

**CITY OF WATERTOWN, NEW YORK**  
**AGENDA**  
**Monday, May 4, 2026**  
**7 p.m.**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, May 4, 2026, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

**MOMENT OF SILENCE**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**ADOPTION OF MINUTES**

**COMMUNICATIONS**

**PRIVILEGE OF THE FLOOR**

**PUBLIC HEARING**

- |           |  |
|-----------|--|
| 7:15 p.m. | Changing the Approved Zoning Classification of 337 State Street, Parcel Number 6-02-317.000 from Downtown to Urban Mixed Use |
| 7:15 p.m. | A Local Law Establishing the In Rem Tax Foreclosure Act  |
| 7:15 p.m. | Fiscal Year 2026-27 Operating Budgets and Fiscal Year 2026-27 through 2030-31 Capital Budget                                 |

**RESOLUTIONS**

- |                    |  |
|--------------------|--|
| Resolution No. 1 - | Authorizing the Sale of Surplus Police Department Vehicle and Equipment  |
| Resolution No. 2 - | Authorizing the Sale of Surplus Fire Vehicles  |
| Resolution No. 3 - | Accepting Bid for SCBA Cylinder Compressor & Fill Station Replacement – Watertown Fire Department Jerome Fire Equipment Co. Inc.                         |
| Resolution No. 4 - | Adopting the City’s Community Development Block Grant Program Consolidated Plan for Program Years 2026-2030 and Annual Action Plan for Program Year 2026 |

- Resolution No. 5 - Approving the Grant Agreement Amendment with the Community Action Planning Council of Jefferson County for the CDBG CARES Act Funding Food Pantry Program
- Resolution No. 6 - Approving the Grant Agreement Amendment with the Watertown Urban Mission for CDBG CARES Act Funding Food Pantry Program
- Resolution No. 7 - Approving the Grant Agreement Amendment with the United Way of Northern New York for CDBG CARES Act Funding for the Watertown City School District Food for Families Program
- Resolution No. 8 - Approving the Grant Agreement Amendment with the Salvation Army for the CDBG CARES Act Funding Food Pantry Program
- Resolution No. 9 - Finding That Changing the Approved Zoning Classification of 337 State Street, Parcel Number 6-02-317.000 from Downtown to Urban Mixed Use Will Not Have a Significant Impact on the Environment

**LOCAL LAW**

- Proposed Local Law A Local Law Amending the Code of the City of Watertown, Chapter 260: Stormwater Management and Erosion and Sediment Control

**OLD BUSINESS**

- Ordinance No. 1 Changing the Approved Zoning Classification of 337 State Street, Parcel Number 6-02-317.000 from Downtown to Urban Mixed Use
- Proposed Local Law A Local Law Establishing the In Rem Tax Foreclosure Act
- Proposed Local Law A Local Law Overriding the Tax Levy Limit Established by New York General Municipal Law §3-c

**STAFF REPORTS**

1. Community Development Block Grant Program – Annual Community Assessment for Program Year 2024-2025

## **NEW BUSINESS**

### **EXECUTIVE SESSION**

To discuss proposed, pending or current litigation.

To discuss the employment history of a particular individual or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

To discuss collective bargaining.

### **ADJOURNMENT**

### **WORK SESSION**

Next Budget Work Sessions is scheduled for Wednesday, May 6, and Thursday, May 7, at 5:30 p.m.

Next Work Session is scheduled for Monday, May 11, at 7:00 p.m.

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, MAY 18, 2026.**

Res No. 1

May 4, 2026

To: The Honorable Mayor and City Council  
From: Tina Bartlett-Bearup, Purchasing Manager  
Subject: Authorizing the Sale of Surplus Police Department Vehicle and Equipment

The City of Watertown Police Department has submitted a list of surplus vehicle and equipment to the Purchasing Department that is either no longer useful or beyond repair and therefore no longer of value to the City.

Staff are recommending that the items listed below be sold through Auctions International's online website:

SURPLUS ITEMS				
LOT #	YEAR	DESCRIPTION	DEPARTMENT	DATE ADDED
1	UNK	Vizio Television	Police	4/9/2026
2	UNK	Compound Crossbow	Police	4/9/2026
3	UNK	Presidential Medals Cover Collec	Police	4/9/2026
4	UNK	Woven Loveseat	Police	4/9/2026
5	UNK	Whelen Lightbar	Police	4/9/2026
6	UNK	Whelen Lightbar with Control Box	Police	4/9/2026
7	UNK	Code 3 Lightbar	Police	4/9/2026
8	2019	Ford Explorer black/white	Police	4/9/2026

A resolution is attached for City Council consideration.



City of Watertown, New York  
**Police Department**

Metro-Jeff Public Safety Building  
751 Waterman Drive  
Watertown, NY 13601

Phone (315) 786-2610  
Fax (315) 786-2613  
wpd@watertown-ny.gov



Charles P. Donoghue  
Chief of Police

To: Purchasing Manager, Tina Bartlett-Bearup  
From: Watertown Police, Captain Cristin N. Lyon  
Re: Surplus items for auction  
Date: 04/16/2026

Tina,

The following patrol vehicle is no longer in use at the Watertown Police Department and is available for auction:

- 2019 black/white Ford Explorer VIN # 1FM5K8AR6KGA13191. This former patrol vehicle has a seized motor.

The following unclaimed property items are available for auction:

- Vizio Television
- Compound Crossbow
- Presidential Medals Cover Collection
- Woven Loveseat
- Whelen Lightbar
- Whelen Lightbar with Control Box
- Code 3 Lightbar

Respectfully submitted,

Cristin N. Lyon  
Police Captain

# RESOLUTION

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Authorizing the Sale of Surplus Police Department Vehicle and Equipment

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total .....

YEA	NAY

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

WHEREAS the City of Watertown Police Department has a surplus vehicle and various equipment, the description of which is attached and made a part of this resolution, and

WHEREAS the surplus vehicle and equipment may have some value best determined by an online auction, and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby authorizes the sale, by online auction, of the surplus vehicle and equipment as described in the attached listing, and

BE IT FURTHER RESOLVED that final acceptance of such bids shall constitute acceptance of the same by the City Manager or their designee.

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



Res No. 2

May 4, 2026

To: The Honorable Mayor and City Council  
From: Tina Bartlett-Bearup, Purchasing Manager  
Subject: Authorizing the Sale of Surplus Fire Vehicles

The Fire (FD) Department has submitted a listing of surplus vehicles to the Purchasing Department that are either no longer useful or beyond repair and therefore no longer of value to the City.

Staff is recommending that the vehicles listed below be sold through Auctions International's online website:

SURPLUS ITEMS				
LOT #	YEAR	DESCRIPTION	DEPARTMENT	DATE ADDED
1	1986	Emergency One 95' Aerial Truck	Fire	4/23/2026
2	1996	Ferrara/HME 1500 gallon pumper	Fire	4/23/2026

A resolution is attached for City Council consideration.



**CITY OF WATERTOWN FIRE DEPARTMENT**

224 SOUTH MASSEY STREET  
WATERTOWN, NEW YORK 13601  
OFFICE: 315-785-7800  
FAX: 315-785-1821



To: Tina Bartlett-Bearup, Purchasing Manager  
From: Deputy Chief Michael Kellogg  
Date: April 23, 2026  
Re: Surplus vehicles for auction

Tina,

The following vehicles have exceeded their useful life, are no longer in use at the City of Watertown Fire Department and are available for auction:

1. 1986 Emergency One 95' Aerial truck, VIN# 1F9DBBA85G1037600.
2. 1996 Ferrara/HME 1500 gallon pumper, VIN# 44KFT4825TWZ218379

Respectfully submitted,

Michael D. Kellogg  
Deputy Fire Chief

# RESOLUTION

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Authorizing the Sale of Surplus Fire Department Vehicles

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

YEA	NAY

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

WHEREAS the City of Watertown Fire Department has surplus vehicles, the description of which is attached and made a part of this resolution, and

WHEREAS the surplus vehicles may have some value best determined by an online auction, and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby authorizes the sale, by online auction, of the surplus vehicles as described in the attached listing, and

BE IT FURTHER RESOLVED that final acceptance of such bids shall constitute acceptance of the same by the City Manager or their designee.

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



May 4, 2026

TO: The Honorable Mayor and City Council

FROM: Tina Bartlett-Bearup, Purchasing Manager

SUBJECT: Accepting Bid for SCBA Cylinder Compressor & Fill Station Replacement – Watertown Fire Department Jerome Fire Equipment Co. Inc.

The City’s Purchasing Department advertised in the Watertown Daily Times for sealed bids from qualified bidders for the SCBA Cylinder Compressor & Fill Station Replacement – Watertown Fire Department (WFD), per City specifications and publicly opened and read the sealed bids on March 25, 2026, at 11:30 a.m. EST. Bids were provided to six (6) plan houses and eleven (11) potential vendors.

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

Vendor Name and Address			Sherman Air Services LLC	Colden Enterprises	Jerome Fire Equipment Co., Inc.
			PO Box 388 Norwich, NY 13815	8267 Loop Road Baldwinsville, NY 13027	8721 Caughdenoy Road Clay, NY 13041
Product	Unit	Qty	Ext. Price with all Features	Ext. Price with all Features	Ext. Price with all Features
Option #1 - Base bid (all listed bid items)	Plg	1	\$86,607.69	\$90,750.00	\$97,749.02
Option #2 - Base bid with trade-in credit	Plg	1	\$81,607.69		\$95,749.02
Option #3 (Additional Services)	Plg	1	\$2,137.00		\$1,975.00
Addendum Acknowledgement (if any)			N/A	N/A	N/A
Bid Bond or Check (B / C)			B	none	B
Non-Collusive Bidding Certificate			Y	Y	Y
Certificate of Compliance with the Iran Divestment Act			Y	Y	Y
Sexual Harassment Form			Y	Y	Y
Certificate of Contractor Registry			N	N	Y
SAM's & NYS Debarred			N	N	N
Additional comment			Bid Rejected and determined non-responsive as Certificate of Contractor Registry not provided as required (material requirement of procurement process).	Bid Rejected and determined non-responsive as bid bond and Certificate of Contractor Registry not provided as required (material requirement of procurement process).	

The Purchasing Manager and Fire Department reviewed the responses to ensure compliance with the specifications and hereby recommend that City Council award the total base bid for the SCBA Cylinder Compressor & Fill Station Replacement – Watertown Fire Department (WFD) to Jerome Fire Equipment Co., Inc. as the lowest responsive responsible bidder to include Option #2 base bid with trade-in in the amount of \$95,749.02 and Option #3 (additional services) in the amount of \$1,975.00 for a total award amount of \$97,724.02.

The SCBA Cylinder Compressor & Fill Station Replacement will be funded by the General Fund as appropriated by the City Council within the fiscal year 2025-26 Adopted Budget.

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



**CITY OF WATERTOWN, NEW YORK**

CITY HALL, ROOM 206

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3380

Project:	SCBA Cylinder Compressor & Fill Station Replacement - WFD
Bid / RFP Number:	Bid #2026-05
Opening Date:	Wednesday, March 25, 2026 @ 11:30 AM

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

Vendor Name and Address			Sherman Air Services LLC	Colden Enterprises	Jerome Fire Equipment Co., Inc.
			PO Box 388 Norwich, NY 13815	8267 Loop Road Baldwinsville, NY 13027	8721 Caughdenoy Road Clay, NY 13041
Product	Unit	Qty	Ext. Price with all Features	Ext. Price with all Features	Ext. Price with all Features
Option #1 - Base bid (all listed bid items)	Pkg	1	\$86,607.69	\$90,750.00	\$97,749.02
Option #2 - Base bid with trade-in credit	Pkg	1	\$81,607.69		\$95,749.02
Option #3 (Additional Services)	Pkg	1	\$2,137.00		\$1,975.00
Addendum Acknowledgement (if any)			N/A	N/A	N/A
Bid Bond or Check (B / C)			B	none	B
Non-Collusive Bidding Certificate			Y	Y	Y
Certificate of Compliance with the Iran Divestment Act					Y
Sexual Harassment Form			Y	N	Y
Certificate of Contractor Registry			N	N	Y
SAM's & NYS Debarred			N	N	N
Additional comment			Bid Rejected and determined non-responsive as Certificate of Contractor Registry not provided as required (material requirement of procurement process).	Bid Rejected and determined non-responsive as bid bond and Certificate of Contractor Registry not provided as required (material requirement of procurement process).	

**REJECTED**

**REJECTED**

Fiscal Year 2025-26  
Vehicles and Equipment

Self-Contained Breathing Apparatus Compressor and Filling Station \$100,000

This project would replace the 30+ year old SCBA compressor and filling station located at the Massey Street Station. The compressor and filling station will be used to fill air tanks for the department’s self-contained breathing apparatus. The equipment is necessary to allow department personnel to operate in dangerous atmospheres, such as structure fires, oxygen deficient, and toxic environments.



**City of Watertown**

**Fiscal Year:** FY 2025-26  
**Department:** Fire  
**Account Code:** A3410  
**Function:** Public Safety

**FY 2025-26 Adopted Budget**

A.3410.0460	Materials and Supplies continued:		
	HVAC Filters	500	
	Fire Prevention Bureau Publications / Supplies	<u>9,000</u>	66,950
A.3410.0465	Equipment < \$5,000		
	Turnout Gear (21 sets)	130,000	
	SCBA Components / Parts	14,000	
	Computers (6)	17,300	
	Bail Out Systems	1,500	
	Radio Equipment	55,000	
	Fire Service Equipment	15,000	
	Fire Investigation Equipment	2,500	
	Technical Rescue Equipment	15,000	
	Hazardous Monitoring Equipment	4,300	
	Office Furniture	2,300	
	Station Equipment	4,300	
	Station Appliances	<u>2,150</u>	<u>263,350</u>
	Total Operating Expenses		<u>805,800</u>
<b>Fringe Benefits</b>			
.3410.0810	New York State Employees' Retirement System	\$ 11,131	
A.3410.0820	New York State Police/Fire Retirement System		2,673,172
A.3410.0830	Social Security		544,266
A.3410.0840	Workers' Compensation		150,000
A.3410.0850	Health Insurance		<u>1,189,948</u>
	Total Fringe Benefits		<u>\$ 4,568,517</u>
	<b>TOTAL BUDGET</b>		<u><u>\$ 12,589,091</u></u>

# RESOLUTION

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Accepting Bid for SCBA Cylinder Compressor & Fill Station Replacement – Watertown Fire Department Jerome Fire Equipment Co. Inc.

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

YEA	NAY

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

WHEREAS the City desires to contract with a qualified vendor for the purchase and installation of a SCBA Cylinder Compressor & Fill Station Replacement, per departmental specifications for use by the City’s Fire Department located at 224 S. Massey, Watertown, NY 13601, and

WHEREAS the Purchasing Department advertised and received three (3) sealed bids for the SCBA Cylinder Compressor & Fill Station Replacement – Watertown Fire Department (WFD), and

WHEREAS on March 25, 2026, at 11:30 a.m. the bids received were publicly opened and read, and

WHEREAS Purchasing Manager, Tina Bartlett-Bearup reviewed the bids received with the Fire Department, and it is their recommendation that the City Council accept the lowest responsive responsible bid submitted by Jerome Fire Equipment Co. Inc.,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the bid received from Jerome Fire Equipment Co. Inc. to include Option #2 base bid with trade-in in the amount of \$95,749.02 and Option #3 (additional services) in the amount of \$1,975.00 for a total award amount of \$97,724.02, and

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

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

Res No. 4

May 4, 2026

To: The Honorable Mayor and City Council

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

Subject: Adopting the City's Community Development Block Grant Program Consolidated Plan for Program Years 2026-2030 and Annual Action Plan for Program Year 2026

As the City of Watertown is an Entitlement Community under the Community Development Block Grant (CDBG) Program, the U.S. Department of Housing and Urban Development (HUD) requires the City to submit a Consolidated Plan every five years. The Consolidated Plan is a policy plan that identifies specific needs in the community and establishes goals to address those needs over the five-year planning cycle. In addition, the City must submit an Annual Action Plan (AAP) that identifies specific projects that the City plans to implement using its CDBG allocation for that Program Year.

This year, Planning Staff developed both the five-year Consolidated Plan and Annual Action Plan following extensive community outreach and feedback. Staff discussed the proposed plans at a City Council work session, at a meeting of Advantage Watertown, which is the City's Citizens Advisory Board, and conducted a public meeting at a meeting at Hilltop Towers, which is a Watertown Housing Authority property on the City's north side.

In addition, Staff reached out via email to local constituency groups, and the City Council held a public hearing on March 2, 2026, to solicit public comments regarding funding priorities and proposed projects to include in the plans. Staff wrote both plans using the City Council's input as well as feedback gathered during the community outreach and consultation efforts described above.

Drafts of the Program Year 2026-2030 Consolidated Plan and Program Year 2026 Annual Action Plan were completed and published on March 23, 2026, and a 30-day public comment period for the plans was held between March 24, 2026 and April 24, 2026. Staff did not receive comments on either plan. Now that the comment period has ended, the City Council must adopt both plans so that Staff can submit them to HUD prior to the May 15, 2026 deadline.

Attached are excerpts from the plans including the executive summary, the five-year goals along with the annual project summary information. A complete copy of the plan can be viewed in the online version of the City Council agenda package and on the City's website at the following address: <https://www.watertown-ny.gov/ConsolidatedPlans>.

The attached Resolution, drafted for City Council consideration, adopts the CDBG Program Consolidated Plan for Program Years 2026-2030 and the Annual Action Plan for Program Year 2026 and authorizes Staff to submit both plans to HUD.

# Executive Summary

## ES-05 Executive Summary - 91.200(c), 91.220(b)

### 1. Introduction

This document represents the City of Watertown's Consolidated Plan for the Community Development Block Grant (CDBG) Program for Program Years 2026-2030. It also includes the City's Annual Action Plan for Program Year 2026. The City became an Entitlement Community under the CDBG Program for the first time in 2014 and developed a two-year Consolidated Plan followed by two five-year plans covering Program Years 2016-2020 and 2021-2025 respectively. The City wrote this Consolidated Plan in conjunction with the North Country Home Consortium's (NCHC) Consolidated Plan. The NCHC represents a three-county area consisting of Jefferson, Lewis and St. Lawrence counties and receives annual funding from the HOME Investment Partnership program.

The City's first three Consolidated Plans focused on neighborhood stabilization and revitalization, affordable housing rehabilitation, homeownership, environment and quality of life enrichment, job support and creation, fair housing education, homeless assistance, and support of public services. The City's 2026-2030 Consolidated Plan also includes these same goals but modified slightly to reflect current needs more accurately. The City developed the plan with public outreach and citizen participation that included a public hearing, outreach to numerous partner agencies identified in our Citizen Participation Plan and a City Council work session dedicated to the development of this plan. In addition, City Planning Department Staff met with residents during a public meeting to identify community needs and to generate project ideas to help implement the plan. Additionally, Staff utilized the City's first ever Comprehensive Plan, adopted in 2019, to guide the development of the plan and used a 2025-2026 Strategic Planning process to identify some of our priority infrastructure projects.

During our various outreach initiatives, including the work session with the City Council and the public meeting held at Hilltop Towers, the common theme that was identified was the need to focus on neighborhood stabilization and revitalization through continued investment in public infrastructure and the removal of blight. While previous plans have included those goals and projects to implement them, this plan places an even stronger emphasis on our neighborhood stabilization and revitalization goal.

### 2. Summary of the objectives and outcomes identified in the Plan Needs Assessment

#### Overview

As is noted above, the City developed its 2026-2030 Consolidated Plan following an extensive citizen participation and community outreach process that has enabled the City to develop a wide-ranging plan to address the community development needs of our City. The plan identifies several high-priority needs, including public infrastructure improvements, blight elimination, homeownership, provisions for

decent affordable housing, environmental and quality of life enhancements, economic development, fair housing education, targeted public services, and homeless prevention.

The needs assessment identified housing cost burden, the high cost of maintenance and general affordability as the prevalent housing problems in the City. To address these issues, the City plans to allocate resources toward our homebuyer and housing rehabilitation programs during the next five years.

As an established community with over 200 years of history, the City has a vast need for infrastructure improvements, which are important for public safety and for improving the quality of life in the City. The needs assessment process identified infrastructure improvements such as sidewalk replacement, the replacement of aging water mains, separation of storm water from sewer flows, accessibility improvements and pedestrian safety as the most important needs and challenges facing. As the number one need identified in our needs assessment process, the City's proposed Consolidated Plan places a high emphasis on this need and allocates significant resources to address it.

The Strategic Plan includes several goals to address these needs including neighborhood stabilization and revitalization, affordable housing rehabilitation, increasing homeownership opportunities, environment and quality of life enrichment, job support and creation, fair housing education, supporting public services and homeless assistance.

Our Annual Action Plans will support these goals with specific projects such as improvements to public infrastructure, blight removal, homebuyer assistance, fair housing education initiatives, homeless assistance and projects that support the social needs identified by the community through our public outreach process.

### **3. Evaluation of past performance**

The City has participated in the CDBG Entitlement Program for the last twelve years, successfully completing numerous projects that implemented the goals and objectives identified in our first three Consolidated Plans. The City focused most of its resources on addressing the primary goals of neighborhood stabilization and revitalization, affordable housing rehabilitation and increasing homeownership opportunities. Our success in implementing the neighborhood stabilization and revitalization goal over the last twelve years has included the construction of multiple sidewalk replacement projects in our target areas including the multi-year Huntington Street sidewalk project, and projects on Gaffney Drive, Rutland Street North, and Grant Street. It has also included several demolition projects that resulted in the removal of ten dilapidated residential structures. To date, the City has also replaced approximately 90 substandard ADA ramps throughout the City that helped to improve accessibility and replaced four bus shelters at various locations. It has also included the support of complete street reconstruction projects on Grant Street, Seward Street, Henry Street and Burlington Street. In addition, the design for a watermain replacement project on Huntington Street has been completed with construction proposed to begin in 2026. The City's neighborhood stabilization and revitalization efforts also included several tree planting projects and the replacement of two playground structures in target areas that improved recreational opportunities in their service areas.

To address our affordable housing rehabilitation goal, the City has implemented several owner-occupied housing rehabilitation and rental housing rehabilitation programs in the last several years. Since becoming an entitlement community, the City has assisted in rehabilitating 75 owner-occupied homes consisting of 86 total units and 16 rental properties consisting of 26 total units.

To increase homeownership opportunities within the community, the City has included several homebuyer assistance projects that, to date, has resulted in 28 families becoming homeowners.

The City also partnered with developer Evergreen Partners on two large scale rental rehabilitation projects, the Maple Court Apartments Project and the Black River Apartments Project, by providing funding for a portion of the architectural and engineering design fees associated with the projects. This funding helped to leverage millions of dollars in financing including funding from the State of New York, Federal low-income housing tax credits and private funds. The Maple Court Project resulted in the rehabilitation of 92 units that make up the complex. The Black River Apartments project was comprised of seven buildings at six different locations in and around downtown Watertown. Within the seven buildings, 115 residential units were rehabilitated.

In addition, prior to becoming an Entitlement Community, the City participated in the Small Cities program, first administered by HUD and then New York State, for over 35 years. The City operated housing rehabilitation programs for most of those years. Public infrastructure projects were funded to a lesser extent and the City implemented a couple of economic development projects.

