

CITY OF WATERTOWN, NEW YORK
AGENDA
Monday, May 18, 2020

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, May 18, 2020, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

This meeting is being conducted in accordance with Governor Cuomo's Executive Order No. 202.1 that restricts in-person access to meetings. The public will be able to view or listen to the meeting live at: <https://livestream.com/swp/wcc>.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Reappointment to the Empire Zone Administrative Board – Robert Lawlor
- Resolution No. 2 - Readopting the Citizen Participation Plan for the Community Development Block Grant Program
- Resolution No. 3 - Approving the Sale of 77-79 Public Square, Parcel Number 7-01-107.000 to 624 Camp Avenue, LLC

ORDINANCES

- Ordinance No. 1 - Changing the Approved Zoning Classification of VL-2 Gaffney Drive, Parcel Number 8-40-108.000 from Commercial to Planned Development District #2 and to Change the Approved Zoning Classification of 234-238 Glenn Avenue, 419 Glenn Avenue, 233 Stanton Street and M151 Carlton Avenue, Parcel Numbers 8-19-206.100, 8-19-207.100, 8-18-322.000 and 8-18-303.000 from Residence C to Planned Development District #2

Ordinance No. 2 - Changing the Approved Zoning Classification of 1348, 1352 and 1356 Washington Street, Parcel Numbers 14-21-106.000, 14-21-107.000 and 14-21-108.000 from Residence B to Neighborhood Business

LOCAL LAW

PUBLIC HEARING

OLD BUSINESS

STAFF REPORTS

1. NYSDEC Municipal Separate Storm Sewer Systems (MS4) Annual Report

NEW BUSINESS

EXECUTIVE SESSION

1. To Discuss Collective Bargaining

WORK SESSION

ADJOURNMENT

Adjourn meeting to adopt budget.

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, JUNE 1, 2020.

Res No. 1

May 13, 2020

To: The Honorable Mayor and City Council
From: Kenneth A. Mix, City Manager
Subject: Reappointment to the Empire Zone Administrative Board

At Council's request, Staff has contacted Robert Lawlor of the Empire Zone Administrative Board, and he has agreed to serve another three-year term.

Attached for City Council consideration is a Resolution reappointing Mr. Lawlor to a three-year term, such term expiring on May 31, 2023.

RESOLUTION

Page 1 of 1

Reappointment to the Empire Zone
Administrative Board – Robert Lawlor

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member ROSHIA, Jesse C.P.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

RESOLVED that the following individual is reappointed to the Empire Zone
Administrative Board for a three-year term, such term expiring on May 31, 2023:

Robert Lawlor
1006 Holcomb Street
Watertown, NY 13601

Seconded by

May 12, 2020

To: The Honorable Mayor and City Council

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

Subject: Readopting the Citizen Participation Plan for the Community Development Block Grant Program

One of the requirements of the Community Development Block Grant (CDBG) Program is the adoption of a Citizen Participation Plan. The Citizen Participation Plan details how the City plans to involve residents, community organizations and agencies as the City develops its Consolidated Plan and Annual Action Plans for the CDBG Program. The City has a Citizen Participation Plan that the City Council adopted on March 17, 2014

The United States Department of Housing and Urban Development (HUD) recently performed a monitoring visit of the City's CDBG program and one of the tasks that HUD identified for the City was to amend the City's adopted Citizen Participation Plan to include language defining a Low-to-Moderate Income (LMI) Neighborhood. Planning Staff added that language and subsequently took the opportunity to review the plan in its entirety and make other minor updates and edits where appropriate.

The draft version of the City's updated Citizen Participation Plan was published on February 12, 2020. Staff then published a notice of the required 30-day public comment period for the plan in the February 13, 2020 edition of the Watertown Daily Times. The 30-day public comment period took place from February 14, 2020 through March 15, 2020.

During this comment period, Staff made copies of the plan available for public viewing at City Hall, the Flower Memorial Library, at the Watertown Housing Authority main office at 140 Mechanic Street and on the City's web site as required. A copy of the plan is attached for your review.

Staff also published a public hearing notice in the February 28, 2020 edition of the Watertown Daily Times. The City Council held the public hearing on the proposed plan on March 16, 2020. During the 30-day public comment period and during the public hearing, the City did not receive any comments on the draft Citizen Participation Plan.

Staff also distributed a digital copy of the plan on March 25, 2020 to each of the local constituency groups and organizations identified within the plan and did not receive any subsequent comments.

Now that the comment period is over and the City Council has held the public hearing, the Council may adopt the plan. Staff has prepared the attached resolution for Council consideration that readopts the Citizen Participation Plan for the City's CDBG Program.

RESOLUTION

Page 1 of 1

Readopting the Citizen Participation Plan for the
Community Development Block Grant Program

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member ROSHIA, Jesse C. P.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS Section 104 (a) (3) of the Housing and Community Development Act of 1974 and Federal Regulations (24 CFR 91.105) require that the City of Watertown adopt a Citizen Participation Plan for its Community Development Block Grant (CDBG) Program, and

WHEREAS the Citizen Participation Plan details how the City plans to involve residents, community organizations and agencies as the City develops its Consolidated Plan, Annual Action Plans and the Consolidated Annual Performance and Evaluation Report (CAPER) for the CDBG Program, and

WHEREAS the United States Department of Housing and Urban Development (HUD), during a recent monitoring visit to the City of Watertown, identified the need to amend the City's adopted Citizen Participation Plan for the program to include language defining a Low-to-Moderate Income (LMI) Neighborhood, and

WHEREAS the City's draft Citizen Participation Plan was published on February 12, 2020 and copies were made available for public viewing at City Hall, the Flower Memorial Library, the Watertown Housing Authority main office, and on the City's web site, and a 30-day public comment period took place from February 14, 2020 to March 15, 2020, and

WHEREAS a public hearing notice was published in the *Watertown Daily Times* and the City Council held a public hearing on the proposed plan at its meeting on March 16, 2020, and

WHEREAS during the 30-day public comment period and during the public hearing, the City received no public comments on the draft Citizen Participation Plan, and

WHEREAS a digital copy of the draft was distributed to local constituency groups and organizations identified in the plan on March 25, 2020 and no comments received in the 30 days thereafter,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby readopts the attached Citizen Participation Plan for its CDBG Program.

Seconded by

CITIZEN PARTICIPATION PLAN

City of Watertown, New York
Community Development Block Grant Program



City of Watertown
Planning and Community Development Department
245 Washington Street
Watertown, NY 13601
Phone: (315) 785-7730

Prepared by the City of Watertown Planning Office
Published: February 12, 2020
Date of Adoption:

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**City of Watertown, New York
Community Development Block Grant Program
Citizen Participation Plan**



Introduction

This Citizen Participation Plan is adopted in accordance with Section 104 (a) (3) of the Housing and Community Development Act of 1974 and Federal regulations (24 CFR 91.105) and is intended to serve as a guide for how the City of Watertown (the City) will involve citizens in the process of developing its Community Development Block Grant (CDBG) Program. The following Citizen Participation process will ensure that residents and community organizations have ample opportunity to review and comment on the City's CDBG Program, the Consolidated Plan and the Annual Action Plans and the Consolidated Annual Performance and Evaluation Report.

The law requires that this Citizen Participation Plan outline ways in which the City will provide for and encourage citizen participation, with an emphasis on low-and-moderate income people, particularly those who reside in low-and-moderate income neighborhoods, defined as areas where at least 51 percent of households have incomes at or below 80 percent of the Area Median Income (AMI). The City will strive to exceed the U.S. Department of Housing and Urban Development's (HUD) requirements by involving its citizens and those community groups most familiar with the needs of low and moderate income people. This strategy will provide meaningful citizen participation that will improve the quality of the services and programs that the CDBG Program provides and will make the City's Consolidated Plan truly representative of the community's needs.

Targeted Groups and Populations for Citizen Participation

The City of Watertown will encourage its citizens to participate in all aspects of its Community Development Block Grant Program. In preparing the Citizen Participation Plan, Consolidated Plans, as well as all Annual Action Plans and Consolidated Annual Performance and Evaluation Reports (CAPER), the City shall contact, inform, and encourage participation by public and private agencies that provide assisted housing, health and social service agencies, homeless service providers, child welfare agencies regarding lead-based paint, and other agencies that serve the low-to-moderate income population in the City. The City will also contact adjacent units of local government for community development needs, economic development agencies, local and regional institutions and other relevant organizations.

The City has identified the following constituency groups and organizations that it will particularly target for outreach efforts when developing the Citizen Participation Plan, Consolidated Plan, Annual Action Plan, CAPER and when providing notice of pending meetings and public hearings:

AIDS Community Resources, Inc.
Association for the Blind and Visually Impaired of NNY
Catholic Charities
Citizens Advisory Board (Advantage Watertown)
Community Action Planning Council of Jefferson County
Credo Community Center for the Treatment of Addictions
Development Authority of the North Country
Disabled Persons Action Organization
Fort Drum Regional Health Planning Organization
Jefferson County Department of Social Services
Jefferson County Industrial Development Agency
Jefferson County Office for the Aging
Jefferson County Planning Department
Jefferson County Public Health
Lewis County Opportunities, Inc.
Neighbors of Watertown, Inc.
North Country Affordable Housing, Inc.
North Country Family Health Center
Northern New York Community Foundation, Inc.
Northern Regional Center for Independent Living, Inc.
Points North Housing Coalition
The WorkPlace
Town of Leray
Town of Pamela
Town of Watertown
Transitional Living Services of NNY
Tug Hill Commission
Victims Assistance Center of Jefferson County, Inc.
Watertown Housing Authority
Watertown Local Development Corporation
Watertown Urban Mission

Citizen Comment on the Citizen Participation Plan and Amendments

The City's original Citizen Participation Plan and subsequent amendments to it are subject to full disclosure, review and public comment prior to the approval of the plan by the City Council. Prior to taking action on the Citizen Participation Plan and approving any substantial amendments to it in the future, the City shall take the following steps:

1. Full copies of the Citizen Participation Plan and amendments to it will be made available for public viewing at the following locations:

- City of Watertown Clerk's Office, City Hall, 245 Washington St., Watertown, NY 13601
- City of Watertown Planning Department, City Hall, 245 Washington St., Watertown, NY 13601
- City of Watertown's website at www.watertown-ny.gov
- Roswell P. Flower Memorial Library, 229 Washington Street, Watertown, NY 13601
- Watertown Housing Authority Offices, 142 Mechanic Street, Watertown, NY 13601

The copies will be made available to the public a minimum of 15 calendar days before the City of Watertown's public hearing on the Citizen Participation Plan or subsequent amendments. Any citizen, agency or business may also request that a free copy of the plan be mailed to them. The plan will be placed in a format accessible to persons with disabilities or non-English speaking individuals, upon request. There will be a 30 day comment period for citizens to comment on the Citizen Participation Plan or subsequent amendments.

2. The City Council will schedule a public hearing on the plan or any substantial amendments. The City will place an advertisement in the City's official newspaper, the *Watertown Daily Times*, notifying the public of the date, time and location of the public hearing and the availability of the plan or future amendments. The notice will be published a minimum of 15 days prior to the hearing and will include information on where to view the plan, how to request a copy and will include information on how citizens can comment on the plan.
3. The City Planning Department will issue a separate notice via email to all constituency groups and organizations identified above, notifying them of the public hearing and that the Citizen Participation Plan or amendment is available for review and comment.
4. Planning Department Staff and the City of Watertown City Council will consider any comments or views of citizens received in writing, or orally at the public hearing. A summary of public comments will be developed and included as an appendix to the plan.
5. At a City Council meeting after the public hearing and at the conclusion of the 30 day comment period, the City Council will take action on the Citizen Participation Plan or any substantial amendments to it.

Citizen Comment on the Consolidated Plan and Annual Action Plans

The Consolidated Plan serves as a planning document as well as a vehicle for establishing project funding priorities. This section of the Citizen Participation Plan describes how the City plans to gather citizen input to inform funding priorities and projects for each fiscal year and the development of the Annual Action Plan.

The City's Consolidated Plan and Annual Action Plans are subject to full disclosure, review and public comment prior to the approval of the plan by the City Council of the City of Watertown. Prior to taking action on the Consolidated Plan and Annual Action Plans, the City shall take the following steps:

1. The City Council will schedule a public hearing to obtain input from citizens, involved agencies and interested persons on activities proposed for inclusion in the Consolidated Plan and/or Annual Action Plan. The public hearing will be advertised in the City's official newspaper, *Watertown Daily Times* notifying the public of the date, time and location of the public hearing. The City will publish the notice a minimum of 15 days prior to the hearing date and will hold the hearing at the start of the development of the Consolidated Plan and/or Annual Action Plan. Provisions will be available at the hearing for non-English speaking residents, upon request, in the case where a significant number of non-English speaking residents might likely participate.
2. The City Planning Department will issue a separate notice via email to all constituency groups and organizations identified above, notifying them that the planning process for drafting the Consolidated Plan and/or the Annual Action Plan is beginning.
3. The City Planning Department will then schedule meetings with any interested constituency groups and organizations to identify community needs, obtain input, determine funding priorities and develop potential projects ideas.
4. Following the public hearing and outreach to constituency groups and organizations, the City will then prepare a draft of the Consolidated Plan and/or Annual Action Plan. Following the preparation of the draft plan(s), the City will notify the public by placing an advertisement in the *Watertown Daily Times* that the draft plan(s) is available. The notice will include a summary of the proposed Consolidated Plan and/or Annual Action Plan. The notice will also include information on where to view the plan, how to request a copy and will include information on how citizens can comment on the plan. There will be a 30 day comment period for citizens to comment on the Consolidated Plan and/or Annual Action Plan. The draft plan(s) will include the following:
 - The amount of CDBG funds the City expects to receive for the coming year, including the grant and anticipated program income.
 - The range of activities that the City may undertake with CDBG funds.
 - The estimated amount of funds the City proposes to use for activities that will benefit low and moderate-income person.

- Any displacement that may occur as a result of CDBG activities and the City's plans, consistent with policies developed under Section 570.606(b), for minimizing displacement of persons as a result of proposed activities.
 - The types and levels of assistance the City plans to make available (or require subrecipients to make available) to persons displaced by CDBG funded activities, even if the City expects no displacement to occur.
5. Full copies of the draft Consolidated Plan and/or Annual Action Plan will be made available for public viewing at the following locations:
- City of Watertown Clerk's Office, City Hall, 245 Washington St., Watertown, NY 13601
 - City of Watertown Planning Department, City Hall, 245 Washington St., Watertown, NY 13601
 - City of Watertown's website at www.watertown-ny.gov
 - Roswell P. Flower Memorial Library, 229 Washington Street, Watertown, NY 13601
 - Watertown Housing Authority Offices, 142 Mechanic Street, Watertown, NY 13601

Any citizen, agency or business may also request that the City mail a free copy of the plan to them. The plan(s) will be placed in a format accessible to persons with disabilities or non-English speaking individuals, upon request.

6. The City will record all comments received in writing or orally at the public hearing and will consider them in formulating the final plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefor, will be included in the Plan.
7. At the conclusion of the of the 30 day comment period, the City will finalize the Consolidated Plan and/or Annual Action Plan. The City Council will then take action to adopt the plan(s). The City will then submit the adopted plan to HUD 45 days prior to the start of the next program year. The City will also make the adopted plan available to the public for viewing at the City's Planning Department, as well as on its website. Free copies of the final plan will be available to the public at anytime upon request.

Citizen Comment on the Consolidated Annual Performance and Evaluation Report

The City of Watertown will monitor all projects to determine the effectiveness of its CDBG Program in meeting the described goals in the Consolidated Plan. At the conclusion of each program year, the City will submit a Consolidated Annual Performance and Evaluation Report (CAPER) to HUD. The CAPER is subject to full disclosure, review and public comment prior to the submission of it to HUD. Prior to taking action on the CAPER, the City shall take the following steps:

1. The City Planning Office will complete the draft CAPER and make copies of it available for public viewing at the following locations:
 - City of Watertown Clerk's Office, City Hall, 245 Washington St., Watertown, NY 13601
 - City of Watertown Planning Department, City Hall, 245 Washington St., Watertown, NY 13601
 - City of Watertown's website at www.watertown-ny.gov
 - Roswell P. Flower Memorial Library, 229 Washington Street, Watertown, NY 13601
 - Watertown Housing Authority Offices, 142 Mechanic Street, Watertown, NY 13601

The City will make these copies available to the public a minimum of 15 calendar days before a scheduled public hearing for review and comment. Free copies of the CAPER will be available to the public upon request.

