 3, 1992.

SUBJECT TO a permanent utility easement granted to the City of Watertown for the construction, maintenance, repair, and replacement of utilities, as more fully set forth in the Utility Easement Agreement between the City of Watertown and the County of Jefferson.

SUBJECT TO any other rights or restrictions of record that may exist.

WHEREAS the resolution discontinuing said portion of Waterman Drive contained a typographical error in the legal description stating that the parcel was dedicated to the City of Watertown by resolution dated January 19, 1999, and

WHEREAS the correct dedication date of said parcel is February 3, 1992, and the legal description attached hereto reflects the correct dedication date, and

WHEREAS the Jefferson County Board of Legislators authorized the acceptance of real property formally known as Waterman Drive in the City of Watertown by Resolution No. 370, dated December 10, 2025, a copy of which is attached hereto,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 16 adopted by the Council on June 6, 1977, that the City Council hereby approves the conveyance of the above-described parcel, formerly a portion of Waterman Drive, to Jefferson County, without consideration, and subject to the reservation of a permanent

# RESOLUTION

Page 3 of 3

Authorizing the Conveyance of a Portion of Former Waterman Drive to Jefferson County

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

YEA	NAY

utility easement in favor of the City of Watertown, and

BE IT FURTHER RESOLVED that based upon its examination of the Short Environmental Assessment Form and comparing the proposed action with the criteria set forth in 6NYCRR Section 617.7, no significant impact is known, and the proposed sale of land will not have a significant impact on the environment, and

BE IT FURTHER RESOLVED that the Mayor of the City of Watertown is authorized to execute Part 3 of the Environmental Assessment Form to the effect that the City Council is issuing a Negative Declaration under SEQRA, and

BE IT FURTHER RESOLVED that the Mayor is hereby authorized, empowered, and directed to effectuate the conveyance of said property to Jefferson County and to execute and deliver the deed and any other documents or instruments necessary to carry out the purposes set forth herein.

*Seconded by* \_\_\_\_\_





**LaFave, White & McGivern, L.S., P.C.**  
**Land Surveyors**

City of Watertown to County of Jefferson  
1.19± Acres

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

Beginning at an existing iron pipe at the northeast corner of land conveyed to County of Jefferson (Liber 1548 Page 150); and runs thence, from the point of beginning, South 84 degrees 15 minutes 05 seconds West, 766.08 feet, along the north line of said land of County of Jefferson, also being along the south street boundary of Waterman Drive, to a point; thence North 05 degrees 44 minutes 55 seconds West, 66.00 feet, across Waterman Drive, to a point in the north street boundary of Waterman Drive, said point also being at the southeast corner of land conveyed to AFGRITECH LLC (Instrument 2016-00001135) and at a corner of land conveyed to New York Central Lines, LLC (Liber 1703, Page 80) on the north and east; thence North 84 degrees 15 minutes 05 seconds East, 812.75 feet, along the south line of New York Central Lines, LLC, also being along the north street boundary of Waterman Drive, to an existing iron pipe at a corner thereof; thence South 29 degrees 31 minutes 05 seconds West, 80.84 feet, along said land of New York Central Lines, LLC on the east, also being the east street boundary of Waterman Drive, to the point the point of beginning, containing 1.19 acres of land, more or less.

The above described parcel being a portion of Waterman Drive, formerly City Center Drive West, dedicated to the City of Watertown by resolution dated February 3, 1992.

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

File 2024J-04;  
May 01, 2025;  
Revised September 04, 2025

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

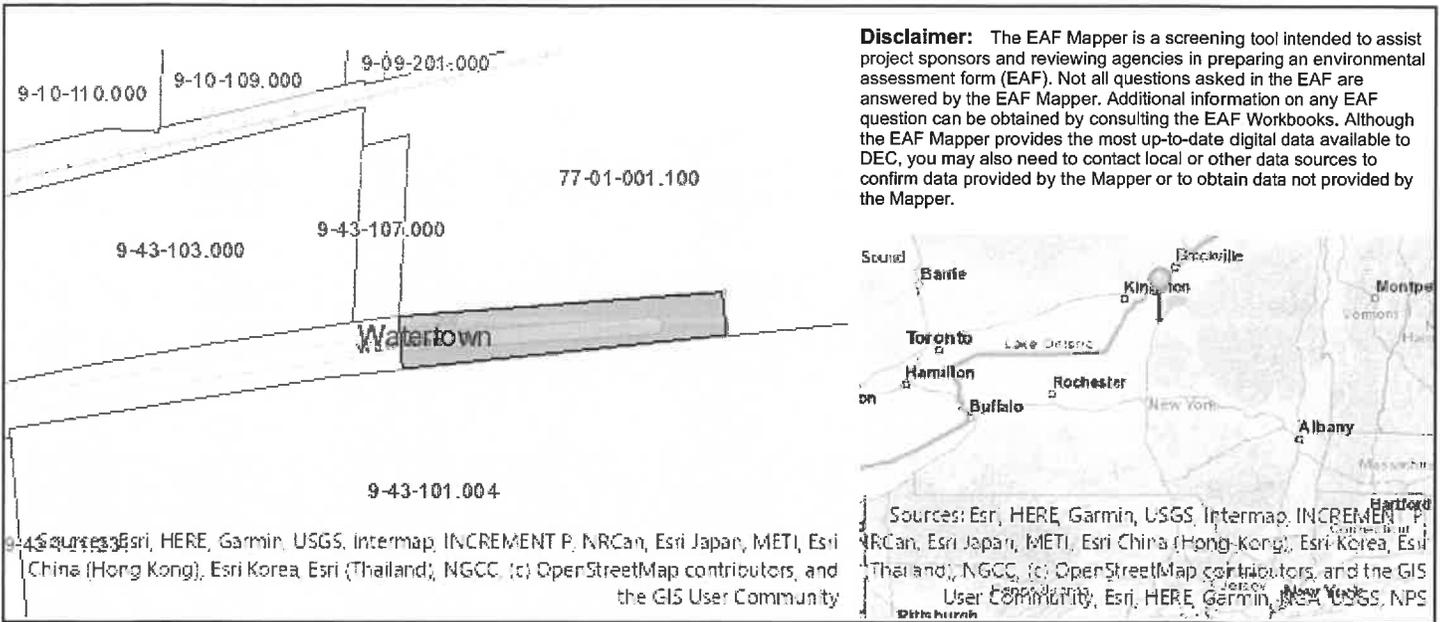
**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. 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>			
Waterman Drive to County			
Name of Action or Project: Partial right-of-way transfer of Waterman Drive to Jefferson County			
Project Location (describe, and attach a location map): The eastern most portion of Waterman Drive adjacent to 753 Waterman Drive			
Brief Description of Proposed Action: The City of Watertown will transfer a portion of the Waterman Drive right-of-way to Jefferson County. The property is located to the north of 753 Waterman Drive. This will be accomplished by the Watertown City Council discontinuing the use of a portion of Waterman Drive. The Watertown City Assessment Department would then create a parcel which would then be conveyed to Jefferson County.			
Name of Applicant or Sponsor: City of Watertown		Telephone: 315-785-7741 E-Mail: <a href="mailto:planning@watertown-ny.gov">planning@watertown-ny.gov</a>	
Address: North of 753 Waterman Drive			
City/PO: Watertown		State: NY	Zip Code: 13601
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: Jefferson County			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		1.1618 acres	
b. Total acreage to be physically disturbed?		1.1618 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		13.5518 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input checked="" type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input checked="" type="checkbox"/> Other(Specify): Public Safety			
<input type="checkbox"/> Parkland			

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



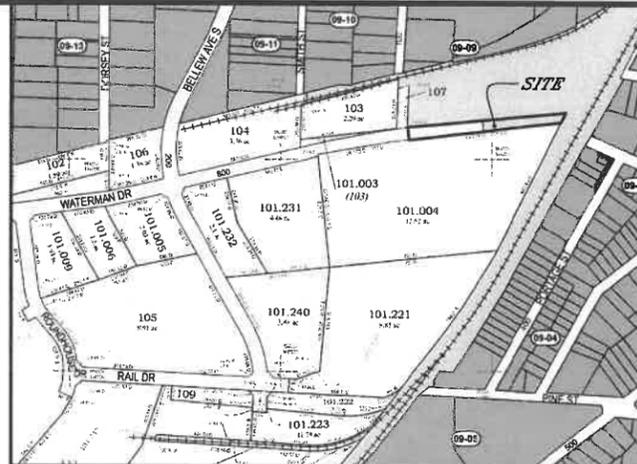


Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	No
Part 1 / Question 12b [Archeological Sites]	No
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Digital mapping data are not available or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