#### **4. Summary of citizen participation process and consultation process**

The development of the City's Consolidated Plan and Annual Action Plan included extensive outreach to several different organizations and individuals throughout the community. The City contacted numerous public and private agencies that provide assisted housing, health and social services, homeless services, child welfare services and other agencies that serve the low to moderate income population in the City. The City also contacted adjacent units of local government and local economic development agencies to obtain input on non-housing community development needs and priorities.

As part of the citizen participation process for the CDBG Program, the City also held a public meeting on January 8, 2026, with the City's citizens advisory board, Advantage Watertown. Board members were given an overview of the CDBG Program that included eligible uses of funds and examples of previous projects. Members then discussed community needs and provided recommendations for projects for the 2026 Annual Action Plan.

The City Council also discussed the proposed Consolidated Plan and Annual Action Plan at a City Council work session held on February 9, 2026. City Staff gave a presentation on the CDBG program, which included an overview of the program, eligible and ineligible activities, a review of past projects, community needs, plan goals and project ideas for 2026. City Council members discussed the proposed plan goals and provided recommendations for projects, stressing the need for infrastructure improvements.

The citizen participation process also included a public meeting on February 24, 2026, at Hilltop Towers, a Watertown Housing Authority Apartment Complex located on the north side of the City in our Northeast Target Area. This meeting was held to encourage citizen participation in the planning process for the City's Community Development Block Grant program. Citizens were given an overview of the CDBG program, discussing what activities were eligible and ineligible for CDBG funding. City Staff then facilitated group discussion where members of the public were encouraged to share their own ideas and help identify priorities and areas of concern. Citizens then produced a list of proposed project ideas and a list of important needs facing the City. Citizens were then given the option of voting on their most important needs and project ideas at the end of the public meeting.

The City also conducted an online survey for several weeks during late February and early March to gain additional public input for our plans. The survey asked participants to rank community needs and types of projects in order of importance and offered open-ended questions that allowed people to express their opinions and offer input. A total of approximately 90 responses to the survey were received.

Staff also participated in meetings and exchanged emails with various community members to continue to seek input and discuss the needs of the community related to housing, homelessness, public facilities, infrastructure improvements, public services, economic development, and planning.

The City Council then held a public hearing on March 2, 2026, to obtain input from citizens, involved agencies and interested persons on activities to be included in the Consolidated Plan and Annual Action Plan.

In addition, the City participated in a Community Stakeholders Input Session held by the North Country HOME Consortium to discuss needs and priorities for both organizations. The session was held during the development of the North Country HOME Consortium's 2026-2030 Consolidated Plan.

After seeking this input, a draft Consolidated Plan and Annual Action plan was published and a 30-Day public comment period was held in order to gather additional input from citizens. The 30-Day public comment period lasted from March 24, 2026 to April 24, 2026.

The citizen participation process was extremely beneficial as it identified several community needs that were previously unknown and allowed the City to develop its Consolidated Plan and Annual Action Plan accordingly.

## **5. Summary of public comments**

Throughout the development of the Consolidated Plan and Annual Action Plan, the City received many valuable comments and suggestions from the public. The suggestions ranged from ideas for general goals and objectives to project specific ideas for particular neighborhoods or geographic areas.

Goals included investing in infrastructure and neighborhoods, creating and improving public spaces, ensuring the City's infrastructure is modern, safe and well maintained, taking pride in the City's appearance and preserving and enhancing the City's natural, cultural and scenic resources.

More specific project ideas included improving the sidewalk conditions in the City, improving housing conditions, assisting first-time homebuyers, improving ADA accessibility along streets, eliminating blight and improving facilities and infrastructure.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

All comments that were received during the citizen participation process for the Consolidated Plan and Annual Action Plan were considered in the preparation of the draft plans. The suggestions were reviewed for common and recurring themes to help establish priorities and goals.

Most of the comments and suggestions received were considered and most project specific ideas could be implemented under one or more of the City goals and/or strategies, however, the City will have to prioritize those ideas to address our greatest needs. The public meeting with citizens on February 24, 2026, did yield a few minor project specific ideas that were not accepted, due to the ideas being an ineligible use of CDBG funds.

While no public comments were received at the public hearing held on March 2, 2026, the City received valuable input during the various public meetings that were held as previously described.

## **7. Summary**

The City of Watertown developed its Consolidated Plan for Program Years 2026-2030 with an extensive citizen participation and community outreach process that has enabled the City to develop a plan that addresses the community development needs of our City. The plan focuses on neighborhood stabilization and revitalization, affordable housing rehabilitation, homeownership, environmental enrichment, job support and creation, fair housing education, support of public services and homeless assistance.

Our 2026 Annual Action Plan includes several infrastructure initiatives including a sidewalk reconstruction project and a sewer replacement project. It also includes a demolition project to address blight, a homebuyer program and support to address food insecurity in our schools and community.

## SP-45 Goals - 91.415, 91.215(a)(4)

### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Neighborhood Stabilization and Revitalization	2026	2030	Non-Housing Community Development	Downtown East Near East Near West Northeast Northwest West	Public Infrastructure Improvements Blight Elimination	CDBG: \$2,435,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3,750 Persons Assisted  Buildings Demolished: 4 Buildings
2	Affordable Housing Rehabilitation	2026	2030	Affordable Housing	Downtown East Near East Near West Northeast Northwest West	Decent Affordable Housing	CDBG: \$240,000	Homeowner Housing Rehabilitated:  8 Household Housing Unit  Rental units rehabilitated: 0 Household Housing Unit
3	Homeownership Assistance	2026	2030	Affordable Housing	Downtown East Near East Near West Northeast Northwest West	Decent Affordable Housing Homeownership	CDBG: \$1,080,000	Direct Financial Assistance to Homebuyers: 27 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Environment and Quality of Life Enrichment	2026	2030	Non-Housing Community Development	Downtown East Near East Near West Northeast Northwest West	Public Infrastructure Improvements	CDBG: \$110,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3,750 Persons Assisted
5	Fair Housing Education	2026	2030	Fair Housing	Downtown East Near East Near West Northeast Northwest West	Fair Housing Education	CDBG: \$26,000	Other: 125 Other
6	Homeless Assistance	2026	2030	Homeless	Downtown East Near East Near West Northeast Northwest West	Homeless Prevention	CDBG: \$15,000	Homelessness Prevention: 75 Persons Assisted
7	Public Services Support	2026	2030	Non-Homeless Special Needs	Downtown East Near East Near West Northeast Northwest West	Support of Public Services	CDBG: \$85,500	Public service activities other than Low/Moderate Income Housing Benefit: 2,500 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
8	Economic Development	2026	2030	Economic Development	Downtown East Near East Near West Northeast Northwest West	Economic Development	CDBG: \$0	Jobs created/retained: 0
9	Planning and Administration	2026	2030	Planning and Administration	Downtown East Near East Near West Northeast Northwest West	Decent Affordable Housing Homeownership Public Infrastructure Improvements Blight Elimination Economic Development Fair Housing Education Support of Public Services Homeless Prevention	CDBG: \$330,500	Other: 1 Other

Table 16 – Goals Summary

## Goal Descriptions

<b>1</b>	<b>Goal Name</b>	Neighborhood Stabilization and Revitalization
	<b>Goal Description</b>	Low- and moderate-income neighborhoods will be improved through the construction of public infrastructure improvements and the elimination of blighting influences in target areas. Public infrastructure projects include, but are not limited to, sidewalk and street reconstruction, complete streets improvements, utilities, lighting, technology, neighborhood facilities, facilities for persons with special needs and accessibility projects. Blight elimination includes the demolition of buildings in target areas or other areas in order to stop the spread of blighting influences throughout the City.
<b>2</b>	<b>Goal Name</b>	Affordable Housing Rehabilitation
	<b>Goal Description</b>	Owner-occupied and rental properties for low- and moderate-income families will be rehabilitated, with an emphasis on those properties that will contribute to neighborhood stabilization and revitalization.
<b>3</b>	<b>Goal Name</b>	Homeownership Assistance
	<b>Goal Description</b>	Homeownership assistance to low- and moderate-income families will be provided to increase the number of owner-occupied households and to help stabilize and revitalize neighborhoods throughout the City.
<b>4</b>	<b>Goal Name</b>	Environment and Quality of Life Enrichment
	<b>Goal Description</b>	Environmental conditions and quality of life will be improved in target areas by constructing physical improvements such as parks, playgrounds, rain gardens and other green infrastructure, eliminating combined sewer overflows, addressing stormwater issues, increasing greenspace and implementing urban forestry initiatives such as tree planting, hazardous tree removal and invasive species management.
<b>5</b>	<b>Goal Name</b>	Fair Housing Education
	<b>Goal Description</b>	Reduce barriers to fair housing by increasing knowledge in the community of fair housing rights through education, marketing, outreach, training and technical assistance.

<b>6</b>	<b>Goal Name</b>	Homeless Assistance
	<b>Goal Description</b>	Support Jefferson County and the Points North Housing Coalition, the local Continuum of Care, and other local agencies that are working to prevent homelessness through support of services for unhoused persons and long-term planning to address homelessness in the community.
<b>7</b>	<b>Goal Name</b>	Public Services Support
	<b>Goal Description</b>	Support agencies that are working to address social issues and concerns within the community including, but not limited to, food insecurity, health services, substance abuse services, education programs, services for senior citizens and recreational services.
<b>8</b>	<b>Goal Name</b>	Economic Development
	<b>Goal Description</b>	Support the efforts of the Watertown Local Development Corporation, Jefferson County Economic Development and other local economic development agencies by partnering with these organizations on various initiatives to advance the reuse and adaptive reuse of strategic development sites, including brownfields, to retain key industries, attract businesses and create jobs.
<b>9</b>	<b>Goal Name</b>	Planning and Administration
	<b>Goal Description</b>	Conduct planning studies as needed to develop neighborhood revitalization strategies and to inform the development of consolidated plans and annual action plans and administer the City's CDBG Program including project management and the development of annual plans and reports.

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)**

During the 2026-2030 time period covered by this Consolidated Plan, the City intends to assist residents with homeownership with homebuyer grants. The City anticipates providing approximately five grants per year for an aggregate total of 25 over the five-year period. Of the 25, the City anticipates that five low-income families and 20 moderate-income families will be supported by the homebuyer grant program.

## AP-35 Projects - 91.420, 91.220(d)

### Introduction

For Program Year 2026, the City plans to address two high priority needs: improving public infrastructure and affordable housing. These needs address two important goals from our Consolidated Plan: neighborhood stabilization and revitalization and homeownership assistance. The City will also address one of our lower priority needs and goals which is support of public services, although at a much smaller funding level than the higher priority needs.

The City has identified the following projects to address the highest priority needs and goals: a sidewalk construction project, a sewer replacement project, a demolition project and a homebuyer program. To accomplish our lower priority goals, the City plans to provide support for two food pantries.

Planning and Administration will also be included in the plan and will provide funding for the overall administration of the CDBG Program.

#	Project Name
1	Mill Street (500-600 Blocks) Sidewalk Replacement Project
2	Central Street (300 Block) Sanitary Sewer Replacement
3	383 Flower Avenue East Demolition Project
4	Lead & Galvanized Water Service Replacement Program
5	Homebuyer Program 2026
6	Watertown Urban Mission Food Pantry
7	WCSD Food for Families (Backpack) Program
8	Program Administration

Table 18 – Project Information

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs.

In developing the projects for our Annual Action Plan, the City put the most emphasis on the two highest priority needs that were identified during our citizen participation and outreach initiatives, which were neighborhood stabilization and revitalization and homeownership. Approximately 93 percent of our available funding for this program year has been allocated to address these top priorities. The City will use the remaining funding for planning and administration and addressing our lower priority need of supporting public services.

## AP-38 Project Summary Information

1	<b>Project Name</b>	<b>Mill Street (500-600 Blocks) Sidewalk Replacement Project</b>
	<b>Target Area</b>	Northeast
	<b>Goals Supported</b>	Neighborhood Stabilization and Revitalization
	<b>Needs Addressed</b>	Public Infrastructure Improvements
	<b>Funding</b>	CDBG: \$250,000
	<b>Description</b>	The <b>Mill Street (500-600 Blocks) Sidewalk Replacement Project</b> consists of the replacement of approximately 3,000 linear feet of 4' wide sidewalks along the 500 and 600 Blocks of Mill Street in the City's Northeast Target Area. This area of the City is heavily used by pedestrians due to the proximity of several Watertown Housing Authority apartment complexes including Hilltop Towers and Skyline Apartments.
	<b>Target Date</b>	10/31/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City estimates that 688 low to moderate-income (LMI) families will benefit from the proposed project.  The project footprint straddles four Block Groups, three of which are majority LMI, across two different Census Tracts, two Block Groups from each Census Tracts. Since 2024 ACS data on total families in a geography is only available at the Census Tract level, the City divided the number of families evenly across the Block Groups in both Census Tracts when estimating the number of families, then applied HUD's estimated LMI percentages in each Block Group to determine the number of LMI families.
	<b>Location Description</b>	The project will take place within the Mill Street Right-of-Way in the 500 and 600 Blocks of Mill Street. It is located in the Northeast Target Area.
	<b>Planned Activities</b>	Planned activities include installing approximately 3,000 linear feet of four-foot-wide sidewalk.

2	<b>Central Street (300 Block) Sanitary Sewer Replacement Project</b>
<b>Project Name</b>	Near East
<b>Target Area</b>	Neighborhood Stabilization and Revitalization
<b>Goals Supported</b>	Public Infrastructure Improvements
<b>Needs Addressed</b>	CDBG: \$240,000
<b>Funding</b>	The <b>Central Street (300 Block) Sanitary Sewer Replacement Project</b> involves the replacement of approximately 600 feet of compromised 20” sanitary sewer pipe and all associated sewer laterals installed back in 1893. The existing pipe and structures are broken, cracked and are in danger of collapsing.
<b>Description</b>	
<b>Target Date</b>	10/31/2026
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<p>The City estimates that 286 low to moderate-income (LMI) families will benefit from the proposed project.</p> <p>The project footprint straddles two Block Groups, one of which is majority LMI, across two different Census Tracts, one Block Group from each Census Tract. Since 2024 ACS data on total families in a geography is only available at the Census Tract level, the City divided the number of families evenly across the Block Groups in both Census Tracts when estimating the number of families, then applied HUD’s estimated LMI percentages in each Block Group to determine the number of LMI families.</p>
<b>Location Description</b>	The project will take place in the Right-of-Way on Central Street between Huntington Street and Bronson Street. It is located in the Near East Target Area.
<b>Planned Activities</b>	Planned activities include installing approximately 300 feet of new 20” sanitary sewer pipe, associated sewer laterals, stone backfill and asphalt pavement patch.

3	<b>Project Name</b>	<b>383 Flower Avenue East Demolition Project</b>
	<b>Target Area</b>	None
	<b>Goals Supported</b>	Neighborhood Stabilization and Revitalization
	<b>Needs Addressed</b>	Blight Removal
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	The <b>383 Flower Avenue East Demolition Project</b> involves the demolition of a City owned residential structure in the City's east side. The project will remove a blighted structure and will aid in the prevention of blight spreading to adjacent properties.
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Not applicable.
	<b>Location Description</b>	The project will take place at 383 Flower Avenue East.
	<b>Planned Activities</b>	A dilapidated single family residential home located on the parcel will be demolished and the site will be restored.

4	<b>Project Name</b>	<b>Lead &amp; Galvanized Water Service Replacement Program</b>
	<b>Target Area</b>	Downtown, East, Near East, Near West, Northeast, Northwest, West
	<b>Goals Supported</b>	Neighborhood Stabilization and Revitalization Environment and Quality of Life Enrichment
	<b>Needs Addressed</b>	Affordable Housing Rehabilitation Neighborhood Stabilization and Revitalization
	<b>Funding</b>	CDBG: \$20,000
	<b>Description</b>	The <b>Lead &amp; Galvanized Water Service Replacement Program</b> will provide rehabilitation assistance for the replacement of lead and galvanized water services for substandard 1-to-4-unit properties within the City.
	<b>Target Date</b>	12/31/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This program will assist approximately three low-to-moderate income families.
	<b>Location Description</b>	The project will take place throughout the City of Watertown.
	<b>Planned Activities</b>	The Lead & Galvanized Water Service Replacement Program will provide loans and/or grants to low-and moderate-income property owners for the replacement of lead and galvanized water services for substandard 1-to-4-unit properties within the City

5	<b>Project Name</b>	<b>Homebuyer Program 2026</b>
	<b>Target Area</b>	Downtown, East, Near East, Near West, Northeast, Northwest, West
	<b>Goals Supported</b>	Neighborhood Stabilization and Revitalization Homeownership Assistance
	<b>Needs Addressed</b>	Homeownership
	<b>Funding</b>	CDBG: \$240,000
	<b>Description</b>	The <b>Homebuyer Program</b> will provide grants to assist qualified low-to-moderate income individuals with down payment assistance toward the purchase of a new home. The project is designed to increase the opportunity for homeownership throughout the City, with an emphasis on our CDBG target areas.
	<b>Target Date</b>	12/31/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This program will assist approximately six low-to-moderate families.
	<b>Location Description</b>	The project will take place throughout the City of Watertown.
	<b>Planned Activities</b>	The Homebuyer Program will provide grants to assist qualified low-to-moderate income individuals with down payment assistance toward the purchase of a new home.

6		<p><b>Watertown Urban Mission Food Pantry Project</b></p> <p>Downtown, East, Near East, Near West, Northeast, Northwest, West</p> <p>Public Services Support</p> <p>Support of Public Services</p> <p>CDBG: \$8,000</p> <p>The <b>Watertown Urban Mission Food Pantry Project</b> will provide funding for the Watertown Urban Mission’s (WUM) Food Pantry. The grant would help cover the costs for an increased demand for food and supplies that the WUM has been seeing in recent months. The increased demand has put unexpected strain on funding resources for providing food packages to those in need. Due to the increased demand, the agency anticipates a shortage of funds in the food pantry in the coming months.</p> <p>6/30/2027</p> <p>This program will assist approximately 100 low to moderate income families.</p> <p>The project will serve residents located throughout the City of Watertown.</p> <p>The Watertown Urban Mission Food Pantry Project will provide food and needed supplies for approximately 100 families throughout the City of Watertown.</p>
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7	<b>Project Name</b>	<b>WCSD Food for Families (Backpack) Program</b>
	<b>Target Area</b>	Downtown, East, Near East, Near West, Northeast, Northwest, West
	<b>Goals Supported</b>	Public Services Support
	<b>Needs Addressed</b>	Support of Public Services
	<b>Funding</b>	CDBG: \$8,000
	<b>Description</b>	The <b>WCSD Food for Families (Backpack) Program</b> will provide funding for the Watertown City School District to assist impoverished children and their families with a backpack full of food each Friday, so they have food to eat over the weekend. This enables them to be better prepared to learn when the new school week starts. The long-term goals of the program include improving scores, attendance, graduation rates, etc. The program is carried out at all school buildings within the District, with the numbers of backpacks per school allocated based on school population and need. The program is currently run entirely on donations made to a backpack fund set up at the United Way, which allows for the purchase of food through the CNY Foodbank. Volunteers from the community raise funds for the purchase of food, which is packed into bags each Wednesday by students and volunteers. The program provides approximately 120 backpacks each week during the school year, but there is greater need in the District than the program can provide.
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This program will assist approximately 50 low to moderate income families, over the course of 40 weeks.
	<b>Location Description</b>	The program will service all schools in the Watertown City School District.
	<b>Planned Activities</b>	The Watertown City School District Food 4 Families Program will provide food for approximately 50 students and their families throughout the Watertown City School District each week for 40 weeks during the school year.

8	<b>Project Name</b>	<b>Program Administration 2026</b>
	<b>Target Area</b>	Downtown, East, Near East, Near West, Northeast, Northwest, West
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Decent Affordable Housing Homeownership Public Infrastructure Improvements Environment and Quality of Life Enrichment Blight Elimination Fair Housing Education Support of Public Services Homeless Prevention
	<b>Funding</b>	CDBG: \$46,000
	<b>Description</b>	This project is for the administration of the CDBG Program.
	<b>Target Date</b>	6/30/2026
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Not applicable
	<b>Location Description</b>	This covers wherever the CDBG funds will be spent.
	<b>Planned Activities</b>	The City will administer the CDBG Program.

# RESOLUTION

Page 1 of 2

Adopting the City's Community Development Block Grant Program Consolidated Plan for Program Years 2026-2030 and Annual Action Plan for Program Year 2026

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total .....

YEA	NAY

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

WHEREAS on August 5, 2013, the City Council adopted a resolution authorizing the City of Watertown to become an Entitlement Grantee under the rules and regulations of the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant Program (CDBG), and

WHEREAS, as an Entitlement Grantee, the City must adopt a Consolidated Plan and Annual Action Plan(s) for its Housing and Community Development Program, and

WHEREAS the Consolidated Plan and Annual Action Plan must be developed with community input and citizen participation, and

WHEREAS Staff discussed the proposed plans at a City Council work session, at a meeting of Advantage Watertown, the City's Citizens Advisory Board, and at a public meeting held at a Watertown Housing Authority property, and

WHEREAS Staff conducted outreach efforts with local constituency groups, and the City Council held a public hearing on March 2, 2026, to solicit public comments for developing funding priorities and projects to be included in the plans, and

WHEREAS drafts of the Program Year 2026-2030 Consolidated Plan and the Program Year 2026 Annual Action Plan were completed and published on March 23, 2026, and

WHEREAS the draft plans were made available to the public for review and placed in various offices at City Hall, at the Roswell P. Flower Memorial Library, at the Watertown Housing Authority offices and on the City's website, and

WHEREAS a 30-day public comment period for the plans was held between March 24, 2026 and April 24, 2026, after a notice of the comment period was published in the *Watertown Daily Times*,

NOW THEREFORE BE IT RESOLVED that the City Council hereby adopts and authorizes the submission of the City of Watertown's CDBG Program Consolidated Plan for

**RESOLUTION**

Page 2 of 2

Adopting the City's Community Development Block Grant Program Consolidated Plan for Program Years 2026-2030 and Annual Action Plan for Program Year 2026

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

YEA	NAY

Program Years 2026-2030 and the Annual Action Plan for Program Year 2026, which allocates the CDBG funds as follows:

**CDBG Program Year 2026 Proposed Budget**

**Sources**

Program Year 2026 Entitlement Grant	\$830,605
<b>Total Funds Available for Allocation</b>	<b>\$830,605</b>

**Proposed Uses**

Mill Street (500-600 Blocks) Sidewalk Replacement Project	\$218,605.00
Central Street (300 Block) Sanitary Sewer Replacement	\$240,000.00
Demolition Project	\$50,000.00
Lead & Galvanized Water Service Replacement Program	\$20,000.00
Homebuyer Program	\$240,000.00
Watertown Urban Mission Food Pantry	\$8,000.00
WCSD Food for Families (Backpack) Program	\$8,000.00
Program Administration	\$46,000.00
<b>Total Funds Proposed for Allocation</b>	<b>\$ 830,605</b>

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

Res. Numbers 5, 6, 7, and 8

May 4, 2026

To: The Honorable Mayor and City Council

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

Subject: Approving Grant Agreement Amendments with the Community Action Planning Council of Jefferson County, the Watertown Urban Mission, United Way of Northern New York, and the Salvation Army

As discussed at the April 20, 2026, City Council meeting, the City of Watertown currently has \$20,002.36 in unspent Coronavirus relief funds from the federal government that it must expend by September 3, 2026. Staff recommended, and the City Council agreed to spend the remaining funds on food pantry activities, extending four grant agreements with local nonprofits that the City already has in place.