2. The City Council will schedule a public hearing on the CAPER and will place an advertisement in the City's official newspaper, the *Watertown Daily Times*, notifying the public of the availability of the CAPER for public viewing and comment. The City will publish the notice a minimum of 15 days prior to the public hearing date and will include information about the date, time and location of a public hearing that will be held. The advertisement will also include information on where to view the CAPER, how to request a copy and will include information on how citizens can comment on the CAPER.
3. The City Planning Department will issue a separate notice via email to all constituency groups and organizations identified above, notifying them that the CAPER is available for review and comment.
4. Planning Department Staff and the City of Watertown City Council will consider all comments or views of citizens received in writing, or orally at the public hearing. A summary of these comments or views will be developed and included in the CAPER submission to HUD.

Substantial Amendments to the Consolidated Plan and Annual Action Plan

Occasionally, it may be necessary for the City to process a "Substantial Amendment" to the Consolidated Plan or the Annual Action Plan to allow for new CDBG funded activities or to modify existing activities. The City will solicit and provide for citizen participation in all instances where a substantial amendment is necessary. The City is required in accordance with 24 CFR 91.505 (b) to define the criteria it will use for determining what constitutes a substantial amendment. The following criteria will be used by the City:

1. A substantial change in allocation priorities (any change greater than 25 percent in an individual project budget) or a substantial change in the method of distribution of funds.

2. To carry out an activity, using funds from any program covered by the Consolidated Plan (including program income), not previously described in the Annual Action Plan.
3. To change the purpose, scope, location, or beneficiaries of an activity by more than 25percent of the total funds previously authorized.

Changes that are not considered substantial amendments:

1. Changes to the CDBG budget for a project by an amount that is less than 25percent.
2. Consolidated Plan data updates such as census data, income limits and fair market rents, home subsidy limits and similar types of data shall not be considered a substantial amendment.
3. Minor change in project location. A minor change in location is not considered a substantial change as long as the purpose, scope, and intended beneficiaries remain essentially the same.
4. Project budget line item change: The transfer of some (but not all) funds within a project from one approved budget line item to another approved budget line.

When the City determines that a substantial amendment to the Consolidated Plan or Annual Action Plan is necessary, the City will provide an opportunity for public comment. Amendments are subject to full disclosure, review and public comment prior to the approval of the amendment by the City Council. Prior to taking action on any substantial amendments, the City shall take the following steps:

1. The City Council will schedule a public hearing to obtain input from citizens, involved agencies and interested persons on the proposed amendment. The public hearing will be advertised in the City's official newspaper, the *Watertown Daily Times*, notifying the public of the date, time and location of the public hearing. The notice will be published a minimum of 15 days prior to the hearing date and will include information about the proposed amendment.
2. There will be a 30 day public comment period for citizens to comment on the proposed amendment to the consolidated plan. The only exception to the 30 day public comment period is such a case in which this requirement is waived by HUD.
3. The City Planning Department will issue a separate notice via email to all constituency groups and organizations identified above, notifying them of the proposed amendment.
4. The City will make full copies of the proposed amendment will available for public viewing at the following locations:
 - City of Watertown Clerk's Office, City Hall, 245 Washington St., Watertown, NY 13601

- City of Watertown Planning Department, City Hall, 245 Washington St., Watertown, NY 13601
- City of Watertown's website at www.watertown-ny.gov
- Roswell P. Flower Memorial Library, 229 Washington Street, Watertown, NY 13601
- Watertown Housing Authority Offices, 142 Mechanic Street, Watertown, NY 13601

Any citizen, agency or business may also request that a free copy of the amendment be mailed to them. The amendment will be placed in a format accessible to persons with disabilities or non-English speaking individuals, upon request.

5. The City will record all comments received in writing or orally at the public hearing and consider them in preparing the amendment. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefor, will be included in the Plan.
6. At the conclusion of the of the 30-day comment period, the City will finalize the amendment. The City Council will then take action to adopt the amendment. The City will make the adopted amendment available to the public for viewing at the City's Planning Department as well as on its website, and shall keep a copy on file at the locations noted above. Free copies of the final plan will be available to the public at any time upon request.
7. The City will then submit a copy of the amendment to HUD.

Standard Policies and Procedures for Citizen Participation

The City of Watertown encourages all its residents to participate and comment on proposed and actual uses of CDBG funds. The following policies and procedures are designed to encourage and accommodate such participation:

1. Availability to the Public – The City shall keep all drafts and final documents related to the City's CDBG Program including the Citizen Participation Plan, the Consolidated Plan, Substantial Consolidated Plan Amendments, the Annual Action Plan and the CAPER, and make them available at the following locations:
 - City of Watertown Clerk's Office, City Hall, 245 Washington St., Watertown, NY 13601
 - City of Watertown Planning Department, City Hall, 245 Washington St., Watertown, NY 13601
 - City of Watertown's website at www.watertown-ny.gov
 - Roswell P. Flower Memorial Library, 229 Washington Street, Watertown, NY 13601
 - Watertown Housing Authority Offices, 142 Mechanic Street, Watertown, NY 13601

Any citizen, agency or business may also request that the City mail a free copy of any of these documents to them. The documents will be placed in a format accessible to persons with disabilities or non-English speaking individuals, upon request.

2. Meetings, Information, and Access to Records - The City will give timely and reasonable notice of, and access to, local meetings and hearings where CDBG matters are planned for discussion. This will be accomplished through local media notification and posting of meeting and hearing notices. Furthermore, records and

information relating to CDBG plans and activities will also be available to the public (as may be limited by confidential individual statistics and New York State Freedom of Information Laws).

3. Technical Assistance - The City Planning Department will provide technical assistance to groups representing low-to-moderate-income individuals in developing supporting or alternative proposals for CDBG programming. This assistance will be considered if requested and if Staff resources are available. The level and type of assistance available will be at the City's discretion. Availability of such technical assistance shall be regularly evaluated and documented.
4. Public Hearings - The City will hold at least two public hearings annually at different stages of the CDBG process. Exact scheduling will depend on CDBG funding cycles. These hearings will address the City's housing needs, development of proposed activities, and review of program performance. One hearing will be held during the development of the City's Consolidated Plan and/or Annual Action Plan. One hearing will also address the City's Consolidated Annual Performance Evaluation Report (CAPER). All public hearings will occur during evening hours at Watertown City Hall, 245 Washington Street, Watertown, NY 13601, in the City Council Chamber, Room 303. Both City Hall and the meeting room are accessible to persons with disabilities. Notice of the hearings will conform to City Law. Materials will be provided, if requested, in formats suitable for the visually and hearing impaired.
5. Special Language Accommodations - Accommodations will be available upon request at public hearings to meet the needs of non-English speaking residents where a significant number of non-English speaking residents might likely participate. However, given the low percentage of non-English speaking residents within the City, participation in such numbers is unlikely.
6. Citizen Complaints - The City will respond to all written citizen complaints regarding the City's CDBG programs within 15 working days of receiving such complaints.
7. Citizen Participation by Low and Moderate Income Residents - To encourage participation by low and moderate-income residents, the City will provide notices of hearings and CDBG planning sessions to the non-profit housing agencies and human service organizations listed above. These agencies are representative of groups that directly assist the City's low-and-moderate-income population. Through this notification process, these agencies will be encouraged to notify beneficiaries of the CDBG planning process and the opportunities for input through this Citizen Participation Plan.
8. Publication of Consolidated Plan/Annual Action Plan - The City will publish a summary of any proposed CDBG Consolidated Plan and/or Annual Action Plan in the City's official newspaper. Such summary will briefly describe the contents of the Consolidated Plan, the proposed activities to be undertaken and their relationship to

local community objectives. The summary will inform the public when full versions of the Consolidated Plan will be available for review.

The public will have the opportunity to examine the Plan's contents and submit comments on the Plan and the performance of the applicant. The availability of the annual Consolidated Annual Performance and Evaluation Report (CAPER) is also published to give citizens the opportunity to comment on the City's performance with regard to its CDBG programs.

9. Preparation of Final Consolidated Plan - The final Consolidated Plan will include consideration, if appropriate, of comments and views received during the comment period for the proposed Consolidated Plan. As with all requests for Federal assistance, the final Plan will be available for public review.

Anti-Displacement Policies

The City of Watertown will administer its CDBG Program in full compliance with federal anti-displacement strategies. Before obligating or expending funds that will directly result in such demolition or conversion, the City will make public and submit to the Buffalo Field Office of HUD all required information including a description of the assisted activity, the general location on a map, number of dwelling units affected, a time schedule, the general location and number of proposed replacement units, the source of funding for replacement units, and the basis for concluding that each replacement unit will remain a low and moderate income unit for at least ten years from the date of initial occupancy.

Program Year and Citizen Participation Schedule

Start of Program Year – July 1st

Consolidated Plan and/or Annual Action Plan public hearing	Mid March
Consolidated Plan and/or Annual Action Plan 30-day public comment period	April 1 st – May 1 st
City Council vote authorizing submission of the Consolidated Plan and/or Annual Action Plan	1 st week in May
Consolidated Plan and/or Annual Action Plan submission deadline	May 15 th
End of program year	June 30 th
CAPER Available in draft form for citizen review and comment	September 1 st
Public Hearing on program performance	3 rd week in September
CAPER submission to HUD	September 30 th

Summary of Public Comments Received on the Citizen Participation Plan

A 30-day public comment period on the City's draft Citizen Participation Plan was held from February 14, 2020 through March 15, 2020. A public hearing was also held on the plan on March 16, 2020. The City made copies of the plan available for public viewing at City Hall, the Flower Memorial Library, at the Watertown Housing Authority main office at 140 Mechanic Street and on the City's web site. The City also distributed the draft plan to local constituency groups and organizations identified on page three of the plan and notified them of the hearing date.

During the 30-day public comment period and during the public hearing, the City did not receive any comments on the draft Citizen Participation Plan. Therefore, the City made no changes to the draft plan and the City Council adopted it on April 6, 2020.

May 13, 2020

To: The Honorable Mayor and City Council

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

Subject: Approving the Sale of 77-79 Public Square, Parcel Number 7-01-107.000 to 624 Camp Avenue, LLC.

At the request of the City Council, the City Attorney has prepared the attached purchase agreement between the City and 624 Camp Avenue, LLC regarding the sale of 77-79 Public Square, Parcel Number 7-01-107.000, also known as the Strauss Memorial Walkway. As the City Council is aware, a purchase offer was received by 624 Camp Avenue, LLC on March 10, 2020 to purchase the property for \$1,000.

It is the intent of 624 Camp Avenue, LLC to redevelop the property to create an outdoor open space venue that would be utilized by neighboring businesses. The overall project would include the redevelopment of 75 Public Square (formerly the Wind & Wire building) which is also owned by 624 Camp Avenue, LLC. The attached rendering shows a concept that was shared with the City Council during the September 23, 2019 work session, during which the proposed sale was originally discussed.

The property that the Strauss Walkway is built on was donated to the City in 1984 by H. Michael and Bernice C. Strauss after a fire destroyed the building in 1968. The walkway was built in honor of the Strauss' late son Michael W. Strauss who died in 1982.

The proposed redevelopment would maintain a walkway through the parcel from the J.B. Wise Parking Lot to Public Square and would continue to allow public access through it during normal business hours. In addition, the walkway would continue to be named the Strauss Memorial Walkway. Both the purchase agreement and the deed will include provisions to maintain the name of the walkway and the public access through it.

Planning Staff has previously discussed the proposed sale and redevelopment with Strauss family members who supported the proposal for the City to sell the property to allow it to be improved while at the same time maintaining the memorial to Mr. Strauss.

The attached resolution approves the sale of 77-79 Public Square, Parcel Number 7-01-107.000 to 629 Camp Avenue LLC. As the sale represents a conveyance of the City's real property, it may only be approved by a 3/4 vote, which for the City is a 4/5 vote.

RESOLUTION

Page 1 of 1

Approving the Sale of 77-79 Public
Square, Parcel Number 7-01-107.000
to 624 Camp Avenue, LLC

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member ROSHIA, Jesse C. P.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

WHEREAS, the City owns a small parcel of land on Watertown's Public Square, which parcel was the site of a business and structure owned and occupied by the Strauss family, and

WHEREAS, the parcel was deeded to the City by the Strauss family after the structure was destroyed by fire, and

WHEREAS, the parcel was improved by the City of Watertown to be used as a walkway between the J.B. Wise parking lot and Public Square, and, in honor of the Strauss' son, Michael W. Strauss, was named the "Strauss Memorial Walkway," and the parcel has been known by that name since the improvements were made, and

WHEREAS, the Strauss family supports the development of businesses on Public Square, to include the use of the walkway, during business hours, as an area for outdoor dining by patrons of a restaurant in an adjoining building, and

WHEREAS, the City Council desires to sell the walkway property to 624 Camp Avenue, LLC for the purposes of establishing an outdoor dining area, while retaining the right of the public to utilize the walkway between the hours of 8 a.m. and 10 p.m., and

WHEREAS, the City's representatives and 624 Camp Avenue, LLC have negotiated terms and conditions for the conveyance and its continued use by the public, which terms and conditions are satisfactory to the City Council,

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Watertown, that the City shall convey its interest in the Strauss Memorial Walkway, located at 77-79 Public Square, Parcel Number 7-01.107.000 to 624 Camp Avenue, LLC, in accordance with the Purchase Agreement attached hereto and that the Watertown City Manager, Kenneth A. Mix is directed to sign the Purchase Agreement on behalf of the City and to transfer title in due course in accordance with its terms.

Seconded by

PURCHASE AGREEMENT

THIS PURCHASE AGREEMENT (“Agreement”) is effective this ____ day of May, 2020, by and between the **CITY OF WATERTOWN, NEW YORK**, a New York municipal corporation having a mailing address of 245 Washington Street, Watertown, New York 13601 (the “City”), and **624 CAMP AVENUE, LLC.**, a New York limited liability company having a mailing address of 220 Elm Street, Watertown, New York 13601 (“Buyer”).

WHEREAS, the City owns real property located in the City of Watertown, New York, being part of tax parcel no. 7-01-107.000, consisting of an approximate 21’ x 115’ lot currently utilized as a public right-of-way from the J.B. Wise parking lot in the City to Public Square (the “Premises”), which right-of-way was named the “Strauss Memorial Walkway” in memory of Michael W. Strauss; and

WHEREAS, Buyer desires to buy, and the City desires to sell, the Premises upon the terms outlined in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth in this Agreement, the parties agree as follows:

1. **Agreement to Buy.** Buyer agrees to buy, and the City agrees to sell, the Premises on the following terms:

a. The purchase price for the Premises is One Thousand Dollars (\$1,000.00), to be paid in cash at closing.

b. Closing shall take place no more than sixty (60) days following the effective date of this agreement.

2. **Brokerage Fee.** the City represents that it has not worked with a realtor in connection with this purchase.

3. **Abstract of Title.** The City will not provide an abstract of title to the Premises.

4. **Deed.** The City's conveyance to Buyer is to be by quitclaim deed.

5. **Possession.** Possession of the Premises shall be delivered at closing.

6. **Conditions to Survive Closing.**

a. Buyer shall maintain the name of the walkway in honor of Michael W. Strauss and will maintain the placard in recognition thereof, but may move the placard to another location on the same Premises.

b. The Premises shall be subject to an easement for a public walkway between the J.B. Wise parking lot and Watertown's Public Square between the hours of 8 a.m. and 10 p.m.

c. The items discussed at (a) and (b), above, shall be express stipulations or reservations in the deed.

7. **Modifications.** This Agreement may not be modified except by a writing executed by both parties.

8. **Council Approval.** This Agreement is expressly subject to approval thereof by a supermajority of the Watertown City Council.

9. **Governing Law.** This Agreement and the performance of it shall be governed and interpreted in accordance with the laws of the State of New York.

IN WITNESS WHEREOF, each of the parties has executed and delivered this Purchase Agreement as of the date first above written.

BUYER
624 CAMP AVENUE, LLC .