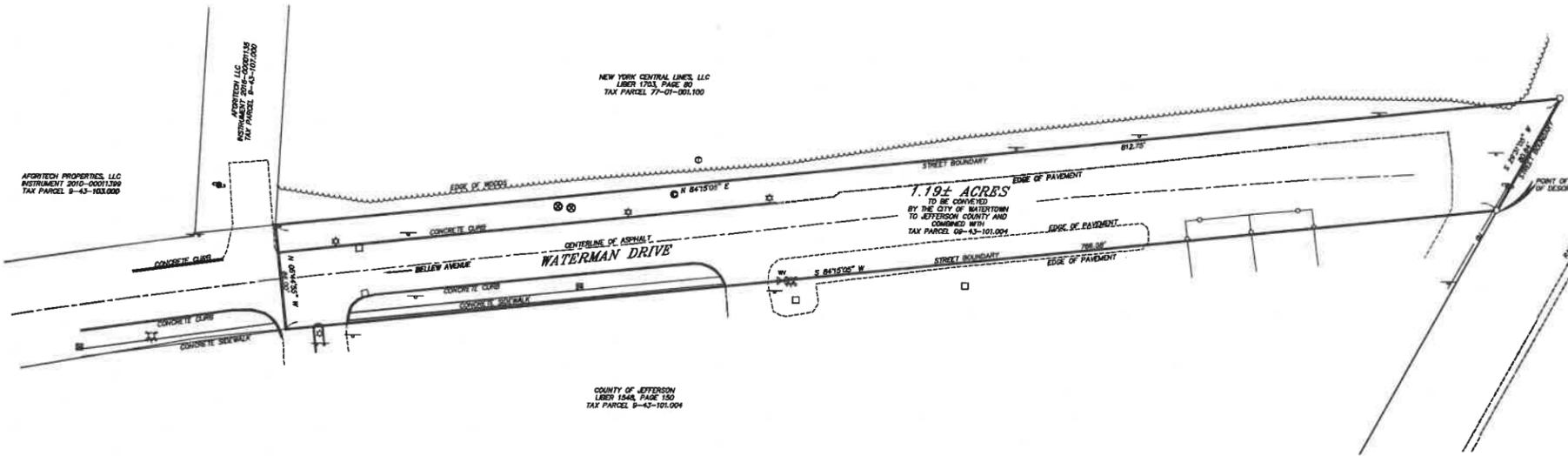


**REFERENCE MAPS:**  
 SUBMISSION FINAL PLAT  
 CITY CENTER INDUSTRIAL PARK  
 BELLEVUE AVE. SOUTH, HANEY ST., WATERMAN DRIVE  
 ROUNDHOUSE DRIVE, RAIL DRIVE  
 CITY OF WATERTOWN, COUNTY OF JEFFERSON, STATE OF NEW YORK,  
 DATED 09/30/2003  
 BY O'NEAL ARCHITECTURE, ENGINEERING & LAND SURVEYING P.C.  
 FILED IN THE JEFFERSON COUNTY CLERK'S OFFICE  
 ON 11/21/2003 AS MAP FILE 4635

SUBMISSION FINAL PLAT, PARCEL "1" THE LAND OF  
 AFFORTED PROPERTIES, LLC AS PARCELS 27 & 4 CLEM ACRES  
 PORTION OF THE LAND OF NEW YORK CENTRAL LINES LLC  
 300 WELLS STREET  
 CITY OF WATERTOWN, COUNTY OF JEFFERSON, STATE OF NEW YORK  
 DATED 02/09/2015  
 BY O'NEAL ARCHITECTURE, ENGINEERING, LAND SURVEYING, P.C.  
 FILED IN THE JEFFERSON COUNTY CLERK'S OFFICE  
 ON 02/17/2015 AS MAP FILE 8230

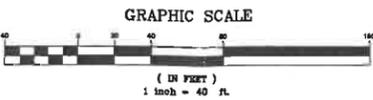


PROJECT LOCATION  
(NOT TO SCALE)



**NOTES:**  
 1. THE FIELD WORK FOR THIS SURVEY WAS PERFORMED ON 05/21/2024.  
 2. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF AN ABSTRACT OF TITLE AND IS SUBJECT TO ANY FACTS THAT A COMPLETE TITLE SEARCH MIGHT REVEAL.

- LEGEND**
- - EXISTING IRON PIPE
  - - 5/8" IRON REBAR WITH RED PLASTIC CAP SET
  - ⊕ - UTILITY POLE
  - ⊕ - HYDRANT
  - ⊕ - SIGN (SINGLE POST)
  - ⊕ - SIGN (DOUBLE POST)
  - ⊕ - WATER VALVE
  - ⊕ - FIBER CABLE BOX
  - ⊕ - CABLE PEDestal
  - ⊕ - CATCH BASIN
  - ⊕ - TRAFFIC CONTROL BOX
  - ⊕ - MANHOLE
  - — — OVERHEAD UTILITY LINES
  - — — CHAIN LINK FENCE LINE



**WARNING** - It is a violation of Section 7209, Subdivision 2 of the New York State Education Law for any person other than a licensed land surveyor to alter this map.  
 Only boundary survey maps with the surveyor's embossed seal or red ink seal are genuine true and correct copies of the surveyor's original work and opinion.  
 Certifications on this boundary survey map signify that the map was prepared in accordance with the current edition Code of Practice for Land Surveyors adopted by the New York State Association of Professional Land Surveyors, Inc. The certification is limited to persons for whom the boundary survey map is prepared, to the title company, to the governmental agency and to the lending institution listed on this boundary survey map.  
 The certifications herein are not transferable.  
 The location of underground improvements or encroachments are not always known and often must be estimated. If any underground improvements or encroachments exist, they are not covered by this certificate.

MAP OF LAND SURVEYED FOR													
<b>JEFFERSON COUNTY</b>													
CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK													
<b>LARAVE, WHITE &amp; MCGIVERN, L.S., P.C.</b>													
<b>LAND SURVEYORS</b>													
(315) 628-4414 <b>THERESA BOONVILLE</b> (315) 842-4424													
<b>NEW YORK</b>													
STEPHEN J. GRACEY, P.L.S. N.Y.S. LIC. NO. 050845	<table border="1"> <tr> <td>DRAWN</td> <td>CHECKED</td> <td>DATE</td> <td>SCALE</td> <td>FILE</td> <td>SHEET</td> </tr> <tr> <td>MRJ</td> <td>SJG</td> <td>05/21/2024</td> <td>1"=40'</td> <td>2024J-04</td> <td>1 OF 1</td> </tr> </table>	DRAWN	CHECKED	DATE	SCALE	FILE	SHEET	MRJ	SJG	05/21/2024	1"=40'	2024J-04	1 OF 1
DRAWN	CHECKED	DATE	SCALE	FILE	SHEET								
MRJ	SJG	05/21/2024	1"=40'	2024J-04	1 OF 1								

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?”

	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
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

\_\_\_\_\_  
Signature of Preparer (if different from Responsible Officer)

Res No. 6

February 2, 2026

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: Readopting Fiscal Year 2025-26 General, Water and Sewer Fund Budgets  
– Financial Management Software System Project

The Fiscal Year 2022-23 Capital Fund Budget included funding from the General, Water, and Sewer Funds in the amount of \$650,000 to acquire a new financial management software system. Due to the delay in selecting the new system, the costs have increased. The implementation of the system is expected to take two years.

The current project has a deficit of \$165,540 based on the following summary.

Fiscal Year 2022-23 Funding		\$ 650,000
Tyler Technologies software estimate	(\$443,040)	
Equipment purchases (estimate)	(\$ 2,500)	
Implementation consultant	<u>(\$370,000)</u>	<u>(\$815,540)</u>
Initial Deficit		<u>(\$165,540)</u>

To reduce the initial funding deficit it is recommended to utilize the budget savings (\$42,675) of a vacant Information Technology Specialist position lowering the deficit to \$122,865. It is recommended to utilize fund balance from the General, Water and Sewer Funds to close the remaining funding gap.

The attached resolution re-adopts the Fiscal Year 2025-26 General, Water and Sewer Fund Budgets to increase the funding for the project.

**FISCAL YEAR 2022-2023  
CAPITAL BUDGET  
VEHICLES AND EQUIPMENT  
CITY COMPTROLLER**

PROJECT DESCRIPTION	COST
<p><b>Financial Management Software System</b></p> <p>The City’s current financial management system was purchased in 1999 due to the Y2K concerns with the former system. While there have been some upgrades to some of the system’s modules over the years others are essentially the same as the original version purchased.</p>  <p style="font-size: small;">Download from Dreamstime.com This watermark-free copy image is for previewing purposes only ID: 51946471 Scannal   Dreamstime.com</p>	<p><b>\$650,000</b></p>
<b>TOTAL</b>	<b>\$650,000</b>

**RESOLUTION**

Page 1 of 2

Readopting Fiscal Year 2025-26 General, Water and Sewer Funds Budget for Financial Management Software System Project

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

YEA	NAY

**Introduced by** \_\_\_\_\_

WHEREAS on June 6, 2022 the City Council passed a resolution adopting the Budget for Fiscal Year 2022-23, of which included in the Capital Budget was a project to acquire a new financial management software system at an estimated cost of \$650,000 and,

WHEREAS on June 2, 2025 the City Council passed a resolution adopting the Budget for Fiscal Year 2025-26, of which \$58,342,043 was appropriated for the General Fund, \$7,282,838 was appropriated for the Water Fund and \$8,827,781 was appropriated for the Sewer Fund and,

WHEREAS the costs of the project have increased, resulting in a funding gap of \$165,540, and

WHEREAS the General Fund has savings from a vacant Information Technology Specialist position of \$42,675 that are recommended to be applied towards the project with appropriated fund balance from the General, Water and Sewer Funds for the remaining deficit,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby re-adopts and makes the following adjustments to the Fiscal Year 2025-26 Budgets for the General Fund, Water Fund, and Sewer Fund Budgets:

GENERAL FUND:

A.0000.0909 Appropriated Fund Balance	<u>\$ 94,515</u>
	<u>\$ 94,515</u>
A.1680.0130 Information Technology - Wages	(\$ 30,300)
A.1680.0810 Information Technology - Retirement	(\$ 4,025)
A.1680.0830 Information Technology – Social Security	(\$ 2,325)
A.1680.0850 Information Technology – Health Insurance	(\$ 6,025)
A.9950.0900 Transfer to Capital Fund	<u>\$ 137,190</u>
Total	<u>\$ 94,515</u>

WATER FUND:

F.0000.0909 Appropriated Fund Balance	<u>\$ 14,175</u>
---------------------------------------	------------------

# RESOLUTION

Page 2 of 2

Readopting Fiscal Year 2025-26 General,  
Water and Sewer Funds Budget for Financial  
Management Software System Project

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

YEA	NAY

\$ 14,175

F.9950.0900 Transfer to Capital Fund  
Total

\$ 14,175

\$ 14,175

SEWER FUND:

G.0000.0909 Appropriated Fund Balance

\$ 14,175

\$ 14,175

G.9950.0900 Transfer to Capital Fund  
Total

\$ 14,175

\$ 14,175

**Seconded by** \_\_\_\_\_

Res No. 7

February 2, 2026

To: The Honorable Mayor and City Council

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

Subject: Finding That Changing the Approved Zoning Classification of 426, 430, 440 and 454 State Street, Respective Parcel Numbers 12-03-220.100, 12-03-220.200, 12-03-220.300, and 12-03-201.000 from Downtown to Urban Mixed Use and Future Site Development at 440 State Street Will Not Have a Significant Impact on the Environment

At its January 6, 2026, meeting, the Planning Commission adopted a motion recommending that the City Council change the approved zoning classification of 426, 430, 440 and 454 State Street, Respective Parcel Numbers 12-03-220.100, 12-03-220.200, 12-03-220.300, and 12-03-201.000 from Downtown to Urban Mixed Use. The City Council has scheduled a public hearing on the request for Monday, February 2, 2026, at 7:15 p.m.