The City would continue to partner with the Community Action Planning Council of Jefferson County, the Watertown Urban Mission, United Way of Northern New York for the Watertown City School District's Food 4 Families Program, and the Salvation Army.

Resolutions and an agreement amendment between the City of Watertown and each of the food pantries has been drafted and is attached. As the City Council will see, the agreements for the Community Action Planning Council of Jefferson County and the Salvation Army are increased by \$5,000 each and the agreements for the Watertown Urban Mission and the United Way of Northern New York are increased by \$4,750 each. The total of all four agreements is \$19,500. The remaining \$502.36 will be reserved for program administration and will cover staff's time for reviewing and processing payment requests, reviewing final reports and for reporting accomplishments to HUD.

# RESOLUTION

Page 1 of 1

Approving the Grant Agreement Amendment with the Community Action Planning Council of Jefferson County for the CDBG CARES Act Funding Food Pantry Program

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

YEA	NAY

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

WHEREAS the City of Watertown Community Development Block Grant (CDBG) 2020 Annual Action Plan included CDBG Coronavirus Aid, Relief and Economic Security (CARES) Act funds to pay for food and associated supplies in support of the Community Action Planning Council of Jefferson County (CAPC) Food Pantry, and

WHEREAS on August 2, 2021, the City entered into a grant agreement with the CAPC for grant funding for the CAPC Food Pantry Program, and

WHEREAS the City Council desires to amend the grant agreement to provide additional CARES Act funding for the food pantry that will be made available to low- and moderate-income families living in the City, and

WHEREAS an Agreement Amendment between the City of Watertown and the CAPC for the CDBG CARES Act funds has been drafted,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it hereby approves the Agreement Amendment with the Community Action Planning Council of Jefferson County, a copy of which is attached and made part of this resolution, and

BE IT FURTHER RESOLVED that the City Manager or their designee is hereby authorized and directed to sign the Agreement Amendment on behalf of the City Council for the CDBG CARES Act Community Action Planning Council of Jefferson County Food Pantry Assistance Program.

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

**AGREEMENT AMENDMENT**

2020 Community Development Block Grant CARES Act Funding  
Community Action Planning Council (CAPC) of Jefferson County Food Pantry Program

The Agreement entered into on the 2<sup>nd</sup> day of August 2021, by and between the City of Watertown, a municipal corporation of the State of New York, having its principal office located at 245 Washington Street, Watertown, New York 13601, hereinafter referred to as the “City” and the Community Action Planning Council of Jefferson County, with its principal office at 518 Davidson Street, Watertown, New York, 13601, hereinafter referred to as the “Grantee” is hereby amended.

WITNESSETH:

WHEREAS the City has unallocated funding available through the Community Development Block Grant (CDBG) Coronavirus Aid, Relief and Economic Security Act (CDBG-CV funds) awarded to the City from the U.S. Department of Housing and Urban Development (HUD), and

WHEREAS in order to spend the remaining grant funds prior to the grant expiration date of September 3, 2026, the City Council of the City of Watertown has agreed to allocate a portion of the remaining funding to the Grantee for its food pantry program to prevent, prepare for or respond to Coronavirus, and

WHEREAS the funds would be used for the purchase of food and associated supplies to address ongoing food insecurity in the community that has remained a secondary impact from COVID and a significant issue for many families in the City,

NOW THEREFORE, the City and the Grantee do mutually agree to amend their Grant Agreement dated the 2<sup>nd</sup> day of August, 2021, as follows:

The total grant of CDBG-CV funds listed in Paragraph Three is hereby increased by \$5,000 to a total amount not to exceed \$37,500 and the deadline for spending the funds listed in Paragraph Four is changed to July 31, 2026.

**City of Watertown:**

\_\_\_\_\_ Date: \_\_\_\_\_  
By: Eric Wagenaar  
City Manager

**Community Action Planning Council (CAPC)  
of Jefferson County:**

\_\_\_\_\_ Date: \_\_\_\_\_  
By: Craig Cashman  
Executive Director

RESOLUTION

Page 1 of 1

Approving the Grant Agreement Amendment with the Watertown Urban Mission for CDBG CARES Act Funding Food Pantry Program

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

Table with 2 columns: YEA, NAY. Multiple empty rows for voting.

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

WHEREAS the City of Watertown Community Development Block Grant (CDBG) 2020 Annual Action Plan included CDBG Coronavirus Aid, Relief and Economic Security (CARES) Act funds to pay for food and associated supplies in support of the Watertown Urban Mission Food Pantry Program, and

WHEREAS on November 17, 2020, the City entered into a grant agreement with the Watertown Urban Mission for grant funding for the Watertown Urban Mission’s Food Pantry Program, and

WHEREAS the City Council desires to amend the grant agreement to provide additional CARES Act funding for the food pantry that will be made available to low- and moderate-income families living in the City, and

WHEREAS an Agreement Amendment between the City of Watertown and the Watertown Urban Mission for the CDBG CARES Act funds has been drafted,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it hereby approves the Agreement Amendment with the Watertown Urban Mission, a copy of which is attached and made part of this resolution, and

BE IT FURTHER RESOLVED that the City Manager, or their designee, is hereby authorized and directed to sign the Agreement Amendment on behalf of the City Council for the CDBG CARES Act Watertown Urban Mission Food Pantry Program.

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

**AGREEMENT AMENDMENT**

2020 Community Development Block Grant CARES Act Funding  
Watertown Urban Mission Food Pantry Program

The Agreement entered into on the 17<sup>th</sup> day of November 2020, by and between the City of Watertown, a municipal corporation of the State of New York, having its principal office located at 245 Washington Street, Watertown, New York 13601, hereinafter referred to as the “City” and the Watertown Urban Mission, with its principal office at 247 Factory Street, Watertown, New York, 13601, hereinafter referred to as the “Grantee” is hereby amended.

WITNESSETH:

WHEREAS the City has unallocated funding available through the Community Development Block Grant (CDBG) Coronavirus Aid, Relief and Economic Security Act (CDBG-CV funds) awarded to the City from the U.S. Department of Housing and Urban Development (HUD), and

WHEREAS in order to spend the remaining grant funds prior to the grant expiration date of September 3, 2026, the City Council of the City of Watertown has agreed to allocate a portion of the remaining funding to the Grantee for its food pantry program to prevent, prepare for or respond to Coronavirus, and

WHEREAS the funds would be used for the purchase of food and associated supplies to address ongoing food insecurity in the community that has remained a secondary impact from COVID and a significant issue for many families in the City,

NOW THEREFORE, the City and the Grantee do mutually agree to amend their Grant Agreement dated the 17th day of November, 2020, as follows:

The total grant of CDBG-CV funds listed in Paragraph Three is hereby increased by \$4,750 to a total amount not to exceed \$29,750 and the deadline for spending the funds listed in Paragraph Four is changed to July 31, 2026.

**City of Watertown:**

\_\_\_\_\_  
By: Eric Wagenaar  
City Manager  
Date: \_\_\_\_\_

**Watertown Urban Mission**

\_\_\_\_\_  
By: Cherelyn VanBrocklin  
Executive Director  
Date: \_\_\_\_\_

# RESOLUTION

Page 1 of 1

Approving the Grant Agreement Amendment with the United Way of Northern New York for CDBG CARES Act Funding for the Watertown City School District Food for Families Program

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

YEA	NAY

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

WHEREAS the City of Watertown Community Development Block Grant (CDBG) 2020 Annual Action Plan included CDBG Coronavirus Aid, Relief and Economic Security (CARES) Act funds to pay for food and associated supplies in support of the Watertown City School District’s Food 4 Families Program, and

WHEREAS on August 2, 2021, the City entered into a grant agreement with the United Way of Northern New York for grant funding for the Watertown City School District’s Food 4 Families Program, and

WHEREAS the City Council desires to amend the grant agreement to provide additional CARES Act funding for the program that will be made available to low- and moderate-income families living in the City, and

WHEREAS an Agreement Amendment between the City of Watertown and the United Way of Northern New York has been drafted,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it hereby approves the Agreement Amendment with the United Way of Northern New York, a copy of which is attached and made part of this resolution, and

BE IT FURTHER RESOLVED that the City Manager, or their designee, is hereby authorized and directed to sign the Agreement Amendment on behalf of the City Council for the CDBG CARES Act United Way of Northern New York – Watertown City School District Food 4 Families Program.

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

**AGREEMENT AMENDMENT**

**2020 Community Development Block Grant CARES Act Funding  
United Way of Northern New York – Watertown City School District Food 4 Families Program**

The Agreement entered into on the 2<sup>nd</sup> day of August, 2021, by and between the City of Watertown, a municipal corporation of the State of New York, having its principal office located at 245 Washington Street, Watertown, New York 13601, hereinafter referred to as the “City” and the United Way of Northern New York with its principal address at 167 Polk Street, Suite 300, Watertown, NY 13601, hereinafter referred to as the “Grantee” is hereby amended.

WITNESSETH:

WHEREAS the City has unallocated funding available through the Community Development Block Grant (CDBG) Coronavirus Aid, Relief and Economic Security Act (CDBG-CV funds) awarded to the City from the U.S. Department of Housing and Urban Development (HUD), and

WHEREAS in order to spend the remaining grant funds prior to the grant expiration date of September 3, 2026, the City Council of the City of Watertown has agreed to allocate a portion of the remaining funding to the Grantee for its food pantry program to prevent, prepare for or respond to Coronavirus, and

WHEREAS the funds would be used for the purchase of food and associated supplies to address ongoing food insecurity in the community that has remained a secondary impact from COVID and a significant issue for many families in the City,

NOW THEREFORE, the City and the Grantee do mutually agree to amend their Grant Agreement dated the 2<sup>nd</sup> day of August, 2021, as follows:

The total grant of CDBG-CV funds listed in Paragraph Three is hereby increased by \$4,750 to a total amount not to exceed \$37,250 and the deadline for spending the funds listed in Paragraph Four is changed to July 31, 2026.

**City of Watertown:**

\_\_\_\_\_  
By: Eric Wagenaar  
City Manager  
Date: \_\_\_\_\_

**United Way of Northern New York**

\_\_\_\_\_  
By: Dawn Cole  
President and CEO  
Date: \_\_\_\_\_

# RESOLUTION

Page 1 of 1

Approving the Grant Agreement Amendment with the Salvation Army for the CDBG CARES Act Funding Food Pantry Program

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

YEA	NAY

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

WHEREAS the City of Watertown Community Development Block Grant (CDBG) 2020 Annual Action Plan included CDBG Coronavirus Aid, Relief and Economic Security (CARES) Act funds to pay for food and associated supplies in support of the Salvation Army Food Pantry, and

WHEREAS on August 2, 2021, the City entered into a grant agreement with the Salvation Army for grant funding for the Salvation Army Food Pantry Program, and

WHEREAS the City Council desires to amend the grant agreement to provide additional CARES Act funding for the food pantry that will be made available to low- and moderate-income families living in the City, and

WHEREAS an Agreement Amendment between the City of Watertown and the Salvation Army for the CDBG CARES Act funds has been drafted,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it hereby approves the Agreement Amendment with the Salvation Army, a copy of which is attached and made part of this resolution, and

BE IT FURTHER RESOLVED that the City Manager, or their designee, is hereby authorized and directed to sign the Agreement Amendment on behalf of the City Council for the CDBG CARES Act Salvation Army Food Pantry Assistance Program.

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

**AGREEMENT AMENDMENT**

**2020 Community Development Block Grant CARES Act Funding**  
**Salvation Army Food Pantry Program**

The Agreement entered into on the 2<sup>nd</sup> day of August, 2021, by and between the City of Watertown, a municipal corporation of the State of New York, having its principal office located at 245 Washington Street, Watertown, New York 13601, hereinafter referred to as the “City” and the Salvation Army, with its corporate principal address at 440 West Nyack Road, West Nyack, NY 10994, hereinafter referred to as the “Grantee” is hereby amended.

WITNESSETH:

WHEREAS the City has unallocated funding available through the Community Development Block Grant (CDBG) Coronavirus Aid, Relief and Economic Security Act (CDBG-CV funds) awarded to the City from the U.S. Department of Housing and Urban Development (HUD), and

WHEREAS in order to spend the remaining grant funds prior to the grant expiration date of September 3, 2026, the City Council of the City of Watertown has agreed to allocate a portion of the remaining funding to the Grantee for its food pantry program to prevent, prepare for or respond to Coronavirus, and

WHEREAS the funds would be used for the purchase of food and associated supplies to address ongoing food insecurity in the community that has remained a secondary impact from COVID and a significant issue for many families in the City,

NOW THEREFORE, the City and the Grantee do mutually agree to amend their Grant Agreement dated the 2<sup>nd</sup> day of August, 2021, as follows:

The total grant of CDBG-CV funds listed in Paragraph Three is hereby increased by \$5,000 to a total amount not to exceed \$37,500 and the deadline for spending the funds listed in Paragraph Four is changed to July 31, 2026.

**City of Watertown:**

\_\_\_\_\_ Date: \_\_\_\_\_  
By: Eric Wagenaar  
City Manager

**The Salvation Army**

\_\_\_\_\_ Date: \_\_\_\_\_  
By: Ayana Vasquez, Secretary  
Its: Authorized Signatory  
Corporate Principal Address:  
440 West Nyack Road, West Nyack, NY 10994

Res No. 9

May 4, 2026

To: The Honorable Mayor and City Council

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

Subject: Finding That Changing the Approved Zoning Classification of 337 State Street, Parcel Number 6-02-317.000 from Downtown to Urban Mixed Use Will Not Have a Significant Impact on the Environment

At its April 7, 2026 meeting, the Planning Commission adopted a motion recommending that the City Council change the approved zoning classification of 337 State Street, Parcel Number 6-02-317.000 from Downtown to Urban Mixed Use. The City Council has scheduled a public hearing on the request for Monday, May 4, 2026, at 7:15 p.m.

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

# RESOLUTION

Page 1 of 2

Finding That Changing the Approved Zoning Classification of 337 State Street Parcel Number 6-02-317.000 from Downtown to Urban Mixed Use Will Not Have a Significant Impact on the Environment

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

YEA	NAY

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

WHEREAS the City Council of the City of Watertown, New York, has before it an Ordinance to change the approved zoning classification of 337 State Street, Parcel Number 6-02-317.000 from Downtown to Urban Mixed Use, and

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

WHEREAS the adoption of the proposed ordinance constitutes such an “Action,” and

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

WHEREAS there are no other involved agencies for SEQRA review as that term is defined in 6NYCRR Section 617.2 (t), and

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

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

1. Based upon its examination of the Short Environmental Assessment Form and comparing the proposed action with the criteria set forth in 6NYCRR Section 617.7, no significant impact is known and the adoption of the zone change will not have a significant impact on the environment.

# RESOLUTION

Page 2 of 2

Finding That Changing the Approved Zoning Classification of 337 State Street Parcel Number 6-02-317.000 from Downtown to Urban Mixed Use Will Not Have a Significant Impact on the Environment

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

Total .....

YEA	NAY

2. The Mayor of the City of Watertown is authorized to execute Part 3 of the Environmental Assessment Form to the effect that the City Council is issuing a Negative Declaration under SEQRA.
3. This Resolution shall take effect immediately.

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

# *Short Environmental Assessment Form*

## *Part 1 - Project Information*

### Instructions for Completing

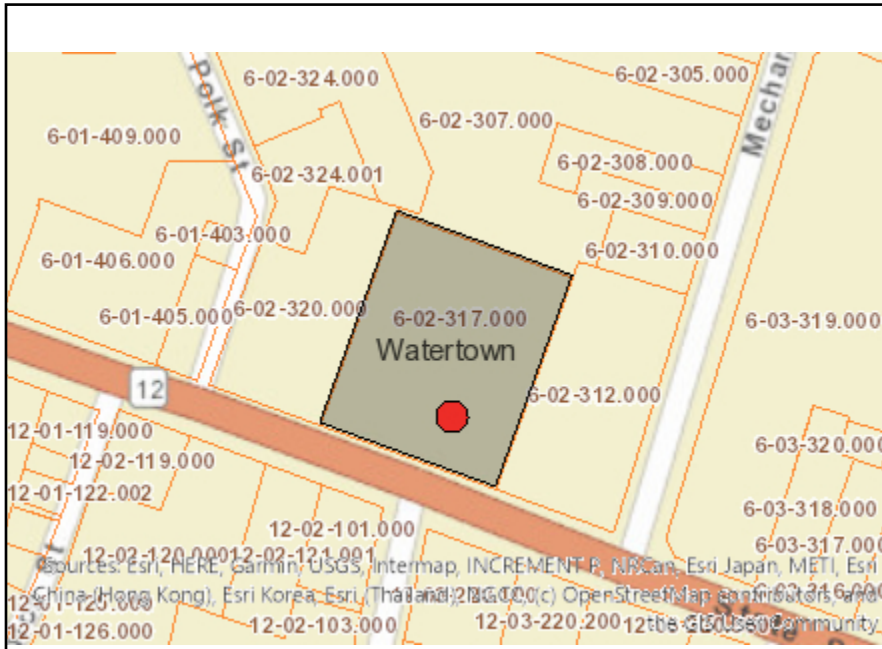
**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available.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

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

<b>Part 1 – Project and Sponsor Information</b>				
Name of Action or Project:				
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? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>	YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, are adjoining or near the proposed action:				
5.     Urban           Rural (non-agriculture)           Industrial           Commercial           Residential (suburban)				
<input type="checkbox"/> Forest           Agriculture                           Aquatic           Other(Specify):				
<input type="checkbox"/> Parkland				

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

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest    Agricultural/grasslands    Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban    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?  <p style="text-align: center;"><b>Note: Site and surrounding properties are fully developed</b></p>	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, <ul style="list-style-type: none"> <li>a. Will storm water discharges flow to adjacent properties?</li> <li>b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?</li> </ul> If Yes, briefly describe: _____ _____	NO  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	YES  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO  <input type="checkbox"/>	YES  <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  <input type="checkbox"/>	YES  <input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>
<p><b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor/name: _____ Date: _____</p> <p>Signature: _____ Title: _____</p>		



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



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

Project:

Date:

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

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

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

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

Project:

Date:

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

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

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

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

\_\_\_\_\_  
Name of Lead Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name of Responsible Officer in Lead Agency

\_\_\_\_\_  
Title of Responsible Officer

\_\_\_\_\_  
Signature of Responsible Officer in Lead Agency

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

Proposed Local Law of 2026

May 4, 2026

To: The Honorable Mayor and City Council

From: Thomas Compo PE, City Engineer

Subject: A Local Law Amending the Code of the City of Watertown, Chapter 260: Stormwater Management and Erosion and Sediment Control

The City of Watertown operates a Storm Water Pollution Prevention Plan (SWPPP) throughout the City consisting of two parts, a Municipal Separate Storm Sewer System (MS4), and Chapter 260 of the City Code.

The New York Municipal Home Rule Law Permits the adoption of Local Laws by a City in the furtherance of the health, safety, and welfare of the residents of the City, and the State/Federal Storm Water Management Program requires urbanized municipalities which operate Municipal Separate Storm Sewer System (MS4) to adopt Local laws or equivalent regulations governing construction and post-construction storm water runoff. It also requires certain procedures and other measures to implement local laws.

On March 06, 2017, the Watertown City Council adopted Local Law No. 1 of 2017, which was designed to comply with the requirements of the State and Federal governments concerning the City's obligations in the operations of its MS4.

Annually, the City of Watertown must submit a discharge monitoring report (DMR) and a review of the SWPPP to the New York State Department of Environmental Conservation for review. Prior to the annual submission this year, Chapter 260: Stormwater Management and Erosion and Sediment Control, of the City of Watertown City Code was also reviewed by the Engineering Department and it is their recommendation that minor updates be made to Chapter 260, Sections 260-1, 260-2, 260-6 and 260-8.

Before this Local Law can be considered, a Public Hearing must be scheduled. Staff recommends that a Public Hearing be held on this Local Law on May 18, 2026, at 7:15 p.m. in the City Council Chambers.

LOCAL LAW

Page 1 of 3

A Local Law Amending the Code of the City of Watertown, Chapter 260: Stormwater Management and Erosion and Sediment Control

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

Table with 2 columns: YEA, NAY. 6 rows for council members and 1 row for Total.

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

A Local Law amending the Code of the City of Watertown, Chapter 260: Stormwater Management and Erosion and Sediment Control

WHEREAS the New York Municipal Home Rule Law permits the adoption of Local Laws by a City in furtherance of the health, safety and welfare of the residents of the City, and

WHEREAS the City operates a Regulated Municipal Separate Storm Sewer System (MS4) as that term is defined by Federal Environmental Protection Agency, and pursuant to regulations administered by the State Department of Environmental Conservation, and

WHEREAS the State/Federal Storm Water Management Program requires urbanized municipalities which operate MS4s to adopt local laws or equivalent regulations governing construction and post-construction storm water runoff, and it also requires certain procedures and other measures to implement such local laws, and

WHEREAS on March 6, 2017 City Council adopted Local Law No. 1 of 2017, which was designed to comply with the requirements of the State and Federal governments concerning the City’s obligations in the operations of its MS4, and

WHEREAS the City of Watertown submits a Discharge Monitoring Report (DMR) and a review of the SWPPP to the New York State Department of Environmental Conservation (NYS DEC) annually, which included Chapter 260 of the Code of the City of Watertown and their MS4 program, and

WHEREAS the Code of the City of Watertown, Chapter 260: Stormwater Management and Erosion and Sediment Control was reviewed by the City Engineering Department and requires updates before the 2026 annual submission of the DMR later this year,

NOW THEREFORE BE IT ENACTED by the City Council of the City of Watertown, New York, that § 260-1: Findings of Fact (C), (E), and (G) of the City Code of the City of Watertown is deleted in its entirety and replaced with the following:

C. Clearing and grading during construction tends to increase soil erosion and adds to the loss of soil to support native vegetation necessary for terrestrial and aquatic habitat;

LOCAL LAW

Page 2 of 3

A Local Law Amending the Code of the City of Watertown, Chapter 260: Stormwater Management and Erosion and Sediment Control

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

Table with 2 columns: YEA, NAY. It is an empty table for recording votes.

E. Impervious surfaces allow less water to infiltrate into the soil, thereby decreasing groundwater recharge and stream baseflow;

G. Stormwater runoff, soil erosion and nonpoint source pollution can be controlled and minimized through the regulation of stormwater runoff from properly regulated land development activities;

And,

BE IT FURTHER ENACTED by the City Council of the City of Watertown, New York, that §260-2: Purpose (F) of the City Code of the City of Watertown is deleted in its entirety and replaced with the following:

F. Reduce stormwater runoff rates and volumes, soil erosion and nonpoint source pollution, wherever possible, through stormwater management practices and to ensure that these management practices are properly maintained and inspected to eliminate threats to public safety.

And,

BE IT FURTHER ENACTED by the City Council of the City of Watertown, New York, that §260-6: Stormwater pollution prevention plans (E) of the City Code of the City of Watertown is deleted in its entirety and replaced with the following:

E. A copy of the SWPPP shall be retained at the site of the land development activity during construction from the date of initiation of construction activities to the date of final stabilization. The City Engineering Department will receive a signed copy of the SWPPP for their department records.