SELLER
CITY OF WATERTOWN, NEW YORK

By: Michael Pierce, Member

By: Kenneth A. Mix, City Manager

STATE OF NEW YORK)
) ss.:
COUNTY OF JEFFERSON)

On the ____ day of May, 2020, before me, the undersigned, a Notary Public, in and for said State, personally appeared **Michael Pierce**, as Member of 624 Camp Avenue, LLC, personally known to me or proved 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 he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

STATE OF NEW YORK)
) ss.:
COUNTY OF JEFFERSON)

On the ____ day of May, 2020, before me, the undersigned, a Notary Public, in and for said State, personally appeared **Kenneth A. Mix**, as City Manager of the City of Watertown, New York, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me he executed the same in his capacity and that by his signature on the instrument, the individual or the person upon whose behalf the individual acted, executed the instrument.

Notary Public







Ord No. 1

May 12, 2020

To: The Honorable Mayor and City Council

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

Subject: Changing the Approved Zoning Classification of VL-2 Gaffney Drive, Parcel Number 8-40-108.000 from Commercial to Planned Development District #2 and to Change the Approved Zoning Classification of 234-238 Glenn Avenue, 419 Glenn Avenue, 233 Stanton Street and M151 Carlton Avenue, Parcel Numbers 8-19-206.100, 8-19-207.100, 8-18-322.000 and 8-18-303.000 from Residence C to Planned Development District #2

A request has been submitted by Howard Ganter of The ARC of Jefferson-St. Lawrence for the above subject zone change request. The Planning Board reviewed the request at its May 5, 2020 meeting and adopted a motion recommending that City Council approve the zone change request as submitted. An excerpt from their meeting minutes will follow in the Council packages for the June 1, 2020 City Council meeting.

The Staff Report prepared for the Planning Board, the zone change application, maps and other related materials have all been previously sent to Council as part of the Planning Board agenda package. The complete application package can also be found in the online version of the City Council agenda.

Staff referred the proposal for Jefferson County Planning Board review, pursuant to General Municipal Law (GML), Section 239-m. According to GML, Section 239-m, the County Planning Board has thirty days to respond to a referral. However, it is uncertain if the County will need to cancel its May Planning Board meeting due to the COVID-19 health crisis. If the County Planning Board is unable to respond to the City within thirty days, the City Council will be free to make a decision on the proposal.

In addition, a Site Plan Approval Resolution that applies to the subject parcels, as well as several parcels already within Planned Development District #2, will also appear on the June 1, 2020 City Council Agenda.

When the City Council considers the potential environmental impacts pursuant to SEQRA by completing Part Two of the Short Environmental Assessment Form (EAF), the Council must consider the site plan and zone change together as a “whole action,” to avoid segmentation. A SEQRA resolution that applies to the whole action will be presented for City Council consideration at the June 1, 2020 meeting.

The ordinance attached for City Council consideration approves the zone change as requested. The City Council must hold a public hearing on the ordinance before it may vote. **Staff recommends that the City Council schedule a public hearing for 7:30 p.m. on Monday, June 1, 2020.**

ORDINANCE

Page 1 of 2

Changing the Approved Zoning Classification of VL-2 Gaffney Drive, Parcel Number 8-40-108.000 from Commercial to Planned Development District #2 and to Change the Approved Zoning Classification of 234-238 Glenn Avenue, 419 Glenn Avenue, 233 Stanton Street and M151 Carlton Avenue, Parcel Numbers 8-19-206.100, 8-19-207.100, 8-18-322.000 and 8-18-303.000 from Residence C to Planned Development District #2

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Henry J.

Council Member ROSHIA, Jesse C. P.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

BE IT ORDAINED where Howard Ganter of The ARC of Jefferson-St. Lawrence has made an application 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 VL-2 Gaffney Drive, Parcel Number 8-40-108.000 from Commercial to Planned Development District #2 and to change the approved zoning classification of 234-238 Glenn Avenue, 419 Glenn Avenue, 233 Stanton Street and M151 Carlton Avenue, Parcel Numbers 8-19-206.100, 8-19-207.100, 8-18-322.000 and 8-18-303.000 from Residence C to Planned Development District #2, as shown on plans submitted to the City Planning and Community Development Department on April 23, 2020, and

WHEREAS the Planning Board of the City of Watertown considered the zone change request at its May 5, 2020 meeting and adopted a motion recommending that City Council approve the zone change, and

WHEREAS City Planning Staff referred the proposed zone change to the Jefferson County Planning Board, pursuant to New York State General Municipal Law Section 239-m, and

WHEREAS a public hearing was held on the proposed zone change on June 1, 2020, 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 shall be changed for VL-2 Gaffney Drive, Parcel Number 8-40-108.000 from Commercial to Planned Development District #2 and the approved zoning classification shall be changed for 234-238 Glenn Avenue, 419 Glenn Avenue, 233 Stanton Street and M151 Carlton Avenue,

ORDINANCE

Page 2 of 2

Changing the Approved Zoning Classification of VL-2 Gaffney Drive, Parcel Number 8-40-108.000 from Commercial to Planned Development District #2 and to Change the Approved Zoning Classification of 234-238 Glenn Avenue, 419 Glenn Avenue, 233 Stanton Street and M151 Carlton Avenue, Parcel Numbers 8-19-206.100, 8-19-207.100, 8-18-322.000 and 8-18-303.000 from Residence C to Planned Development District #2

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Henry J.

Council Member ROSHIA, Jesse C. P.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Parcel Numbers 8-19-206.100, 8-19-207.100, 8-18-322.000 and 8-18-303.000 from Residence C to Planned Development District #2, as shown on plans submitted to the City Planning and Community Development Department on April 23, 2020, 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



Environmental Design & Research,
Landscape Architecture, Engineering & Environmental Services, D.P.C.
217 Montgomery Street, Suite 1000, Syracuse, New York 13202
P. 315.471.0688 • F. 315.471.1061 • www.edrdpc.com

April 22, 2020

Honorable Mayor and City Council
Engineering Department, Room 305
245 Washington Street
Watertown, NY 13601

RE: Request for Zone Change

Dear Honorable Mayor and City Council:

On behalf of The ARC of Jefferson-St. Lawrence (Applicant), please accept this letter as application for a request for zone change for the parcels listed below located in the City of Watertown. These changes are being requested so that the seven contiguous parcels owned by the applicant can be combined into one single parcel and so that the proposed site/parking lot improvements are compatible with the zoning classification. A Zone Change Request Map has been included in this submittal package outlining the subject parcels of the requested changes.

Requesting a Zone change from Residence C to Planning Development for these four parcels:

- Tax ID 8-18-322.000*
- Tax ID 8-18-303.000
- Tax ID 8-19-207
- Tax ID 8-19-206.100

*Applicant is in the process of purchasing this lot; closing is scheduled to occur on May 1, 2020.

Requesting a Zone change from Commercial to Planning Development for this parcel:

- Tax ID 8-40-108

Applicant's contact information:

Mr. Howard Ganter
380 Gaffney Drive
Watertown, NY 13601
hwganter@jeffrehabcenter.org

A Short Environmental Assessment Form, a metes and bounds survey map, and proposed site plans have been included in this application package for your review in consideration of this request. Feel free to contact me or the applicant if you need any additional information or have any questions regarding this request.

Sincerely,

Robert M. Seeley, RLA
Senior Project Manager



Short Environmental Assessment Form

Part 1 - Project Information

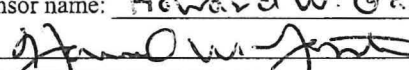
Instructions for Completing

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

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

Part 1 - Project and Sponsor Information							
Name of Action or Project: The ARC Jefferson-St. Lawrence Renovations							
Project Location (describe, and attach a location map): 420 Gaffney Drive, Watertown, NY 13601							
Brief Description of Proposed Action: Project includes the renovation of the existing building including the addition of new canopies at the north and south drop-offs; facade improvements, new wall mounted lighting, reconstruction of the north, south, and east parking lots, new storm sewer pipes and structures, a new water line, new landscaping, and new sidewalks. Requesting a zone change for parcels 8-18-303, 8-18-322, 8-19-207, and 8-19-206.100 from Residence C to Planned Development; also requesting a zone change for parcel 8-40-108 from Commercial to Planned Development.							
Name of Applicant or Sponsor: Howard Ganter		Telephone: 315.836.1230 E-Mail: hwganter@jeffrehabcenter.org					
Address: 380 Gaffney 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.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">NO</td> <td style="text-align: center;">YES</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval: NYSDEC- SPDES GENERAL PERMIT			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">NO</td> <td style="text-align: center;">YES</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	NO	YES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NO	YES						
<input type="checkbox"/>	<input checked="" type="checkbox"/>						
3.a. Total acreage of the site of the proposed action?		5.47 acres					
b. Total acreage to be physically disturbed?		2 acres					
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		7.4 acres					
4. Check all land uses that occur on, adjoining and near the proposed action. <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) </div> <div style="width: 50%;"> <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ </div> <div style="width: 50%;"> <input type="checkbox"/> Parkland </div> </div>							

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 service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near 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: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input 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: _____			
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? Indiana bat, Nothern Long-eared bat	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources?	NO	YES	
If Yes,	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES			
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?			
If Yes, briefly describe: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES			
Yes, stormwater will flow either to the Glenn Avenue or Gaffney Drive rights-of-ways for discharge into the MS4 infrastructure. Proposed stormwater discharge will mimic existing drainage patterns, but will be reduced in the proposed condition.			

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: <u>The NYSDEC Environmental Mapper has identified Remediation Site 623009 as being within 2,000'</u> <u>The identified remediation site is approximately 1/4 mile away and downgradient from the ARC project site. See attached Environmental Site Remediation Database Search Details for more information.</u>	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: <u>Howard W. Genter</u>		Date: <u>03/25/2020</u>
Signature: <u> , CEO</u>		



MEMORANDUM

CITY OF WATERTOWN, NEW YORK
OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601
PHONE: 315-785-7740 – FAX: 315-785-7829

TO: Planning Board Members

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

SUBJECT: Zone Change – VL-2 Gaffney Drive, 234-238 Glenn Avenue, 419 Glenn Avenue, 233 Stanton Street and M151 Carlton Avenue

DATE: April 30, 2020

Request: To change the approved zoning classification of VL-2 Gaffney Drive, Parcel Number 8-140-108.000 from Commercial to Planned Development District #2 and to change the approved zoning classification of 234-238 Glenn Avenue, 419 Glenn Avenue, 233 Stanton Street and M151 Carlton Avenue, Parcel Numbers 8-19-206.100, 8-19-207.100, 8-18-322.000 and 8-18-303.000 from Residence C to Planned Development District #2.

Applicant: Howard Ganter of the ARC of Jefferson-Saint Lawrence

Owner(s): Jefferson Hostels, Inc., WGS Housing Arsenal Associates, LLC and The ARC of Jefferson-St. Lawrence

SEQRA: Unlisted

County review: Yes

Comments: The applicant is concurrently applying for Site Plan Approval for a parking lot reconfiguration occurring primarily on two of the subject parcels. However, all five parcels, along with 420 Gaffney Drive (which itself is actually two parcels), collectively make up the campus of The ARC of Jefferson-St. Lawrence. Collectively, these seven parcels span three different Zoning districts. The applicant seeks to create uniform zoning by assimilating all of the parcels into Planned Development District #2, and then assemble them into a single property.

A map of the proposed zone change, prepared by City GIS Staff, is attached for your review.

Comprehensive Plan: The adopted Comprehensive Plan recommends the site for Interstate Commercial land use. The Interstate Commercial designation was added to the Future Land Use Map in the Comprehensive Plan out of the realization that this part of the City largely developed around the two interchanges with I-81 and has such, assumes a different character than traditional arterial or collector road development in other parts of the City. Regional destinations occupying large footprints are a feature of this land use designation.

Planned Development District # 2: Planned Development District # 2 was originally created in 1968 and is located in the general area along Gaffney Drive, Faichney Drive and Coffeen Street. It consists of several parcels with a variety of allowed uses that comprise the mixed use district including multi-family residential, light industrial, retail, professional offices and the ARC of Jefferson-St. Lawrence (formerly JRC).

Ownership/Permissions: The applicant's survey depicts one of the subject parcels, 419 Glenn Avenue, as still owned by WGS Arsenal Housing Associates, LLC, which owns the adjacent Parkstead Watertown at City Center apartment complex. The applicant indicates in his cover letter that The ARC of Jefferson-St. Lawrence is in the process of purchasing this parcel and expects to close on the property on Friday, May 1, 2020. This closing date is after the time of this writing, but before the Planning Board meeting.

The applicant must show proof of ownership at the meeting. If for whatever reason, closing does not occur prior to the Planning Board meeting, then the applicant should be prepared to provide written permission from WGS Arsenal Housing Associates, LLC authorizing the applicant to apply for a zone change on the property owner's behalf.

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 City Council, as the lead agency, will complete Part 2 of the EAF. As discussed in the site plan memo, the Council must consider the site plan and zone change as one action.

cc: City Council Members

Howard Ganter, The ARC of Jefferson-St. Lawrence

Patrick Currier Jr., RA, C&S Companies

Robert M. Seeley, Environmental Design & Research

Ben Arquitt, Civil Engineer I

Ord No. 2

May 12, 2020

To: The Honorable Mayor and City Council

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

Subject: Changing the Approved Zoning Classification of 1348, 1352 and 1356 Washington Street, Parcel Numbers 14-21-106.000, 14-21-107.000, and 14-21-108.000 from Residence B to Neighborhood Business

A request has been submitted by Michael Altieri, P.E., of BCA Architects & Engineers for the above subject zone change request. The Planning Board reviewed the request at its May 5, 2020 meeting and adopted a motion recommending that City Council approve the zone change request as submitted. An excerpt from their meeting minutes will follow in the Council packages for the June 1, 2020 City Council meeting.

The Staff Report prepared for the Planning Board, the zone change application, maps and other related materials have all been previously sent to Council as part of the Planning Board agenda package. The complete application package can also be found in the online version of the City Council agenda.

The ordinance attached for City Council consideration approves the zone change as requested. The City Council must hold a public hearing on the ordinance before it may vote. **Staff recommends that the City Council schedule a public hearing for 7:30 p.m. on Monday, June 1, 2020.** A SEQRA resolution will be presented for City Council consideration at that meeting.

ORDINANCE

Page 1 of 1

Changing the Approved Zoning Classification of
1348, 1352 and 1356 Washington Street, Parcel
Numbers 14-21-106.000, 14-21-107.000 and
14-21-108.000 from Residence B to
Neighborhood Business

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Henry J.

Council Member ROSHIA, Jesse C. P.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total

YEA	NAY

Introduced by

BE IT ORDAINED where Michael Altieri, P.E., of BCA Architects & Engineers, has made an application 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 1348, 1352 and 1356 Washington Street, Parcel Numbers 14-21-106.000, 14-21-107.000, and 14-21-108.000 from Residence B to Neighborhood Business, and

WHEREAS the Planning Board of the City of Watertown considered the zone change request at its May 5, 2020 meeting and adopted a motion recommending that City Council approve the zone change, and

WHEREAS a public hearing was held on the proposed zone change on June 1, 2020, 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 1348, 1352 and 1356 Washington Street, Parcel Numbers 14-21-106.000, 14-21-107.000, and 14-21-108.000 shall be changed from Residence B to Neighborhood Business, 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



April 15, 2020

**Honorable Mayor and City Council
Engineering Department, Room 305
245 Washington Street
Watertown, NY 13601**

**Re: Sundus and Sarah LLC
Zone Change Application
BCA Project No. 2019-110**

Dear Honorable Mayor and City Council:

The purpose of this letter is to describe the proposed zone change request made by the Owners of Sundus and Sarah LLC. Sundus and Sara LLC have acquired three properties along the west side of Washington street, specifically parcel numbers 14-21-106, 14-21-107 and 14-21-108. Please find attached the zone change application, short form environmental assessment form and site survey drawing for your use.

Currently these three parcels are zoned '**Residence C**'. We would request that these lots be combined and rezoned as '**Neighborhood Business**' for the purposes of development of a future mixed use retail, professional services and apartment space. For the purposes of SEQR, this zone change application does not propose to affect any environmental resources.

For your information, the applicant's contact information is as follows:

Dr. Sarah Latif, DDS
sarahlatif@hotmail.com
(315) 256-1035
1340 Washington Street
Watertown, New York 13601

Thank you for your consideration of this application. If you should have any questions, please feel free to contact me directly.