The City Council must complete Part 2 and Part 3, if necessary, of the Short Environmental Assessment Form (EAF) and adopt the attached resolution before it may vote on the Zone Change Ordinance. The resolution states that the proposed zone change will not have a significant impact on the environment.

To aid the City Council in completing Part 2 of the Short EAF, Planning Staff has reviewed the questions contained in Part 2 and provided recommended answers to those questions based on Staff's knowledge of SEQRA law and the proposed action.

If the City Council concurs with Staff's recommended answers, it should adopt the attached resolution, which states that the proposed Zoning Amendment will not have a significant impact on the environment. If the City Council has any questions about Staff's recommended answers, Staff will be available to clarify the rationale behind its recommendations.

# RESOLUTION

Page 1 of 2

Finding That Changing the Approved Zoning Classification of 426, 430, 440 and 454 State Street, Respective Parcel Numbers 12-03-220.100, 12-03-220.200, 12-03-220.300, and 12-03-201.000 from Downtown to Urban Mixed Use and Future Site Development at 440 State Street Will Not Have A Significant Impact on the Environment

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

YEA	NAY

*Introduced by* \_\_\_\_\_

WHEREAS the City Council of the City of Watertown, New York, has before it an Ordinance to change the approved zoning classification of 426 State Street, Parcel Number 12-03-220.100, 430 State Street, Parcel Number 12-03-220.200, 440 State Street, Parcel Number 12-03-220.300, and 454 State Street, Parcel Number 12-03-201.000 from Downtown to Urban Mixed Use, and

WHEREAS the Zone Change is intended to redevelop one of the subject parcels into a future food service establishment with an accessory drive-through component, and

WHEREAS the City Council must evaluate all proposed actions submitted for its consideration in light of the State Environmental Quality Review Act (SEQRA), and the regulations promulgated pursuant thereto, and

WHEREAS the adoption of the proposed Ordinance and future site development constitutes such an “Action,” and

WHEREAS the City Council has determined that the proposed Ordinance is an “Unlisted Action” as that term is defined by 6NYCRR Section 617.2 (al), and

WHEREAS the City Council must consider the “Whole Action” pursuant to SEQRA, which includes the environmental impacts of the Zone Change and the proposed subsequent redevelopment, and

WHEREAS the City of Watertown Planning Commission is an Involved Agency for SEQRA review as that term is defined in 6NYCRR Section 617.2 (al), because it is the body with the authority to grant Site Plan Approval, and

WHEREAS the Planning Commission adopted a motion at its January 6, 2026 meeting acknowledging that the City Council is the most appropriate body to act as Lead Agency pursuant to SEQRA, and

# RESOLUTION

Page 2 of 2

Finding That Changing the Approved Zoning Classification of 426, 430, 440 and 454 State Street, Respective Parcel Numbers 12-03-220.100, 12-03-220.200, 12-03-220.300, and 12-03-201.000 from Downtown to Urban Mixed Use and Future Site Development at 440 State Street Will Not Have A Significant Impact on the Environment

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

YEA	NAY

WHEREAS to aid the City Council in its determination as to whether the proposed zone change will have a significant impact on the environment, Part 1 of a Short Environmental Assessment Form has been prepared by the applicant, a copy of which is attached and made part of this Resolution, and

WHEREAS Planning Staff has prepared recommended answers to the questions contained in Part 2 of the Short Environmental Assessment Form for City Council consideration,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that:

1. Based upon its examination of the Short Environmental Assessment Form and comparing the proposed action with the criteria set forth in 6NYCRR Section 617.7, no significant impact is known and the adoption of the Zone Change and future site development will not have a significant impact on the environment.
2. The Mayor of the City of Watertown is authorized to execute Part 3 of the Environmental Assessment Form to the effect that the City Council is issuing a Negative Declaration under SEQRA.
3. This Resolution shall take effect immediately.

**Seconded by** \_\_\_\_\_

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

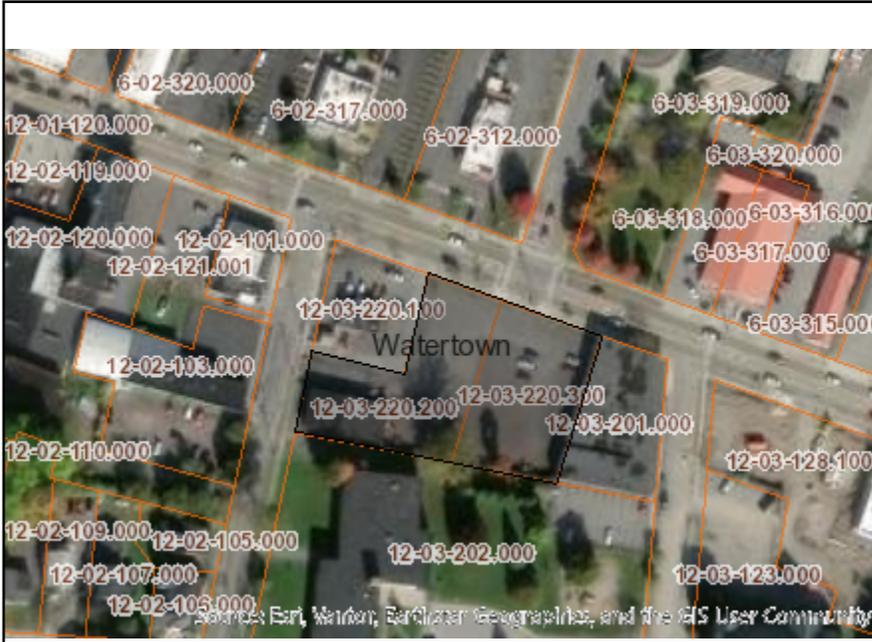
**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. 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: Proposed Zoning Change at 430, 440, and 454 State Street Properties			
Project Location (describe, and attach a location map): 430, 440, & 454 State Street, Watertown, NY 13601			
Brief Description of Proposed Action: The proposed action includes a zoning change of the properties at 430, 440, and 454 State Street from Downtown (D) to Urban Mixed-use (UMU). The zoning change would allow for the Applicant to potentially develop the site with a drive-thru accessory use.			
Name of Applicant or Sponsor: 454 State Street NNY, LLC		Telephone: 315-771-4016 E-Mail: jakejohnsonproperties@gmail.com	
Address: 142 Arcade Street			
City/PO: Watertown		State: NY	Zip Code: 13601
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ 0.98 acres			
b. Total acreage to be physically disturbed? _____ 0.98 acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ 1.53 acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input checked="" type="checkbox"/> Other(Specify): Institutional			
<input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input checked="" type="checkbox"/>	<input 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 <input type="checkbox"/>	YES <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 <input checked="" 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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input checked="" 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 <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <input checked="" 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 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 <input type="checkbox"/> <input type="checkbox"/>	YES <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?  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 checked="" type="checkbox"/> <input checked="" type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	





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



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

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?”

	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
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

---

Signature of Preparer (if different from Responsible Officer)

Old Business - Ord No. 2 Introduced January 20, 2026

February 2, 2026

To: The Honorable Mayor and City Council

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

Subject: Changing the Approved Zoning Classification of 426, 430, 440 and 454 State Street, Respective Parcel Numbers 12-03-220.100, 12-03-220.200, 12-03-220.300, and 12-03-201.000 from Downtown to Urban Mixed Use

Kayla Kibling of Barton & Loguidice, D.P.C. has submitted a request on behalf of 454 State Street NNY, LLC, to change the approved Zoning Classification of 430 State Street, Parcel Number 12-03-220.200, 440 State Street, Parcel Number 12-03-220.300, and 454 State Street, Parcel Number 12-03-201.000 from Downtown to Urban Mixed Use.

The Planning Commission reviewed the request at its January 6, 2026, meeting and adopted a motion to recommend that City Council grant the Zone Change request. As part of their motion, the Planning Commission recommended that the City Council also rezone 426 State Street from Downtown to Urban Mixed Use to maintain unified zoning on the south side of the 400-block.

Attached is the complete zone change application, a copy of Staff's report to the Planning Commission, as well as an excerpt from the Planning Commission's January 6, 2026, meeting minutes.

The City Council has scheduled a public hearing on the ordinance for 7:15 p.m. on Monday, February 2, 2026. Staff has also prepared a SEQRA resolution for City Council consideration at that meeting. The Council must hold the public hearing **and** adopt the SEQRA Resolution before voting on the Zone Change Ordinance.