And,

BE IT FURTHER ENACTED by the City Council of the City of Watertown, New York, that §260-8: Maintenance, Inspection and Repair of Stormwater Facilities (A) of the City Code of the City of Watertown is deleted in its entirety and replaced with the following:

# LOCAL LAW

Page 3 of 3

A Local Law Amending the Code of the City of Watertown, Chapter 260: Stormwater Management and Erosion and Sediment Control

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

YEA	NAY

- A. Maintenance and inspection during construction.
- (1) The applicant or developer of the land development activity or their representative shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the applicant or developer to achieve compliance with the conditions of this chapter. Sediment shall be removed from sediment traps or sediment ponds whenever their design capacity has been reduced by 50%.
  - (2) For land development activities as defined in § 260-5 of this chapter and meeting Condition A, B or C in § 260-6B(2) the applicant shall have a qualified professional engineer conduct site inspections and provide a signed document confirming the effectiveness of all erosion and sediment control practices every seven days and within 24 hours of any storm event producing 0.5 inches of precipitation or more. Inspection reports shall be maintained in a site log book and turned over to the City weekly.

And,

BE IT FURTHER ENACTED that this Local Law shall take effect immediately upon filing with the New York Secretary of State.

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

Old Business - Ord No. 1

May 4, 2026

To: The Honorable Mayor and City Council

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

Subject: Changing the Approved Zoning Classification of 337 State Street, Parcel Number 6-02-317.000 from Downtown to Urban Mixed Use

Carrols, LLC has submitted the subject request to change the approved Zoning Classification of 337 State Street, Parcel Number 6-02-317.000, from Downtown to Urban Mixed Use.

The Planning Commission reviewed the request at its April 7, 2026, meeting and adopted a motion recommending that the City Council change the approved zoning classification as requested. Attached is the complete zone change application, a copy of the staff's report to the Planning Commission, as well as an excerpt from the Planning Commission's April 7, 2026, meeting minutes.

The City Council scheduled a public hearing at 7:15 p.m. on Monday, May 4, 2026. Staff also prepared a SEQRA resolution for City Council consideration that was presented earlier in this meeting.

The Council must hold a public hearing and adopt a SEQRA Resolution prior to voting on the Zone Change Ordinance.

March 17, 2026  
Via Online Submission

City of Watertown  
245 Washington Street, Room 305  
Watertown, NY 13601

Attn: Michael A. Lumbis  
Planning and Community Development Director

**RE: Carrols, LLC  
Proposed Restaurant Remodel  
Section 6, Block 02, Lot 317.000  
339 State Street (NY 12)  
City of Watertown  
Jefferson County, NJ  
DEC# 2766 25-05182**

Dear Mr. Lumbis,

As discussed, the following items have been submitted to the ACA Portal, constituting submission of a Zone Change Application for the above property:

- The application fee has been satisfied;
- Completed Zone Change Application Form;
- City of Watertown Tax Map for Section 6, Block 02 with the subject parcel outlined;
- Completed SEQR Short Environmental Assessment Form;
- ALTA/NSPS Land Title Survey prepared by Murphy Geomatics, dated February 17, 2026;
- Site Plan prepared by our office, dated March 17, 2026; and
- Architectural Plans prepared by SkyBorne Technologies, dated November 11, 2025, last revised March 1, 2026.

In accordance with our conversations at the pre-application meeting held with your office on February 17, 2026, the enclosed Site and Architectural Plans depict the proposed site and building improvements. This includes the remodel of the existing Burger King building, modification of the existing single order point drive-thru to include a second drive-thru lane, drive-thru equipment upgrades, ADA site improvements, signage updates and landscaping. Please note that the existing Burger King building is to remain in place. No exterior additions or footprint alterations are proposed. The renovations are limited to the interior of the building and exterior material upgrades.

Per review of the City's current Zoning Map, the site is located within the Downtown (D) District, where drive-thru as an accessory use is not permitted. This Zone Change Application proposes to rezone the subject parcel to the Urban Mixed Use (UMU) District where drive-thru's are a permitted accessory use. The subject site is located directly on the border of the D and UMU Districts. This includes the building directly behind the Burger King restaurant which is located

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[www.dynamicec.com](http://www.dynamicec.com)

within the UMU District and shares the same parking lot. Additionally, it is our understanding that nearby sites, including the adjacent quick service restaurant, have recently undergone a similar change in zoning.

The proposed zone change will serve to better align the surrounding zoning districts with the present land use patterns. It will also promote various goals of the City's Comprehensive Plan including:

- Goal No 2: Foster a renewed interest and investment in Watertown's neighborhoods;
- Goal No. 5: Leverage existing community assets by connecting and improving them for residents and visitors;
- Goal No. 8: Make Watertown more attractive to developers, investors, and businesses; and
- Goal No. 9: Ensure Watertown's infrastructure is modern, clean, safe, efficient and well maintained.

The zone change and resulting site and building remodel will serve to advance these goals by improving the existing site conditions and operations to provide an enhanced customer experience. This will be accomplished by modernizing the building appearance, improving existing ADA facilities and better delineation of vehicle access and operations to improve both driver and pedestrian safety. Furthermore, the introduction of the second drive-thru lane will increase drive-thru operational efficiency and decrease customer service times by allowing vehicles to advance through the drive-thru system in less time; thereby, reducing queues behind the order board and promoting an overall better customer experience. This along with the updated branding and proposed maintenance to improve and enhance site aesthetics will result in the betterment of the site and surrounding area.

The zone change also promotes Subsection No. 5, Economic Development, of the Plan that references the need to maintain, grow and invest in existing markets and the food service industry. It will allow for a significant investment in a proposed building remodel and site upgrade that will modernize the existing restaurant to be more in line with current industry and branding standards. The second drive-thru lane will improve site circulation and operational efficiency as noted above, and the remaining external improvements will include beneficial site updates.

Considering the above, it is our professional opinion that the zone change is warranted and is consistent with the City of Watertown's adopted Comprehensive Plan.

Please review the enclosed information and should you have any questions or require any additional information, please do not hesitate to contact our office.

Sincerely,

**Dynamic Engineering Consultants, PC**

  
Joseph C. Sparone, PE, PP

  
Robert J. Colucco, PE

Enclosures

Cc: Joshua Bazis – Carrols, LLC  
Geoff Urda – City of Watertown



**City of Watertown**  
**ZONE CHANGE APPLICATION FORM**

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

Received:

**PROPERTY INFORMATION:**

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

TAX PARCEL NUMBER(S): \_\_\_\_\_

CURRENT ZONING DISTRICT: \_\_\_\_\_ PROPOSED ZONING DISTRICT: \_\_\_\_\_

**APPLICANT INFORMATION:**

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

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

\_\_\_\_\_

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

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

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

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

\_\_\_\_\_

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

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

- |  |   |
|--|---|
| <input type="checkbox"/> Cover Letter*                 | <input type="checkbox"/> Tax Map with subject parcel highlighted*                     |
| <input type="checkbox"/> Site Drawing (if applicable)* | <input type="checkbox"/> State Environmental Quality Review (SEQR) form*              |
| <input type="checkbox"/> Metes and Bounds description  | <input type="checkbox"/> Written Support of Adjoining Property Owners (if applicable) |
| <input type="checkbox"/> \$125 application fee*        | <input type="checkbox"/> Electronic Copy of Entire Submission (PDF Preferred)         |

\*See appendices for further information













***Applicant Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

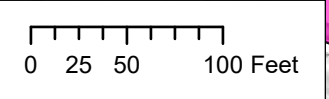
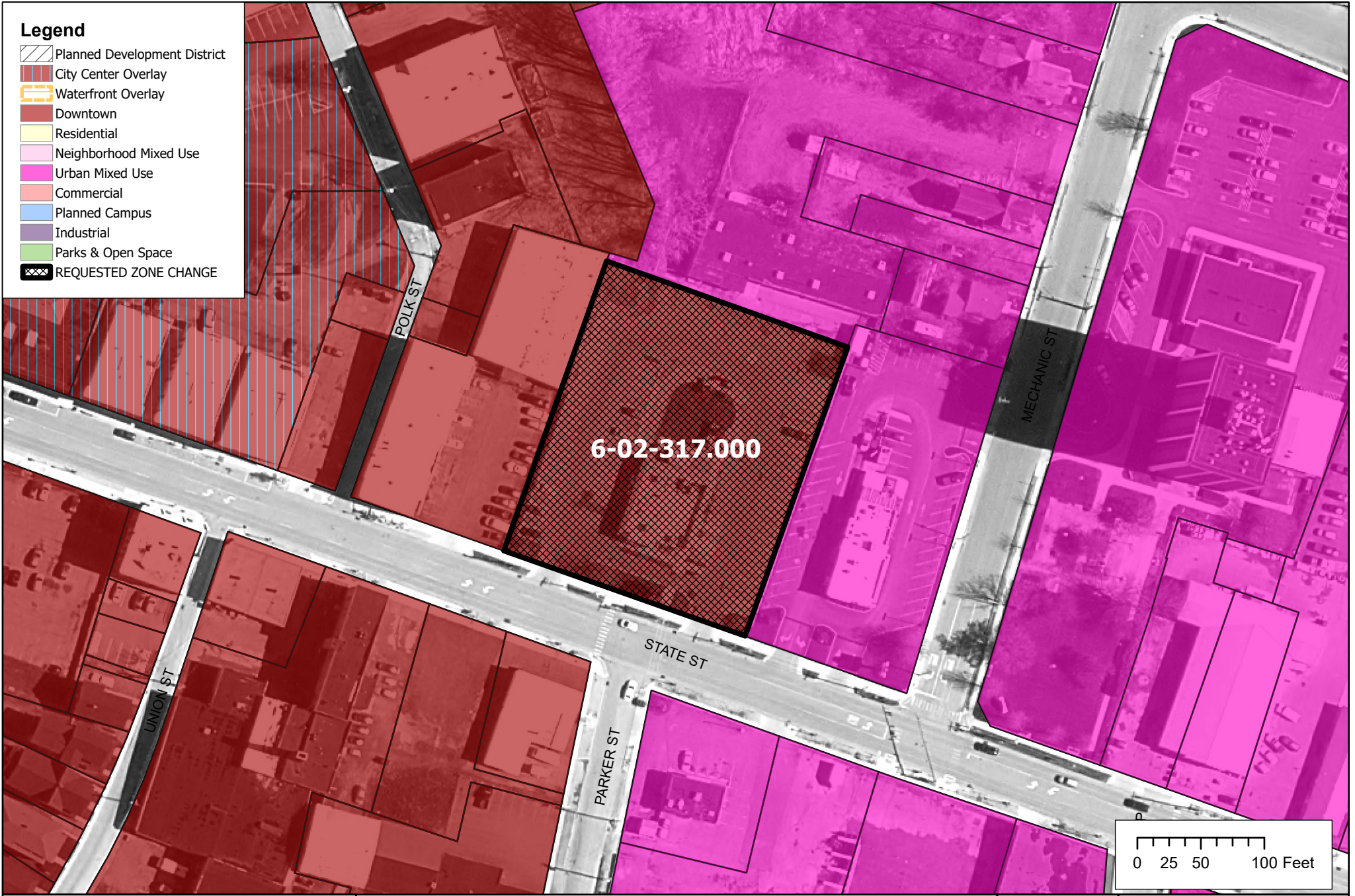
***Property Owner Signature (if different)*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

## **Appendix A: Checklist Instructions**

- Cover Letter:** The applicant must submit a detailed cover letter describing what the applicant seeks to establish with the proposed Zone Change (e.g. the intended future use of the property) and should include any other information that will aid the Planning Board and City Council in comprehending the request. The cover letter should also address whether the proposed rezoning is consistent with the City of Watertown's adopted Comprehensive Plan, and if it is not, the rationale for why the Planning Board and City Council should grant the request. A digital version of the Comprehensive Plan is available at: <https://www.watertown-ny.gov/DocumentView.asp?DID=1840>
- Tax Map:** A copy of the City Tax Map, with the subject parcel highlighted. Tax maps are accessible using the following website: <https://www.watertown-ny.gov/imo/search.aspx>. Upon entering the required information, the search engine will direct the user to the Parcel Data page for their property. A link to the appropriate tax map will appear on the right hand side of the Parcel Data page.
- Drawing:** If applicable, the applicant should submit a sketch/site plan of the proposed development or construction that is prompting the Zone Change Request.
- SEQR:** The applicant must submit a completed Part I of a SEQR Short Environmental Assessment Form (EAF). The New York State Department of Environmental Conservation (DEC) offers an online mapping tool that assists in completing the SEQR form. It is available at the following website: <https://gisservices.dec.ny.gov/eafmapper/>.
- Description:** A legal description of the boundaries of the subject parcel, measured in angles, bearings and distances. Typically, a property deed will contain such a description.
- Written Support:** While not required, if the applicant has the support of neighboring property owners, the applicant should include their written letters of support as supplemental materials with the application.
- Info for PDDs:** If an applicant is requesting to rezone any land as part of a Planned Development District, the application must contain all the additional data stipulated in Section 310-12 of the Zoning Ordinance. This section of Code is available as part of the City's online Code Book at: <https://www.ecode360.com/10498649>.
- Required Sets:** The items in the checklist (other than the application fee) collectively make up a "set." The applicant is responsible for submitting 15 complete collated "sets" to the City Planning Department. If the application requires Jefferson County Planning Board review, then the applicant must submit 16 "sets." Planning Staff will inform the applicant if this is necessary.
- Submittal Instructions:** Submit all required materials to:  
Michael A. Lumbis, Planning and Community Development Director  
City of Watertown  
245 Washington Street, Room 305  
Watertown, NY 13601
- Meeting Information:** The Planning Board normally meets at 6:00 p.m. on the first Tuesday of every month in Council Chambers at City Hall, 245 Washington Street. The application deadline is 14 days prior to the scheduled meeting date. Planning Board action does not represent final approval, as the Planning Board only votes to make a recommendation to City Council, which holds the sole authority to grant a Zone Change. Zone Change Requests carry a legal requirement for the City Council to hold a Public Hearing prior to voting on the Ordinance.
- Occasionally, due to holidays or other reasons, meetings may occur on other dates and/or times. The City will announce any changes to meeting dates in advance on its website at [www.watertown-ny.gov](http://www.watertown-ny.gov). The Zone Change application process typically takes six-to-eight weeks.

**Legend**

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



**CITY OF WATERTOWN GIS**

245 WASHINGTON STREET  
2ND FLOOR  
WATERTOWN, NEW YORK 13601

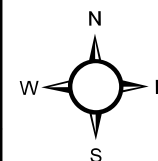
(315) 785-7793  
gis@watertown-ny.gov

Downtown to Urban Mixed Use

337 State St

(6-02-317.000)

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



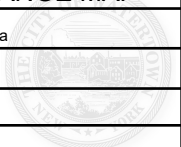
**ZONE CHANGE MAP**

Requested By: G. Urda

Author: jwarren

Date: 4/1/2026

Scale : 1 in= 100 ft





# MEMORANDUM

CITY OF WATERTOWN, NEW YORK  
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
245 WASHINGTON STREET, ROOM 305, WATERTOWN, NY 13601  
PHONE: 315-785-7741 – FAX: 315-782-9014

TO: Planning Commission Members

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

PRIMARY REVIEWER: Joseph Albinus, Planner

SUBJECT: Zone Change – **337 State Street**, Parcel Numbers 6-02-317.000

DATE: April 2, 2026

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**Request:** To Change the Approved Zoning Classification of 337 State Street, Parcel Number 6-02-317.000

**Applicant:** Carrols, LLC

**Owner(s):** GW 339 State Street Owner LLC

**SEQRA:** Unlisted

**County Review:** No

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**Comments:** The applicant seeks to rezone the property at 337 State Street from Downtown to Urban Mixed Use (UMU) to facilitate installation of a second drive-through lane on the site. A Drive-Through, Accessory use is allowed in the UMU District, but not in the Downtown District. Because the Downtown District does not allow drive-throughs, the existing one-lane accessory drive-through enjoys Legal Nonconforming (“grandfathered”) status. Adding a second lane represents a physical expansion of the nonconforming use, which if the property remained zoned Downtown, would require a Use Variance from the Zoning Board of Appeals.

While the applicant identifies the property as 339 State Street, the City of Watertown’s Assessment Roll catalogs it as 337 State Street and all the tax bills mailed for the property also identifies it as 337 State Street. Therefore, all reports and agendas related to this request, including the formal Zone Change Ordinance for City Council consideration, will identify the subject parcel as 337 State Street.

**Existing Conditions:** The subject parcel currently contains a Burger King restaurant with an accessory drive-through. To the east of the subject parcel is 419 State Street, which contains a Wendy’s restaurant that also has an accessory drive-through. The Wendy’s parcel is zoned Urban Mixed Use so its Drive-Through, Accessory use is legal, although it predates the current Zoning Ordinance.

To the west of the subject parcel is 311 State Street. It contains two buildings, each with a different use. The northern/rear-most building is a Havens Group apartment complex. The front building is a mixed-use building with retail on the ground floor and apartments on the second. The parcel is zoned Downtown.

Directly across the street from Burger King is the T-intersection with Parker Street. On the southwest corner of the intersection is 342 State Street which is zoned Downtown and contains Napoleon's House of Style. On the southeast corner is 426 State Street which is zoned Urban Mixed Use and contains Little Caesars Pizza.

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

**Zoning and the Comprehensive Plan:** The City's adopted Comprehensive Plan recommends the future land use for 337 State Street as Downtown/Central Business District. The subject parcel is near the eastern edge of the Downtown future land use character area, but still firmly within the Downtown area on the future land use map. Mechanic Street, which is on the other side of the adjacent Wendy's, represents the approximate boundary between future land use character areas, where it changes to Urban Mixed Use/Downtown Transition. The Comprehensive Plan's visions for both character areas are below.

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

***Urban Mixed Use/Downtown Transition:*** "The Urban Mixed-Use areas are historic areas generally located between the Central Business District (CBD) and residential neighborhoods where land use transitions from intense urban business to lesser intense residential and compatible non-residential uses. These transitional areas begin to have obvious changes in building types, architectural styles, lot sizes, and pedestrian activity. Buildings are generally lower in height and parking may be onsite, preferably behind or at the side of the building to avoid a suburban look. Buildings are designed to be visually appealing with shorter setbacks to address the sidewalk and help reinforce a positive pedestrian experience."

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

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

In this instance, the parcel requested for rezoning is not immediately adjacent to one of the blurred edges discussed above, but approximately 150-to-200 feet from the blurred edge, and the existing character of the entire block is far more suburban than either future land use character area prescribes.

However, the modification that this Zone Change would facilitate (legalize a Drive-Through, Accessory use on the parcel) is consistent with the rest of the block, as there are existing accessory drive-through uses next door (Wendy's) and across the street (Little Ceasars). This zone change request is in harmony with the Comprehensive Plan.

**Previous Site Plan Approvals:** The original, approved site plan for the Burger King at 337 State Street, granted in 1985, shows the eastern driveway as the entrance and the western driveway as the exit, with one-way circulation, counterclockwise around the site. In 2012, Burger King applied for, and received, a Waiver of Site Plan Approval to install a driveway across the front of the building. A criterion for that Waiver was that it did not effectively change the overall circulation of the site, meaning that internal circulation remained limited to the originally approved one-way flow.

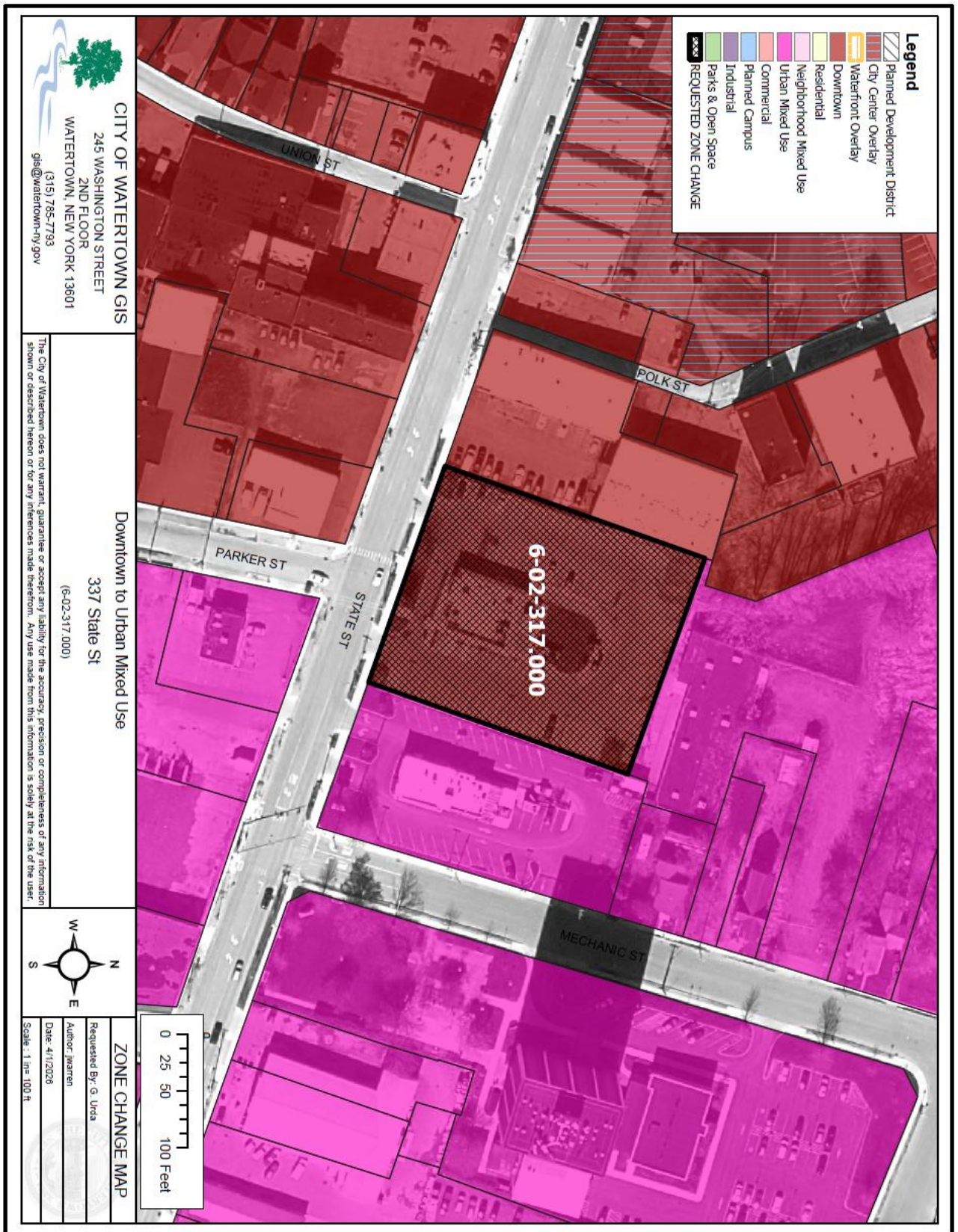
A preliminary plan submitted to the City as part of this application shows both driveways as entrances and exits with two-way traffic in the travel lanes. While the traffic flow at the site is not related to the zone change, it will be discussed with the applicant during when Staff reviews a subsequent Zoning Compliance Certificate (ZCC) application. If such a change to the approved site plan is requested, it would be significant enough of a change to require Site Plan Approval.

In addition, there appears to be a discrepancy in the survey information, specifically regarding the degrees and rear property line location depicted on the approved 1985 Site Plan and the survey information shown on the preliminary plan. Once the applicant applies for a ZCC, they will need to clarify the discrepancy and/or provide updated survey information.

**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 and make a determination of significance.

**Planning Commission Action:** For zone changes, the Planning Commission is responsible for making a recommendation to the City Council. The City Council will then vote on the Zone Change after holding a public hearing.