Very truly yours,

BCA ENGINEERS & ARCHITECTS

Michael D. Altieri, P.E.
Principal/Civil Engineer

Enclosure: Zone Change Application



CITY OF WATERTOWN, NEW YORK

245 Washington Street, Watertown, NY 13601

Office: (315) 785-7740 – Fax: (315) 785-7829

Zone Change Application Instructions

Applications should be addressed to the “Honorable Mayor and City Council,” and submitted to the following address:

Engineering Department, Room 305
245 Washington Street
Watertown, NY 13601

And submitted electronically in PDF format on a CD or by email:

planning@watertown-ny.gov

Applicants must submit **15 hard copy application sets**, plus a **16th hard copy** if County review is required. Each set must contain each of the following:

- A detailed cover letter describing what the applicant seeks to establish (i.e. the proposed zoning district, the proposed future use of the property, and any other information that will aid the Planning Board and the City Council in comprehending the petition).
- Written support of the adjoining property owners and/or residents, if possible.
- The applicant’s contact information, including a phone number and email address if available.
- A schematic drawing, if applicable, of the proposed development.
- If available, the metes and bounds description of the property or properties proposed for change. This can typically be found in the property deed.
- A copy of the tax map showing the proposed change area, with the area highlighted in bold marker.
- A completed State Environmental Quality Review Act assessment form (attached). Most changes will require just the attached short form. Larger projects may require a longer assessment form—contact the Planning Office for more information.

At the time of submittal, applicants must remit a **non-refundable \$100.00 fee**, in the form of cash or check payable to the City of Watertown.

Zone change requests will be heard by the Planning Board and the City Council. The Planning Board makes a recommendation, and City Council makes the final decision. Prior to the final vote, the Council is required by law to hold a public hearing.

The Planning Board meets the first Tuesday of the month at 3:00 pm. All requests must be submitted **two weeks before the scheduled meeting**, and only those requests included on the prepared meeting agenda will be considered.

Starting from the submittal deadline, the process usually takes 6 to 8 weeks.

In the case of a request for a Planned Development District, the request shall contain all the additional data stipulated in Section 310-12 of the Zoning Ordinance.

A zone change by the City Council will not be considered complete and established until copies of the resolution affecting the change have been filed with the City Clerk and the City Engineer, and the official zoning map is marked to show the approved change.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

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

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

Part 1 - Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? Note - See Cover Letter Attached 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
			YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO
			YES
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation service(s) available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	NO	YES	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	NO	YES	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO 	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO 	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO 	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Project:

Date:

Short Environmental Assessment Form

Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

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

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

Project:

Date:

Short Environmental Assessment Form

Part 3 Determination of Significance

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

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)



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 #: 2016-00005713

Receipt#: 2016008753

Clerk: LV

Rec Date: 05/02/2016 11:20:34 AM

Doc Grp: DEE

Descrip: DEED

Num Pgs: 4

Rec'd Frm: SLYE LAW OFFICES

Party1: CLEAVER ANTHONY F

Party2: SUNDUS & SARAH LLC

Town: WATERTOWN-CITY OF

Recording:

Cover Page	5.00
Recording Fee	35.00
Cultural Ed	14.25
Records Management - Coun	1.00
Records Management - Stat	4.75
TP584	5.00
RP5217 Residential/Agricu	116.00
RP5217 - County	9.00

Sub Total: 190.00

Transfer Tax
Transfer Tax - State 320.00

Sub Total: 320.00

Total: 510.00

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

***** Transfer Tax *****

Transfer Tax #: 2589

Transfer Tax

Consideration: 80000.00

Transfer Tax - State 320.00

Total: 320.00

Record and Return To:

SLYE LAW OFFICES
104 WASHINGTON ST
WATERTOWN NY 13601
OFFICE MAILBOX

Gizelle J. Meeks
Jefferson County Clerk

THIS INDENTURE

Made the 29th day of Apr. 7, Two Thousand Sixteen (2016).

BETWEEN

ANTHONY F. CLEAVER
1352 Washington Street
Watertown, NY 13601

and

ROBERT J. CLEAVER
1011 Salina Street
Watertown, NY 13601

grantor(s),

-and-

SUNDUS & SARAH, LLC
16288 Deer Run
Watertown, NY 13601

grantee(s).

WITNESSETH that the grantor(s) in consideration of One (\$1.00) Dollar, lawful money of the United States, and other good and valuable consideration, paid by the grantee(s), hereby grant(s) and release(s) unto the grantee(s), their distributees, successors or assigns forever,

ALL THAT TRACT OR PARCEL OF LAND situate in the City of Watertown, County of Jefferson and State of New York, as described in the attached Schedule "A" which is hereby incorporated herein by reference (referred to as the "Premises"), together with interest, if any, of the Grantor(s) in and to any streets and roads abutting the Premises to the centerlines thereof.

TOGETHER with the appurtenances and all the estate and rights of the grantor(s) in and to said premises.

TO HAVE AND TO HOLD the premises herein granted unto the grantee(s), their distributees, successors and assigns forever.

And the grantor(s) covenant(s) as follows:

FIRST. That the grantee(s) shall quietly enjoy the said premises:

SECOND. That the grantor(s) will forever **WARRANT** the title to said premises.

This deed is subject to the trust provisions of Section 13 of the Lien Law. The words "grantor(s)" and "grantee(s)" shall be construed to read in the plural whenever the sense of this deed so requires.

IN WITNESS WHEREOF, the grantor(s) has/have executed this deed the day and year first above written. In presence of:

Anthony F. Cleaver L.S.
Anthony F. Cleaver

Robert J. Cleaver L.S.
Robert J. Cleaver

STATE OF NEW YORK)

SS.:

COUNTY OF JEFFERSON)

On the 29th day of April in the year 2016, before me, the undersigned, personally appeared **Anthony F. Cleaver and Robert J. Cleaver**, personally known to me or proved to me on the basis of satisfactory evidence to be the individuals whose names are subscribed to the within instrument and acknowledged to me that they executed the same in their capacities, and that by their signatures on the instrument, the individuals or the person upon behalf of which the individuals acted, executed the instrument.

Catherine Burns Quencer
Notary Public
CATHERINE BURNS QUENCER
Notary Public, State of New York
Qualified in Jefferson County No. 4858591
Commission Expires April 14, 2018

SCHEDULE "A"

ALL THAT TRACT OR PARCEL OF LAND situate in the City of Watertown, County of Jefferson and State of New York, designated and known as Lot No. 15 in Block "B" as shown on a map of lands made by Field, Emerson & Morgan, Inc. dated September 8, 1943 and filed as Map No. 4, Smith Farms Subdivision in Jefferson County Clerk's Office on September 28, 1943 and on a later map made by Field, Emerson & Morgan, Inc. dated August 24, 1944 and filed in the Jefferson County Clerk's Office on the 28th day of August, 1944.

SUBJECT to an Agreement made between Watertown Suburban Estates, Inc. and The Northern New York Trust Company, dated August 26, 1944 and recorded in the Jefferson County Clerk's Office August 28, 1944 in Liber 449 of Deeds at Page 247.

SUBJECT to an Easement to Central New York Power Corporation, dated October 27, 1943 and recorded in the Jefferson County Clerk's Office November 10, 1943 in Liber 446 of Deeds, at Page 130.

This conveyance is also made subject to the restrictive covenants and references running with the land.

Being the premises known as 1352 Washington Street.

BEING and intending to describe the same premises conveyed by William J. Cleaver Jr., Robert J. Cleaver, Anthony F. Cleaver and Maurice S. Cleaver to William J. Cleaver Jr., Robert J. Cleaver, Anthony F. Cleaver and Maurice S. Cleaver by deed dated March 18, 2011 and recorded on March 28, 2011 as Instrument # 2011-4311; ALSO interest conveyed by Maurice S. Cleaver to Anthony F. Cleaver by deed dated June 1, 2015 and recorded in the Jefferson County Clerk's office on June 2, 2015 as Instrument #2015-7732.

William J. Cleaver Sr. (William R. Cleaver) died October 19, 2014.

William J. Cleaver died January 3, 2016. A copy of the death certificate is attached as Schedule "B."

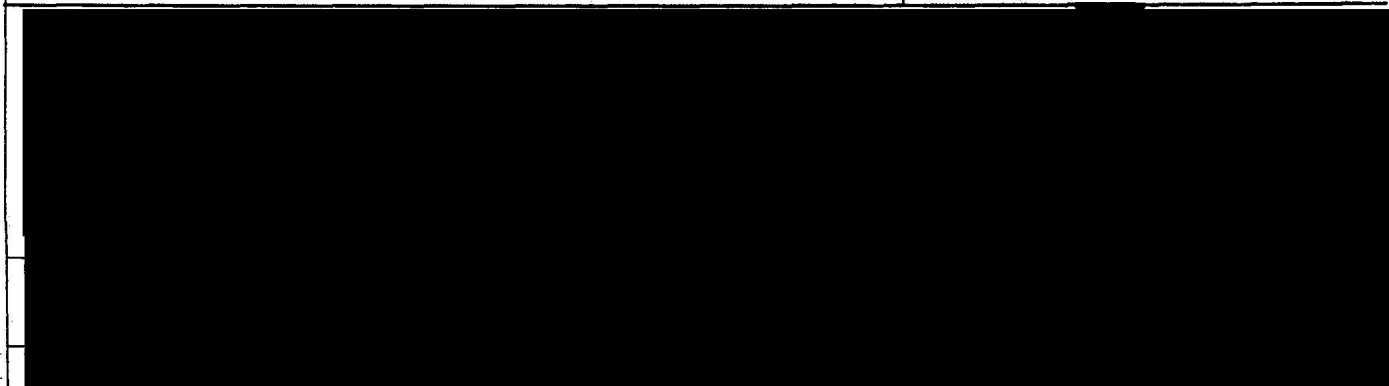
Schedule B
CERTIFICATION OF DEATH RECORD

**EFFINGHAM COUNTY CLERK
EFFINGHAM, ILLINOIS
MEDICAL EXAMINER/CORONER CERTIFICATE OF DEATH**

STATE FILE NUMBER 2016 0000286

DATE ISSUED 1/5/2016

DECEDENT'S LEGAL NAME WILLIAM J CLEAVER			SEX MALE		DATE OF DEATH JANUARY 03, 2016		
COUNTY OF DEATH EFFINGHAM		AGE AT LAST BIRTHDAY 71 YEARS		DATE OF BIRTH JANUARY 29, 1944			
CITY OR TOWN EFFINGHAM			HOSPITAL OR OTHER INSTITUTION NAME 1108 NORTH MARTIN				
PLACE OF DEATH DECEDENT'S HOME							
BIRTHPLACE WATERTOWN, NY		SOCIAL SECURITY NUMBER [REDACTED]		STATUS AT TIME OF DEATH WIDOWED		SURVIVING SPOUSE/CIVIL UNION PARTNER'S MAIDEN NAME [REDACTED]	
RESIDENCE 1108 NORTH MARTIN		APT. NO. [REDACTED]		CITY OR TOWN EFFINGHAM		INSIDE CITY LIMITS? YES	
COUNTY EFFINGHAM		STATE IL		ZIP CODE 62401		FATHER/CO-PARENT'S NAME PRIOR TO FIRST MARRIAGE/CIVIL UNION WILLIAM R CLEAVER	
MOTHER/CO-PARENT'S NAME PRIOR TO FIRST MARRIAGE/CIVIL UNION FRANCES LORELLO		INFORMANT'S NAME RUSSELL CLEAVER					
RELATIONSHIP SON		MAILING ADDRESS 257 NW 80TH STREET, OKLAHOMA CITY, OK, 73114					
METHOD OF DISPOSITION BURIAL		PLACE OF DISPOSITION FELTS MILLS CEMETERY		LOCATION - CITY OR TOWN AND STATE BLACK RIVER, NY		DATE OF DISPOSITION JANUARY 11, 2016	
FUNERAL HOME BAUER FUNERAL HOME, 1212 W EVERGREEN AVE, EFFINGHAM, IL, 62401							
FUNERAL DIRECTOR'S NAME MALLORY JANE LOKER				FUNERAL DIRECTOR'S ILLINOIS LICENSE NUMBER 034016433			
LOCAL REGISTRAR'S NAME KERRY J HIRTZEL				DATE FILED WITH LOCAL REGISTRAR JANUARY 5, 2016			



DATE OF INJURY		TIME OF INJURY		PLACE OF INJURY		INJURY AT WORK?	
LOCATION OF INJURY							
DESCRIBE HOW INJURY OCCURRED						IF TRANSPORTATION INJURY, SPECIFY	
ATTEND THE DECEASED?		DATE LAST SEEN ALIVE		WAS MEDICAL EXAMINER OR CORONER CONTACTED?		DATE PRONOUNCED JANUARY 03, 2016	
TIME OF DEATH 10:39 AM		CERTIFIER MEDICAL EXAMINER/CORONER					
NAME, ADDRESS AND ZIP CODE OF PERSON COMPLETING CAUSE OF DEATH DUANE L GUFFEY, 101 N FOURTH STREET STE 401, PO BOX 1244, EFFINGHAM, IL, 62401						DATE CERTIFIED JANUARY 04, 2016	
PHYSICIAN'S LICENSE NUMBER							

This is to certify that this is a true and correct copy from the official death record
filed with the Illinois Department of Public Health.

Kerry J. Hirtzel

Kerry J. Hirtzel
Effingham County Clerk and Local Registrar

ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE





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 #: 2016-00007502

Receipt#: 2016011378
Clerk: AS
Rec Date: 06/08/2016 11:45:07 AM
Doc Grp: DEE
Descrip: DEED
Num Pgs: 5
Rec'd Frm: SLYE LAW OFFICES

Party1: PULZ BRUCE W
Party2: SUNDUS & SARAH LLC
Town: WATERTOWN-CITY OF

Recording:

Cover Page	5.00
Recording Fee	40.00
Cultural Ed	14.25
Records Management - Coun	1.00
Records Management - Stat	4.75
TP584	5.00
RP5217 Residential/Agricu	116.00
RP5217 - County	9.00

Sub Total: 195.00

Transfer Tax
Transfer Tax - State 480.00

Sub Total: 480.00

Total: 675.00

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

***** Transfer Tax *****

Transfer Tax #: 2934
Transfer Tax
Consideration: 120000.00

Transfer Tax - State 480.00

Total: 480.00

Record and Return To:

SLYE LAW OFFICES
104 WASHINGTON ST
WATERTOWN NY 13601
OFFICE MAILBOX

Gizelle J. Meeks
Jefferson County Clerk

THIS INDENTURE, made this 31st day of May, Two Thousand Sixteen (2016)

BETWEEN

BRUCE W. PULTZ, 1375 Washington Street, Watertown, NY 13601, Grantor,
and

SUNDUS & SARAH LLC, 16288 Deer Run, Watertown, NY 13601, Grantee,

WITNESSETH that Grantor, in consideration of ONE Dollar (\$1.00) lawful money of the United States, and less than One Hundred, does hereby grant and release to the grantees, their heirs, successors and assigns forever,

ALL THAT TRACT OR PARCEL OF LAND situate in the City of Watertown, County of Jefferson and State of New York, as described on Schedule "A" annexed hereto and made a part hereof.

TOGETHER with all right, title and interest, if any, of Grantor in and to any streets and roads abutting the above described premises to the center lines thereof,

TOGETHER with the appurtenances and all the estate and rights of Grantor in and to the said premises,

TO HAVE AND HOLD the premises herein granted unto Grantee its executors, administrators, legal representatives, successors and assigns forever.

AND said Grantor covenants as follows:

FIRST: That the Grantee shall quietly enjoy the said premises;

SECOND: That the said Grantor shall forever warrant title to the said premises;

THIRD: That in compliance with Section 13 of the Lien Law, 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 improvements and will apply the same first to the payment of the cost of improvement before using any part of the total of the same for any purpose.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal the day and year first above written.

IN PRESENCE OF



BRUCE W. PULTZ L.S.

Notary Public
Stuart A. McCreary
Jefferson County, NY
02MC4902145
Commission Expires July 6, 20__

STATE OF NEW YORK)
 : SS.:
COUNTY OF JEFFERSON)

On the 31st day of May, 2016, before me, the undersigned a notary public in and for said state, personally appeared BRUCE W. PULTZ personally known to me or proved 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 he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.


Notary Public

Notary Public
Stuart A. McCreary
Jefferson County, NY
02MC4902145
Commission Expires July 6, 2018

Return to: Slye Law Offices, PC.

