



MEMORANDUM

CITY OF WATERTOWN, NEW YORK

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

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TO: Planning Board Members

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

SUBJECT: Training Webinar

DATE: September 29, 2022

As you may know, Planning Board member Neil Katzman recently suggested that Planning Staff make training opportunities available for Board members after regularly scheduled Planning Board meetings. These training events would help members meet their four (4) hour per year training requirement.

At the conclusion of the October 4, 2022, meeting, Staff will show a webinar produced by the Department of State entitled, *Ethical Standards for Planning and Zoning Boards*. This presentation will help members of the Planning Board and Zoning Boards of Appeals determine if a conflict of interest exists in certain municipal transactions. Discussion topics will include Article 18 of the General Municipal Law and its disclosure requirements, common law conflicts and the legal repercussions that follow.

The course is one hour in length and will provide each member who attends with one (1) credit toward their annual training requirement. The training is optional, but encouraged for all, especially anyone who has not met their training requirement for the year.

We hope to offer similar training two or three times per year to supplement other training that is available through Jefferson County and the Tug Hill Commission. An exact schedule is not known at this time as we will likely try to schedule trainings during meetings that have very short agendas similar to the October meeting.