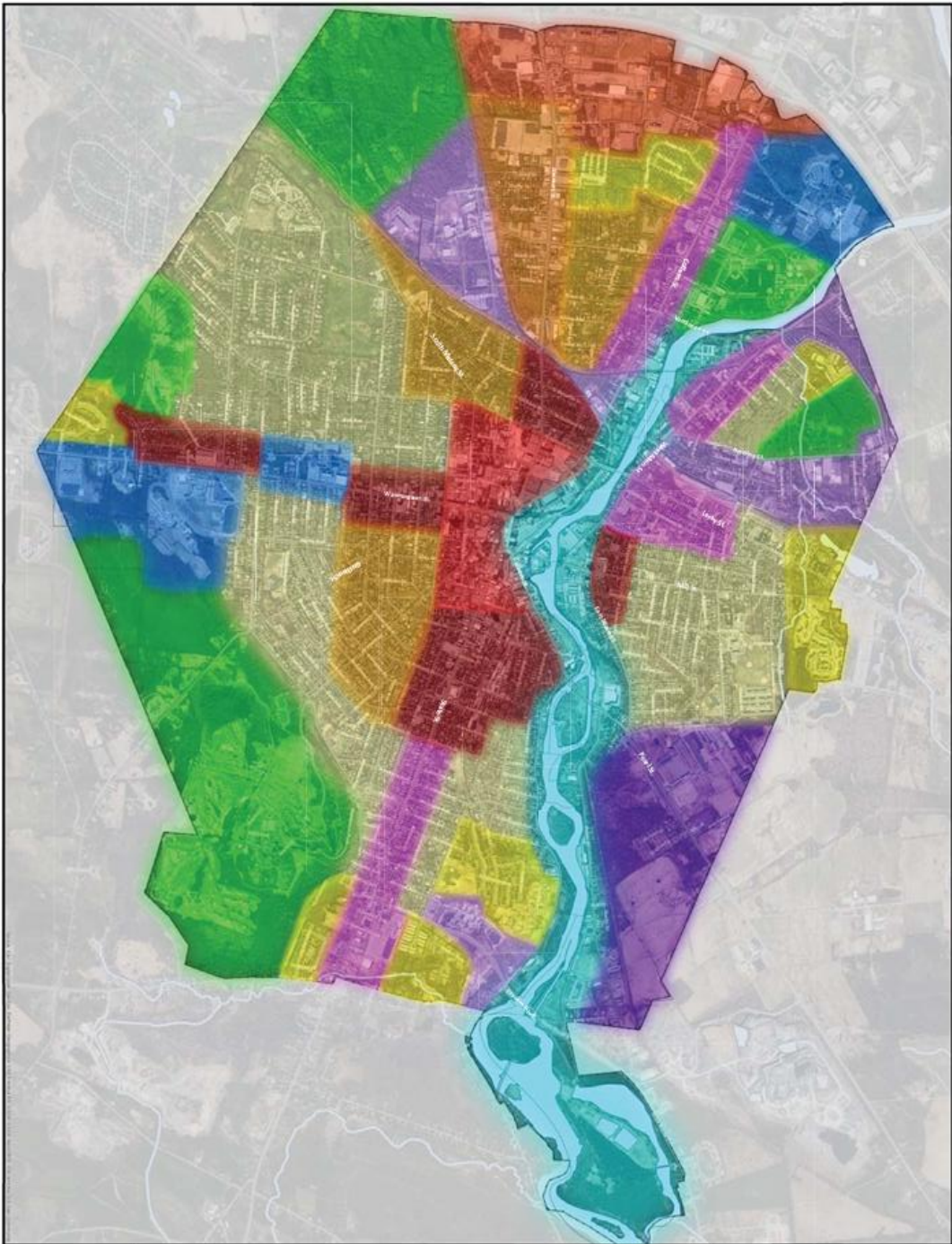
cc: City Council Members  
Thomas Compo, City Engineer  
Josh Bazis Carrols, LLC



Above: A map depicting the Zone Change request and the surrounding existing zoning in the area.



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



## City of Watertown Future Land Use

Project:  
Comprehensive Plan  
City of Watertown, New York  
Elan Project Number:  
18-010

### LEGEND

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



Date: 07/03/2019  
Data Source: City of Watertown  
NYS GIS Clearinghouse (gis.ny.gov)

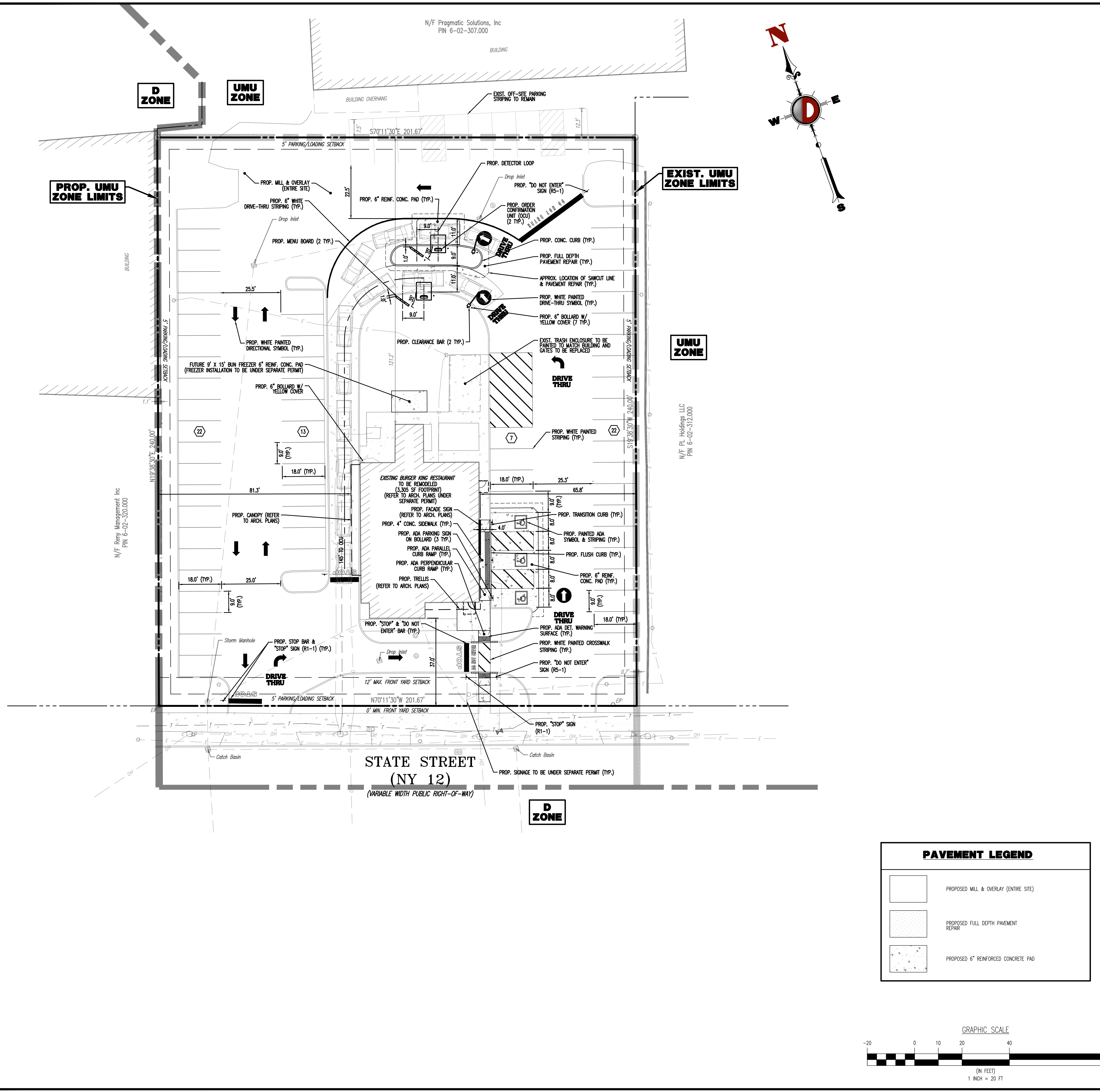


**ELAN**  
Planning | Design | Landscape Architecture | GIS

This map was prepared by Elan for the City of Watertown. It is not to be used for any other purpose without the express written consent of Elan.

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

Plotted: 03/17/26 - 2:18 PM, By: jmeditz, Product Ver: 25.0a (LMS Tech)  
 File: P:\BECPC PROJECTS\2766 Carrols Restaurant NY.Dwg Exhibits (Misc)\2026-03-17 - Zone Change Application\2766250a162535.dwg, C-2 SITE PLAN



### GENERAL NOTES

1. THIS PLAN HAS BEEN PREPARED BASED ON REFERENCES INCLUDING:

ALTA/NSPS LAND TITLE SURVEY MURPHY GEOMATICS 1555 LEWISWOOD PLACE RALEIGH, NORTH CAROLINA 27613 FILE #: BK 2088/CLS 401 DATED: 02/17/2026	ARCHITECTURAL PLANS SKYBORNE TECHNOLOGIES PO BOX 875 WESTFORD, MASSACHUSETTS 01886 PROJECT #: 200551 DATED: 11/11/2025 LAST REVISED: 03/01/2026
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2. APPLICANT: CARROLS, LLC  
958 JAMES STREET  
BRIDGEVIEW, NEW YORK 13203

3. OWNER: OW 339 STATE STREET OWNER LLC  
280 STATE STREET  
BROOKLYN, NEW YORK 11218

4. PARCEL DATA: SECTION 6, BLOCK 02, LOT 317.000  
339 STATE STREET (NY 12)  
CITY OF WATERTOWN  
JEFFERSON COUNTY, NEW YORK  
EXISTING CONDITIONS:  
ZONE: D DISTRICT (DOWNTOWN DISTRICT)  
USE: RESTAURANT (PERMITTED USE W/ DEPARTMENT REVIEW) (§310-18)  
DRIVE-THROUGH, ACCESSORY (NOT PERMITTED) (C) (§310-18)  
PROPOSED CONDITIONS:  
ZONE: UMU DISTRICT (URBAN MIXED USE DISTRICT)  
USE: RESTAURANT (PERMITTED USE W/ SITE PLAN REVIEW) (§310-18)  
DRIVE-THROUGH, ACCESSORY (SPECIAL USE PERMIT) (§310-18)

5. SCHEDULE OF ZONING REQUIREMENTS (§310-21)

ZONING REQUIREMENT	D DISTRICT (EXIST.)	UMU DISTRICT (PROP.)	EXISTING	PROPOSED
MINIMUM LOT AREA	N/S	N/S	48,400 SF (1.11 AC)	NO CHANGE
MINIMUM LOT WIDTH	15'	15'	201.7'	NO CHANGE
MINIMUM FRONT YARD SETBACK	0'	0'	35.0'	37.0'
MAXIMUM FRONT YARD SETBACK	10'	12'	35.0' (E)	37.0' (V)
MINIMUM REAR YARD SETBACK	N/S	N/S	121.2'	NO CHANGE
MINIMUM SIDE YARD SETBACK	N/S	N/S	61.3'	65.8'
MINIMUM PARKING/LOADING SETBACK	5'	5'	0'	NO CHANGE
MAXIMUM BUILDING HEIGHT	10 STORIES	5 STORIES	18.3' / 1 STORY	16.0' / 1 STORY
MINIMUM FIRST STORY HEIGHT	12'	12'	18.3'	16.0'
MAXIMUM LOT COVERAGE	100%	80%	84.3% (40,804 SF)	83.8% (40,544 SF)

N/S: NO STANDARD N/A: NOT APPLICABLE (E) EXISTING NON-COMFORMANCE (V) VARIANCE

6. ACCESSORY DRIVE-THROUGH REQUIREMENTS (§310-50)

A. MINIMUM NUMBER OF STACKING SPACES: 6 SPACES PER WINDOW REQUIRED; 13 STACKING SPACES PROPOSED (COMPLIES)

B. MINIMUM WAITING LANE LENGTH: 20' PER VEHICLE REQUIRED; 20' PROPOSED (COMPLIES)

C. ORDER DEVICES MUST NOT BE LOCATED WITHIN 25' OF ANY LOT USED FOR DWELLING PURPOSES. >25' PROPOSED (COMPLIES)

7. PARKING REQUIREMENTS (§310-36, §310-37, §310-38)

A. MINIMUM PARKING SPACE SIZE: 9' X 18' REQUIRED; 9' X 18' PROPOSED (COMPLIES)

B. MINIMUM DRIVE AISLE WIDTH:  
ONE-WAY 90° PARKING, ONE SIDE: 18' REQUIRED; 22.5' PROPOSED (COMPLIES)  
ONE-WAY 90° PARKING, BOTH SIDES: 22' REQUIRED; 25.3' PROPOSED (COMPLIES)  
TWO-WAY 90° PARKING, BOTH SIDES: 24' REQUIRED; 25.0' PROPOSED (COMPLIES)

C. MINIMUM NUMBER OF PARKING SPACES: NO MINIMUM REQUIRED IN URBAN MIXED USE DISTRICT

D. MAXIMUM NUMBER OF PARKING SPACES:  
URBAN MIXED USE DISTRICT: 20 SPACES PERMITTED  
64 PARKING SPACES EXISTING; 64 PARKING SPACES PROPOSED  
\* FOR MINOR MODIFICATIONS OR EXPANSIONS OF EXISTING USES, PRE-EXISTING PARKING SPACES ASSOCIATED WITH THAT USE MAY BE RETAINED.

E. PAVEMENT AND PARKING IS PROHIBITED IN ALL FRONT YARDS EXCEPT THE DRIVEWAY. (COMPLIES)

8. PRIOR TO STARTING CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE TO MAKE SURE THAT ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN OBTAINED. NO CONSTRUCTION OR FABRICATION SHALL BEGIN UNTIL THE CONTRACTOR HAS RECEIVED AND THOROUGHLY REVIEWED ALL PLANS AND OTHER DOCUMENTS BY ALL OF THE PERMITTING AUTHORITIES.

9. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS AND THE REQUIREMENTS AND STANDARDS OF THE LOCAL GOVERNING AUTHORITY.

10. SITE CLEARING SHALL INCLUDE THE LOCATION AND REMOVAL OF ALL UNDERGROUND TANKS, PIPES, VALVES, ETC.

11. THE PROPERTY SURVEY SHALL BE CONSIDERED A PART OF THESE PLANS.

12. ALL DIMENSIONS SHOWN ON THE PLANS SHALL BE FIELD VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. CONTRACTOR SHALL NOTIFY ENGINEER IF ANY DISCREPANCIES EXIST PRIOR TO PROCEEDING WITH CONSTRUCTION FOR NECESSARY PLAN CHANGES. NO EXTRA COMPENSATION SHALL BE PAID TO THE CONTRACTOR FOR WORK HAVING TO BE REDONE DUE TO DIMENSIONS OR GRADES SHOWN INCORRECTLY ON THESE PLANS IF SUCH NOTIFICATION HAS NOT BEEN GIVEN.

13. SOLID WASTE TO BE DISPOSED OF BY CONTRACTOR IN ACCORDANCE WITH ALL LOCAL, STATE AND FEDERAL REGULATIONS.

14. ALL EXCAVATED UNSUITABLE MATERIAL MUST BE TRANSPORTED TO AN APPROVED DISPOSAL LOCATION.

15. CONTRACTOR IS RESPONSIBLE FOR ALL SHORING REQUIRED DURING EXCAVATION AND SHALL BE PERFORMED IN ACCORDANCE WITH CURRENT OSHA STANDARDS, AS WELL AS ADDITIONAL PROVISIONS TO ASSURE STABILITY OF CONTIGUOUS STRUCTURES, AS FIELD CONDITIONS DICTATE.

16. ALL CONTRACTORS MUST CARRY STATUTORY WORKERS COMPENSATION, EMPLOYERS LIABILITY INSURANCE AND APPROPRIATE LIMITS OF COMMERCIAL GENERAL LIABILITY INSURANCE (CGL). ALL CONTRACTORS MUST HAVE THEIR CGL POLICIES ENDORSED TO NAME DYNAMIC ENGINEERING CONSULTANTS, P.C., ITS SUBCONSULTANTS AS ADDITIONAL INSURED AND TO PROVIDE CONTRACTUAL LIABILITY COVERAGE SUFFICIENT TO INSURE THE HOLD HARMLESS AND INDEMNITY OBLIGATIONS ASSUMED BY THE CONTRACTORS. ALL CONTRACTORS MUST FURNISH DYNAMIC ENGINEERING CONSULTANTS, P.C. WITH CERTIFICATES OF INSURANCE AS EVIDENCE OF THE REQUIRED INSURANCE PRIOR TO COMMENCING WORK AND UPON RENEWAL OF EACH POLICY DURING THE ENTIRE PERIOD OF CONSTRUCTION. IN ADDITION, ALL CONTRACTORS SHALL TO THE FULLEST EXTENT PERMITTED BY LAW, INDEMNIFY AND HOLD HARMLESS DYNAMIC ENGINEERING CONSULTANTS, P.C. AND ITS SUBCONSULTANTS FROM AND AGAINST ANY DAMAGES, LIABILITIES OR COSTS, INCLUDING REASONABLE ATTORNEY'S FEES AND DEFENSE COSTS, ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE PROJECT, INCLUDING ALL CLAIMS BY EMPLOYEES OF THE CONTRACTORS.

17. NEITHER THE PROFESSIONAL ACTIVITIES OF DYNAMIC ENGINEERING CONSULTANTS, P.C., NOR THE PRESENCE OF DYNAMIC ENGINEERING CONSULTANTS, P.C. OR ITS EMPLOYEES AND SUBCONSULTANTS AT A CONSTRUCTION/PROJECT SITE, SHALL RELIEVE THE GENERAL CONTRACTOR OF ITS OBLIGATIONS, DUTIES AND RESPONSIBILITIES INCLUDING, BUT NOT LIMITED TO, CONSTRUCTION MEANS, METHODS, SEQUENCE, TECHNIQUES OR PROCEDURES NECESSARY FOR PERFORMING, SUPERINTENDING AND COORDINATING THE WORK IN ACCORDANCE WITH THE CONTRACT DOCUMENTS AND ANY HEALTH OR SAFETY PRECAUTIONS REQUIRED BY ANY REGULATORY AGENCIES. DYNAMIC ENGINEERING CONSULTANTS, P.C. AND ITS PERSONNEL HAVE NO AUTHORITY TO EXERCISE ANY CONTROL OVER ANY CONSTRUCTION CONTRACTOR OR ITS EMPLOYEES IN CONNECTION WITH THEIR WORK OR ANY HEALTH OR SAFETY PROGRAMS OR PROCEDURES. THE GENERAL CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR JOBSITE SAFETY. DYNAMIC ENGINEERING CONSULTANTS, P.C. SHALL BE INDEMNIFIED BY THE GENERAL CONTRACTOR AND SHALL BE MADE ADDITIONAL INSURED UNDER THE GENERAL CONTRACTOR'S POLICIES OF GENERAL LIABILITY INSURANCE.

18. DYNAMIC ENGINEERING CONSULTANTS, P.C. SHALL REVIEW AND APPROVE OR TAKE OTHER APPROPRIATE ACTION ON THE CONTRACTOR SUBMITTALS, SUCH AS SHOP DRAWINGS, PRODUCT DATA, SAMPLES AND OTHER DATA, WHICH THE CONTRACTOR IS REQUIRED TO SUBMIT, BUT ONLY FOR THE LIMITED PURPOSE OF CHECKING FOR CONFORMANCE WITH THE DESIGN CONCEPT AND THE INFORMATION SHOWN IN THE CONSTRUCTION MEANS OR METHODS. COORDINATION OF THE WORK WITH OTHER TRADES OR CONSTRUCTION SAFETY PRECAUTIONS, ALL OF WHICH ARE THE SOLE RESPONSIBILITY OF THE CONTRACTOR. DYNAMIC ENGINEERING'S REVIEW SHALL BE CONDUCTED WITH REASONABLE PROMPTNESS WHILE ALLOWING SUFFICIENT TIME TO PERMIT ADEQUATE REVIEW. REVIEW OF A SPECIFIC ITEM SHALL NOT INDICATE THAT DYNAMIC ENGINEERING CONSULTANTS, P.C. HAS REVIEWED THE ENTIRE ASSEMBLY OF WHICH THE ITEM IS A COMPONENT. DYNAMIC ENGINEERING CONSULTANTS, P.C. SHALL NOT BE RESPONSIBLE FOR ANY DEVIATIONS FROM THE CONSTRUCTION DOCUMENTS NOT BROUGHT TO THE ATTENTION OF DYNAMIC ENGINEERING CONSULTANTS, P.C. IN WRITING BY THE CONTRACTOR. DYNAMIC ENGINEERING CONSULTANTS, P.C. SHALL NOT BE REQUIRED TO REVIEW PARTIAL SUBMISSIONS OR THOSE FOR WHICH SUBMISSIONS OF CORRELATED ITEMS HAVE NOT BEEN RECEIVED.

19. IN AN EFFORT TO RESOLVE ANY CONFLICTS THAT ARISE DURING THE DESIGN AND CONSTRUCTION OF THE PROJECT OR FOLLOWING THE COMPLETION OF THE PROJECT, DYNAMIC ENGINEERING CONSULTANTS, P.C. AND THE CONTRACTOR MUST AGREE THAT ALL DISPUTES BETWEEN THEM ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE PROJECT SHALL BE SUBMITTED TO NONBINDING MEDIATION UNLESS THE PARTIES MUTUALLY AGREE OTHERWISE.

20. THE CONTRACTOR MUST INCLUDE A MEDIATION PROVISION IN ALL AGREEMENTS WITH INDEPENDENT SUBCONTRACTORS AND CONSULTANTS RETAINED FOR THE PROJECT AND TO REQUIRE ALL INDEPENDENT CONTRACTORS AND CONSULTANTS ALSO TO INCLUDE A SIMILAR MEDIATION PROVISION IN ALL AGREEMENTS WITH THEIR SUBCONTRACTORS, SUBCONSULTANTS, SUPPLIERS AND FABRICATORS, THEREBY PROVIDING FOR MEDIATION AS THE PRIMARY METHOD FOR DISPUTE RESOLUTION BETWEEN THE PARTIES TO ALL THESE AGREEMENTS.