# ORDINANCE

Page 1 of 1

Changing the Approved Zoning Classification of 426, 430, 440 and 454 State Street, Respective Parcel Numbers 12-03-220.100, 12-03-220.200, 12-03-220.300, and 12-03-201.000 from Downtown to Urban Mixed Use

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

YEA	NAY

**Introduced by Council Member Robert O. Kimball**

WHEREAS Kayla Kibling of Barton & Loguidice, D.P.C. has made an application on behalf of 454 State Street NNY, LLC, by petition filed with the City Clerk, pursuant to Section 83 of the New York General City Law to change the approved zoning classification of 430 State Street, Parcel Number 12-03-220.200, 440 State Street, Parcel Number 12-03-220.300, and 454 State Street, Parcel Number 12-03-201.000 from Downtown to Urban Mixed Use, and

WHEREAS the Planning Commission of the City of Watertown considered the Zone Change request at its January 6, 2026, meeting and adopted a motion recommending that City Council approve the zone change, and

WHEREAS the Planning Commission also recommended that the City Council rezone 426 State Street, Parcel Number 12-03-220.100, in addition to the above requested parcels, and

WHEREAS a public hearing was held on the proposed zone change on February 2, 2026, after due public notice, and

WHEREAS the City Council has made a declaration of Negative Findings of the impacts of the proposed Zone Change according to the requirements of SEQRA, and

WHEREAS the City Council deems it in the best interest of the citizens of the City of Watertown to approve the requested zone change,

NOW THEREFORE BE IT ORDAINED that the approved zoning classification of 426 State Street, Parcel Number 12-03-220.100, 430 State Street, Parcel Number 12-03-220.200, 440 State Street, Parcel Number 12-03-220.300, and 454 State Street, Parcel Number 12-03-201.000 shall be changed from Downtown to Urban Mixed Use, and

BE IT FURTHER ORDAINED that the Zoning Map of the City of Watertown shall be amended to reflect the Zone Change, and

BE IT FURTHER ORDAINED this amendment to the Zoning Ordinance of the City of Watertown shall take effect as soon as it is published once in the official newspaper of the City of Watertown or otherwise printed as the City Manager directs.

**Seconded by Council Member Benjamin P. Shoen**



# 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: Geoffrey Urda, Senior Planner

SUBJECT: Zone Change – **430 State Street, 440 State Street and 454 State Street**,  
Parcel Numbers 12-03-220.200, 12-03-220.300 and 12-03-201.000

DATE: December 31, 2025

---

**Request:** To Change the Approved Zoning Classification of 430 State Street, Parcel Number 12-03-220.200, 440 State Street, Parcel Number 12-03-220.300 and 454 State Street, Parcel Number 12-03-201.000 from Downtown to Urban Mixed Use

**Applicant:** Kayla Kibling, Barton & Loguidice, D.P.C.

**Owner(s):** 454 State Street NNY, LLC

**SEQRA:** Unlisted

**County Review:** No

---

**Comments:** The applicant seeks to rezone the properties at 430, 440 and 454 State Street from Downtown to Urban Mixed Use (UMU) to facilitate development of a drive-through coffee shop on land that currently comprises 440 and part of 430 State Street.

All three properties involved are presently zoned Downtown and the Downtown District does not allow drive-throughs. The applicant is requesting the Zone Change so that the proposed drive-through would be legal.

**Existing Conditions:** The subject parcels currently contain a mix of vacant and active uses.

440 State Street, where the applicant proposes to construct a drive-through coffee shop, is completely vacant, with no existing structures on the parcel, although the site is entirely paved (see satellite image below).

430 State Street contains the America's Rent-to-Own furniture rental business. It is an "L-shaped" parcel that fronts on State Street, wraps around the Little Caesar's parcel (426 State Street – not included in the Zone Change) where it has a second frontage and curb cut on Parker Street. The existing building is on the rear section of the parcel, functionally behind Little Caesar's.

454 State Street contains the State Street Market, with the market building covering the entire parcel. This is the corner parcel with Winthrop Street and the easternmost Downtown-zoned parcel before the existing Zoning changes to Urban Mixed Use.

The entire south side of the 400-block, which contains three buildings across four parcels, is presently entirely hardscape and contains no landscaping or green space. If rezoned to UMU, any future development on the subject parcels would need to meet the 90 percent lot coverage maximum in the UMU District, meaning that at least 10 percent of a redeveloped parcel would need to be pervious surface.

Directly opposite 440 State Street is the T-intersection with Mechanic Street. To the west of Mechanic Street on the north side of State Street are a Wendy's restaurant and a Burger King restaurant, both of which have existing drive-through accessory uses. To the east of the Mechanic Street intersection are the Midtown Towers courtyard on the northeast corner and Ace Hardware to the east of that.

Please see the satellite map at the end of this Staff Report for an overview of the existing land uses on and in the vicinity of this Zone Change request.

**Zoning and the Comprehensive Plan:** The City's adopted Comprehensive Plan recommends the future land use for the 400-block of State Street as Downtown/Central Business District. The block is on the edge of the Downtown future land use character area as Winthrop Street and Mechanic Street are the approximate border between Downtown and the Urban Mixed Use/Downtown Transition future land use character area. The Comprehensive Plan's visions for both of these character areas are below.

***Downtown/Central Business District:*** "This district has the highest density, greatest variety of uses, and includes buildings of regional and historic significance. New infill development should reinforce the urban and historic character. Buildings are taller than in other parts of the City and parking is generally off-site. On-site parking, where it exists, is behind the building to preserve the historic building pattern and reinforce the walkable nature of downtown."

***Urban Mixed Use/Downtown Transition:*** "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."

Regarding the boundaries between the land use character areas on the future land use map, the Comprehensive Plan states:

*“The land use areas depicted on the Future Land Use Map have deliberately blurred edges between the districts. This is meant to graphically reinforce the conceptual and visionary nature of future land use planning. While the map is intended to inform a future zoning map, the boundaries do not follow property lines and should not be interpreted as specific edges of new zoning districts.”*

In this instance, the block requested for rezoning falls immediately adjacent to one of the blurred edges discussed above. The existing character is far more suburban than either future land use character area prescribes, so redevelopment in adherence to either the Downtown or UMU Zone would represent a much truer implementation of the plan than the existing conditions. This zone change request is in harmony with the Comprehensive Plan.

**SEQR:** The applicant has submitted a State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF) as part of the application for the Zone Change.

The New York State Department of Environmental Conservation’s (DEC) SEQR Handbook states that *“Proposals or parts of proposals that are related to each other closely enough to be, in effect, a single course of action should be evaluated as one whole action.”* In this case, the “whole action” would minimally include the Zone Change and the subsequent Site Plan Approval. Any potential Subdivision to facilitate construction would also be part of the “whole action.”

A zone change is a legislative act, and the City Council is the sole body authorized to rezone land within the City. The Planning Commission is the body authorized by the Zoning Ordinance to grant Site Plan Approval. With different bodies approving separate project phases, that creates the need for a Coordinated Review under SEQR.

When conducting a coordinated review, a Lead Agency must be designated to coordinate the SEQR process. Staff has reviewed the SEQR criteria for selecting a lead agency and assessing impacts of the proposed action, and Staff concludes that the City Council is the most appropriate choice to act as Lead Agency for the project. The Planning Commission would be an Involved Agency. The Planning Commission should decide if it agrees that the City Council be designated as the Lead Agency or if it objects to that recommendation.

As an Involved Agency, Planning Commission members should communicate to Staff any comments or observations related to SEQR so that Staff can communicate that information to the City Council prior to the completion of the SEQR process.

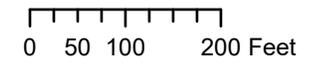
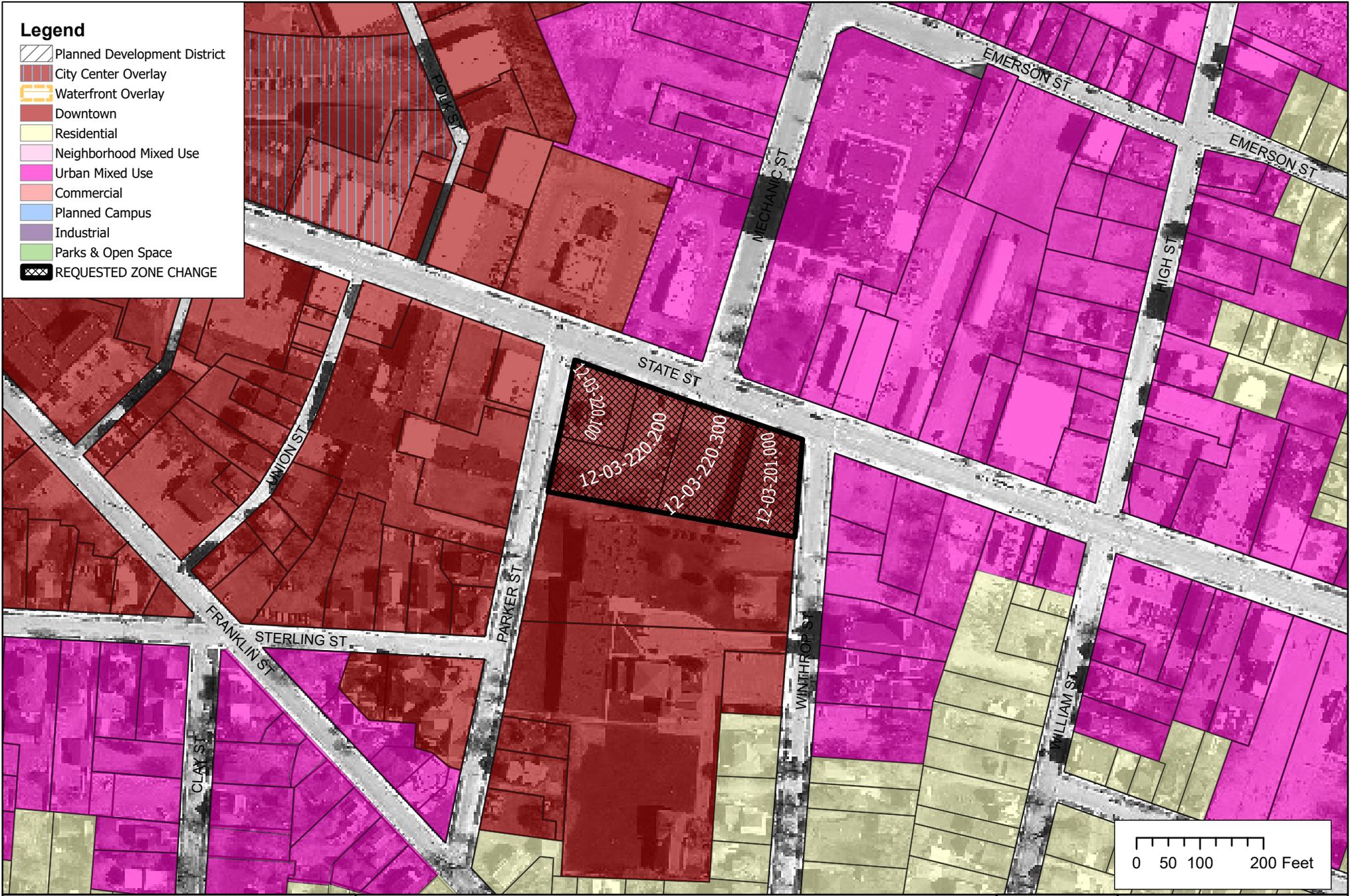
**Planning Commission Action:** The Planning Commission should adopt a motion acknowledging that the City Council is the most appropriate agency to act as Lead Agency for the proposed project at 430, 440 and 454 State St. which includes the proposed zone change, site plan and subdivision.