Schedule "A"
Pultz to Sundus and Sarah, LLC

ALL THAT TRACT OR PARCEL OF LAND situate in the City of Watertown, County of Jefferson and State of New York and further described as follows:

BEGINNING at an iron pipe set in the assumed westerly street margin of Washington Street, said iron pipe being the most northeasterly corner of the parcel of land conveyed by William R. Cleaver to William R. & Frances I. Cleaver by deed recorded in the Jefferson County Clerk's Office in Liber 680 at Page 539 on 8/3/59, said iron pipe also being N. 4°-15' E. along the assumed westerly street margin of Washington Street a distance of 620.2 feet from the intersection of the assumed westerly street margin of Washington Street and the northerly street margin of Iroquois Avenue West;

THENCE N. 86°-33' W. along the Cleaver northerly property line a distance of 174.4 feet to an iron pipe found;

THENCE N. 5°-51' E. a distance of 50.0 feet to an iron pipe found in the most southwesterly corner of the parcel of land conveyed by George LaLone to Harry Garrood by deed recorded in the Jefferson County Clerk's Office in Liber 365 at Page 385 on 10/11/21;

THENCE S. 86°-33' E. along the Garrood southerly property line a distance of 173.0 feet to an iron pipe set in the assumed westerly street margin of Washington Street;

THENCE S. 4°-15' W. along the assumed westerly street margin of Washington Street a distance of 50.0 feet to the point of beginning.

CONTAINING 0.20 acres of land more or less.

SUBJECT to all rights or restrictions of record.

IT being the intent to describe the parcel of land conveyed by Kathryn H. Fairchild to Kathryn H. Fairchild, Hazel U. Kirkland and Leland F. Kirkland by deed recorded in the Jefferson County-Clerk's Office in Liber 710 at Page 300 on 7/26/61, said parcel being at 1348 Washington Street, Watertown, New York.

BEING the same premises conveyed by Administrator's Deed dated March 5, 1980 from Edward Kirkland and Margaret McGarry as Administrators of the Estate of Kathryn M. Fairchild to Bruce W. Pultz and recorded in the Jefferson County Clerk's Office on March 7, 1980 in Liber 906 of Deeds, page 261.

ALSO ALL THAT TRACT OR PARCEL OF LAND situate in the City of Watertown, County of Jefferson and State of New York and further described as follows:

BEGINNING at a point in the assumed westerly street margin of Washington Street, at the southeasterly corner of that parcel of land conveyed by George LaLone to Harry Garrood by deed dated October 10, 1921 and recorded in the Office of the Jefferson County Clerk on October 11, 1921 in Liber 365 of Deeds at page 385, N. 4°-15' E., along the assumed westerly street margin of Washington Street, a distance of 670.2 feet from the intersection of the westerly street margin of Washington Street and the northerly street margin of Iroquois Avenue West;

THENCE along the southerly boundary of said parcel conveyed by George LaLone to Harry Garrood as aforesaid N. 86° -33' W. a distance of 173.0 feet to an iron pin set;

THENCE N. 5° -51' E. a distance of 10.0 feet to an iron pin set;

THENCE S. 86° -33' E. passing through an iron pin set at 172.5 feet aid continuing a total distance of 172.7 feet to a point in the assumed westerly street margin of Washington Street;

THENCE S. 4° -15' W. along the assumed westerly street margin of Washington Street a distance of 10.0 feet to the point of beginning.

CONTAINING 0.04 acres of land more or less and being a part of the premises conveyed to Harry Garrood by George LaLone as aforesaid.

SUBJECT to any rights or restrictions of record.

BEING the same premises conveyed by Executor's Deed dated February 14, 1980 from Harriette G. Provost as Executor of the Estate of Margaret N. Garrood to Bruce W. Pultz and recorded in the Jefferson County Clerk's Office on March 7, 1980 in Liber 906 of Deeds, page 259.

Jefferson County - New York
Jo Ann M. Wilder

7666

RECORDING CERTIFICATE

Transaction Number: 000823275180

Type of Instrument: DEED RECORD

Received From: CHECK ---> BLACK RIVER ABST
CHECKS ---> CONBOY LAW FIRM
[RE: DELSIGNORE AND KALAMAS]
CITY OF WATERTOWN

Recording Charge: 57.50 Recording Pages: 5

** EXAMINED AND CHARGED AS FOLLOWS : **

** TRANSFER TAX **

** MTG/DEED AMOUNT **

246.00

61,250.00

RS#:

Mortgage#:

269

Received Tax on Above Mortgage

Basic: .00

Special Addl: .00

Town:

Additional: .00

Mortgage Tax Total: .00

Total Recording Fees: 303.50

** THIS PAGE IS PART OF THE INSTRUMENT **

I HEREBY CERTIFY THAT THE WITHIN AND FOREGOING WAS RECORDED IN THE
CLERK'S OFFICE FOR Jefferson County - New York

LIBER 1750 PAGE 55

IN (Book/Page):

ON (Recorded Date): 08/23/00

AT (Time): 02:28 Terminal ID: 113



John M. Wilder

EXECUTOR'S DEED

*Mait-Kalamas
1356 Washington St.
Watertown, N.Y. 13601*

THIS INDENTURE, made the 22nd day of August, 2000, between Martin A. DelSignore as executor of the last will and testament of Rosemary P. DelSignore, late of 1356 Washington Street, Watertown, New York, deceased, party of the first part, and John E. Kalamas and Anne M. Kalamas, his wife, of P. O. Box 11, Croghan, New York, 13327, as Tenants by the Entirety, parties of the second part.

WITNESSETH, that the party of the first part, by virtue of the power and authority to him given in and by the above-described last will and testament, and in consideration of Sixty One Thousand Two Hundred Fifty & no/100 (\$61,250.00) lawful money of the United States, paid by the parties of the second part, does grant and release unto the parties of the second part, their heirs and assigns forever,

ALL of that certain real property located in the City of Watertown, County of Jefferson, and State of New York, and more particularly described as follows: SEE SCHEDULE "A" ATTACHED HERETO

TOGETHER with the appurtenances and also all the estate that the above-named Testatrix had at the time of her death in the above-described premises, and also the estate therein that the party of the first part has or has power to convey or dispose of; whether individually, or by virtue of the above-described will or otherwise.

TO HAVE AND TO HOLD the premises herein granted unto the parties of the second part, their heirs and assigns forever.

And the party of the first part covenants that he has not done or suffered anything where the above described premises have been encumbered in any way.

AND the party of the first part, in compliance with Section 13 of the Lien Law, covenants that the party of the first part 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 costs 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.

The word "party" shall be construed as if it read "parties" whenever the sense of this indenture so requires.

IN WITNESS WHEREOF, the party of the first part has duly executed this deed the day and year first above written.

Martin A. DelSignore

ESTATE OF ROSEMARY P. DELSIGNORE
by: MARTIN A. DELSIGNORE

CLERK

00 AUG 23 PM 2:28

JEFFERSON COUNTY CLERK
ENTERED FOR RECORD

STATE OF NEW YORK, COUNTY OF JEFFERSON, ss.

On the 22nd day of August, 2000, before me, the undersigned, personally appeared MARTIN A. DELSIGNORE, As Executor of the ESTATE OF ROSEMARY P. DELSIGNORE, personally known to me or proved 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 he executed the same in his capacity, and that 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 on

LANCE C. MARZANO
NOTARY PUBLIC, STATE OF NEW YORK
REGISTRATION NO. 02MA8085327
QUALIFIED IN JEFFERSON COUNTY
COMMISSION EXPIRES 08/03/2002

Martin A. DelSignore was appointed as Executor of the Estate of Rosemary P. DelSignore on April 11, 2000 by the Surrogate's Court of Jefferson County under File No. 2000-084.

LIBER 1750 PAGE 57

SCHEDULE A
Property Description

CONVEYS ALL THAT CERTAIN LOT, PIECE OR PARCEL OF LAND with the buildings and improvements thereon erected, situate, lying and being in the City of Watertown, County of Jefferson and State of New York, bounded and described as follows:

BEING A part of the Smith Farm Subdivision as shown on a map thereof made by Field, Emerson & Morgan, Inc. for Watertown Suburban Estates, Inc., dated September 8th, 1943, and filed as "Map No. 4, Smith Farm Subdivision", in Jefferson County Clerk's Office on September 28th, 1943, and being known and designated on said map as Lot No. 16 in Block B.

This conveyance is also made subject to:

1. Restrictive covenants contained in instruments recorded in Liber 327 of Deeds, page 87 and Liber 443 of Deeds, page 210, as modified by instrument recorded in Liber 445 of Deeds, page 543, but this Corporation insures that such covenants contain no reversionary clause and have not been violated.
2. Easement granted by Watertown Suburban Estates, Inc. to Central New York Power Corporation, dated October 27th, 1943, and recorded November 10th, 1943 in Liber 446 of Deeds, page 130.
3. Easement described as Easement #5 in grant from Watertown Suburban Estates, Inc. to the City of Watertown dated October 15, 1943, and recorded in Jefferson County Clerk's Office on November 29, 1943, in Liber 446 of Deeds, at Page 243, to which reference is hereby made for a more particular description.
4. Easement as shown on Map 4, Smith Farm Subdivision, filed in Jefferson County Clerk's Office September 28, 1943, fully set forth in agreement between Watertown Suburban Estates, and The Northern New York Trust Company dated August 26, 1944 and recorded in Jefferson County Clerk's Office August 28, 1944, in Liber 449 of Deeds, Page 247, to which reference is hereby made for a particular description thereof.

BEING THE SAME PREMISES conveyed by G. Harold Merry, Jr. to Guido S. Del Signore and Rosemary P. Del Signore, his wife, by Warranty Deed dated September 29, 1953 and recorded in the Jefferson County Clerk's office September 29, 1953 in Liber 591 of Deeds at Page 82.

ALSO SUBJECT TO an Easement granted by Guido S. and Rosemary P. DelSignore to Niagara Mohawk Power Corporation dated February 12, 1973 and recorded in the Jefferson County Clerk's Office on March 16, 1973 in Liber 844 of Deeds, at Page 166.

By virtue of a recent survey description undertaken by Stanford J. Zeccolo, P.E., L.S., the premises being conveyed is more accurately described as follows:

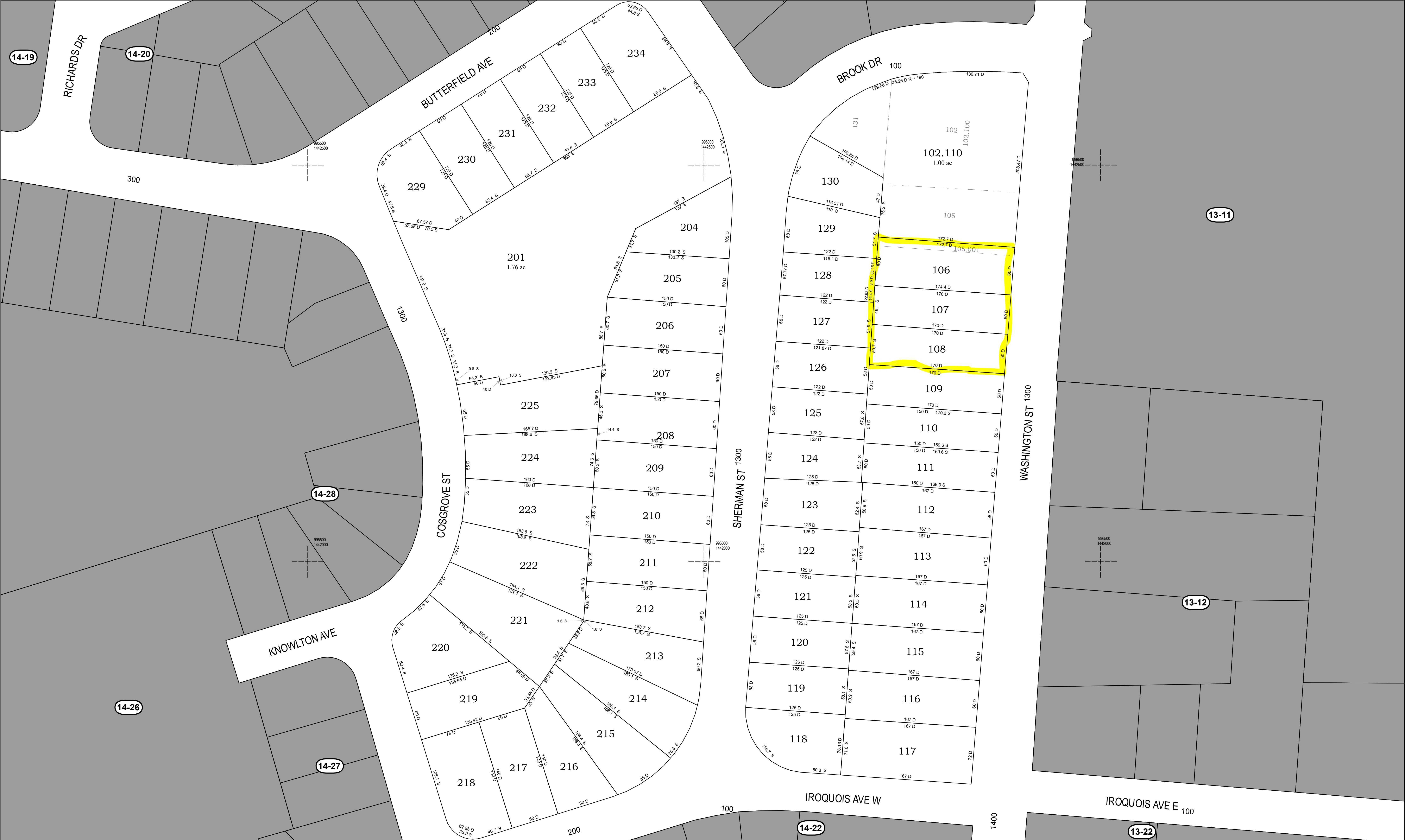
ALL THAT TRACT OR PARCEL OF LAND situate in the City of Watertown, County of Jefferson and State of New York, bounded and described as follows:

Beginning at a nail set in the westerly monumented margin of Washington Street said point being North 4 degrees 15 minutes East a distance of 520.00 from the intersection of the westerly monumented margin of Washington Street and the northerly margin of Iroquois Avenue West, said beginning point also being 0.95 feet east of a railroad spike found; thence North 86 degrees 33 Minutes West along the lands of Ascraft (Bk 1731, Pg 349) on the south, a distance of 170.00 feet to a point being 0.48 feet southeast of an iron pipe found; thence North 4 degrees 15 minutes East along the lands of Connell (Bk 1246, Pg 57) and Clark (Bk 888 Pg, 1079) on the west a distance of 50.00 feet to an iron pipe set, thence South 86 degrees 33 minutes East along the lands of Cleaver (Bk 680, Pg 539) on the north, a distance of 170.00 feet to an iron pipe set; thence South 4 degrees 15 Minutes West along the westerly margin of Washington Street, a distance of 50.00 to the point and place of beginng.

Contains 0.20 acres of land.

The above parcel is shown as lot #16 of the Smith Farm Subdivision dated September 28, 1943 and filed in the Office of the County Clerk, known as 1356 Washington Street, and further identified by Tax Map ID#14-21-108.

NOTE: Guido S. Del Signore died in Watertown, New York on February 21, 1994; and Rosemary P. Del Signore died in Watertown, New York on April 11, 2000. Martin A. DelSignore was appointed as Executor of the Estate of Rosemary P. DelSignore on April 11, 2000 by the Surrogate's Court of Jefferson County under File No. 2000-084.