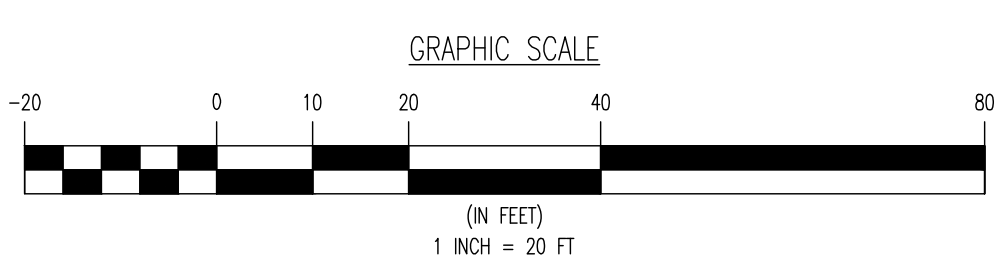
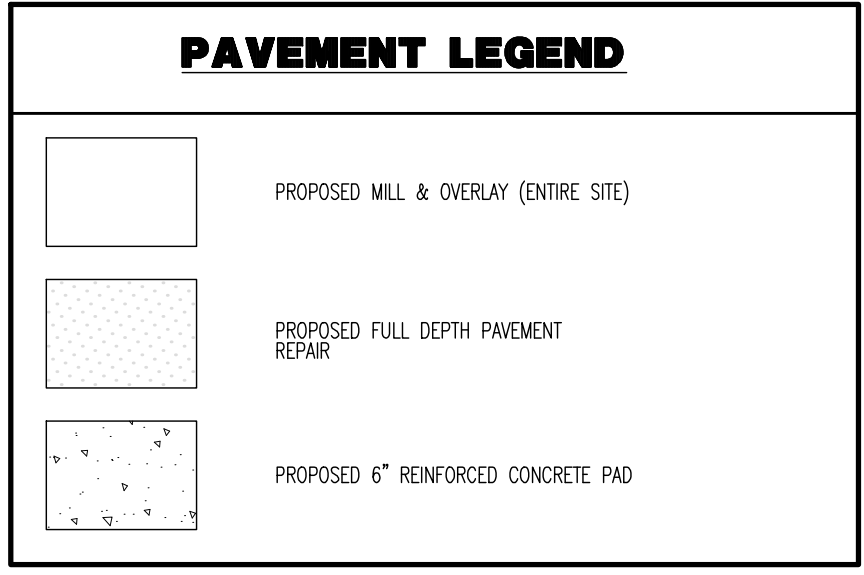
21. IF THE CONTRACTOR DEVIATES FROM THE PLANS AND SPECIFICATIONS, INCLUDING THE NOTES CONTAINED THEREON, WITHOUT FIRST OBTAINING PRIOR WRITTEN AUTHORIZATION FOR SUCH DEVIATIONS FROM THE OWNER AND ENGINEER, IT SHALL BE RESPONSIBLE FOR THE PAYMENT OF ALL COSTS TO CORRECT ANY WORK DONE, ALL FINES OR PENALTIES ASSESSED WITH RESPECT THERETO AND ALL COMPENSATORY OR PUNITIVE DAMAGES RESULTING THEREFROM AND IT SHALL INDEMNIFY AND HOLD THE OWNER AND ENGINEER HARMLESS FROM ALL SUCH COSTS TO CORRECT ANY SUCH WORK AND FROM ALL SUCH FINES AND PENALTIES, COMPENSATION AND PUNITIVE DAMAGES AND COSTS OF ANY NATURE RESULTING THEREFROM.

22. ALL TRAFFIC SIGNS AND STRIPING SHALL FOLLOW THE REQUIREMENTS SPECIFIED IN THE MANUAL ON "UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS" PUBLISHED BY THE FEDERAL HIGHWAY ADMINISTRATION.

23. THE BUILDING SETBACK DIMENSIONS ILLUSTRATED AND LISTED ON THE SITE PLAN DRAWINGS ARE MEASURED FROM THE OUTSIDE SURFACE OF BUILDING WALLS. THESE SETBACK DIMENSIONS DO NOT ACCOUNT FOR ROOF OVERHANGS, ORNAMENTAL ELEMENTS, SIGNAGE OR OTHER EXTERIOR EXTENSIONS UNLESS SPECIFICALLY NOTED.

24. BURGER KING AND LANDLORD TO CONFIRM AND AGREE UPON LEASE LINE LOCATION IN THE FIELD PRIOR TO COMMENCEMENT OF CONSTRUCTION.

25. CONTRACTOR TO BE ADVISED THAT THE ENGINEER WAS NOT PROVIDED WITH FINAL FLOOR PLAN DRAWINGS FOR THE BUILDING AT THE TIME OF SITE PLAN DESIGN. AS A RESULT, ENTRANCE DOOR LOCATIONS AS SHOWN HEREON MAY NOT BE FINAL AND MUST BE COMPARED WITH THE ARCHITECTURAL PLANS PRIOR TO CONSTRUCTION. THE HANDICAP ACCESSIBLE PARKING SPACES AND THE ASSOCIATED RAMP AND ACCESSIBLE ROUTE MUST COMPLY WITH STATE AND MOST CURRENT ADDITION OF THE AMERICANS WITH DISABILITIES ACT ACCESSIBILITY GUIDELINES (ADAAG) AND THE HANDICAP PARKING SPACES MUST BE LOCATED AS THE NEAREST SPACES TO THE ENTRANCE. CONTRACTOR TO NOTIFY OWNER AND ENGINEER IMMEDIATELY OF ANY DISCREPANCY PRIOR TO CONSTRUCTION.



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**ROBERT J. COLUCCO III**

PROFESSIONAL ENGINEER  
NEW JERSEY LICENSE No. 55651

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**JOSEPH C. SPARONE**

PROFESSIONAL ENGINEER  
NEW YORK LICENSE No. 089897

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TITLE:  
**SITE PLAN**

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SCALE: (H) 1" = 20' (V) 1" = 20'	DATE: 03/17/2026
PROJECT No: 2766-25-05182	Rev. #:

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SHEET No: **C-1**

OF 1 0



# CITY OF WATERTOWN, NEW YORK

## CITY PLANNING COMMISSION

ROOM 305, WATERTOWN CITY HALL

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3380

(315) 785-7741

MEETING: April 7, 2026

PRESENT:

Michelle Capone, Chair

Scott Garrabrant

Linda Fields

Maryellen Blevins

Peter Monaco

ALSO:

Michael A. Lumbis, Planning and

Community Development Director

Geoffrey T. Urda, Senior Planner

Joseph Albinus, Planner

Kerinne O'Donnell, Secretary

ABSENT:

Lynn Godek

Planning Commission Chairperson, Michelle Capone, called the April 7, 2026, Planning Commission meeting to order at 5:17 p.m. Ms. Capone asked for a motion regarding the minutes of the March 3, 2026, meeting. Mr. Monaco made a motion to accept the minutes as written. Ms. Fields seconded the motion, and all voted in favor.

### **SUBDIVISION FINAL PLAT APPROVAL – TWO-LOT SUBDIVISION OF 925 MAIN STREET WEST, PARCEL NUMBER 1-17-403.000**

The Planning Commission then considered a previously tabled request submitted by 925 Main Street W, LLC, for a two-lot subdivision of 925 Main Street West, Parcel Number 1-17-403.000. Mr. Adam Storino, PLS, of Storino Geomatics, PLLC attended to represent the request.

Mr. Storino then presented the application, stating it was a simple two-lot subdivision where Parcel One will be a 0.51-acre lot and Parcel Two will be a 0.59-acre lot. He said that both parcels will meet the dimensional regulations of the Zoning Ordinance apart from Parcel Two not meeting the minimum rear yard setback. He said that there will be a 5.7-foot rear yard setback, and an Area Variance will be needed.

Ms. Capone informed the Planning Commission that the Zoning Board of Appeals, at its March 18, 2026, meeting, adopted a motion acknowledging the Planning Commission as the Lead Agency for the State Environmental Quality Review Act (SEQRA) review, and the Planning Commission would be able to vote on the request. She also informed the board that once they did vote, the request would be given back to the Zoning Board of Appeals and would not return to the Planning Commission for further action.

The Planning Commission then proceeded to complete Part 2 of the Short Environmental Assessment Form (EAF), answering “No” to all the questions contained in Part 2. Ms. Fields then made a motion to issue a Negative Declaration pursuant to SEQRA. Ms. Blevins seconded the motion, and all voted in favor.

Ms. Blevins then made a motion to approve the request by 925 Main Street W, LLC, for a two-lot subdivision of 925 Main Street West, Parcel Number 1-17-403.000, contingent upon the following:

1. This Subdivision Approval is contingent upon Parcel 2, as depicted on the Subdivision Final Plat drawing and as described in its suggested metes and bounds description, receiving an Area Variance from the Zoning Board of Appeals granting relief from the minimum 10-foot rear-yard setback in the Neighborhood Mixed Use district.

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

Mr. Monaco then asked if there was a way to expedite the process and reduce the need for a back and forth between the Zoning Board of Appeals and the Planning Commission.

Mr. Urda informed the Planning Commission that due to New York State laws regarding Coordinated SEQR Reviews, there was no way to shorten the current process.

**PUBLIC HEARING  
SPECIAL USE PERMIT – TO ALLOW A MARIJUANA DISPENSARY, RETAIL  
USE AT 1222 ARSENAL STREET, PARCEL NUMBER 8-53-121.000.**

Ms. Capone read aloud the public hearing notice for the above Special Use Permit that had been published in the *Watertown Daily Times* and opened the Public Hearing at 5:22 p.m. Hearing no comments, she then closed the Public Hearing at 5:23 p.m.

**SPECIAL USE PERMIT – TO ALLOW A MARIJUANA DISPENSARY, RETAIL  
USE AT 1222 ARSENAL STREET, PARCEL NUMBER 8-53-121.000.**

The Planning Commission then considered the request submitted by Luke DeWitt of Flynnstoned Watertown to allow a Marijuana Dispensary, Retail Use at 1222 Arsenal Street, Parcel Number 8-53-121.-000. Mr. DeWitt and his business partner Nick Moore presented the request.

Ms. Capone asked the applicant to explain their proposal and Special Use Permit request. Mr. DeWitt answered that they are looking to operate as a State regulated recreational cannabis retail store that is legal in the State of New York.

Mr. DeWitt stated they have commitments to the Commercial District as to not create any nuisances to the surrounding businesses, they will abide by the Zoning Ordinance for hours of operation, and he acknowledged the trip generation would increase, but would not hinder the Level of Service (LOS) on Western Boulevard.

Ms. Capone asked if the product would be purchased and resold to which Mr. DeWitt confirmed it would be.

Mr. Monaco asked the applicant if they had owned locations in Syracuse, to which Mr. DeWitt confirmed they did have a North Syracuse location.

Mr. Monaco then pointed out there have already been a few applications for this location and he asked for clarity on what may be causing this occurrence.

Mr. DeWitt stated that he spoke with the property manager of the location, and the previous applicants had separate issues causing them not to be able to open in the location.

Mr. Monaco then expressed concern about the previous applicants and licensing, to which Mr. DeWitt confirmed there were no underlying issues, and he would be secured in the lease if the request was approved by the Planning Commission.

Mr. Albinus asked the Planning Commission to ensure they fully reviewed the Special Use Permit Standards before completing SEQR Part 2. Ms. Blevins made a comment that her printed version of SEQR Part 1 was not properly filled out to which Mr. Urda confirmed the submitted version was, and Mr. Albinus stated there was most likely an issue that occurred when printing the document.

Ms. Capone began to review the Special Use Permit criteria found in Section 310-116 of the Zoning Ordinance with the Planning Commission members. She read each criteria aloud and asked members if they concurred with Staff's findings or if members had different thoughts on each of them.

Ms. Fields asked if signage was a concern for the Planning Commission, to which Ms. Capone clarified it would be a sign permit. Mr. Lumbis provided further information stating it would be handled through Code Enforcement, and the applicant would have to meet size requirements of the Commercial District.

Ms. Capone then continued reviewing the Special Use Permit Criteria while providing comments that again coincided with Staff comments. She stated she did not see a need to require further restrictions, and the Planning Commission agreed that the Special Use Permit satisfied the various criteria.

The Planning Commission then proceeded to complete Part 2 of the Short EAF, answering "No" to all the questions contained in Part 2. Ms. Fields then made a motion to issue a Negative Declaration pursuant to SEQRA. Mr. Garrabrant seconded the motion, and all voted in favor.

Ms. Fields made a motion to approve the request for a Special Use Permit submitted by Luke DeWitt of Flynnstoned Watertown to allow a Marijuana Dispensary, Retail use at 1222 Arsenal Street, Parcel Number 8-53-121.-000 contingent upon the following:

1. The applicant shall obtain a Building Permit and a Sign Permit prior to any construction from the Bureau of Code Enforcement.
2. The applicant shall confirm that their hours of operation will be within the hours of operation that are allowed within the City of Watertown

Mr. Monaco seconded the motion and voted in favor.

Mr. Monaco then inquired about the estimated time for the opening of the location. Mr. DeWitt and Mr. Moore stated Summer of this year is the current projected time of opening.

**ZONE CHANGE –337 STATE STREET, PARCEL NUMBER 6-02-317.000  
DOWNTOWN TO URBAN MIXED USE.**

The Planning Commission then considered a request submitted by Carrols, LLC on behalf of GW 339 State Street Owner LLC to change the Approved Zoning Classification of 337 State Street, Parcel Number 6-02-317.000 from Downtown to Urban Mixed Use. Mr. Shane Plokhoy of Dynamic Engineering Consultants presented the request on behalf of Carrols, LLC.

Mr. Plokhoy presented the request. He stated the current location is located in the Downtown Zoning District where a drive-thru is not permitted as an accessory use according to the current Zoning Ordinance. The Zone Change from Downtown to Urban Mixed Use would allow the current location to add a second lane to the existing drive through. He added that the current location is directly on the border of the Downtown and Urban Mixed Use Zoning Districts.

Mr. Monaco asked Staff why the zoning map did not have districts stop at a street intersection, and commented about the prior Zone Change this year that was across the street from this location. Mr. Lumbis agreed it was odd and informed the Planning Commission that after reviewing notes from when the zoning map was being redone and discussing this issue internally, there was no clear answer. Mr. Lumbis also stated he felt the Zone Change made sense as there is a clear transition in land use and building character on the block starting with this parcel. Mr. Urda agreed with the statements of Mr. Lumbis and provided a street view to show what would have made more sense for this block.

Ms. Capone mentioned there was not a need to include the parcel adjacent to this location, as it did not have the same type of use.

Ms. Fields brought up concerns about traffic in the area becoming even worse with an addition to the current drive-through at the location. Mr. Lumbis informed the board the next step would be a Zoning Compliance Certificate. The work being proposed should not require the Planning Commission to review anything further, and if there are traffic concerns, that will be addressed during the next steps by the City Engineer.

Mr. Monaco recommended a counter clockwise traffic circulation pattern, to which Ms. Capone stated that a specific traffic circulation pattern was already contained within the original approved Site Plan Approval, and would be reviewed further.

Ms. Fields commented that the Planning Commission is only making a recommendation to the City Council regarding the zone change. Ms. Capone agreed and stated the City Council will be the Lead Agency and complete Part 2 of the SEQR.

Ms. Blevins made a motion recommending that the City Council approve the request submitted by Carrols, LLC on behalf of GW 339 State Street Owner LLC to change the Approved Zoning Classification of 337 State Street, Parcel Number 6-02-317.000 from Downtown to Urban Mixed Use.

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

Mr. Monaco made a motion to adjourn. Ms. Fields seconded the motion, and all voted in favor. The meeting was adjourned at 5:43 p.m.

Respectfully submitted,

Kerinne O'Donnell, Secretary

# ORDINANCE

Page 1 of 1

Changing the Approved Zoning Classification of 337 State Street, Parcel Number 6-02-317.000 from Downtown to Urban Mixed Use

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total .....

YEA	NAY

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

WHEREAS Carrols, LLC 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 337 State Street, Parcel Number 6-02-317.000 from Downtown to Urban Mixed Use, and

WHEREAS the Planning Commission of the City of Watertown considered the zone change request at its April 7, 2026 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 May 4, 2026, after due public notice, and

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

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

NOW THEREFORE BE IT ORDAINED that the approved zoning classification of 337 State Street, Parcel Number 6-02-317.000 shall be changed from Downtown to Urban Mixed Use, and

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

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

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

May 4, 2026

To: The Honorable Mayor and City Council  
 From: James Mills, City Comptroller  
 Subject: A Local Law Establishing the In Rem Tax Foreclosure Act

Attached for City Council consideration is a local law to amend certain sections of the City Charter to establish the **In Rem Tax Foreclosure Act** to modify the City’s tax enforcement procedures. The revisions were necessary to comply with the United States Supreme Court’s 2023 decision in *Tyler v. Hennepin County*. In *Tyler*, the Supreme Court held that an *in rem* tax enforcement proceeding that allows for the tax collecting entity to retain any excess or overage from the proceeds garnered from the tax collection process is a taking in violation of the United States Constitution’s Takings Clause.

Staff has been working with Kristen Smith and Mark Costello of Bond, Schoeneck & King to rewrite certain parts of the City Charter to bring the City into compliance.

The proposed tax enforcement process is a judicial foreclosure process which contains an opportunity for a taxpayer to obtain any surplus funds, in compliance with the U.S. Supreme Court decision. Other differences between the City’s tax sale certificate process and the proposed new judicial foreclosure process include the following:

Tax Sale Certificate Process	Proposed In Rem Tax Foreclosure Act
Public auction of tax sale certificates occurred on/around every June 20-25th	The tax sale auction is eliminated. Tax liens automatically vest in the City upon delinquency.
Multiple third parties potentially acquire tax sale certificates <ul style="list-style-type: none"> <li>- Increases administrative efforts on staff</li> <li>- Third party owners of tax sale certificates receive the interest paid on delinquent taxes</li> </ul>	City owns all the tax liens and recoups all the interest paid on delinquent taxes <ul style="list-style-type: none"> <li>- Less administrative effort</li> <li>- Increases revenues</li> </ul>
Unable to enforce the U.S. Supreme Court decision if tax deeds are issued to third parties	There is a court supervised process for distribution of surplus monies.
Redemption period of 24 months from tax sale certificate auction	The amount of time to redeem is similar, but divided into two periods. There is a redemption period of 18 months from June 30th until the foreclosure process commences. Once the foreclosure action is commenced, there is another approximate 5-7 months until property is finally sold at a foreclosure auction. Property owners can still redeem

	during the foreclosure process up until noon of the day prior to the tax foreclosure auction.
Additional fees of approximately \$105 added to the amount owed for a parcel to be redeemed to cover abstractor and advertising fees	Additional fees to be included in the redemption amount will be higher. Staff and tax foreclosure attorney are developing these fees.

Edits were made to Section 126 and 128 as shown below for sections that will remain in the City Charter. Sections 135 – 151 were deleted in their entirety and Sections 152 – 187 represent the proposed In Rem Tax Foreclosure Act.

*§126 - All and each of the taxes or assessments paid during the month of the publication of the City Comptroller's notice, as provided by this Title, shall be payable without penalty or interest; provided, however, that upon the state and county taxes, the City Comptroller shall be entitled to receive and shall collect for the benefit of the city the same fees as are received by and paid to town collectors pursuant to the provisions of the Tax Law of the State of New York; and fees so collected by the City Comptroller shall belong to the City of Watertown and shall be deposited by him in the general city fund. On May 1 of each year, the City Comptroller shall prepare a statement of all taxes outstanding and unpaid on the city, ~~and county, school,~~ and state tax rolls, and combine and assemble the same to show the total outstanding against each piece of property; thereafter such statement shall be known as the "total tax" unpaid. Upon payment of any tax in such statement ~~and before advertisement of sale as herein provided,~~ the same addition shall be charged for collector's fees paid thereon and penalties and interest as if such tax were separate. During the first ten (10) days in the month of May each year, the City Comptroller shall mail to each delinquent taxpayer a notice in writing stating the taxes unpaid and the amounts thereon assessed and levied against said taxpayer and the fees, interest and penalties that are due thereon on the first day of May of that year, as the same are fixed by § 123 of this Act. Said written notice shall also contain the statement that, unless said tax, penalty, interest and fee is paid to the city Comptroller on or before the ~~first 30<sup>th</sup>~~ day of the following June, the City shall have the right to foreclose a delinquent Tax Lien or an Acquired Tax Lien, if such delinquent Tax Lien or Acquired Tax Lien remains delinquent for eighteen months after June 30<sup>th</sup>. the lands upon which the same were imposed will be sold for the payment of such tax, penalty, interest or fee, or the part remaining unpaid. The expenses of such sale shall be charged upon the land so sold.*

*§128. The Comptroller shall give a receipt for each and all payments of city, ~~or~~ county, school, and state taxes, ~~which receipts shall be signed by him/her~~*

The proposed local law contains a catch-up provision for parcels with delinquent property taxes that have been unpaid since the City's last tax sale certificate auction in June 2022. **The foreclosure process will commence on parcels that would have tax sale certificates auctioned in either June 2023 or 2024 if the outstanding amounts are not paid as of June 30, 2026.** This timing ensures that the property owners receive the benefit of the 2-year redemption period from the prior process. Similarly, the foreclosure process on parcels that would have had a tax sale certificate auctioned in June 2025 will have until June 30, 2027 to pay all outstanding amounts before the foreclosure process will commence.

A public hearing was held on April 20, 2026 at 7:15 p.m., during which public comment was received.

LOCAL LAW

Page 1 of 22

A Local Law Establishing the In Rem Tax Foreclosure Act

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

YEA	NAY

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

A local law to establish the In Rem Tax Foreclosure Act.

WHEREAS the City Council of the City of Watertown must comply with the United States Supreme Court’s 2023 decision in *Tyler v. Hennepin County* that held that an in rem tax enforcement proceeding that allows for the tax collecting entity to retain any excess or overage from the proceeds garnered from the tax collection process is a taking in violation of the United States Constitution’s Takings Clause, and

WHEREAS the City of Watertown must revise its current property tax enforcement law in order to comply, and

WHEREAS a public hearing on this was held on May 4, 2026, at 7:15 p.m. in the City Council Chambers,

NOW THEREFORE BE IT ENACTED by the City Council of the City of Watertown, New York, that the City Charter shall be amended as follows:

- A. In TITLE XIII, Assessment and Collection of Taxes, replace Section 126 with the following:

**§126** - All and each of the taxes or assessments paid during the month of the publication of the City Comptroller's notice, as provided by this Title, shall be payable without penalty or interest; provided, however, that upon the state and county taxes, the City Comptroller shall be entitled to receive and shall collect for the benefit of the city the same fees as are received by and paid to town collectors pursuant to the provisions of the Tax Law of the State of New York; and fees so collected by the City Comptroller shall belong to the City of Watertown and shall be deposited by him in the general city fund. On May 1 of each year, the City Comptroller shall prepare a statement of all taxes outstanding and unpaid on the city, and county, school, and state tax rolls, and combine and assemble the same to show the total outstanding against each piece of property; thereafter such statement shall be known as the “total tax” unpaid. Upon payment of any tax in such statement, the same addition shall be charged for collector’s fees paid thereon and penalties and interest as if such tax were separate. During the first ten (10) days in the month of May each year, the

# LOCAL LAW

Page 2 of 22

A Local Law Establishing the In Rem Tax Foreclosure Act

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

YEA	NAY

City Comptroller shall mail to each delinquent taxpayer a notice in writing stating the taxes unpaid and the amounts thereon assessed and levied against said taxpayer and the fees, interest and penalties that are due thereon on the first day of May of that year, as the same are fixed by § 123 of this Act. Said written notice shall also contain the statement that, unless said tax, penalty, interest and fee is paid to the city Comptroller on or before the 30<sup>th</sup> day of the following June, the City shall have the right to foreclose a delinquent Tax Lien or an Acquired Tax Lien, if such delinquent Tax Lien or Acquired Tax Lien remains delinquent for eighteen months after June 30<sup>th</sup>.

B. Replace Section 128 with the following:

**§128.** The Comptroller shall give a receipt for each and all payments of city, county, school and state taxes.

C. Delete existing Sections 135 – 151

D. Add the following new Title XIV, entitled *In Rem Tax Foreclosure Act*, with new Charter Sections 152 - 187, as follows:

**§152.** Title XIV of this Charter shall be referred to as the City of Watertown In Rem Tax Foreclosure Act (“Act”) and the following definitions shall apply:

1. “Business Day” means a weekday not falling on a holiday observed by the City.
2. “Court” means New York State Supreme Court of Jefferson County.
3. “Person” shall mean all natural persons and entities able to hold title to, a lien against or other interest in real property.
4. “Service Date” means the date set forth in the Public Notice of Foreclosure from which the twenty-day period in which to submit an Answer to the action begins to run.