The Planning Commission is also responsible for making a recommendation to the City Council regarding the proposed zone change from Downtown to Urban Mixed Use for 430, 440 and 454 State Street.

cc: City Council Members  
Thomas Compo, City Engineer

**Legend**

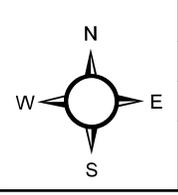
-  Planned Development District
-  City Center Overlay
-  Waterfront Overlay
-  Downtown
-  Residential
-  Neighborhood Mixed Use
-  Urban Mixed Use
-  Commercial
-  Planned Campus
-  Industrial
-  Parks & Open Space
-  REQUESTED ZONE CHANGE

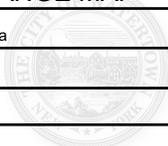


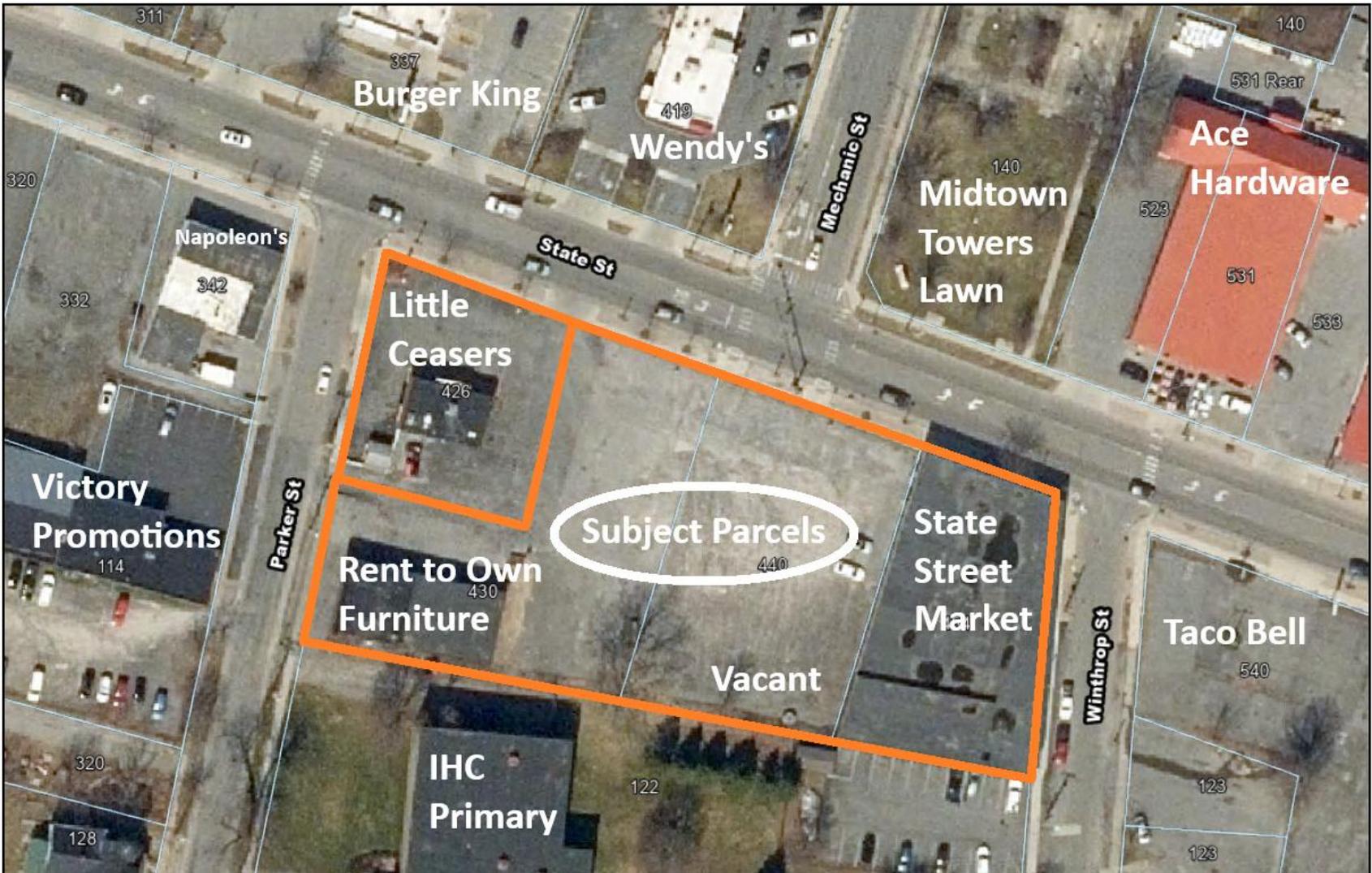
**CITY OF WATERTOWN GIS**  
 245 WASHINGTON STREET  
 2ND FLOOR  
 WATERTOWN, NEW YORK 13601  
 (315) 785-7793  
 gis@watertown-ny.gov

**Downtown to Urban Mixed Use**  
 426, 430, 440, 454 State St  
 (12-03-220.200 12-03-220.100 12-03-220.300 12-03-201.000 )

The City of Watertown does not warrant, guarantee or accept any liability for the accuracy, precision or completeness of any information shown or described hereon or for any inferences made therefrom. Any use made from this information is solely at the risk of the user.



<b>ZONE CHANGE MAP</b>	
Requested By: G. Urda	
Author: mowen	
Date: 1/13/2026	
Scale : 1 in= 200 ft	



**Legend**

- Black River
- City Boundary
- Parcels
- Subject Parcels for Zone Change

ROADS

N

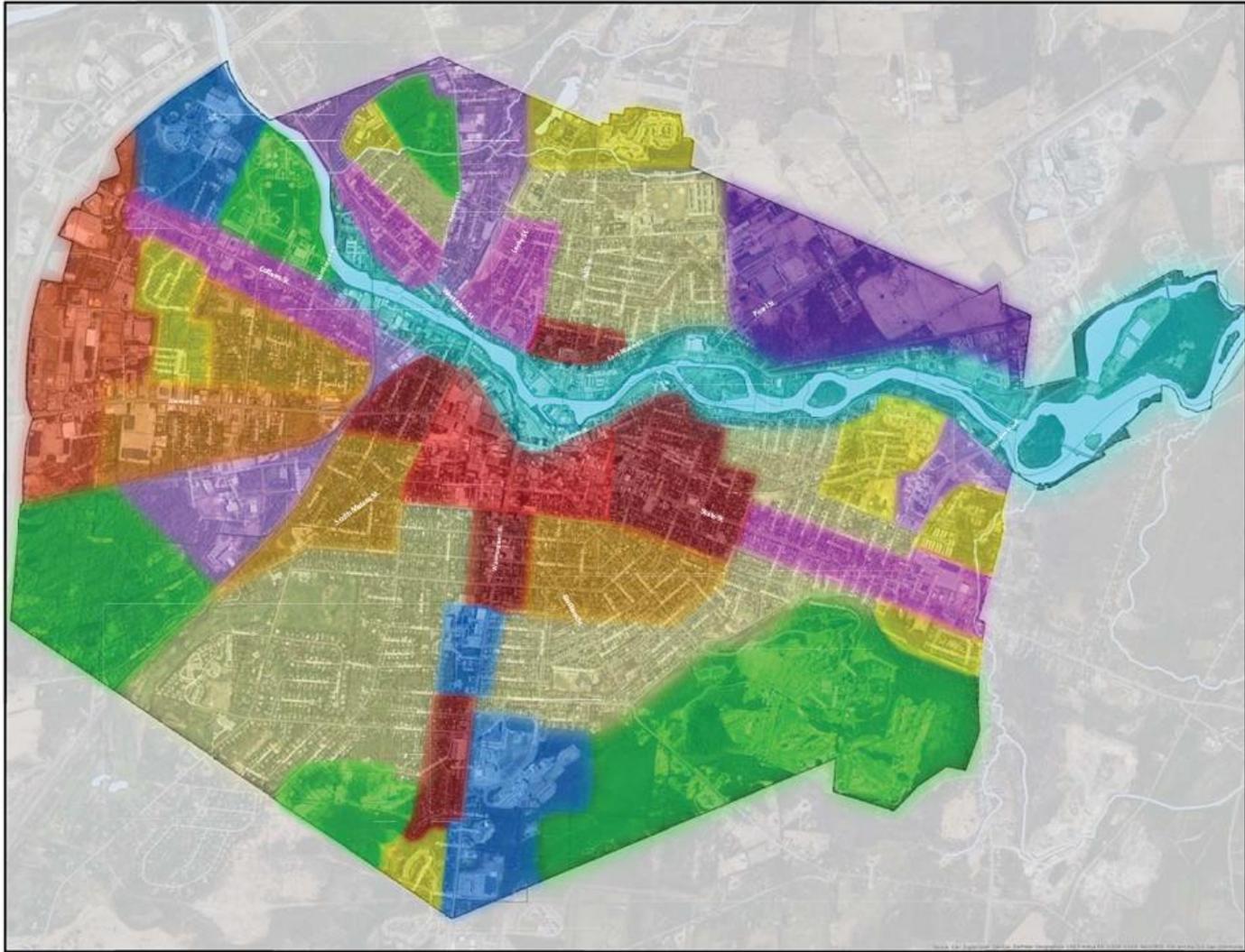
0 0 0 mi

Author: Web AppBuilder

Date: 12/31/2025

Title

Above: A map depicting existing land uses on the subject parcels for the Zone Change request and the on the surrounding parcels.