Prepared by
City of Watertown GIS
For
City of Watertown
Assessment Department

For Tax Purposes Only
Not to be Used for Conveyance

NAD 83 STATE PLANE
CENTRAL ZONE, US FEET

Print Key	Date
14-21-102.000	05/01/2013
14-21-102.100	01/20/2016
14-21-105.000	05/01/2013
14-21-105.001	12/01/2016
14-21-131.000	01/20/2016

Property Line

Historic Property Line

Building Outline

Railroad

City Boundary

School District Boundary

Coordinate Grid

Parcel ID

Assessment ID
(indicates
informally
combined parcels)

1 Inch = 50 Feet *

0 50 100 200 Feet

* when printed on 24" x 36" paper

North Arrow

Tax Map

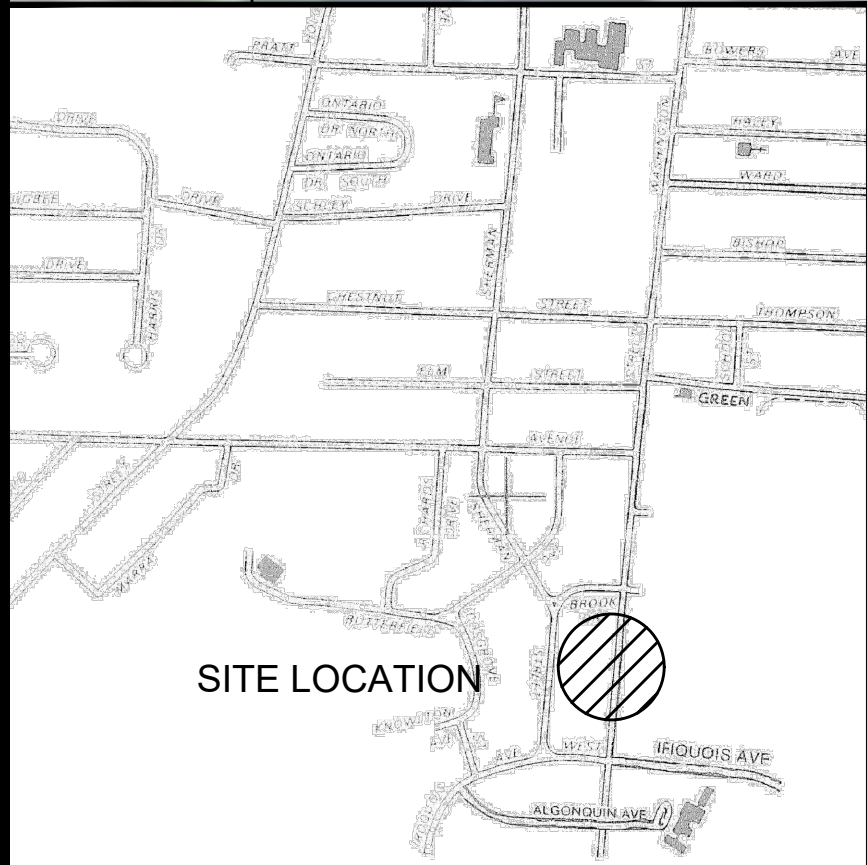
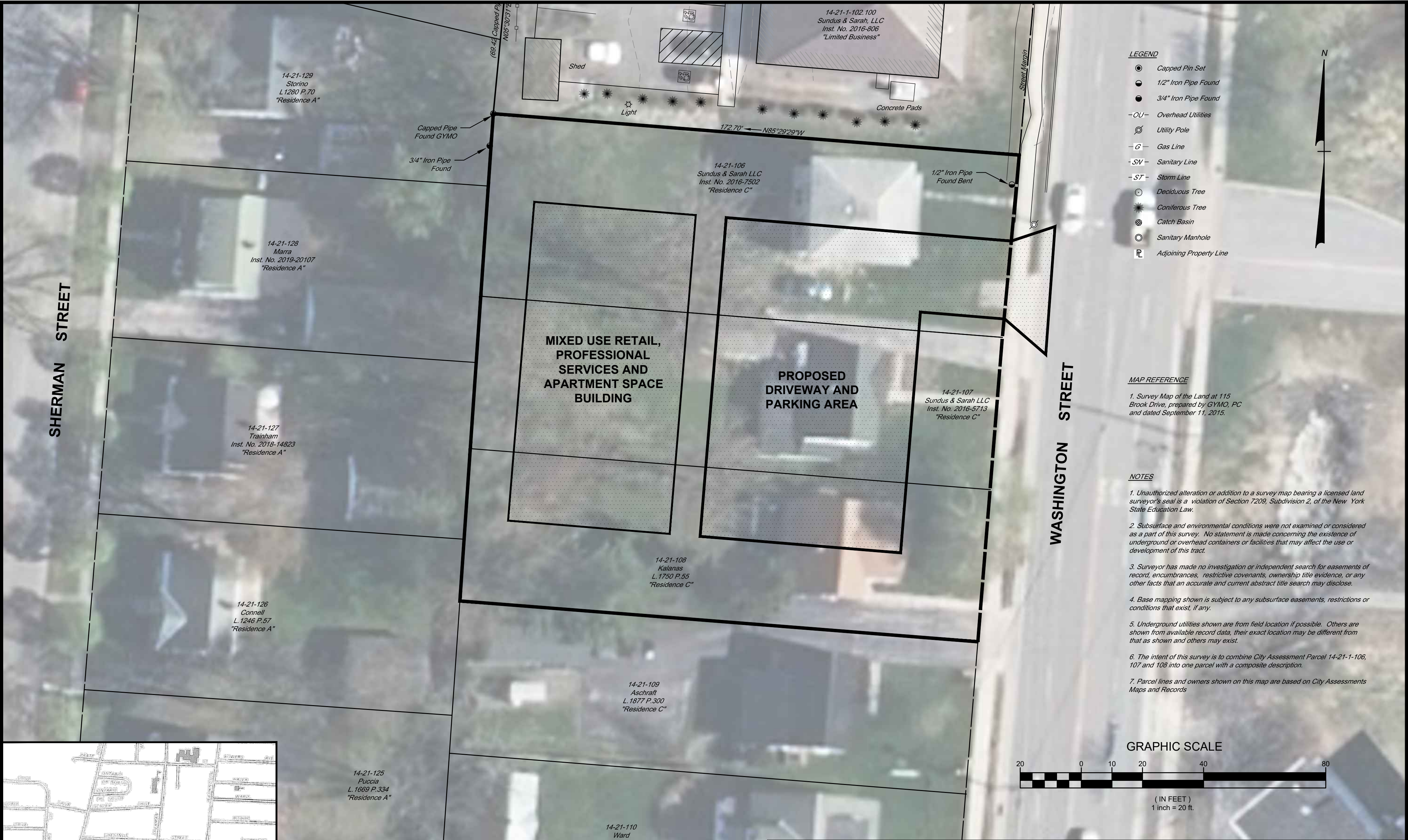
City Of Watertown

Jefferson County, NY

Section 14 Block 21

Printed Date: 1/2/2020





LOCATION MAP NOT TO SCALE

MIXED USE RETAIL, PROFESSIONAL SERVICES AND APARTMENT SPACE BUILDING
1348, 1352 AND 1356 WASHINGTON STREET
ZONING CHANGE REVIEW

CITY OF WATERTOWN COUNTY OF JEFFERSON STATE OF NEW YORK

<div>BCA</div> <div>ENGINEERS ARCHITECTS</div>	<div>Bernier, Carr & Associates, Engineers, Architects and Land Surveyors, P.C.</div> <div>327 Mullin Street, Watertown, NY 13601 (315) 782-8130 - WWW.THEBCGROUP.COM</div>	<div>SURVEY DATE: 10-14-2016</div> <div>CHECKED BY: MDA</div> <div>DRAWN BY: MJM</div> <div>DATE: 4/29/2020</div> <div>LAST REVISION:</div> <div>SCALE: 1" = 20'</div>	<div>SHEET NO.</div> <div>1</div> <div>PROJECT NO.</div> <div>2019-110</div>
	<div>COPYRIGHT 2020 - BERNIER, CARR & ASSOCIATES, ENGINEERS, ARCHITECTS AND LAND SURVEYORS, P.C. IT IS A VIOLATION UNDER THE NEW YORK STATE EDUCATION LAW FOR ANY UNAUTHORIZED ALTERATIONS TO THIS DOCUMENT AS PER ARTICLE 145 AND 147.</div>		
	<div>THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AT THE SITE & NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES.</div>		



MEMORANDUM

CITY OF WATERTOWN, NEW YORK
OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601
PHONE: 315-785-7740 – FAX: 315-785-7829

TO: Planning Board Members

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

SUBJECT: Zone Change – 1348, 1352 and 1356 Washington Street

DATE: April 30, 2020

Request: To change the approved zoning classification of, 1348, 1352 and 1356 Washington Street, Parcel Numbers 14-21-106.000, 14-21-107.000, and 14-21-108.000 from Residence B to Neighborhood Business

Applicant: Michael Altieri, P.E. of the Bernier, Carr & Associates, Engineers and Land Surveyors, P.C. on behalf of Sundus and Sarah, LLC

Owner(s): 1348 and 1352 Washington Street: Sundus and Sarah, LLC
1356 Washington Street: John Kalamas

SEQRA: Unlisted

County review: No

Comments: The applicant is presenting this zone change request as the first necessary step in a proposal to redevelop the three subject parcels. The applicant's cover letter states that the applicant's client, Sundus & Sarah, LLC, would like to develop a "future mixed use retail, professional services and apartment space."

The applicant anticipates submitting a subsequent Special Use Permit request for the proposed apartments, pending the outcome of this zone change request. Apartments are legal in a Neighborhood Business District only with a Special Use Permit. If approved for the zone change and Special Use Permit, the applicant would also need to obtain Site Plan Approval at a future date for the proposed redevelopment.

A map of the proposed zone change, prepared by City GIS Staff, is attached for your review.

Comprehensive Plan: The City's adopted Comprehensive Plan recommends the west side of this segment of Washington Street for Urban Mixed Use.

Ownership/Permissions: City records identify John Kalamas as the owner of 1356 Washington Street. The applicant's survey identifies the owner of this parcel only as "Kalanas," with an "n." The applicant shall either submit proof of ownership of this parcel or submit written permission from the property owner to apply for a zone change on the owner's behalf.

Miscellaneous: The applicant's cover letter and survey drawing both identify all three subject parcels as presently being in a Residence C District. This is inaccurate as, all three are presently zoned Residence B. The applicant must correct this error.

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 City Council, as the lead agency, will complete Part 2 of the EAF. To avoid segmenting the review, the Council must consider the environmental effects of not only the zone change, but also the proposed redevelopment as a "whole action."

As the New York State Department of Environmental Conservation's SEQR Handbook references, 6 CRR-NY 617.2(ah) defines segmentation as "the division of the environmental review of an action so that various activities or stages are addressed as though they were independent, unrelated activities needing individual determinations of significance." The Handbook goes on to state that "Proposals or parts of proposals that are related to each other closely enough to be, in effect, a single course of action have to be evaluated as one whole action."

The applicant writes in his cover letter, "For the purposes of SEQR, this zone change application does not propose to affect any environmental resources." However, the rezoning is a means to an end of redeveloping the site, and as such, constitutes a whole action. The applicant must submit a new Short EAF that identifies all project phases as part of the proposed action, and answers all questions on the form as such.

















cc: City Council Members

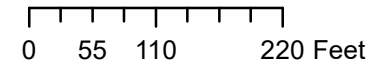
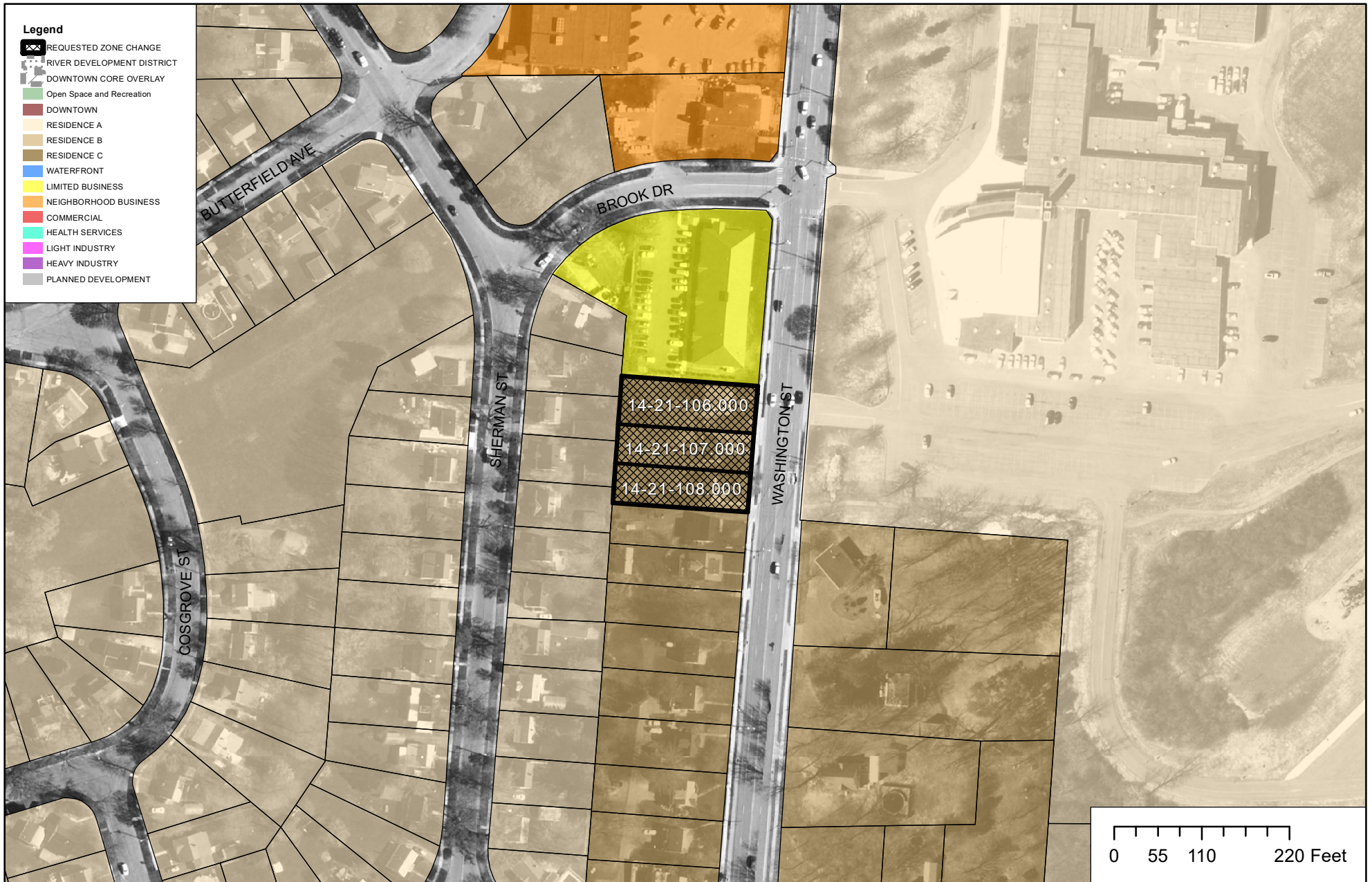
Michael Altieri, P.E., Bernier, Carr & Associates, 327 Mullin Street, Watertown, NY 13601

Dr. Sarah Latif, DDS, 1340 Washington Street, Watertown, NY 13601

Ben Arquitt, Civil Engineer I

Legend

-  REQUESTED ZONE CHANGE
-  RIVER DEVELOPMENT DISTRICT
-  DOWNTOWN CORE OVERLAY
-  Open Space and Recreation
-  DOWNTOWN
-  RESIDENCE A
-  RESIDENCE B
-  RESIDENCE C
-  WATERFRONT
-  LIMITED BUSINESS
-  NEIGHBORHOOD BUSINESS
-  COMMERCIAL
-  HEALTH SERVICES
-  LIGHT INDUSTRY
-  HEAVY INDUSTRY
-  PLANNED DEVELOPMENT



**CITY OF WATERTOWN, NEW YORK
GIS DEPARTMENT**



ROOM 305B, MUNICIPAL BUILDING
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601

TEL: (315) 785-7793

Drawn By: V. Robenski

Date: 4/29/2020

Requested By: G. Urda

Date:

Scale: As Noted

Map Number:

Revision:

Description of Revision:

Date:

By:



Project:

ZONE CHANGE MAP
(Residence B to Neighborhood Business)

Title: 1348, 1352 and 1356 Washington Street

(14-21-106.000, 14-21-107.000, 14-21-108.000)

May 12, 2020

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: NYSDEC Municipal Separate Storm Sewer Systems (MS4) Annual Report

The attached draft report has been prepared by City staff in coordination with the Jefferson County Soil and Water Conservation District. The draft is available for public review and comment on the City website www.watertown-ny.gov or by contacting the Water Superintendent at 315-785-7757 or vmurphy@watertown-ny.gov.

At the close of business on May 31, 2020, this draft will be signed and formally submitted, with all relevant comments, to the NYSDEC and to the Jefferson County Soil and Water Conservation District.

MCC form for period ending March 9,

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● This report is being submitted on behalf of an individual MS4.