# LOCAL LAW

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A Local Law Establishing the In Rem Tax Foreclosure Act

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

YEA	NAY

5. "Tax foreclosure attorney" shall mean special counsel engaged by the City or hereinafter so engaged to conduct actions to foreclose Tax Liens; and in the absence of such duly engaged counsel, such term shall include the City Attorney or such other person or officer directed by law to act as on the City Attorney’s behalf.
6. "Tax Lien(s)" means any unpaid tax, assessment, or other charges imposed on real property by the City.
7. “Acquired Tax Lien(s)” means any delinquent tax lien against a property, which lien the City acquires from a taxing entity (such as Jefferson County or the Watertown City School District).

**§153.** Establishment of Tax Lien. The said city tax and county and state tax shall from the time a warrant for the collection of each, respectively, is delivered to the City Comptroller, shall become a lien upon the lands, property or person upon which the same and each thereof is assessed and taxed. Each installment of an assessment for a local improvement shall likewise become a lien upon the lands thus assessed from the time when such assessment becomes due and payable.

**§154.** Delinquent Tax Lien and Acquired Tax Lien Vesting in City. A Tax Lien shall be deemed delinquent if not paid by the date by which payment is due. A Tax Lien, once delinquent, shall confer upon the City the right to foreclose such a Tax Lien in accordance with the provisions of this Act. An Acquired Tax Lien shall be deemed vested in the City upon the City’s acquisition of such lien. Vesting of an Acquired Tax Lien shall confer upon the City the right to foreclose such Acquired Tax Lien in accordance with the provisions of this Act.

**§155.** Foreclosure of Delinquent Tax Liens and Acquired Tax Liens.

1. For a delinquent Tax Lien on taxes levied in or before 2023, and for an Acquired Tax Lien that the City acquired on or before June 30, 2024, the City shall have the right to foreclose such a Tax Lien or Acquired Tax Lien pursuant to this Act if, as of June 30, 2026, such Tax Lien or Acquired Tax Lien remains unpaid.

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 Total .....

YEA	NAY

2. For a delinquent Tax Lien on taxes levied in 2024 and for an Acquired Tax Lien that the City acquired from July 1, 2024 through June 30, 2025, the City shall have the right to foreclose such a Tax Lien or Acquired Tax Lien pursuant to this Act if, as of June 30, 2027, such Tax Lien or Acquired Tax Lien remains unpaid.
3. For a delinquent Tax Lien or an Acquired Tax Lien that remains delinquent on the first June 30<sup>th</sup> (“Foreclosure Trigger Date”) following the date such a Tax Lien becomes delinquent or the City acquires such Acquired Tax Lien the City shall have the right to foreclose a delinquent Tax Lien or an Acquired Tax Lien pursuant to this Act, if such delinquent Tax Lien or Acquired Tax Lien remains delinquent eighteen months after the Foreclosure Trigger Date.
4. The City’s right to foreclose a Tax Lien or an Acquired Tax Lien on a property shall include the right to foreclose all other Tax Liens and Acquired Tax Liens on such property, regardless of the amount of time such other Tax Liens or Acquired Tax Liens have been delinquent, and the City may include in a foreclosure sale Tax Liens and Acquired Tax Liens that become due after commencement of the foreclosure action and remain unredeemed.

**§156.** Exclusive Procedure to Foreclose Tax Liens and Acquired Tax Liens. The provisions of this Act shall be the exclusive procedure to be used for an in rem foreclosure of a Tax Lien and an Acquired Tax Lien, but the remedies provided herein for foreclosure by action in rem shall be in addition to such other remedies, and procedures that the City possesses, at law or in equity, including the right to pursue a personal judgment to collect monies due and owing for a Tax Lien or an Acquired Tax Lien that is delinquent for any period of time past the date such Tax Lien or Acquired Tax Lien was due and payable.

**§157.** No Personal Judgment. No personal judgment shall be entered pursuant to an action commenced under this Act for taxes, assessments or other legal charges, or any part thereof.

**§158.** Jurisdiction. New York State Supreme Court, Jefferson County, shall have jurisdiction of actions authorized by this Act.

**§159.** Certification of List of Delinquent Tax Liens and Properties. The City Comptroller annually shall present to the City Council a list of properties whose delinquent Tax Liens

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YEA	NAY

and Acquired Tax Liens have vested in the City. Such list may include properties whose delinquent Tax Liens and Acquired Tax Liens were eligible to be foreclosed in prior years and, for any reason, remain on the list of properties having delinquent Tax Liens and Acquired Tax Liens, any portion of which are in arrears the requisite period of time stated in Section 155(4) as of June 30th. The City Comptroller’s failure to present the list of delinquent Tax Liens or Acquired Tax Liens to the City Council in any year shall not waive or otherwise preclude the City Comptroller’s right to present properties on said list in subsequent years, together with such additional properties, as may arise, having delinquent Tax Liens and Acquired Tax Liens, nor shall the City Comptroller’s failure to include on such list a property having delinquent Tax Liens or Acquired Tax Liens pursuant to this Act be deemed to preclude the City Comptroller from including such property on a list of delinquent taxes and properties in an action to be conducted under this Act in subsequent years. Upon the presentation of a list of delinquent taxes and properties, the City Council shall review and certify the list for foreclosure pursuant to this Act but may deny certification of certain properties on the list only for good cause, as defined herein. If the City Council shall fail to certify the list, or fail to certify the list with certain properties excluded for good cause, within forty-five (45) days of the date the City Comptroller presents the list to the City Council, the list of delinquent taxes properties shall be deemed to be certified and the right of the City Council to deny certification of specific properties for good cause shall be deemed waived. The City Council’s certification of a list of delinquent properties shall be deemed a directive to the City Comptroller to foreclose the delinquent Tax Liens and Acquired Tax Liens on such list. Properties on the list of delinquent properties and taxes shall be numbered serially and shall contain:

1. A brief description of each property sufficient to identify the same. Such property description shall be deemed sufficient when it states, as to subdivision lots, the subdivision lot number and the map reference of the subdivision as filed in the County Clerk's office; as to all other parcels the description appearing on the latest tax roll in the office of the City Comptroller. The tax account number, if available, also shall be indicated. If a lot or parcel is assessed upon an approved tax map, it shall be identified and described as indicated thereon.

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YEA	NAY

2. The name of the last owner as the same appears on the latest tax roll in the office of the City Comptroller, or a statement that the owner is unknown, if that is the case.
3. A statement of the amount of each Tax Lien and Acquired Tax Lien, including accrued interest, vested in the City pursuant to this Act.
4. The tax year to which each Tax Lien and Acquired Tax Lien applies.
5. The address of any owner or assignee of any Tax Lien.

**§160.** Exclusion of Properties from List of Delinquent Taxes and Properties. Neither the City Comptroller nor the City Council may exclude a parcel of property from foreclosure except for good cause. Any of the following shall constitute good cause:

1. The Tax Lien or Acquired Tax Lien has been paid and no longer is due and owing.
2. There exists a legitimate doubt that Tax Lien or Acquired Tax Lien is delinquent.
3. The City has instituted proceedings to enforce such delinquent Tax Lien or Acquired Tax Lien by another action or proceeding or is in the process of instituting such other action or proceeding and it satisfactorily appears that such action can be completed within a reasonable period of time.
4. The owner of a property has filed a petition for protection under the bankruptcy laws of the United States and the City is stayed from proceeding by federal law.
5. The City is enjoined by court order or other legal process from proceeding against a property.
6. A property is known or reasonably believed to contain hazardous waste.

**§161.** Withdrawal of Properties from Foreclosure Action. The City Comptroller may at any time prior to final judgment withdraw any parcel from an action commenced under this Act with the approval by resolution of the City Council stating the reason therefor. No

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 Total .....

YEA	NAY

parcel shall be withdrawn from such action except for one of the reasons set forth in Section 160 hereof as a reason for exclusion of a parcel from a list of delinquent taxes and properties. Upon such withdrawal each Tax Lien or Acquired Tax Lien on a withdrawn parcel shall be and remain, as applicable, a Tax Lien or an Acquired Tax Lien, as if no action had been instituted, and the City Comptroller shall issue a certificate of withdrawal for withdrawn properties which shall be filed with the County Clerk who shall note the word "withdrawn" and the date of such filing opposite the description of such parcel of property on the list. A certificate of withdrawal may include one or more parcels of property appearing on any list and shall operate to cancel the notice of pendency of action with respect to every such property. Withdrawal of a property from an action shall not preclude the City from pursuing foreclosure of the same or new Tax Liens or Acquired Tax liens, or both, against a withdrawn property in subsequent years.

**§162.** Filing the List of Delinquent Taxes and Properties. Once certified by the City Council pursuant to Section 159 of this Act, the City Comptroller shall verify the list of delinquent taxes and properties by affidavit and the City shall file said list and verification in the County Clerk's office, using the following caption:

"State of New York, Supreme Court, Jefferson County. In the matter of the foreclosure of tax liens by the City of Watertown pursuant to the provisions of the City of Watertown's In Rem Tax Foreclosure Act and the resolution of City Council designated as Resolution No. .... of \_\_\_\_\_ 20\_\_."

The filing of such list of delinquent taxes and properties in the office of the County Clerk shall constitute and have the same force and effect and shall be deemed to give the same notice of such foreclosure proceeding as the filing and recording in said Clerk's office of an individual notice of pendency of a tax foreclosure action and of the filing in supreme court of a separate and individual summons and complaint by the City against the real property therein described, to enforce the payment of the delinquent Tax Liens or Acquired Tax Liens, and other lawful charges which have accumulated and have become Tax Liens or Acquired Tax Liens against such property and which remain unpaid on said tax rolls in the office of the City Comptroller.

**§163.** Duty of the County Clerk. The County Clerk shall index the list of delinquent taxes and properties in a separate book kept for that purpose to the name of the City and the filing

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Total .....

YEA	NAY

and indexing of such list shall constitute due filing, recording and indexing of the notice of pendency as to each parcel of property notwithstanding and in lieu of the provisions of any other law.

**§164.** Public Notice of Foreclosure. Upon filing the list of delinquent taxes and properties in the office of the County Clerk, the tax foreclosure attorney shall forthwith cause a public notice of foreclosure to be published at least once a week for six successive weeks in a newspaper designated by them and published or otherwise distributed within the County of Jefferson. Such notice shall bear the caption prescribed in section 160 of this Act and be in substantially the following form:

*Please take notice that on the ..... day of ....., the City of Watertown commenced an action to foreclose tax liens against parcels of real property having unpaid taxes owed to the City of Watertown or acquired by the City of Watertown, by filing a list of delinquent taxes and properties with the County Clerk of Jefferson County. Such list contains as to each such parcel (a) a brief description of the property affected by each tax lien, (b) the name of the last known owner of such property as the same appears on the latest tax roll in the hands of the City Comptroller, or a statement that the owner is unknown if such be the case, (c) a statement of the amount of each tax lien upon each parcel of property, (d) the name and address of any owner or assignee other than the City of Watertown.*

*All persons having or claiming to have an interest in the real property described in such list of delinquent taxes and properties are hereby notified that the filing of such list constitutes the commencement by the City of Watertown of an action in New York State Supreme Court, Jefferson County, to foreclose the tax liens therein described by a foreclosure proceeding in rem and that such list constitutes a notice of the pendency of action and a complaint by the City of Watertown against each piece or parcel of land therein described to enforce the payment of such tax liens. Such action is brought against real property only and is to foreclose the tax liens described in such list.*

*No personal judgment shall be entered pursuant to this action against any*

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Total .....

YEA	NAY

*owner for such taxes, assessments or other legal charges or any part thereof.*

*This notice is directed to all persons having or claiming to have an interest in the real property described in such list of delinquent taxes and properties and such persons hereby are notified further that a certified copy of such list of delinquent taxes and properties has been filed in the office of the City Comptroller of the City of Watertown and will remain open for public inspection for one year from the date of this notice. \_\_\_\_\_, 20XX [insert a date at least eight weeks from the date of the first publication of this notice but before the date the City will send notices to property owners and others holding an interest in or lien against a parcel of property subject to this action] is hereby fixed as the service date (the date this notice will be deemed to have been served). The City, in its discretion, may extend said service date unilaterally by filing a document in this action extending said service date.*

*A person having any right, title or interest in or lien upon any parcel of real property described in such list of delinquent taxes and properties may serve a duly verified answer upon the tax foreclosure attorney setting forth in detail the nature and amount of his interest and any defense or objection to the foreclosure. Such answer must be filed in the office of the County Clerk and served upon the tax foreclosure attorney no later than twenty days after the service date. And take further notice that any person having or claiming to have an interest in any such parcel of real property and the legal right thereto, on or before noon of the date set for any public sale of the properties in this action, may redeem a property by paying to the City Comptroller all outstanding taxes, interest and fees thereon, plus the costs of this action, including the expenses of the proceedings to sell, if any, allocated against such parcel, computed to and including the date of redemption.*

*If such taxes are paid by a person holding a recorded lien against such property, the person so paying shall be entitled to have the tax liens affected thereby satisfied of record or to receive an assignment of such tax liens*

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YEA	NAY

*evidenced by a written instrument. In the event such a lienholder pays taxes and takes an assignment of the Tax Lien, including acquired any Tax Lien thereon, such lienholder shall have the right to foreclosure the tax liens(s) acquired via assignment by foreclosing such liens utilizing the procedures applicable to foreclosure of a mortgage lien set forth in Article 13 of the state’s Real Property Actions and Proceedings Law.*

*In the event of failure to redeem or answer by any person having the right to redeem or answer, a judgment of foreclosure may be taken by default. Once a judgment is entered, the City of Watertown shall be entitled to sell the property and taxes are not redeemed on or before noon of the day before the foreclosure sale, the owner of a property may be forever barred and foreclosed of all right, title, interest and equity of redemption in and to the parcel of real property described in such list of delinquent taxes and properties.*

*Take further notice that the City’s ownership of the tax liens, tax liens acquired from other taxing municipal entities and, if applicable, tax certificates, set forth on such list of delinquent taxes and properties is conclusive evidence of the fact that the taxes, assessments or other legal charges represented thereby have not been paid.*

*Please be further advised that it is also the purpose of this notice to determine if any person having any right, title or interest in or lien upon any parcel of real property described in the aforesaid list of delinquent taxes and properties is in the military service of the United States, or of the state of New York; and request is made that any knowledge or information relating to such military service and interest, if any, be transmitted to the City Attorney for the City of Watertown.*

City Comptroller

*Tax Foreclosure Attorney,  
(Address).”*

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 Total .....

YEA	NAY

**§165.** Posting a Copy of Public Notice of Foreclosure. On or before the date of the first publication of the public notice of foreclosure, the City shall post a copy of such notice in the office of the City Comptroller, in at least one other location in the City Hall of the City of Watertown and in three other conspicuous public places in the City of Watertown.

**§166.** Notice to Owner, Lienholders and Holders of an Interest in Property.

1. Contemporaneously with or after posting and publishing the Public Notice of Foreclosure, the tax foreclosure attorney shall mail a copy of the Public Notice of Foreclosure and a copy of the Statutory Notice Letter described below in this Section 169 of the Act, by ordinary first class mail and by registered mail, to each owner, lienholder and other holders of an interest in a property on the list of delinquent taxes and properties who own, hold a lien against or hold an interest in such property as of the date the list of delinquent taxes and properties was filed, at the following mailing addresses:
  - a) For an owner, such notice shall be sent to the last known tax billing address as the same appears upon the current tax rolls. If the billing address is different from the address of the property subject of the action, the City also shall mail a copy of the Public Notice of Foreclosure and the Statutory Notice Letter to the property address by ordinary first-class mail only (“property address notice”).
  - b) For lienholders and other interest holders other than owners, notice shall be mailed by ordinary first-class mail to such parties at the address that appears in public land records that indicate the nature of a lienholder’s or other interest holder’s interest in the property for which notice is given.
  - c) It shall be the responsibility of any owner, lienholder or other interest holder to notify the City of any change of address. Any owner, lienholder of or other interest holder in real property in the City may file a change of address notice to which all notices under this Act are to be served, by filing with the City Comptroller a notice stating such Person’s name and current address, and the address to which the City is directed to send notices thereafter.
  - d) A notice served in accordance with this section via certified mail and ordinary mail, such notice shall be deemed received unless both the certified mailing and

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 Total .....

YEA	NAY

the ordinary first-class mailing are returned by the United States postal service. If such notice is served only via first class mail, the same shall be deemed received unless the same is returned by the United States postal service. If the certified mailing and the copy of the notice served by ordinary first-class mail are returned, or if a notice is required to be and is sent only via ordinary first class mail and is returned, the City shall undertake reasonable efforts to locate an alternate mailing address and send a copy of the Public Notice of Foreclosure and the Statutory Notice Letter by ordinary first-class mail to such alternate mailing address. The City shall be deemed to have complied with its obligation to undertake reasonable efforts to identify an alternate mailing address and mail notice to such alternate mailing address if it mails notice to an alternate address discovered by doing one or more of the following:

- i. Searching the public record, such as land records and records of the surrogate of the county.
  - ii. Using a service designed to locate a Person’s addresses.
  - iii. Filing a request for mail forwarding address change with the United States Postal Service.
  - iv. Conducting a search for obituaries and other sources, such as Surrogate’s Court, to ascertain names and addresses of heirs
  - v. For domestic business entities, conducting an online department of state business entity search.
  - vi. Other searches or efforts that the City determines are reasonably calculated to identify an alternate mailing address.
2. In lieu of searching for and mailing notice to an alternative address of a property owner, the City may post notice on the property to which the delinquent Tax Lien or Acquired Tax Lien relates. Such posting shall be deemed sufficient if it is affixed to a door of a residential or commercial building or is attached to a vertical object

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YEA	NAY

such as a tree or post and is visible to a person entering such property. If the enforcing officer, or such person or persons acting at the behest of the enforcing officer, delivering such notice finds a person of suitable age and discretion occupying such property, the enforcing officer may deliver a copy of such notice to such occupant in addition to posting it. The cost of posting such notice shall be added to the recoverable costs of such property.

3. The failure to provide notice to an owner or lienholder of a property shall not affect the validity of the proceeding against any other property made part the action.

**§167. Redemption.** A parcel of property included in an action commenced under this Act may be redeemed at any time before noon of the business day preceding the tax foreclosure sale of that property by payment of all outstanding taxes, interest and other fees and charges due. A property shall not be considered redeemed unless the City receives payment timely; payments mailed before the end of the redemption period but received after the end of the redemption period set forth above, shall not be deemed to have been made timely. When a property is redeemed by payment of all taxes, interest and other fees, after commencement of an in rem foreclosure pursuant to this Act, the City shall issue and record a certificate executed by the City Comptroller, describing the property in the same manner as it is described in the list of delinquent taxes and properties and noting therein that the property has been redeemed, is withdrawn from the action, the action is discontinued as to that property and that the notice of pendency against such property is canceled. Upon filing a certificate of redemption with the County Clerk, the County Clerk shall note the word "redeemed" and the date of such filing opposite the description of said parcel on the list of delinquent taxes and properties. Such notation shall operate to cancel the notice of pendency with respect to such parcel.

**§168. Interest Accruing on Delinquent Tax Liens After June 30th.** All Tax Liens delinquent as of June 30<sup>th</sup> shall accrue interest at a rate of twelve per centum (12%) per annum beginning July 1st.

**§169. Statutory Notice Letter.** The following notice letter shall accompany the Public Notice of Foreclosure mailed to owners, lienholders and other interest holders on letterhead bearing the City’s name:

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Total .....

YEA	NAY

**FORECLOSURE WARNING!**  
**IF YOU ARE AN OWNER, YOU ARE IN DANGER OF LOSING TITLE TO REAL PROPERTY; IF YOU ARE A LIENHOLDER OR HOLD ANOTHER INTEREST IN THE REAL PROPERTY IN ISSUE, YOU MAY LOSE YOUR LIEN OR PROPERTY INTEREST**

*REAL PROPERTY IN ISSUE: [INSERT ADDRESS OF PROPERTY TO WHICH THE NOTICE RELATES]*

*We have enclosed a copy of a Public Notice of Foreclosure, to notify you that the City of Watertown has commenced an action to foreclose the above-noted parcel of real property (“property”) for failure to pay back taxes due and owing on such property. We are sending you this notice because our records and other information we have acquired indicate you either may be an owner of the property or may hold a lien against or other interest in the property. Upon completion of the foreclosure process your interest in the property will be extinguished.*

*As of [DATE] property taxes for the years [YEARS] totaling [AMOUNT] are outstanding. Also, additional interest, costs and disbursements made may be added to the tax arrearage. You may redeem the property from the foreclosure action by payment of the back taxes. To find out more about redeeming the property to keep it from being sold at a tax foreclosure sale, and to get an accurate payoff figure you should call the City of Watertown Office of the Comptroller at (315)\_\_\_\_\_.*

*You have a right to interpose an answer challenging the foreclosure of the property. You may wish to consult an attorney to assist you in doing so.*

*Attached to this notice is a list of government approved housing counseling agencies in your area which provide free counseling. You can also call the NYS Office of the Attorney General’s Homeowner Protection Program (HOPP) toll-free consumer hotline to be connected to free housing counseling or legal services in your area at 1-855-HOME-456 (1-855-466-*

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YEA	NAY

*3456) or visit their website. A statewide listing by county is also available at the website of the New York State Department of Financial Services. Qualified free help is available; watch out for companies or people who charge a fee for these services.*

*If you are a senior citizen, a person with a physical disability and/or a veteran, you may be entitled to a partial exemption from property taxes. If you are not already receiving one or more of these exemptions and would like information about the eligibility and application requirements, please contact your local assessor’s office.*

*If you are in the military service of the United States, or of the State of New York, or if anyone else within your knowledge is in such military service, and you are, he or she is, the owner of any right, title or interest in or lien against any parcel of real property described in the list of delinquent taxes and properties listing all properties subject of this foreclosure action, you should immediately advise the Tax Foreclosure Attorney whose name and address is noted at the bottom of this letter.*

*City Comptroller*

*Tax Foreclosure Attorney  
 [Address and Phone Number of Attorney]*

**§170.** Answer. Each Person on whom notice is served under this Act may serve a verified answer upon the tax foreclosure attorney, setting forth in detail the nature and amount of that answering party’s interest and any defense or objections to the foreclosure action. The caption of such answer shall contain a reference to the address and serial number, or numbers of the parcels of property to which the answer relates and must be filed in the office of the County Clerk or through the court’s electronic filing system and served on the tax foreclosure attorney no later than twenty days after the service date noted in the Public Notice of Foreclosure. If any Person having the right to redeem or answer fails to do so timely, such Person shall be in default and shall be barred forever and foreclosed of all his right, title, and interest in, and lien upon the parcels described in such list of delinquent taxes and properties and a judgment in foreclosure shall be taken as herein provided.

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 Total .....

YEA	NAY

**§171. Trial of Issues.** If a Person timely files and serves a verified answer upon the tax foreclosure attorney, upon the City’s application, the court shall summarily hear and determine the issues raised by the complaint and answer in the same manner and under the same rules as it hears and determines other actions. At the time the City moves for judgment by default or for summary judgment, it may seek partial judgment, not proceeding against some or all parcels of property for which an answer has been interposed. The City’s election not to proceed at that time against a property that has interposed an answer shall not waive the City’s right to proceed against that property separately by way of a trial or by way of a subsequent motion, or motions, for summary judgment.