## City of Watertown Future Land Use

Project:  
Comprehensive Plan  
City of Watertown, New York

Elan Project Number:  
18-010

### LEGEND

- Black River Waterfront
- Downtown/Central Business District
- Urban Mixed Use
- Corridor Mixed Use
- Commercial Corridor
- Interstate Commercial
- Residential Apartments
- Residential Medium
- Residential Low Density
- Campus Health & Education
- Light Industry
- Heavy Industry
- Open Space



Date: 07/03/2019  
Data Sources: City of Watertown  
NYS GIS Clearinghouse ([gis.ny.gov](http://gis.ny.gov))



Note: This map was prepared for illustrative purposes only and is not suitable for engineering, surveying or legal purposes.

Above: The Future Land Use Map in the City's adopted Comprehensive Plan.



December 18, 2025

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

Re: Proposed Zone Change at 430, 440, and 454 State Street Properties  
Subj: Zone Change Application  
File: 5074.001.001

Dear Mr. Lumbis:

On behalf of our client, 454 State Street NNY, LLC (Applicant), we are requesting the addition of the property at 454 State Street (Tax Parcel IDs: 12-03-201.000), to the previously submitted Zoning Change Application PLN-ZONECHANGE2025-00058.

The current zoning designation for the property is Downtown (D). The Applicant is requesting a zoning change to Urban Mixed-Use (UMU).

If you have any questions regarding these initial application documents, please contact me at

[REDACTED]

Sincerely,

BARTON & LOGUIDICE, D.P.C.

Kayla J. Kibling  
Staff Engineer

KJK/jjb

cc: Jake Johnson (454 State Street NNY, LLC)  
Geoff Urda (City of Watertown)

December 12, 2025

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

Re: Proposed Zone Change at 430 and 440 State Street Properties  
Subj: Zone Change Application  
File: P710.2868

Dear Mr. Lumbis:

454 State Street NNY, LLC (Applicant) is proposing a zone change at the properties of 430 and 440 State Street (Tax Parcel IDs: 12-03-220.200 and 12-03-220.300, respectively), in the City of Watertown, Jefferson County, New York.

The current zoning designation for both properties is Downtown (D). The requested zoning change to Urban Mixed-Use (UMU) would allow the Applicant to pursue potential development of the properties that could include an accessory drive-thru, which is not permitted under the existing zoning. It is understood that within the UMU district, an accessory drive-thru would be subject to a Special Use Permit. Several nearby properties, including those directly across State Street and one block east across Winthrop Street, are currently zoned UMU, demonstrating that the requested zoning change would be consistent with the surrounding land use pattern. Additionally, multiple properties in the vicinity currently operate accessory drive-thru uses. Side-adjacent properties are also owned by the Applicant, and the rear adjacent property is owned by the Church of the Holy Family.

On behalf of the Applicant, enclosed please find the following materials that represent an initial submission for Zoning Change.

List of Attachments
Cover Letter
Property Deeds/Metes and Bounds Descriptions
Tax Map
Part 1 of the Short Environmental Assessment Form

Mr. Michael A. Lumbis, Planning and Community Development Director  
City of Watertown  
December 12, 2025  
Page 2



We request to be placed on the agenda at the next Planning Commission meeting, scheduled for January 6, 2025, to meet with Board members and formally request the zoning change. If you have any questions regarding these initial application documents, please contact me at [REDACTED]

Sincerely,

BARTON & LOGUIDICE, D.P.C.

A handwritten signature in black ink that reads 'Kayla Kibling'. The signature is fluid and cursive.

Kayla J. Kibling  
Staff Engineer

KJK/jjb

cc: Jake Johnson (454 State Street NNY, LLC)  
Charles White (Barton & Loguidice, D.P.C.)  
John Condino (Barton & Loguidice, D.P.C.)

Attachments



**JEFFERSON COUNTY - STATE OF NEW YORK**  
**GIZELLE J. MEEKS, JEFFERSON COUNTY CLERK**  
**175 ARSENAL STREET**  
**WATERTOWN, NEW YORK 13601**

**COUNTY CLERK'S RECORDING PAGE**

\*\*\*THIS PAGE IS PART OF THE DOCUMENT - DO NOT DETACH\*\*\*



INSTRUMENT #: 2022-00003677

Receipt#: 2022005785  
 Clerk: AG  
 Rec Date: 03/04/2022 03:43:31 PM  
 Doc Grp: DEE  
 Descrip: DEED  
 Num Pgs: 7  
 Rec'd Frm: BROWNELL ABSTRACT CORPORATION

Party1: TALL TIMBER HOLDINGS LLC  
 Party2: 454 STATE STREET LLC  
 Town: WATERTOWN-CITY OF

Recording:

Cover Page	5.00
Recording Fee	50.00
Cultural Ed	14.25
Records Management - Coun	1.00
Records Management - Stat	4.75
TP584	5.00
RP5217 All others - State	241.00
RP5217 - County	9.00

Sub Total: 330.00

Transfer Tax	
Transfer Tax - State	1700.00

Sub Total: 1700.00

Total: 2030.00

\*\*\*\* NOTICE: THIS IS NOT A BILL \*\*\*\*

\*\*\*\*\* Transfer Tax \*\*\*\*\*  
 Transfer Tax #: 2906  
 Transfer Tax  
 Consideration: 425000.00

Transfer Tax - State	1700.00
----------------------	---------

Total: 1700.00

**WARNING\*\*\***

\*\*\*Information may change during the verification process and may not be reflected on this page

Gizelle J. Meeks  
 Jefferson County Clerk

Record and Return To:

KENDALL WALTON AND BURROWS  
 OFFICE MAILBOX

Form 1583S N.Y. DEED-WARRANTY with Lien Covenant

*THIS INDENTURE, Made this 28<sup>th</sup> day of February, Two Thousand Twenty Two (2022)*

**Between** *TALL TIMBER HOLDINGS LLC a New York State Limited Liability Company, with an office and place of business at 115 Sand Street, Watertown, New York 13601, party of the first part,*

*and*

*454 STATE STREET NNY LLC, a New York State Limited Liability Company, with and office and place of business at 130 North Meadow Street, Watertown, NY 13601, party of the second part,*

*Witnesseth that the party of the first part, in consideration of Zero Dollars and Zero Cents (\$0.00) lawful money of the United States, and other good and valuable consideration, paid by the party of the second part, does hereby grant and release unto the party of the second part, its heirs, successors and assigns forever,*

*See Schedule A hereto annexed and incorporated into this Deed for reference containing four (4) pages.*

*Together with the appurtenances and all the estate and rights of the party of the first part in and to said premises,*

*To have and to hold the premises herein granted unto the party of the second part, its heirs, successors and assigns forever.*

*And said party of the first part covenant as follows:*

*First, That the party of the second part shall quietly enjoy the said premises;*

*Second, That said party of the first part will forever **Warrant** the title to said premises.*

*Third, That, in Compliance with Sec. 13 of the Lien Law, the grantor will receive the consideration for this conveyance and will hold the right to receive such consideration as a trust fund to be applied first for the purpose of paying the cost of the improvement and will apply the same first to the payment of the cost of the improvement before using any part of the total of the same for any other purpose.*

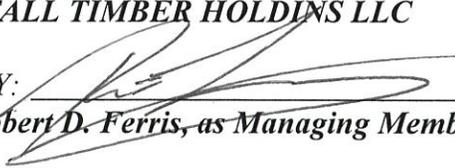
KENDALL WALTON + BURROWS

**This Conveyance** is made and accepted subject to an indebtedness secured by the following mortgage(s) upon said premises held by WATERTOWN SAVINGS BANK: Mortgage made by Tall Timber Holdings LLC dated February 26, 2021 and recorded in the Jefferson County Clerk's Office on February 26, 2021 as Instrument No. 2021-3047, upon which there is an unpaid principal balance of EIGHT HUNDRED THOUSAND DOLLARS (\$800,000.00), with interest from February 28, 2022 at the rate of FOUR (4.00%) per cent annum, which said mortgage debt the party(ies) of the second part hereby assume and agree to pay, as part of the purchase price of the above described premises, and the party(ies) of the second part hereby execute and acknowledge this Instrument for the purpose of complying with the provisions of General Obligations Law, Section 5-705.