Name of MS4

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☐ This report is being submitted on behalf of a Single Entity

Name of Single Entity

[illegible]

☐ This is a joint report being submitted on behalf of a coalition.

Name of Coalition

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MS4 Annual Report Cover PageMCC form for period ending March 9,

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Provide SPDES ID of each permitted MS4 included in this report.

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MS4 Municipal Compliance Certification(MCC) Form

MCC form for period ending March 9, 2020

Name of MS4 City of Watertown

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Each MS4 must submit an MCC form.

Section 1 - MCC Identification Page

Indicate whether this MCC form is being submitted to certify endorsement or acceptance of:

- An Annual Report for a single MS4
- A Single Entity (Per Part II.E of GP-0-10-002)
- A Joint Report

Joint reports may be submitted by permittees with legally binding agreements.

If Joint Report, enter coalition name:

[illegible]

MS4 Municipal Compliance Certification(MCC) Form

MCC form for period ending March 9, 2 0 2 0

Name of MS4 City of Watertown

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Section 2 - Contact Information

Important Instructions - Please Read

Contact information must be provided for each of the following positions as indicated below:

1. Principal Executive Officer, Chief Elected Official or other qualified individual (per GP-0-08-002 Part VI.J).
2. Duly Authorized Representative (Information for this contact must only be submitted if a Duly Authorized Representative is signing this form)
3. The Local Stormwater Public Contact (required per GP-0-08-002 Part VII.A.2.c & Part VIII.A.2.c).
4. The Stormwater Management Program (SWMP) Coordinator (Individual responsible for coordination/implementation of SWMP).
5. Report Preparer (Consultants may provide company name in the space provided).

A separate sheet must be submitted for each position listed above unless more than one position is filled by the same individual. If one individual fills multiple roles, provide the contact information once and check all positions that apply to that individual.

If a new Duly Authorized Representative is signing this report, their contact information must be provided and a signature authorization form, signed by the Principal Executive Officer or Chief Elected Official must be attached.

For each contact, select all that apply:

- ☒ Principal Executive Officer/Chief Elected Official
- ☐ Duly Authorized Representative
- ☒ Local Stormwater Public Contact
- ☐ Stormwater Management Program (SWMP) Coordinator
- ☐ Report Preparer

First Name

K e n n e t h

MI

A

Last Name

M i x

Title

C i t y M a n a g e r

Address

2 4 5 W a s h i n g t o n S t r e e t

City

W a t e r t o w n

State

N Y

Zip

1 3 6 0 1 -

eMail

k m i x @ w a t e r t o w n - n y . g o v

Phone

(3 1 5) 7 8 5 - 7 7 3 0

County

J e f f e r s o n

MS4 Municipal Compliance Certification (MCC) Form

MCC form for period ending March 9, 2020

Name of MS4 City of Watertown

SPDES ID

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Section 3 - Partner Information

Did your MS4 work with partners/coalition to complete some or all permit requirements during this reporting period?

☒ Yes ☐ No

If Yes, complete information below.

Submit a separate sheet for each partner. Information provided in other formats will not be accepted. If your MS4 cooperated with a coalition, submit one sheet with the name of the coalition. It is not necessary to include a separate sheet for each MS4 in the coalition.

If No, proceed to Section 4 - Certification Statement.

Partner/Coalition Name

J e f f e r s o n C o u n t y S t o r m w a t e r

Partner/Coalition Name (con't.)

C o a l i t i o n

SPDES Partner ID - If applicable

N Y R 2 0 A 5 6 5

Address

P O B o x 1 3 9

City

W a t e r t o w n

State

N Y

Zip

1 3 6 0 1 -

eMail

c w a t k i n s @ c e n t r a l n y . t w c b c . c o m

Phone

(3 1 5) 7 8 2 - 2 7 4 9

Legally Binding Agreement in accordance

with GP-0-08-002 Part IV.G.? ☐ Yes ☐ No

What tasks/responsibilities are shared with this partner (e.g. MM1 School Programs or Multiple Tasks)?

☒ MM1 S e e S W M P

☒ MM2 S e e S W M P

☐ MM3

☐ MM4

☐ MM5

☐ MM6

Additional tasks/responsibilities

- ☐ *Watershed Improvement Strategy Best Management Practices* required for MS4s in impaired watersheds included in GP-0-08-002 Part IX.

MS4 Municipal Compliance Certification(MCC) Form

MCC form for period ending March 9, 2 0 2 0

Name of MS4 City of Watertown

SPDES ID

N Y R 2 0 A 5 6 5

Section 4 - Certification Statement

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

This form must be signed by either a principal executive officer or ranking elected official, or duly authorized representative of that person as described in GP-0-08-002 Part VI.J.

First Name

K e n n e t h

MI

A

Last Name

M i x

Title (Clearly print title of individual signing report)

C i t y M a n a g e r

Signature

Date

0 5 / 2 1 / 2 0 2 0

Send completed form and any attachments to the DEC Central Office at:

MS4 Permit Coordinator
Division of Water
4th Floor
625 Broadway
Albany, New York 12233-3505

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9, 2020

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
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Water Quality Trends

The information in this section is being reported (check one):

- ☒ On behalf of an individual MS4
☐ On behalf of a coalition

How many MS4s are contributed to this report?	1
---	---

1. Has this MS4/Coalition produced any reports documenting water quality trends related to stormwater? If not, answer No and proceed to Minimum Control Measure One. ☐ Yes

If Yes, choose one of the following

- ☐ Report(s) attached to the annual report
- ☐ Web Page(s) where report(s) is/are provided below

Please provide specific address of page where report(s) can be accessed - not home page.

URL

[illegible]

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[illegible]

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Name of MS4/Coalition	City of Watertown	SPDES ID								
		N	Y	R	2	0	A	5	6	5

How many MS4s contributed to this report?	1
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MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
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3. What strategies did your MS4/Coalition use to achieve education and outreach goals during this reporting period? Check all that apply:

☒ Construction Site Operators Trained

Trained

			7	0
--	--	--	---	---

☐ Direct Mailings

Mailings

--	--	--	--	--

☐ Kiosks or Other Displays

Locations

--	--	--	--	--

☐ List-Serves

In List

--	--	--	--	--

☒ Mailing List

In List

		4	3	2
--	--	---	---	---

☐ Newspaper Ads or Articles

Days Run

--	--	--	--	--

☒ Public Events/Presentations

Attendees

		9	0
--	--	---	---

☐ School Program

Attendees

--	--	--	--	--

☐ TV Spot/Program

Days Run

--	--	--	--	--

☐ Printed Materials:

Total # Distributed

		5	0
--	--	---	---

Locations (e.g. libraries, town offices, kiosks)

☒ Other:

T r a i n i n g

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

☒ Web Page: Provide specific web addresses - not home page. Continue on next page if additional space is needed.

URL

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Name of MS4/Coalition	City of Watertown
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URL

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MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
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4. Evaluating Progress Toward Measurable Goals MCM 1

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.

Monitor number of hits to website.
 Number of brochures, fact sheets, and new letters developed.
 Number of people trained.
 Number of public meetings/presentations
 Number of attendees

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

Public events/presentations with 65 attendees
 70 construction site operators trained
 432 on mailing list
 90 attendees at public events/presentation

C. How many times was this observation measured or evaluated in this reporting period?

			1
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(ex.: samples/participants/events)

D. Has your MS4 made progress toward this Measurable Goal during this reporting period?

☒ Yes ☐ No

E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?

☒ Yes ☐ No

F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

Conduct public meetings/presentations
 Develop brochures, fact sheets
 Conduct training
 Maintain kiosks and displays

MS4 Annual Report Form

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Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
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2. URL(s) con't.:

Please provide specific address(es) where notice(s) can be accessed - not home page.

URL

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MS4 Annual Report Form

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Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
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2. URL(s) con't.:

Please provide specific address(es) where notices can be accessed - not home page.

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MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9, 2020

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
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3. Where can the public access copies of this annual report, Stormwater Management Program (SWMP) Plan and submit comments on those documents?

Enter address/contact info and select radio button to indicate which document is available and whether comments may be submitted at that location. Submit additional pages as needed.

● MS4/Coalition Office

● Annual Report ● SWMP Plan ● Comments

Department

[illegible]

Address

[illegible]

City

W	a	t	e	r	t	o	w	n							N	Y			1	3	6	0	1	-						
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Phone

$$(\begin{array}{|c|c|c|} \hline 3 & 1 & 5 \\ \hline \end{array}) \begin{array}{|c|c|c|} \hline 7 & 8 & 5 \\ \hline \end{array} - \begin{array}{|c|c|c|c|} \hline 7 & 7 & 5 & 7 \\ \hline \end{array}$$

○ Library

☐ Annual Report ☐ SWMP Plan ☐ Comments

Address

[illegible]

City

[illegible]

Phone

$$\left(\begin{array}{|c|} \hline \\ \hline \end{array} \right) \begin{array}{|c|} \hline \\ \hline \end{array} - \begin{array}{|c|} \hline \\ \hline \end{array}$$

● Other

☐ Annual Report ☒ SWMP Plan ☐ Comments

Address

[illegible]

City

W	a	t	e	r	t	o	w	n					N	Y	1	3	6	0	1	-				
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Phone

$$\begin{pmatrix} 3 & 1 & 5 \end{pmatrix} \begin{pmatrix} 7 & 8 & 5 \end{pmatrix} - \begin{pmatrix} 7 & 7 & 4 & 0 \end{pmatrix}$$

● Web Page URL:

● Annual Report ● SWMP Plan ● Comments

w	w	w	.	j	c	n	y	s	t	o	r	m	w	a	t	e	r	.	c	o	m
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W	W	W	W	a	t	e	r	t	c	w	r	i	p	v	a	c	y
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Please provide specific address of page where report can be accessed, not home page									

Please provide specific address of page where report can be accessed - not home page.

☐ eMail

○ Comments

[illegible][illegible]

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
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4.a. If this report was made available on the internet, what date was it posted?

Leave blank if this report was not posted on the internet.

0	5
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 /

2	1
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 /

2	0	2	0
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4.b. For how many days was/will this report be posted?

3	6	5
---	---	---

If submitting a report for single MS4, answer 5.a.. If submitting a joint report, answer 5.b..

5.a. Was an Annual Report public meeting held in this reporting period?

☒ Yes ☐ No

If Yes, what was the date of the meeting?

0	5
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 /

2	0
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 /

2	0	1	9
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If No, is one planned?

☐ Yes ☐ No

5.b. Was an Annual Report public meeting held for all MS4s contributing to this report during this reporting period?

☒ Yes ☐ No

If No, is one planned for each?

☐ Yes ☐ No

6. Were comments received during this reporting period?

☐ Yes ☒ No

If Yes, attach comments, responses and changes made to SWMP in response to comments to this report.

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
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7. Evaluating Progress Toward Measurable Goals MCM 2

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.

- Number of comments received from public regarding the SWMPP.
- Number of comments received from public regarding the Annual Report.
- Number of calls to the hotline.
- Number of cleanup events held
- Number attending community meetings

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

- Zero comments received from public regarding the SWMPP
- Zero comments received from public regarding the Annual Report
- 2 cleanup events held
- 90 attendees for community meetings
- 74 attendees for stakeholder meetings

C. How many times was this observation measured or evaluated in this reporting period?

			1
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(ex.: samples/participants/events)

D. Has your MS4 made progress toward this measurable goal during this reporting period?

☒ Yes ☐ No

E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?

☒ Yes ☐ No

F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

Hold community meetings
 Post annual report on website for comments
 Receive any comments on SWMP's
 Hold cleanup events
 Hold stakeholder meetings

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9, 2 0 2 0

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
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Minimum Control Measure 3. Illicit Discharge Detection and Elimination

The information in this section is being reported (check one):

- ☒ On behalf of an individual MS4
☐ On behalf of a coalition

How many MS4s contributed to this report?

		1
--	--	---

1. Enter the number and approx. percent of outfalls mapped:	1	0	5	#	1	0	0	%
--	---	---	---	---	---	---	---	---

		1	0	5
--	--	---	---	---

1	0	0	%
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2. How many of these outfalls have been screened for dry weather discharges during this reporting period (outfall reconnaissance inventory)?

		0
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3.a. What types of generating sites/sewersheds were targeted for inspection during this reporting period?

- Auto Recyclers
- Building Maintenance
- Churches
- Commercial Carwashes
- Commercial Laundry/Dry Cleaners
- Construction Vehicle Washouts
- Cross-Connections
- Distribution Centers
- Food Processing Facilities
- Garbage Truck Washouts
- Hospitals
- Improper RV Waste Disposal
- Industrial Process Water
- Landscaping (Irrigation)
- Marinas
- Metal Plateing Operations
- Outdoor Fluid Storage
- Parking Lot Maintenance
- Printing
- Residential Carwashing
- Restaurants
- Schools and Universities
- Septic Maintenance
- Swimming Pools
- Vehicle Fueling
- Vehicle Maint./Repair Shops

○ Other:

☐ None

[illegible]

○ Sewersheds:

[illegible]

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9, 2 0 2 0

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
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3.b. What types of illicit discharges have been found during this reporting period?

- ☐ Broken Lines From Sanitary Sewer ☐ Industrial Connections
☐ Cross Connections ☐ Inflow/Infiltration
☐ Failing Septic Systems ☐ Pump Station Failure
☐ Floor Drains Connected To Storm Sewers ☐ Sanitary Sewer Overflows
☒ Illegal Dumping ☐ Straight Pipe Sewer Discharges
☐ Other: _____ ☐ None

[illegible]

4. How many illicit discharges/potential illegal connections have been detected during this reporting period?

		1
--	--	---

5. How many illicit discharges have been confirmed during this reporting period?

		0
--	--	---

6. How many illicit discharges/illegal connections have been eliminated during this reporting period?

		1
--	--	---

7. Has the storm sewershed mapping been completed in this reporting period?

☐ Yes ☒ No

If No, approximately what percent was completed in this reporting period?

1	0	0	%
---	---	---	---

8. Is the above information available in GIS?

☒ Yes ☐ No

Is this information available on the web?

☒ Yes ☐ No

If Yes, provide URL(s):

Please provide specific address of page where map(s) can be accessed - not home page.

URL

[illegible][illegible][illegible]

URL

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2	0	2	0
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City of Watertown

N	Y	R	2	0	A	5	6	5
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Please provide specific address of page where map(s) can be accessed - not home page

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- 11. What percent of staff in relevant positions and departments has received IDDE training?**

1	0	0	%
---	---	---	---

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
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12. Evaluating Progress Toward Measurable Goals MCM 3

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.

Percent of outfalls mapped.
 Percent of sewersheds mapped.
 Percent of total storm sewer system mapped.
 Percent of outfalls for which an outfall reconnaissance inventory has been performed.
 Adoption and enforcement of local IDDE law or ordinance.

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

100% of outfalls mapped
 100% of swersheds mapped
 100% of storm sewer system mapped
 Enforcement of local IDDE laws
 Two generating sites inspected
 IDDE training for staff

C. How many times was this observation measured or evaluated in this reporting period?

			1
--	--	--	---

(ex.: samples/participants/events)

D. Has your MS4 made progress toward this measurable goal during this reporting period?
☒ Yes ☐ No
E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?
☒ Yes ☐ No
F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

Screen 20 outfalls for dry weather discharges
 Conduct two industry inspections for IDDE
 Attend IDDE training

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
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Minimum Control Measures 4 and 5.
Construction Site and Post-Construction Control

The information in this section is being reported (check one):

- ☒ On behalf of an individual MS4
☐ On behalf of a coalition

How many MS4s contributed to this report?

		1
--	--	---

1a. Has each MS4 contributing to this report adopted a law, ordinance or other regulatory mechanism that provides equivalent protection to the NYS SPDES General Permit for Stormwater Discharges from Construction Activities? ☒ Yes ☐ No

1b. Has each Town, City and/or Village contributing to this report documented that the law is equivalent to a NYSDEC Sample Local Law for Stormwater Management and Erosion and Sediment Control through either an attorney certification or using the NYSDEC Gap Analysis Workbook? ☒ Yes ☐ No ☐ NT

If Yes, Towns, Cities and Villages provide date of equivalent NYS Sample Local Law.

☐ 09/2004 ☐ 03/2006 ☒ NT

2. Does your MS4/Coalition have a SWPPP review procedure in place? ☒ Yes ☐ No

3. How many Construction Stormwater Pollution Prevention Plans (SWPPPs) have been reviewed in this reporting period?

		1
--	--	---

4. Does your MS4/Coalition have a mechanism for receipt and consideration of public comments related to construction SWPPPs? ☒ Yes ☐ No ☐ NT

If Yes, how many public comments were received during this reporting period?