**§172. Presumption of Validity; Burden of Proof.** It shall not be necessary for the City to plead or prove any act, proceeding or notice or to establish the validity of a Tax Lien or Acquired Tax Lien. If a Person in interest shall claim that any Tax Lien, Acquired Tax Lien or certificate is irregular or invalid, such invalidity, irregularity or defect must be specifically pleaded and must be established affirmatively by the Person pleading the same, and in any such action or proceeding an affidavit of the City Comptroller shall be presumptive evidence of the legality of the taxes and assessments therein described and of the regularity of all proceedings required by law to be taken.

**§173. Judgment of Foreclosure.**

1. The court shall determine upon proof by affidavit or otherwise whether the City has complied with the provisions of this Act and shall make its findings upon such proof; and, if it so finds, shall issue a judgment of foreclosure authorizing the City to proceed to public sale, selling the properties in the action made subject of the motion for judgment. In accordance with the sale provisions set forth in this Act, the judgment of foreclosure shall grant the City a reasonable period of time but no fewer than nine months from the sale date to evaluate properties for which there was no bid to determine whether the City wishes to take title to such properties.
  
2. The City shall be entitled to recover and the court shall award to the City in the judgment of foreclosure all reasonable costs of the foreclosure action, all statutory costs and allowances provided by the civil practice law and rules in cases of judicial foreclosures of mortgages on real property and the necessary disbursements made in such action, including filing fees, title search fees, publication costs, service fees,

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YEA	NAY

posting fees, attorneys’ fees, postage fees and stationery costs. The City, without a court order, may add a fee per property for each property redeemed after commencement of the action but prior to entry of a judgment of foreclosure. The City, without a court order, may also add a fee per property for each property redeemed or sold after entry of a judgment of foreclosure. Such fees shall be set forth in the City’s schedule of fees adopted annually by City Council in connection with the City’s budget.

3. The court shall direct properties be sold via public auction by the referee appointed by the court. The court shall appoint the City Comptroller or such person in the City’s employ who the City Comptroller requests the court designate to serve as referee. The referee shall serve without compensation above such referee’s normal compensation as a City employee. If a referee, by reason of absence, resignation or any other incapacity, is unable to attend, conduct or complete said sale, the court shall appoint a replacement referee by order granted upon an ex parte application by the City; such replacement referee shall be a City employee who shall serve as referee without any compensation above such employee’s normal compensation as a City employee.
  - a) A public auction conducted hereunder, at the City’s discretion, may be live and in-person, live and online, a multi-day auction style online listing, or any combination of the foregoing.
  - b) The judgment of foreclosure and sale shall direct the person serving as referee to execute and deliver to the purchaser a referee’s deed conveying title to the parcel or parcels affected by such judgment and sold at such sale. The property description used in such deed shall be that contained in the list of delinquent taxes and properties or such other description as the court in its judgment may direct.
  - c) All Tax Liens comprising the City’s minimum bid amount and any lien or liens held by any third party or parties to the action shall be cancelled and the final judgment in said tax foreclosure action shall so provide, and the delivery of a copy of said final judgment to the director of finance shall be authority for him to cancel said taxes and lien on the books in his office.

**LOCAL LAW**

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A Local Law Establishing the In Rem Tax Foreclosure Act

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

YEA	NAY

4. A judgment of foreclosure in favor of the City shall not operate to release any lien of such amount due on the real estate until fully satisfied.

**§174. Notice of Sale.**

1. The sale directed by the court shall be at public auction under the direction of the referee.
2. At least two weeks prior to the date of sale, the City shall mail notice of sale by ordinary mail to the owners of properties in the action remaining unredeemed, and shall serve such notice on all others who have appeared in the action and have requested service of the same, or who have answered, in accordance with the methods and requirements of service prescribed by the civil practice laws and rules.
3. Public notice of the sale shall be given once a week for three successive weeks in a newspaper published or distributed daily or weekly in the county of Jefferson, and such sale shall take place on any day on or after the twenty-first day and on or before the twenty-eighth day after the day of the first publication. In addition to the foregoing publication of the notice of sale, such notice of sale also shall be posted on or before the date of the first publication thereof in three conspicuous public places in the City.

**§175. Sale.** The City shall set a minimum bid on each property to be sold, comprising all taxes, accrued interest, together with all costs, disbursements and fees the court awards and such other costs, expenses and fees to which the City otherwise is entitled as a matter of law. On the day specified in the notice of sale, the referee appointed shall commence such sale and shall continue the same, if required, from day to day, excepting and omitting Saturdays, Sundays and holidays the City observes, until each parcel shall be called for bids. The description of a parcel of land offered for sale in such notice shall be that contained in the list of delinquent taxes and properties or such other description of such parcel as the court in its judgment may direct. If a property receives no bid the City shall have a reasonable period of time, but no fewer than nine months following the sale date, as may be specified in the judgment of foreclosure, to determine whether the City wishes to take title to such property. If the City, within that time period, notifies the referee of the City’s election to take title to a property, such election shall be deemed exercised timely.

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A Local Law Establishing the In Rem Tax Foreclosure Act

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 Mayor PIERCE, Sarah V.C..  
 Total .....

YEA	NAY

Following receipt of notice of the City’s election, the referee shall convey to the City title to each such property subject to the City’s election. If the City submits the minimum bid as a credit bid on a property in the sale and such minimum bid is the high bid on a property, the referee shall not require the City to pay any part of the minimum bid, but said referee shall execute and deliver to the City a deed of the premises sold without payment. In the event the City submits a bid greater than the amount of the minimum bid, the City shall be required to pay only that portion of such bid that is greater than the amount of the minimum bid.

**§176. Properties to Which the City Takes Title.** All real property conveyed to the City, pursuant to a sale held under this Act shall be deemed, from the date of such conveyance to the City, to be owned, possessed and held by the City for a public use and shall have the same exemptions from taxation accorded the real property of a municipal corporation held for a public use.

**§177. Report of Sale and Confirmation Thereof Not Required.** Notwithstanding the provisions of any general, special or local law to the contrary, it shall not be necessary for the referee to make a report of the sale or proceedings, nor shall it be necessary for the court to confirm by order or otherwise the sale conducted by or the proceedings of such referee.

**§178. Surplus Monies.** The referee shall pay the City the amount of the minimum bid for each property sold and shall deposit the excess proceeds of sale, if any, in trust as surplus monies in accordance with the terms of this Act. If surplus monies arise from any such sale of a property sold in an action conducted under this Act, the referee shall report the fact of such surplus monies to the court. The court by order shall accept the report of surplus monies and shall direct the referee to deposit such surplus monies in trust in an account maintained by the City Comptroller, without interest, for the benefit of any or all Persons who may be justly entitled to all or any part of such surplus monies. Any Person whose interest in real property sold pursuant to a foreclosure conducted under this Act was extinguished by such foreclosure shall have the right to make an application for distribution of surplus monies. An application for distribution of surplus monies shall be conducted in accordance with Article 13 of the real property actions and proceedings law relating to mortgage foreclosures. The date of entry of the order of the court accepting the referee’s report of surplus monies shall be deemed to be the date of confirmation of a referee's report

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 Mayor PIERCE, Sarah V.C..  
 Total .....

YEA	NAY

of sale presented under the provisions Article 13 of the real property actions and proceedings law. The City Comptroller shall be entitled to withhold, as a fee for services for holding the same, two percent of any surplus monies the City Comptroller is ordered to and does distribute. Provisions of the abandoned property law shall apply to such surplus monies, except that payment of the abandoned surplus, after the prescribed proceedings, shall be made to the City and not to the state comptroller.

**§179. Deed in Lieu of Foreclosure.** The City, when authorized by City Council, may under the conditions of such authorization, and in lieu of prosecuting an action to foreclose a Tax Lien on any parcel of property pursuant to this Act, accept a conveyance of the interest of any Person having any right, title, interest, claim, lien or equity of redemption in or to such parcel.

**§180. Statute of Limitation.** There shall be no period of limitation applicable to the City’s commencement of an action under this Act, so no action commenced by the City under this Act may be barred as having been commenced untimely.

**§181. No Waiver.** The failure of the City to enforce against a property any rights set forth herein shall not be deemed a waiver of the City’s right thereafter to enforce such rights against that property.

**§182. Irregularities and Inability to Convey Good Title.** It shall be the sole responsibility of a buyer at a foreclosure sale conducted under this Act to determine whether the City has complied with all notice and other requirements of this Act and, except for the remedies specified in this section, the City shall not be liable to reimburse a bidder for costs, interest, expenses, damages or penalties of any kind. If the City fails to comply with any provisions of this Act and such irregularities would prevent a high bidder from obtaining clean title to a property the following shall apply:

1. If a high bidder discovers such irregularities before closing, the high bidder may refuse to close on such property; upon receipt of notice of the bidder’s refusal, the City, upon its confirmation of such irregularities, shall return any deposit monies such high bidder paid on such property and the sale of such property to that bidder shall be deemed canceled.

**LOCAL LAW**

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A Local Law Establishing the In Rem Tax Foreclosure Act

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 Mayor PIERCE, Sarah V.C..  
 Total .....

YEA	NAY

2. If a high bidder discovers such irregularities after closing and obtains a court order setting aside the sale, the City shall refund the purchase monies and recording fees paid as may be directed in such court order.

**§183.** Application of Proceeds of Sale. The proceeds of the sale of each property, other than those struck off to the City, shall be applied first, to pay, the expenses of the sale, next, to defray all costs, disbursements and fees awarded by the court in the judgment of foreclosure and, lastly, to pay the Tax Liens, Acquired Tax Liens and accrued interest and any other recoverable charges.

**§184.** Conclusive Presumption of Deed; Limitation. Every deed given pursuant to this Act shall be presumptive evidence that the action and all proceedings therein and all proceedings prior hereto from and including the assessment of the real property affected and all notices required by law were regular and in accordance with all provisions of law relating thereto. After two-years from the date of the recording of such deed, the presumption shall be conclusive. A Person seeking to set aside a deed conveying a property sold under this Act may only do so by motion filed in the action pursuant to which the property in question was sold. No motion to set aside such deed may be maintained unless it is filed prior to the date on which the presumption becomes conclusive.

**§185.** A Person to whom a property is conveyed pursuant to a foreclosure conducted under this Act, upon delivery of the deed to such property, shall become the fee interest owner and may cause any occupants of such lands to be removed therefrom and the possession thereof delivered in the same manner as in the case of a tenant holding over after the expiration of his/her term without permission of his/her landlord.

**§186.** Whenever any assessment, water rate, sewer rate, or lien upon real estate under this Act, except taxes, shall have remained unpaid in whole or in part for three (3) months, such assessment, water rate, sewer rate, or lien shall be become and shall be deemed to have been a Tax Lien as of the date they arose against the property to which they relate and shall be subject to all the provisions of this Act.

**§187.** Filing with the County Clerk. For purposes of this Act, filing in New York State Courts Electronic Filing system shall be deemed to fulfill an obligation to file a document or other record in the County Clerk’s office.

# LOCAL LAW

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A Local Law Establishing the In Rem Tax Foreclosure Act

Council Member GARRABRANT, Shane A.

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Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C..

Total .....

YEA	NAY

BE IT FURTHER ENACTED that this Local Law shall take effect immediately upon being filed with the New York Secretary of State.

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

Old Business - Proposed Local Law of 2026

May 4, 2026

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: A Local Law Overriding the Tax Levy Limit Established by New York  
General Municipal Law §3-c

In order for a municipality to adopt a budget which includes a property tax levy increase above the allowable limit as set forth in General Municipal Law §3-c (the Property Tax Cap), a local law must be adopted to override the limit. Initiating this procedure not only provides the City Council with budget flexibility, but it also provides the public with an opportunity to be heard on the topic.

A public hearing was held on Monday, April 20<sup>th</sup>, at 7:15 p.m. at which time public comments were received. Following the hearing, Council tabled the Local Law for further review.

# LOCAL LAW

Page 1 of 1

A Local Law Overriding the Tax Levy Limit Established by New York General Municipal Law §3-c

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

YEA	NAY

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

A local law to override the tax levy limits established by New York General Municipal Law §3-c.

WHEREAS the City Council of the City of Watertown desires to override the limit on the amount of real property taxes that may be levied by the City of Watertown pursuant to General Municipal Law §3-c, and to allow the City of Watertown to adopt a budget for the fiscal year beginning July 1, 2026 and ending June 30, 2027 that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law §3-c, and

WHEREAS such override is authorized by the provisions of subdivision 5 of General Municipal Law §3-c, which expressly authorizes the City Council to override the tax limit by adoption of a local law approved by a vote of at least sixty percent (60%) of the City Council, and

WHEREAS a public hearing on this was held on April 20, 2026, at 7:15 p.m. in the City Council Chambers,

NOW THEREFORE BE IT ENACTED by the City Council of the City of Watertown, New York, as follows:

**Tax Levy Limit Override:** The City Council of the City of Watertown, County of Jefferson is hereby authorized to adopt a budget for the fiscal year 2026-2027 that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal Law §3-c.

**Severability:** If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, individual, firm or corporation, or circumstance, shall be adjudicated by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

**Effective Date:** This local law shall take effect immediately upon filing with the Secretary of State.

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

Staff Report

May 4, 2026

To: The Honorable Mayor and City Council

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

Subject: Community Development Block Grant Program – Annual Community Assessment for Program Year 2024-2025

Attached for City Council review is the Annual Community Assessment for Program Year 2024-2025 for the City's Community Development Block Grant Program (CDBG) prepared by the U.S. Department of Housing and Urban Development (HUD) Buffalo Field Office.

The report is provided to the City after HUD's review of our Consolidated Annual Performance Evaluation Report (CAPER). The CAPER was submitted by the City in September 2025 and covered the time period of July 1, 2024, through June 30, 2025.

The Annual Community Assessment report provides feedback from HUD on the City's performance in delivering the CDBG program. The report finds the City's performance satisfactory and concludes that the City has the capacity to carry out our CDBG programs and has met its reporting requirements.



**U.S. Department of Housing and Urban Development**  
**Community Planning and Development**  
Buffalo Field Office, Region II  
300 Pearl St., Suite 301  
Buffalo, NY 14202

Sent via Electronic Email

April 24, 2026

Honorable Sarah V.C. Pierce  
Mayor, City of Watertown  
Municipal Building  
245 Washington Street  
Watertown, New York 13601

Dear Mayor Pierce:

**Subject: Program Year 2024 Review Letter, City of Watertown  
Community Development Block Grant**

As a recipient of grant funds provided by the U.S. Department of Housing and Urban Development (HUD), each jurisdiction that has an approved Consolidated Plan shall annually review and report to HUD on the progress it has made in carrying out its Consolidated Plan and Annual Action Plan. The performance report is submitted to HUD's Office of Community Planning and Development (CPD) in the form of the Consolidated Annual Performance and Evaluation Report (CAPER). Furthermore, the Consolidated Plan regulations at 24 CFR §91.525 require the Department to evaluate and report to the public on a community's overall progress in the management of its program funds, compliance with the Consolidated Plan, the accuracy of performance reports, and the extent to which progress has been achieved toward the statutory goals identified in Section 91.1.

This letter serves to acknowledge your Program Year 2024 CAPER submission and to apprise you of our assessment of Watertown's overall progress. HUD acknowledges the Watertown's programmatic accomplishments during the program year. Based on our Office's review of your Program Year 2024 CAPER, we have concluded that Watertown has the capacity to carry out its CPD programs and has met its reporting requirements.

The City of Watertown demonstrates focus in priority need areas to meet established goals of neighborhood stabilization, affordable housing rehabilitation, homeownership assistance, environmental and quality of life enhancement, fair housing education, homeless assistance and public services and economic development.

Thank you for your continued commitment to strengthening your community through CPD programs. Please submit any comments regarding the contents of this letter to this Office within 30 days of the date of this letter.

If you have any questions concerning the progress summary or wish to request additional consultation regarding your performance, please contact Jennifer Beltre, Sr. CPD Representative, at (716) 646-7013 or [Jennifer.l.beltre@hud.gov](mailto:Jennifer.l.beltre@hud.gov).

Sincerely,

Elizabeth A. McClam  
Acting Director  
Community Planning  
and Development

cc: Michael Lumbis, Community Planning & Development Director

**U.S Department of Housing & Urban Development  
Buffalo, New York Office**



**Annual Community Assessment**

for

**City of Watertown, New York**

**Community Development Block Grant**

**Program Years of  
July 1, 2024 – June 30, 2025**

## **Introduction**

As a recipient of grant funds provided by the Department of Housing and Urban Development, each jurisdiction that has an approved Consolidated Plan shall annually review and report to HUD on the progress it has made in carrying out its Consolidated Plan and Annual Action Plan goals.

The annual performance report is submitted to HUD in the form of the Consolidated Annual Performance and Evaluation Report (CAPER).

The Annual Community Assessment (ACA) provides feedback on your community's performance in delivering HUD's Community Development Programs. This report is presented in four sections:

- **Section I:** CPD Program Progress Summary and Accomplishments
- **Section II:** Summary of Program Deadlines and Baseline Requirements
- **Section III:** Summary of Open CPD Monitoring or OIG Audit Findings
- **Section IV:** Recommendations

## **Section I: CPD Program Progress Summary and Accomplishments**

This section summarizes the City of Watertown’s program progress during the assessment period July 1, 2024 – June 30, 2025, with special focus on compliance with and progress towards expenditure requirements for CPD programs.

<b>Grant Allocations</b>	<b>Grant Year</b>	<b>Year Funding Amounts</b>	<b>Total Available Balance</b>
CDBG	2024	\$882,736.00	\$572,037.43
CDBG	2023	\$913,462.00	\$164,390.31
CDBG	2021	\$943,790.00	\$3,785.00
CDBG-CV	2020	\$822,582.00	\$20,002.36

### **Accomplishments**

Program Year 2024 (July 1, 2024, through June 30, 2025) was the eleventh year the City of Watertown (the City) participated in as an Entitlement Community in the Community Development Block Grant (CDBG). Staff made significant accomplishments this year in carrying out the Strategic Plan and Annual Action Plan as a few projects were completed. These include:

#### **Goal 1 - Neighborhood Stabilization and Revitalization Part 1**

- Tilden Street/Starbuck Avenue Sidewalk Construction Project (completed)
- North Side ADA Ramp Phase 2 Reconstruction Project (completed)
- The Burlington Street Reconstruction Project (underway)
- Franklin Street ADA Ramp Replacement Project (completed)
- Seward Street Reconstruction Project (completed)

#### **Goal 1 - Neighborhood Stabilization and Revitalization Part 2**

- Watertown Housing Authority Meadowbrook Sidewalk Reconstruction (completed)
- Huntington Street Water Main Project (bids completed, construction starting soon)
- 531 Bradley Street Demolition Project (bids completed, construction starting soon)
- ADA Ramp Replacement Project (bids completed, construction starting soon)

#### **Goal 2 - Affordable Housing Rehabilitation**

- Twelve (12) units of owner-occupied rehabilitation (completed)

#### **Goal 3 - Homeownership Assistance**

- Six (6) qualified low- to-moderate-income households received down payment assistance toward the purchase of a new home

#### **Goal 4 - Environment and Quality of Life Enhancement**

Watertown prioritized constructing physical improvements such as parks, playgrounds, trails, rain gardens and other green infrastructures. Several projects supported this goal including:

- Seward Street Reconstruction Project (completed)
- Northeast Target Area Tree Planting Project (in process)
- Northeast and Near East Target Area Tree Planting Project (in process)
- North Hamilton Playground Basketball Court Project (in process)
- Northwest Target Area Tree Planting Project (in process)
- Black River Trail Western Extension Project (in process)

#### **Goal 5 - Fair Housing Education**

- Two (2) in-person training sessions were conducted for landlords and service providers.
- Educational materials like brochures and information magnets were distributed

#### **Goals 6 & 7 - Homeless Assistance and Public Services Support Part 1**

- Fourteen (14) "Homeless No More" Open Houses were conducted in three (3) counties
- Commercials were developed to raise awareness and educate the general North Country population

#### **Goals 6 & 7 - Homeless Assistance and Public Services Support Part 2**

- 3,104 backpacks were provided by the Watertown City School District (WCSD) Food for Families Program or Backpack Program filled with nutritious, kid-friendly, and easy-to-prepare food items to ensure that no student had to face a weekend or holiday break with an empty stomach.

#### **Goal 8 - Economic Development**

- Although there were no CDBG economic development projects during 2024, the Watertown Local Development Corporation (WLDC), the Jefferson County Job Development Corporation and the Jefferson County Industrial Development Agency continue to collaborate with the City's Mayor, Sarah V. C. Pierce and Michael A. Lumbis, Director of Planning and Community Development to determine future projects.

#### **Coronavirus Aid, Relief, and Economic Security Act (CDBG-CV)**

Two (2) food pantry programs that were completed during PY 2024. They were:

- Watertown Urban Mission's Food Pantry Program
- Watertown Urban Mission (WUM) Pantry 2 You Program

### **Section II: Summary of Program Deadlines and Baseline Requirements**

<b>Program</b>	<b>Requirement</b>	<b>Progress</b>
<b>CDBG</b>	Compliance with <i>last</i> September 30 <sup>th</sup> Treasury cancelling funds deadline	Last Deadline: 9/30/2025 Balance of undisbursed funds: \$0.00 (2018)
	Progress towards <i>next</i> September 30 <sup>th</sup> Treasury cancelling funds deadline	Next Deadline: 9/30/2026 Balance of undisbursed funds: \$0.00 (2019)
	20% Planning and Administration	6.46%
	15% Public Service	1.04%
	70% Low/Mod Overall Benefit	100%

### **Section III: Summary of Open CPD Monitoring or OIG Audit Findings**

This section summarizes any CPD Monitoring or Office of Inspector General Audit (OIG) findings. HUD acknowledges that the City of Watertown has no open findings and commends the City for this accomplishment.

<b>Year Last Monitored</b>	<b>Program(s)</b>	<b># of Open Findings</b>	<b>Status (open/closed)</b>
2018	CDBG	0	N/A

### **Section IV: Recommendations**

The City of Watertown current CDBG performance has been satisfactory. There are a few recommendations:

- Please ensure that program income is recorded in IDIS in a timely manner.
- Please continue to monitor IDIS reports at least quarterly, to ensure that activities that are completed, but not yet closed and activities that have been listed as in final draw status for more than 120 days, are reviewed and appropriate action is taken.
- To continue to strengthen its improved institutional structure, the City of Watertown is encouraged to take advantage of the ongoing training and technical assistance opportunities that will be offered by HUD.

This report was prepared by: Jennifer Beltre, Sr. CPD Representative, at  
(716) 646-7013 or [Jennifer.l.beltre@hud.gov](mailto:Jennifer.l.beltre@hud.gov).

HUD is providing you with the opportunity to review this assessment and comment. Based on the information available at the time of this review, HUD has determined that at this time, the City of Watertown has the continuing capacity to carry out HUD programs identified in this report.

If you have any questions or would like to discuss the Assessment Report, please respond, in writing to HUD: [BuffaloCPD@hud.gov](mailto:BuffaloCPD@hud.gov), OR to: Director, Community Planning & Development, 300 Pearl Street, Suite 301, Buffalo, NY 14202. Your response should identify any areas of disagreement and corrections or any additional comments you would like HUD to consider.