**IN WITNESS WHEREOF**, the party of the first part has hereunto set its hand the day and year first above written.

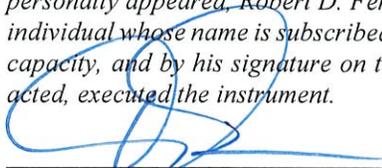
**TALL TIMBER HOLDINGS LLC**

**IN PRESENCE OF**

BY:  (L.S.)  
**Robert D. Ferris, as Managing Member**

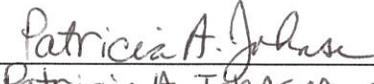
STATE OF NEW YORK )  
COUNTY OF JEFFERSON )SS:

On the 27<sup>th</sup> day of February, in the year 2022, before me the undersigned, a Notary Public In and for the State, personally appeared, Robert D. Ferris, who is personally known to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in his capacity, and by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

  
Notary Public  
My Commission Expires: \_\_\_\_\_  
ANDREW N. CAPONE  
Notary Public, State of New York  
No. 4999872  
Qualified in Jefferson County  
Commission Expires Aug. 3, 2022

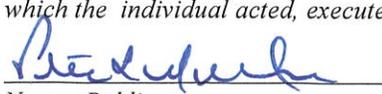
**454 STATE STREET NNY LLC**

**IN PRESENCE OF**

BY:  (L.S.)  
**Patricia A. JOHNSON, as Member**

STATE OF NEW YORK )  
COUNTY OF JEFFERSON )SS:

On the 28<sup>th</sup> day of February, in the year 2022, before me the undersigned, a Notary Public In and for the State, personally appeared, Patricia A. Johnson, who is personally known to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in his capacity, and by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

  
Notary Public  
My Commission Expires: \_\_\_\_\_

PETER L. WALTON  
Notary Public, State of New York  
Reg. No. 5008024  
Qualified in Jefferson County  
Commission Expires February 8, 2023

# SCHEDULE A

( Page 1 of 4 )

426 State Street  
TMP # 12-03-220.100

PARCEL 1

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

Beginning at a point at the intersection of the southwest margin of State Street with the southeast margin of Parker Street; and runs thence from the point of beginning, South 48 degrees 00 minutes 00 seconds East, 106.94 feet along the southwest margin of State Street to a point; thence South 36 degrees 03 minutes 32 seconds West, 110.84 feet to a point; thence North 53 degrees 56 minutes 28 seconds West, 101.38 feet to a point in the southeast margin of Parker Street; thence North 33 degrees 43 minutes 00 seconds East, 122.01 feet along the southeast margin of Parker Street to the point of beginning, containing 0.28 acre of land,

The above described parcel being a part of lands conveyed by Dealmaker Dodge, LLC to Route 57 Development, LLC by deed dated December 12, 2008 and recorded in the Jefferson County Clerk's Office on February 10, 2009 at Instrument 2009-00001930.

Together with the right of ingress and egress over a right of way along the southeast and southwest lines of the above described parcel bounded and described as follows:

Beginning at a point at the intersection of the southwest margin of State Street with the southeast line of the above described 0.28 acre parcel; and runs thence from the point of beginning, South 48 degrees 00 minutes 00 seconds East, 12.57 feet along the southwest margin of State Street to a point; thence South 36 degrees 03 minutes 32 seconds West, 117.54 feet to a point; thence North 53 degrees 56 minutes 28 seconds West, 113.56 feet to a point in the southeast margin of Parker Street; thence North 33 degrees 43 minutes 00 seconds East, 8.01 feet along the southeast margin of Parker Street to a point at its intersection with the southwest line of the above described 0.28 acre parcel; thence South 53 degrees 56 minutes 28 seconds East, 101.38 feet along the southwest line of the above described 0.28 acre parcel to a point; thence North 36 degrees 03 minutes 32 seconds East, 110.84 feet along the southeast line of said 0.28 acre parcel to the point of beginning.

Subject to the right of ingress and egress over a right of way passing through the above described parcel bounded and described as follows:

Beginning at a point at the intersection of the southwest margin of State Street with the southeast line of the above described 0.28 acre parcel; and runs thence from the point of beginning, South 36 degrees 03 minutes 32 seconds West, 110.84 feet along the southeast line of the above described 0.28 acre parcel to a point; thence North 53 degrees 56 minutes 28 seconds West, 101.38 feet along the southwest line of said 0.28 acre parcel to a point in the southeast margin of Parker Street; thence North 33 degrees 43 minutes 00 seconds East, 8.01 feet along the southeast margin of Parker Street to a point; thence South 53 degrees 56 minutes 28 seconds East, 89.21 feet to a point; thence North 36 degrees 03 minutes 32 seconds East, 104.14 feet to a point in the southwest margin of State Street; thence South 48 degrees 00 minutes 00 seconds East, 12.57 feet along the southwest margin of State Street to the point of beginning.

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

# SCHEDULE A

( Page 2 of 4 )

430 State Street  
TMP # 12-03-220.200

PARCEL 2

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

Beginning at a point in the southwest margin of State Street, said point being South 48 degrees 00 minutes 00 seconds East, 106.94 feet measured along said margin from a point at its intersection with the southeast margin of Parker Street; and runs thence from the point of beginning, South 48 degrees 00 minutes 00 seconds East, 84.93 feet along the southwest margin of State Street to a point; thence South 38 degrees 39 minutes 56 seconds West, 179.15 feet to a point in the division line between lands conveyed to Route 57 Development, LLC (Instrument 2009-00001930) on the northeast and lands of The Church of the Holy Family (Liber 377, Page 547) on the southwest; thence North 57 degrees 05 minutes 02 seconds West, 174.43 feet along said division line to an existing PK nail in the southeast margin of Parker Street; thence North 33 degrees 43 minutes 00 seconds East, 86.55 feet along the southeast margin of Parker Street to a point; thence South 53 degrees 56 minutes 28 seconds East, 101.38 feet to a point; thence North 36 degrees 03 minutes 32 seconds East, 110.84 feet to the point of beginning, containing 0.53 acre of land.

The above described parcel being a part of lands conveyed by Dealmaker Dodge, LLC to Rout 57 Development, LLC by deed dated December 12, 2008 and recorded in the Jefferson County Clerk's Office on February 10, 2009 at Instrument 2009-00001930.

Subject to the right of ingress and egress over a right of way passing through the above described parcel bounded and described as follows:

Beginning at a point at the intersection of the southwest margin of State Street with the northwest line of the above described 0.53 acre parcel; and runs thence from the point of beginning, South 48 degrees 00 minutes 00 seconds East, 12.57 feet along the southwest margin of State Street to a point; thence South 36 degrees 03 minutes 32 seconds West, 117.54 feet to a point; thence North 53 degrees 56 minutes 28 seconds West, 113.56 feet to a point in the southeast margin of Parker Street; thence North 33 degrees 43 minutes 00 seconds East, 8.01 feet along the southeast margin of Parker Street to a point at its intersection with a northeast line of the above described 0.53 acre parcel; thence South 53 degrees 56 minutes 28 seconds East, 101.38 feet along said line to a point; thence North 36 degrees 03 minutes 32 seconds East, 110.84 feet along a northwest line of said 0.53 acre parcel to the point of beginning.

Together with the right of ingress and egress over a right of way bounded and described as follows:

Beginning at a point at the intersection of the southwest margin of State Street with a northwest line of the above described 0.53 acre parcel; and runs thence from the point of beginning, South 36 degrees 03 minutes 32 seconds West, 110.84 feet along a northwest line of the above described 0.53 acre parcel to a point; thence North 53 degrees 56 minutes 28 seconds West, 101.38 feet along a northeast line of said 0.53 acre parcel to a point in the southeast margin of Parker Street; thence North 33 degrees 43 minutes 00 seconds East, 8.01 feet along the southeast margin of Parker Street to a point; thence South 53 degrees 56 minutes 28 seconds East, 89.21 feet to a point; thence North 36 degrees 03 minutes 32 seconds East, 104.14 feet to a point in the southwest margin of State Street; thence South 48 degrees 00 minutes 00 seconds East, 12.57 feet along the southwest margin of State Street to the point of beginning.

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

## SCHEDULE A

( Page 3 of 4 )

440 State Street  
TMP # 12-03-220.300

PARCEL 3

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

Beginning at a point in the southwest margin of State Street, said point being South 48 degrees 00 minutes 00 seconds East, 191.87 feet measured along said margin from a point at its intersection with the southeast margin of Parker Street; and runs thence from the point of beginning, South 48 degrees 00 minutes 00 seconds East, 115.00 feet along the southwest margin of State Street to an existing iron pipe at the intersection of said margin with the division line between lands conveyed to Route 57 Development, LLC (Instrument 2009-00001930) on the northwest and lands conveyed to James C. Ives and Sue Anne Ives (Liber 1173, Page 190) on the southeast; thence South 38 degrees 39 minutes 56 seconds West, 160.90 feet along said division line to an existing rebar at the intersection of said line with the northeast line of lands conveyed to The Church of the Holy Family (Liber 377, Page 547); thence North 57 degrees 05 minutes 02 seconds West, 115.39 feet along the division line between Route 57 Development, LLC on the northeast and The Church of the Holy Family on the southwest to a point; thence North 38 degrees 39 minutes 56 seconds East, 179.15 feet to the point of beginning, containing 0.45 acre of land.

The above described parcel being a part of lands conveyed by Dealmaker Dodge, LLC to Route 57 Development, LLC by deed dated December 12, 2008 and recorded in the Jefferson County Clerk's Office on February 10, 2009 at Instrument 2009-00001930.

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

SUBJECT TO THE FOLLOWING EASEMENTS AND RESTRICTIONS OF RECORD:

Subject to easement between Charles Marsala and Wilna Motor Sales Corporation with right of the grantee to use in common for ingress and egress the driveway, recorded on 05/29/963 at Liber 736, Page 33.

Subject to easement between Wilna Motor Sales Corporation and Charles Marsala for driveway rights, recorded on 07/16/1965 at Liber 770, Page 354.

Subject to easement for common driveway recorded on 06/22/1948 at Liber 502, Page 523.

Subject to the restrictions contained in deed recorded on 04/03/1941 at Liber 433, page 469.

Subject to the rights of others in and to the right of way granted in deed recorded on 12/26/1968 at Liber 811, Page 932.