		0
--	--	---

5. Does your MS4/Coalition provide education and training for contractors about the local SWPPP process? ☐ Yes ☒ No

6. Identify which of the following types of enforcement actions you used during the reporting period for construction activities, indicate the number of actions, or note those for which you do not have authority:

<input type="radio"/> Notices of Violation	#	<table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td></tr></table>					0	<input type="radio"/> No Authority
				0				
<input type="radio"/> Stop Work Orders	#	<table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td></tr></table>					0	<input type="radio"/> No Authority
				0				
<input type="radio"/> Criminal Actions	#	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table>						<input checked="" type="radio"/> No Authority
<input type="radio"/> Termination of Contracts	#	<table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td></tr></table>					0	<input type="radio"/> No Authority
				0				
<input type="radio"/> Administrative Fines	#	<table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td></tr></table>					0	<input type="radio"/> No Authority
				0				
<input type="radio"/> Civil Penalties	#	<table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td></tr></table>					0	<input type="radio"/> No Authority
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<input type="radio"/> Administrative Orders	#	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table>						<input checked="" type="radio"/> No Authority
<input type="radio"/> Enforcement Actions or Sanctions	#	<table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td></tr></table>					0	
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<input type="radio"/> Other	#	<table border="1"><tr><td></td><td></td><td></td><td></td><td>0</td></tr></table>					0	<input type="radio"/> No Authority
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MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
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Minimum Control Measure 4. Construction Site Stormwater Runoff Control

The information in this section is being reported (check one):

☒ On behalf of an individual MS4

☐ On behalf of a coalition

How many MS4s contributed to this report?

		1
--	--	---

1. How many construction projects have been authorized for disturbances of one acre or more during this reporting period?

		1
--	--	---

2. How many construction projects disturbing at least one acre were active in your jurisdiction during this reporting period?

		1
--	--	---

3. What percent of active construction sites were inspected during this reporting period? ☐ NT

1	0	0
---	---	---

 %

4. What percent of active construction sites were inspected more than once?

☐ NT

1	0	0
---	---	---

 %

5. Do all inspectors working on behalf of the MS4s contributing to this report use the NYS Construction Stormwater Inspection Manual?

☒ Yes ☐ No ☐ NT

6. Does your MS4/Coalition provide public access to Stormwater Pollution Prevention Plans (SWPPPs) of construction projects that are subject to MS4 review and approval?

☒ Yes ☐ No ☐ NT

If your MS4 is Non-Traditional, are SWPPPs of construction projects made available for public review?

☐ Yes ☐ No

If Yes, use the following page to identify location(s) where SWPPPs can be accessed.

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
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7. Evaluating Progress Toward Measurable Goals MCM 4

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.

Number and type of enforcement actions.
 Percent of construction sites inspected.
 Number of SWPPP's reviewed.
 Number of construction sites authorized for disturbances greater than or equal to 1 acre.
 Allowance of public comments on SWPPP's

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

Local law adopted in 2017
 100% of construction sites inspected
 100% of construction sites inspected more than once
 100% of SWPPP's reviewed

C. How many times was this observation measured or evaluated in this reporting period?

			1
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(ex.: samples/participants/events)

D. Has your MS4 made progress toward this measurable goal during this reporting period?
☒ Yes ☐ No
E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?
☒ Yes ☐ No
F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

Enforcement of local law
 Inspection of construction sites
 Review of SWPPP's received
 Authorization of disturbance of construction sites greater than or equal to one acre
 Allowance of public comments on SWPPP's

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9, 2020

If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

City of Watertown

N	Y	R	2	0	A	5	6	5
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Minimum Control Measure 5. Post-Construction Stormwater Management

The information in this section is being reported (check one):

- ☒ On behalf of an individual MS4
☐ On behalf of a coalition

How many MS4s contributed to this report?	1
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1. How many and what type of post-construction stormwater management practices has your MS4/Coalition inventoried, inspected and maintained in this reporting period?

	# Inventoried	# Inspections	# Times Maintained
● Alternative Practices	<div><div></div><div></div><div>5</div></div>	<div><div></div><div></div><div>5</div></div>	<div><div></div><div></div><div>0</div></div>
● Filter Systems	<div><div></div><div></div><div>5</div></div>	<div><div></div><div></div><div>5</div></div>	<div><div></div><div></div><div>0</div></div>
○ Infiltration Basins	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
○ Open Channels	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
○ Ponds	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
○ Wetlands	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
○ Other	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>

2. Do you use an electronic tool (e.g. GIS, database, spreadsheet) to track post-construction BMPs, inspections and maintenance? ☒ Yes ☐ No

3. What types of non-structural practices have been used to implement Low Impact Development/Better Site Design/Green Infrastructure principles?

- ☒ Building Codes ☐ Municipal Comprehensive Plans
☒ Overlay Districts ☐ Open Space Preservation Program
☒ Zoning ☒ Local Law or Ordinance
☐ None ☒ Land Use Regulation/Zoning
☐ Watershed Plans ☐ Other Comprehensive Plan

○ Other:

[illegible]

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	2	0
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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
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4a. Are the MS4s contributing to this report involved in a regional/watershed wide planning effort?

☒ Yes ☐ No

4b. Does the MS4 have a banking and credit system for stormwater management practices?

☐ Yes ☒ No

4c. Do the SWMP Plans for each MS4 contributing to this report include a protocol for evaluation and approval of banking and credit of alternative siting of a stormwater management practice?

☐ Yes ☒ No

4d. How many stormwater management practices have been implemented as part of this system in this reporting period?

		1
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5. What percent of municipal officials/MS4 staff responsible for program implementation attended training on Low Impace Development (LID), Better Site Design (BSD) and other Green Infrastructure principles in this reporting period?

		0
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 %

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

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Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
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6. Evaluating Progress Toward Measurable Goals MCM 5

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.

Enforcement of local law
 Number and type of enforcement actions.
 Number of SWPPPs reviewed.
 Number of post-construction stormwater management practices inventoried
 Number of post-construction stormwater management practices inspected

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

One SWPPPs reviewed
 One post-construction stormwater management practices inventoried
 One post-construction stormwater management practices inspected

C. How many times was this observation measured or evaluated in this reporting period?

			1
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(ex.: samples/participants/events)

D. Has your MS4 made progress toward this measurable goal during this reporting period?
☒ Yes ☐ No
E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?
☒ Yes ☐ No
F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

Enforcement of local law
 Inspections of post-construction management practices
 Inventory of future post-construction management practices
 Maintenance of post-construction management practices
 Attendance of training
 Review of any new SWPPPs

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

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Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
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Minimum Control Measure 6. Stormwater Management for Municipal Operations

The information in this section is being reported (check one):

☒ On behalf of an individual MS4

☐ On behalf of a coalition

How many MS4s contributed to this report?

		1
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1. Choose/list each municipal operation/facility that contributes or may potentially contribute Pollutants of Concern to the MS4 system. For each operation/facility indicate whether the operation/facility has been addressed in the MS4's/Coalition's Stormwater Management Program(SWMP) Plan and whether a self-assessment has been performed during the reporting period. A self-assessment is performed to: 1) determine the sources of pollutants potentially generated by the permittee's operations and facilities; 2) evaluate the effectiveness of existing programs and 3) identify the municipal operations and facilities that will be addressed by the pollution prevention and good housekeeping program, if it's not done already.

<u>Operation/Activity/Facility</u>	<u>Self-Assessment</u> <u>Operation/Activity/Facility</u> <u>performed within the past 3</u>			
	<u>Addressed in SWMP?</u>		<u>years?</u>	
Street Maintenance.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Bridge Maintenance.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Winter Road Maintenance.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Salt Storage.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Solid Waste Management.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
New Municipal Construction and Land Disturbance..	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Right of Way Maintenance.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Marine Operations.....	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Hydrologic Habitat Modification.....	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Parks and Open Space.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Municipal Building.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Stormwater System Maintenance.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Vehicle and Fleet Maintenance.....	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Other.....	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

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If submitting this form as part of a joint report on behalf of a coalition leave SPDES ID blank.

Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
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2. Provide the following information about municipal operations good housekeeping programs:

- Parking Lots Swept (Number of acres X Number of times swept) # Acres

			2	0
--	--	--	---	---
- Streets Swept (Number of miles X Number of times swept) # Miles

		9	8	6
--	--	---	---	---
- Catch Basins Inspected and Cleaned Where Necessary #

		2	9	4
--	--	---	---	---
- Post Construction Control Stormwater Management Practices Inspected and Cleaned Where Necessary #

--	--	--	--	--
- Phosphorus Applied In Chemical Fertilizer # Lbs.

			5	4
--	--	--	---	---
- Nitrogen Applied In Chemical Fertilizer # Lbs.

	4	4	2	2
--	---	---	---	---
- Pesticide/Herbicide Applied (Number of acres to which pesticide/herbicide was applied X Number of times applied to the nearest tenth.) # Acres

			0	.	
--	--	--	---	---	--

3. How many stormwater management trainings have been provided to municipal employees during this reporting period?

				0
--	--	--	--	---

4. What was the date of the last training?

0	2	/	0	6	/	2	0	1	9
---	---	---	---	---	---	---	---	---	---

5. How many municipal employees have been trained in this reporting period?

		0
--	--	---

6. What percent of municipal employees in relevant positions and departments receive stormwater management training?

		0	%
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MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

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Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
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7. Evaluating Progress Toward Measurable Goals MCM 6

Use this page to report on your progress and project plans toward achieving measurable goals identified in your Stormwater Management Program Plan (SWMPP), including requirements in Part III.C.1. Submit additional pages as needed.

A. Briefly summarize the Measurable Goal identified in the SWMPP in this reporting period.

Percent of staff trained.
 Number and catch basins inspected and cleaned.
 Number of conveyance systems inspected and cleaned.
 Miles of streets swept and acres of parking lots swept.
 Pounds of nitrogen applied

B. Briefly summarize the observations that indicated the overall effectiveness of this Measurable Goal.

294 catch basins inspected and cleaned
 986 miles of streets swept
 20 acres of parking lots swept
 54 pounds of phosphorous applied

C. How many times was this observation measured or evaluated in this reporting period?

			1
--	--	--	---

(ex.: samples/participants/events)

D. Has your MS4 made progress toward this measurable goal during this reporting period?
☒ Yes ☐ No
E. Is your MS4 on schedule to meet the deadline set forth in the SWMPP?
☒ Yes ☐ No
F. Briefly summarize the stormwater activities planned to meet the goals of this MCM during the next reporting cycle (including an implementation schedule).

Train staff
 Clean and inspect catch basins
 Sweep streets
 Sweep parking lots
 Inspect and clean conveyance systems
 Track uses of herbicides/pesticides/fertilizers

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

2	0	2	0
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Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
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Additional Watershed Improvement Strategy Best Management Practices

The information in this section is being reported (check one):

☒ On behalf of an individual MS4

☐ On behalf of a coalition

How many MS4s contributed to this report?

		1
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MS4s must answer the questions or check NA as indicated in the table below.

MS4 Description	Answer	Check NA	(POC)
NYC EOH Watershed	-	-	-
Traditional Land Use	1,2,3,4,5,6,7a-d,8a,8b,9	10,11,12	Phosphorus
Traditional Non-Land Use	1,2,3,4,7a-d,8a,8b,9	5,10,11,12	Phosphorus
Non-Traditional	1,2,77a-d,8a,8b,9	3,4,5,10,11,12	Phosphorus
Onondaga Lake Watershed	-	-	-
Traditional Land Use	1,6,7a-d,8a,9	2,3,4,5,8b,10,11,12	Phosphorus
Traditional Non-Land Use	1,6,7a-d,8a,9	2,3,4,5,8b,10,11,12	Phosphorus
Non-Traditional	1,6,7a-d,8a,9	2,3,4,5,8b,10,11,12	Phosphorus
Greenwood Lake Watershed	-	-	-
Traditional Land Use	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Traditional Non-Land Use	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Non-Traditional	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Oyster Bay	-	-	-
Traditional Land Use	1,4,7a-d,9,10,11,12	2,3,5,6,8a,8b	Pathogens
Traditional Non-Land Use	1,4,7a-d,9,10,11,12	2,3,5,6,8a,8b	Pathogens
Non-Traditional	1,4,7a-d,9	2,3,4,5,8a,8b,10,11,12	Pathogens
Peconic Estuary	-	-	-
Traditional Land Use	1,4,7a-d,8a,9,10,11,12	2,3,5,6,8b	Pathogens and Nitrogen
Traditional Non-Land Use	1,4,7a-d,8a,9,10,11,12	2,3,5,6,8b	Pathogens and Nitrogen
Non-Traditional	1,4,7a-d,8a,9	2,3,4,5,8b,10,11,12	Pathogens and Nitrogen
Oscawana Lake Watershed	-	-	-
Traditional Land Use	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Traditional Non-Land Use	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
Non-Traditional	1,4,6,7a-d,8a,9	2,3,5,8b,10,11,12	Phosphorus
LI 27 Embayments	-	-	-
Traditional Land Use	1,2,3,4,7a-d,9,10,11,12	5,6,8a,8b	Pathogens
Traditional Non-Land Use	1,2,3,4,7a-d,9,10,11,12	5,6,8a,8b	Pathogens
Non-Traditional	1,2,3,4,7a-d,9	5,6,8a,8b,10,11,12	Pathogens

1. Does your MS4/Coalition have an education program addressing impacts of phosphorus/nitrogen/pathogens on waterbodies?

☐ Yes ☒ No ☐ N/A

2. Has 100% of the MS4/Coalition conveyance system been mapped in GIS?

☒ Yes ☐ No ☐ N/A

If N/A, go to question 3.

If No, estimate what percentage of the conveyance system has been mapped so far.

--	--	--

 %

Estimate what percentage was mapped in this reporting period.

--	--	--

 %

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

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Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
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3. Does your MS4/Coalition have a Stormwater Conveyance System (infrastructure) Inspection and Maintenance Plan Program? ☒ Yes ☐ No ☐ N/A
4. Estimate the percentage of on-site wastewater treatment systems that have been inspected and maintained or rehabilitated as necessary in this reporting period?

1	0	0
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 %
5. Has your MS4/Coalition developed a program that provides protection equivalent to the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activities (GP-0-08-001) to reduce pollutants in stormwater runoff from construction activities that disturb five thousand square feet or more? ☒ Yes ☐ No ☐ N/A
6. Has your MS4/Coalition developed a program to address post-construction stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre that provides equivalent protection to the NYS DEC SPDES General Permit for Stormwater Discharges from Construction Activities (GP-0-08-001), including the New York State Stormwater Design Manual Enhanced Phosphorus Removal Standards? ☒ Yes ☐ No ☐ N/A
- 7a. Does your MS4/Coalition have a retrofitting program to reduce erosion or phosphorus/nitrogen/pathogen loading? ☐ Yes ☒ No ☐ N/A
- 7b. How many projects have been sited in this reporting period?

		0
--	--	---
- 7c. What percent of the projects included in 7b have been completed in this reporting period?

		0
--	--	---

 %
- 7d. What percent of projects planned in previous years have been completed?

1	0	0
---	---	---

 %
- ☐ No Projects Planned
- 8a. Has your MS4/Coalition developed and implemented a turf management practices and procedures policy that addresses proper fertilizer application on municipally owned lands? ☐ Yes ☐ No ☒ N/A
- 8b. Has your MS4/Coalition developed and implemented a turf management practices and procedures policy that addresses proper disposal of grass clippings and leaves from municipally owned lands? ☐ Yes ☐ No ☒ N/A

MS4 Annual Report Form

This report is being submitted for the reporting period ending March 9,

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Name of MS4/Coalition

City of Watertown

SPDES ID

N	Y	R	2	0	A	5	6	5
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9. Has your MS4/Coalition developed and implemented a program of native planting?

☒ Yes ☐ No ☐ N/A

10. Has your MS4/Coalition enacted a local law prohibiting pet waste on municipal properties and prohibiting goose feeding?

☒ Yes ☐ No ☐ N/A

11. Does your MS4/Coalition have a pet waste bag program?

☒ Yes ☐ No ☐ N/A

12. Does your MS4/Coalition have a program to manage goose populations?

☐ Yes ☐ No ☒ N/A