Subject to the rights of others in and to the right of way granted in deeds at Liber 770, Page 354 and at Liber 545, Page 49; and also described in deed at Liber 811, Page 932.

## SCHEDULE A

( Page 4 of 4 )

Subject to the rights of ways granted to Michael J. O'Neil and Anna Romang contained in deed recorded on 10/14/1976 at Liber 876, Page 1138.

Subject to the rights of others in and to the right of way granted in deeds recorded on 11/7/1962 at Lier 729, Page 412, and recorded on 09/29/1989 at Liber 1193, Page 6.

BEING THE SAME premises conveyed by Route 57 Development LLC to Tall Timber Holdings LLC by Deed dated February 23, 2021 and recorded in the Jefferson County Clerk's Office on February 26, 2021 in Instrument #2021-3046.

This does not constitute or convey all assets owned by the Grantor herein.



# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

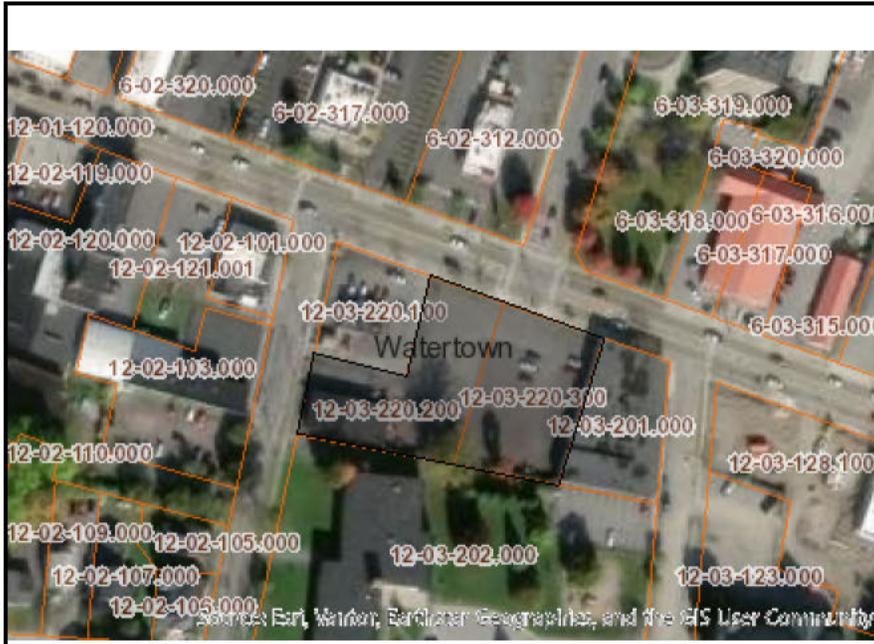
**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. 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: Proposed Zoning Change at 430, 440, and 454 State Street Properties			
Project Location (describe, and attach a location map): 430, 440, & 454 State Street, Watertown, NY 13601			
Brief Description of Proposed Action: The proposed action includes a zoning change of the properties at 430, 440, and 454 State Street from Downtown (D) to Urban Mixed-use (UMU). The zoning change would allow for the Applicant to potentially develop the site with a drive-thru accessory use.			
Name of Applicant or Sponsor: 454 State Street NNY, LLC	Telephone: [REDACTED]	E-Mail: [REDACTED]	
Address: 142 Arcade Street			
City/PO: Watertown	State: NY	Zip Code: 13601	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ 0.98 acres			
b. Total acreage to be physically disturbed? _____ 0.98 acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ 1.53 acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input checked="" type="checkbox"/> Other(Specify): Institutional <input type="checkbox"/> Parkland			

	NO	YES	N/A
5. Is the proposed action, <ul style="list-style-type: none"> <li>a. A permitted use under the zoning regulations?</li> <li>b. Consistent with the adopted comprehensive plan?</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <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 <input checked="" 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 checked="" type="checkbox"/>	YES <input type="checkbox"/>	
	<input type="checkbox"/>	<input checked="" 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 <input type="checkbox"/>	YES <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 <input type="checkbox"/>	YES <input checked="" 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 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 <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? 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 checked="" type="checkbox"/>	YES <input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	





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



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

**ZONE CHANGE – CHANGE THE APPROVED ZONING CLASSIFICATION OF  
430 STATE STREET, PARCEL NUMBER 12-03-220.200, 440 STATE STREET,  
PARCEL NUMBER 12-03-220.300 AND 454 STATE STREET, PARCEL NUMBER 12-  
03-201.000 FROM DOWNTOWN TO URBAN MIXED USE**

The Planning Commission then considered a request submitted by Kayla J. Kibling of Barton & Loguidice, D.P.C. on behalf of 454 State Street NNY, LLC to change the approved zoning classification of 430 State Street, Parcel Number 12-03-220.200, 440 State Street, Parcel Number 12-03-220.300 and 454 State Street, Parcel Number 12-03-201.000 from Downtown to Urban Mixed Use.

Ms. Capone clarified that the Public Hearing will be held by the City Council due to the City Council being the legislative body with the authority to approve Zone Changes. Ms. Capone then stated she will allow for public input after the applicant has presented their request.

Ms. Kibling said that the zone change request was to allow an accessory drive through as part of future site development. She stated there are properties nearby that are also within the Urban Mixed-Use District that demonstrate that the change would be consistent with the current land use pattern in that area. Ms. Capone asked if there were any questions from the Planning Commission, to which there were none. She then opened the floor to public comment.

Napoleon Dobbins came forward and identified himself as the owner of 342 State Street. He asked how this zone change would affect his business on State Street. Ms. Capone informed Mr. Dobbins that the only thing that would be affected would be the types of uses for the area. She also informed Mr. Dobbins that when the Zoning Ordinance was adopted three years ago, the City changed to Form Based Zoning. Mr. Urda said that Mr. Dobbins's property was not part of the Zone Change request. Ms. Capone further clarified this was not going to affect his membership of the Downtown Business Association.

Mr. Urda said that a potential buyer for one of the subject parcels wished to develop a drive-through use on the land, which the Downtown Zoning District does not allow, but Urban Mixed Use does. Mr. Urda said that drive-throughs were not allowed in the Downtown District primarily for pedestrian safety and to reinforce the pedestrian-oriented nature of downtown. Mr. Dobbins said that he appreciated the information.

Ms. Capone then noted that the Little Caesars at 426 State Street has an existing drive-through and suggested changing the whole block into Urban Mixed Use for the Planning Commission's recommendation to City Council.

Ms. Godek then asked what would happen should the Little Caesars business choose to leave that location. Mr. Urda said that it was grandfathered and could be reestablished by right within 12 months, but after that, it would require a Use Variance or a Zone Change to re-establish the drive through. Ms. Godek stated that long-term there could be advantages to leaving it or changing it.

Mr. Urda clarified that the boundaries on the Future Land Use map in the Comprehensive Plan are fuzzy on purpose and zoomed into the block on the map. Ms. Capone stated that the block would be three fourths Urban Mixed Use. Ms. Blevins commented that you are already going to have people driving in and out.

Mr. Garrabrant asked if the drive through at Little Ceasars was already there when the Zoning Ordinance changed. Mr. Urda stated he was not sure but clarified that the future land use plan was implemented as best as it could. The Planning Commission and Staff further discussed the Zoning Change and how it affects the future land use plan as well as the current zoning.

Mr. Urda then made the point that the Planning Commission is the body that is tasked with making the recommendation to City Council, and that City Council will make the determination to agree or disagree with any recommendations. Further deliberation between the Planning Commission and Staff continued while reaching a consensus on the recommendation. The Planning Commission ultimately had no objections to the Zone Change and stated that it wanted to add the additional parcel to the zone change recommendation.

Prior to making a recommendation on the zone change, Ms. Godek made a motion to acknowledge the City Council as the most appropriate body to act as Lead Agency pursuant to SEQRA.

Ms. Blevins seconded the motion, and all voted in favor.

Ms. Godek made a motion to recommend that City Council approve the request submitted by Kayla J. Kibling of Barton & Loguidice, D.P.C. on behalf of 454 State Street NNY, LLC to change the approved zoning classification of 430 State Street, Parcel Number 12-03-220.200, 440 State Street, Parcel Number 12-03-220.300 and 454 State Street, Parcel Number 12-03-201.000 from Downtown to Urban Mixed Use with the additional recommendation to change the approved zoning classification of 426 State Street, Parcel Number 12-03-220.100 from Downtown to Urban Mixed Use as well.

Mr. Garrabrant seconded the motion, and all voted in favor.

Ms. Blevins made a motion to adjourn. Mr. Garrabrant seconded the motion, and all voted in favor. The meeting was adjourned at 5:59 p.m.

Staff Report

February 2, 2026

To: Honorable Mayor and City Council

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

Subject: Community Development Block Grant (CDBG) 2026-2031 Consolidated Plan and 2026 Annual Action Plan Public Hearing

Planning Staff is beginning the process of developing the City's 2026-2031 Consolidated Plan and 2026 Annual Action Plan for the CDBG Program. One of the requirements in developing the plan is to hold a public hearing to obtain input from citizens, involved agencies and interested persons regarding the development of plan goals, community needs, funding priorities and projects that will be included in the plans.

In addition to the public hearing, we will be contacting constituency groups and organizations that are identified in our Citizen Participation Plan and will discuss the plans at an upcoming City Council work session. We are also planning on conducting a public meeting in late February to obtain feedback from the community.

In order to remain on schedule for submitting the final plan to the United States Department of Housing and Urban Development (HUD) by the May 15, 2026, deadline, it is recommended that the City Council schedule a public hearing for **7:15 p.m. on Monday, March 2, 2026**, to obtain input regarding the development of plan goals, community needs, funding priorities and projects to be included in the City's Community Development Block Grant 2026-2031 Consolidated Plan and 2026 Annual Action Plan.